



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

Monday, January 9, 2023

4:30 pm

Council Chambers and Video Conference

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

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Pages

**1. Land Acknowledgement**

I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation, the Historic Sault Ste. Marie Metis Council.

**2. Adoption of Minutes**

22 - 48

Mover Councillor S. Hollingsworth

Seconder Councillor M. Scott

Resolved that the Minutes of the Regular Council Meeting of December 12, 2022 be approved.

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

**4. Declaration of Pecuniary Interest**

**5. Approve Agenda as Presented**

Mover Councillor S. Spina

Seconder Councillor C. Gardi

Resolved that the Agenda for January 9, 2023 City Council Meeting as presented be approved.

<b>6.</b>	<b>Proclamations/Delegations</b>	
<b>6.1</b>	<b>Children of Shingwauk</b>	
	Shirley Horn, Irene Barbeau, Ken Crossman	
<b>6.2</b>	<b>Christmas Lighting Awards Presentation</b>	
<b>6.3</b>	<b>Fleet Management Information System</b>	49 - 71
	Bannu Hirtig, Kristi Amaker; Mercury Associates, Inc.	
<b>6.4</b>	<b>Core Asset Management Plans: Wastewater, Stormwater and Roads and Bridges</b>	72 - 84
	Rick Talvitie, Christian Lombard and Donghui Lu; AECOM	
<b>7.</b>	<b>Communications and Routine Reports of City Departments, Boards and Committees – Consent Agenda</b>	
	Mover Councillor S. Hollingsworth	
	Seconder Councillor C. Gardi	
	Resolved that all the items listed under date January 9, 2023 – Agenda item 7 – Consent Agenda be approved as recommended.	
<b>7.1</b>	<b>Report of the Office of the Ombudsman of Ontario</b>	85 - 96
	Cultural Vitality Committee; Tourism Board	
<b>7.2</b>	<b>Outstanding Resolutions</b>	97 - 99
<b>7.3</b>	<b>Delegation of Tax Appeals – Sickness or Extreme Poverty</b>	100 - 105
	A report of the Manager of Taxation is attached for the consideration of Council.	
	The relevant By-law 2023-3 is listed under Agenda item 12 and will be read with all by-laws under that item.	
<b>7.4</b>	<b>City Awards Review</b>	106 - 108
	A report of the Deputy City Clerk is attached for the consideration of Council.	
	Mover Councillor S. Spina	
	Seconder Councillor M. Scott	
	Resolved that the report of the Deputy City Clerk dated January 9, 2023 concerning City Awards Review be received and that one award reception be held on a go-forward basis to honour recipients of the Community Development Award; the Community Recognition Award; the Municipal	

Heritage Award; the Sports Hall of Fame Award and the Walk of Fame Award.

7.5	<b>Municipal Election 2022 – Summary of Initiatives</b>	109 - 112
	A report of the City Clerk is attached for the consideration of Council.	
	Mover Councillor S. Spina	
	Seconder Councillor M. Scott	
	Resolved that the report of the City Clerk dated January 9, 2023 concerning Municipal Election – 2022 Summary of Initiatives be received as information.	
7.6	<b>Serco DriveTest Property Use Request</b>	113 - 116
	A report of the Director of Community Services is attached for the consideration of Council.	
	Mover Councillor S. Spina	
	Seconder Councillor M. Scott	
	Resolved that the report of the Director of Community Services dated January 9, 2023 concerning Serco DriveTest Property Use Request be received and that a Licence of Occupation be entered into with the proponent.	
7.7	<b>Reallocation of Contingency Funding for the Twin Pad</b>	117 - 119
	A report of the Director of Community Services is attached for the consideration of Council.	
	Mover Councillor S. Spina	
	Seconder Councillor M. Scott	
	Resolved that the report of the Director of Community Services dated January 9, 2023 concerning Reallocation of Contingency Funding for the Twin Pad be received and that the approved construction tender for the Twin Pad Arena be increased by the additional \$125,000 funded from the project contingency budget to a total of \$30,086,383.	
7.8	<b>Transit Pass Partnership with Algoma District School Board</b>	120 - 125
	A report of the Director of Community Services is attached for the consideration of Council.	
	Mover Councillor S. Spina	
	Seconder Councillor M. Scott	
	Resolved that the report of the Director of Community Services dated January 9, 2023 concerning Transit Pass Partnership with Algoma District School Board be received and that the pilot program be extended until June 30, 2024; further that the program be expanded to other Algoma District School Board secondary schools who wish to participate.	
7.9	<b>Snowdon Park Memorial Update</b>	126 - 127

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

Mover Councillor S. Hollingsworth

Seconder Councillor C. Gardi

Resolved that the report of the Manager of Recreation and Culture dated January 9, 2023 concerning Snowdon Park Memorial Update be received as information.

7.10	<b>Soo Greyhounds 2024 Memorial Cup Bid</b>	128 - 136
	A report of the Deputy CAO, Community Development and Enterprise Services is attached for the consideration of Council.	
	Mover Councillor S. Spina	
	Seconder Councillor M. Scott	
	Resolved that the report of the Deputy CAO, Community Development and Enterprise Services be received and that the request for funding in the amount of \$300,000 from the Community Development Fund be approved for the Soo Greyhounds to host the 2024 Memorial Cup; further that staff be authorized to utilize either concession profits or a ticket surcharge to support the event if required.	
7.11	<b>Municipal Law and By-Law Enforcement Officers</b>	137 - 137
	A report of the Manager of Transit and Parking is attached for the consideration of Council.	
	The relevant By-laws 2023-8 and 2023-9 are listed under Agenda item 12 and will be read with all by-laws under that item.	
7.12	<b>Response to Cycling Resolution</b>	138 - 141
	A report of the City Solicitor is attached for the consideration of Council.	
	The relevant By-law 2023-7 is listed under Agenda item 12 and will be read with all by-laws under that item.	
7.13	<b>Insurance Adjusting Services Extension</b>	142 - 143
	A report of the Assistant City Solicitor/Senior Litigation Counsel is attached for the consideration of Council.	
	The relevant By-law 2023-10 is listed under Agenda item 12 and will be read with all by-laws under that item.	
7.14	<b>Bill 23 – The More Homes Built Faster Act</b>	144 - 156
	A report of the Director of Planning is attached for the consideration of Council.	

Mover Councillor S. Hollingsworth

Seconder Councillor C. Gardi

Resolved that the report of the Director of Planning dated January 9, 2022, concerning *Bill 23 – The More Homes Built Faster Act* be accepted as information.

Whereas Bill 23 – *The More Homes Built Faster Act* received Royal Assent on November 28, 2023; and

Whereas of the many changes that came into effect, Councils are no longer required to require a public meeting to make a decision on Draft Plan of Subdivision approvals; and

Whereas Council remains the approval authority for Draft Plan of Subdivision approvals; and

Whereas public input has been a valuable part of the process;

Now Therefore Be it Resolved that Council continue to require a public meeting to make a decision on Draft Plan of Subdivision Approvals.

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

### **8.1 Administration**

#### **8.1.1 Children of Shingwauk Correspondence**

157 - 157

Mover Councillor S. Hollingsworth

Seconder Councillor M. Scott

Resolved that the request of the Children of Shingwauk to rename Snowdon Park as Memorial Park be referred to the Parks and Recreation Advisory Committee for review and recommendation to Council.

### **8.2 Corporate Services**

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

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

#### **8.4.1 Asset Management – Core Assets**

158 - 159

A report of the Manager of Development and Environmental Engineering is attached for the consideration of Council.

Mover Councillor S. Hollingsworth

Seconder Councillor C. Gardi

Resolved that the report of the Manager of Development and Environmental Engineering dated January 9, 2023 concerning Asset Management Plan – Core Assets be received as information.

**8.4.2**

**Fleet Management Improvement Initiatives**

160 - 166

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

Mover Councillor S. Hollingsworth

Seconder Councillor C. Gardi

Resolved that the report of the Director of Public Works dated January 9, 2023 concerning Fleet Management Improvement Initiatives be received and that Council recommend funding of the smooth replacement plan displayed in Figure 2 (attached) for 2023 budget with support in principle for 2024-2025 funding; further if Council approves the 2023 Capital Budget and funding for the Fleet Management Information System during budget deliberations that the project consulting fees in the amount of \$120,000 be single sourced to Mercury Associates, Inc.

**8.5**

**Fire Services**

**8.6**

**Legal**

**8.7**

**Planning**

**8.8**

**Boards and Committees**

The Board and Committee Nominating Task Force met on December 14, 2022 to consider applications to boards and committees. The names of the applicants and their applications have been made available to Council under separate cover.

The recommended nominations are listed below.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that all items under Agenda item 8.8 Board and Committee appointments be approved as recommended.

**8.8.1**

**Appointments to Boards and Committees (Members Appointed by Council)**

**8.8.1.1**

**Christmas Lighting Award/Hallowe'en Spirit Judging Committee**

One member of City Council; four citizens

Councillor A. Caputo has indicated interest in serving on this Committee.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councillor Angela Caputo and citizens Stephanie Maragna, Lindsay Marshall, Cindy Rainone, Max Tyczinski and Linda Zeppa be appointed to the Christmas Lighting/Hallowe'en Spirit Judging Committee from

January 9, 2023 to December 31, 2026.

#### **8.8.1.2 Committee of Adjustment**

Minimum of three appointments. Appointments can be members of City Council, citizens or any combination thereof

By-law 2023-13 appointing Frank Bruni, Joseph Greco, Wayne Greco, Melinda McGregor and Anthony Rossi to the Committee of Adjustment from January 9, 2023 to December 31, 2026 appears under Agenda item 12 and will be read with all by-laws under that item.

#### **8.8.1.3 Committee of Revision – Local Improvements**

Three citizens and an alternate (recommended)

By-law 2023-11 appointing Katie Blunt, Shannen Scott and Atul Sharma with Elizabeth Filice as alternate to the Committee of Revision from January 9, 2023 to December 31, 2024 appears under Agenda item 12 and will be read with all by-laws under that item.

#### **8.8.1.4 Cultural Vitality Committee**

One member of City Council; minimum of five citizens

Councillor A. Caputo has indicated interest in serving on this Committee.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councillor A. Caputo and citizens Miranda Bouchard, Donna Hilsinger, Jasmina Jovanovic, Isabelle Michaud, Sean Meades, Luis Moreno, Jane Omollo, Brenna Jayne Tomas, Richard Walker and Larry Whalen be appointed to the Cultural Vitality Committee from January 9, 2023 to December 31, 2024.

#### **8.8.1.5 Dangerous Dog Committee**

Three members of Council

Councillors M. Bruni, M. Scott and R. Zagordo have indicated interest in serving on this committee.

Mover Councillor S. Spina

Seconder Councillor C. Gardi

Resolved that Councillors M. Bruni, M. Scott and R. Zagordo be appointed to the Dangerous Dog Committee from January 9, 2023 to December 31, 2024.

#### **8.8.1.6 Emergency Management Planning Committee**

Mayor, two additional members of Council, Community Emergency

Management Coordinator and Alternate Community Emergency Management Coordinator, the CAO, Police Chief, Fire Chief, Corporate Communications Officer, Medical Officer of Health, Social Services CAO, 49th Field Regiment Commanding Officer, Sault Area Hospital, and the Central Ambulance Communication Centre Manager

Councillors M. Bruni and S. Hollingsworth have indicated interest in serving on this committee.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Mayor M. Shoemaker (with Councillor S. Spina as the Mayor's alternate) and Councillors M. Bruni and S. Hollingsworth be appointed to the Emergency Management Planning Committee from January 9, 2023 to December 31, 2024.

#### **8.8.1.6.1    *Addition to motion***

Adding the words "with Councillor S. Spina as Mayor's alternate".

#### **8.8.1.7    Environmental Monitoring Committee**

One member of City Council; two members of staff; four members representing area residents and the public; one representative of the Ministry of the Environment

Councillor R. Zagordo has indicated interest in serving on this Committee.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councillor Zagordo, the Director of Public Works, the Land Development and Environmental Engineer and citizens Peter McLarty, David McLaughlin, Ben Muncaster and Christian Tenaglia be appointed to the Environmental Monitoring Committee from January 9, 2023 to December 31, 2024.

#### **8.8.1.8    Fence Viewers Committee**

Three citizens

By-law 2023-11 appointing Katie Blunt, Shannen Scott and Alexander White with Elizabeth Filce as alternate to the Fence Viewers Committee from January 9, 2023 to December 31, 2024 appears under Agenda item 12 and will be read with all by-laws under that item.

#### **8.8.1.9    Historic Sites Board**

One member of City Council; minimum of six citizens

Councillor S. Hollingsworth has indicated interest in serving on this Board.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councillor S. Hollingsworth and citizens Heather Bot, Joe Bumbacco, Silvana Casola, David Conyers, Kelly Marshall, Brittany Paat and Charlotte Wiseman be appointed to the Historic Sites Board from January 9, 2023 to December 31, 2024.

#### **8.8.1.10 Municipal Heritage Committee**

One member of City Council; minimum of four citizens

Councillor A. Caputo has indicated interest in serving on this Committee.

By-law 2023-11 appointing Councillor A. Caputo and citizens Madison Bifano, Joe Bumbacco, Nicole Curry, Johnathan Lalonde, Stephanie Maragna, Salvatore Marchese, Kelly Marshall, Luis Moreno, Sarah Walker and Alexander White to the Municipal Heritage Committee from January 9, 2023 to December 31, 2024 appears under Agenda item 12 and will be read with all by-laws under that item.

#### **8.8.1.11 Ontarians with Disabilities Accessibility Advisory Committee**

Two members of City Council; twelve citizens (majority shall be persons with disabilities).

Councillors S. Hollingsworth and L. Vezeau-Allen have indicated interest in serving on this Committee.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councillors S. Hollingsworth and L. Vezeau-Allen and citizens Jordan Derochie, Diana Gerhart, Shannon Gowans, Dan Jennings, Craig Kohler, Andree Labonte, Derrick Lavallee, Carol Magnan, Donald McConnell, Wayne Scharfenburg and Kerri Tuckett be appointed to the Ontarians with Disabilities Accessibility Advisory Committee from January 9, 2023 to December 31, 2026.

#### **8.8.1.12 Parks and Recreation Advisory Committee**

One member of City Council; eight citizens

Councillor M. Scott has indicated interest in serving on this Committee.

Mover Councillor S. Spina

Seconder Councillor C. Gardi

Resolved that Councillor M. Scott and citizens Chris Alfano, Jennifer Flood, Deane Greenwood, Mark Kontulainen, Tracy McClelland, Paul McDonald, Brenna Jayne Tomas and Graham Young be appointed to the Parks and Recreation Advisory Committee from January 9, 2023 to December 31, 2024.

- 8.8.1.13 Property Standards Committee**  
Three citizens  
Bylaw 2023-11 appointing Katie Blunt, Jordan Derochie and Ben Muncaster be appointed to the Property Standards Committee from January 9, 2023 to December 31, 2024 appears under Agenda item 12 and will be read with all by-laws under that item.
- 8.8.1.14 PUC Water Commission**  
Five members of Council or citizens (water expertise is preferred)  
Councillors C. Gardi and S. Hollingsworth have indicated interest in serving on this board.  
  
Mover Councillor S. Spina  
Seconder Councillor M. Scott  
Resolved that Councillors C. Gardi and S. Hollingsworth and citizens Chris Graham, Mark Howson and Musa Onyuna be appointed to the PUC Water Board from January 9, 2023 to December 31, 2024.
- 8.8.1.15 Sault Ste. Marie Economic Development Corporation**  
Nine members – four citizens appointed by Council  
  
Mover Councillor S. Spina  
Seconder Councillor M. Scott  
Resolved that citizens Robert Brewer, Gerald Fowler, Stephanie Harman and Gannon Vaughan be appointed to the Sault Ste. Marie Economic Development Corporation from January 9, 2023 to December 31, 2026.
- 8.8.1.16 Tourism Board of Directors**  
Nine citizens (Five accommodation sector and four tourism sector)  
  
Mover Councillor S. Spina  
Seconder Councillor M. Scott  
Resolved that citizens Beverly Barber, Nicholas Brash, Lawrence Foster, Richard Lacher, Don Marini, Lovleen Sharma, Richard Walker, Tracey White and Kevin Wyer be appointed to the Tourism Board of Directors from January 9, 2023 to December 31, 2024.
- 8.8.2 Appointments to Boards and Committees Which are not Boards or Committees of Council**
- 8.8.2.1 Algoma District Municipal Association**  
Two members of City Council and an alternate if desired

Councillors S. Hollingsworth and M. Scott have indicated interest in serving on this Association.

Mover Councillor S. Spina

Seconder Councillor C. Gardi

Resolved that Councillors S. Hollingsworth and M. Scott be appointed to the Algoma District Municipal Association.

#### **8.8.2.2**

#### **Algoma Public Health**

Three members of City Council; three citizens or any combination thereof (historically one member of Council and two citizens)

Mayor Shoemaker has indicated interest in serving on this Board. Citizen vacancies will be advertised in January.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Mayor M. Shoemaker be appointed to the Algoma Public Health Board from January 9, 2023 to December 31, 2024.

#### **8.8.2.3**

#### **District of Sault Ste. Marie Social Services Administration Board**

Five members of City Council

Councillors M. Bruni, A. Caputo, L. Dufour, S. Spina and L. Vezeau-Allen have indicated interest in serving on this board.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councillors M. Bruni, A. Caputo, L. Dufour, S. Spina and L. Vezeau-Allen be appointed to the District of Sault Ste. Marie Social Services Administration Board from January 9, 2023 to December 31, 2024.

#### **8.8.2.4**

#### **Celebrating International Friendship Committee Bridge Walk Committee**

One member of City Council

Councilor Hollingsworth has indicated interest in serving on this Committee.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councilor S. Hollingsworth be appointed to the Celebrating International Friendship Bridge Walk Committee from January 9, 2023 to December 31, 2024.

#### **8.8.2.5**

#### **Public Library Board**

Minimum of five citizens

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Paolo Bruni, Hannah Caicco, Lisa Dobrovnik, Erin Ferlaino, Wayne Greco, Kevin Harrison, Steve Murray, Mike Olejnik and Jami van Haften be appointed to the Public Library Board from January 9, 2023 to November 14, 2026.

#### **8.8.2.6      Sault Ste. Marie Region Conservation Authority**

Four members of City Council or citizens. No member shall be appointed to hold office for more than three years at any one time – *Conservation Authorities Act*. Act provides for 3 members under 100,000 population BUT also provides for change in composition upon agreement. Agreement between Prince Township and City approved by by-law 2004-41.

Councillors M. Bruni, C. Gardi, S. Hollingsworth and R. Zagordo have indicated interest in serving on this committee.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councillors M. Bruni, C. Gardi, S. Hollingsworth and R. Zagordo be appointed to the Sault Ste. Marie Region Conservation Authority Board from January 9, 2023 to December 31, 2024.

#### **8.8.2.7      Source Protection Committee**

Appoint one municipal staff

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that the Land Development and Environmental Engineer be appointed to the Source Protection Committee from January 9, 2023 to December 31, 2024.

#### **8.8.3           Nominations to Boards and Committees which are not Boards or Committees of Council**

##### **8.8.3.1        Federation of Northern Ontario Municipalities (FONOM)**

Nominate one member of City Council

Councillor S. Hollingsworth has indicated interest in serving on this Board.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councillor S. Hollingsworth be nominated to the Federation of Northern Ontario Municipalities (FONOM).

##### **8.8.3.2        Museum Management Board**

Nominate one municipal staff

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that the Manager of Recreation and Culture be nominated to the Museum Management Board from January 9, 2023 to December 31, 2024.

#### **8.8.3.3 St. Marys River Bi-national Public Advisory Committee**

Nominate one municipal staff

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that the Land Development and Environmental Engineer be nominated to the St. Marys River Bi-National Public Advisory Committee as a non-voting member from January 9, 2023 to December 31, 2024.

#### **8.8.3.4 Sault Ste. Marie Innovation Centre Board of Directors**

Mayor, one Councillor (both non-voting), three citizens and one staff member

Councillor S. Kinach has indicated interest in serving on this Board.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Mayor Shoemaker, Councillor Kinach and citizens Ron Common, Lori Naccarato and Asima Vezina and Deputy CAO, Community Development and Enterprise Services be appointed to the Sault Ste. Marie Innovation Centre Board from January 9, 2023 to December 31, 2026.

#### **8.8.4 Ad-hoc Committees/Task Forces**

##### **8.8.4.1 Downtown Plaza Task Force**

Three members of City Council

Councillors C. Gardi, S. Spina and L. Vezeau-Allen have indicated interest in serving on this task force.

Mover Councillor S. Hollingsworth

Seconder Councillor M. Scott

Resolved that Councillor C. Gardi, Councillor S. Spina and Councillor L. Vezeau-Allen be appointed to the Downtown Plaza Task Force from January 9, 2023 to December 31, 2024.

##### **8.8.4.2 Noise By-law Review Task Force**

Four members of Council and appropriate staff

Councillors M. Bruni, M. Scott and R. Zagordo have indicated interest in

serving on this Task Force.

Mover Councillor S. Spina

Seconder Councillor C. Gardi

Resolved that Councillor M. Bruni, M. Scott, and R. Zagordo be appointed to the Noise By-law Review Task Force.

#### **8.8.4.3 Procedure By-law Review Task Force**

Mayor and two members of Council and appropriate staff

Councillors L. Dufour and M. Scott have indicated interest in serving on this task force.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Mayor Shoemaker and Councillor L. Dufour, Councillor M. Scott, the Chief Administrative Officer, the City Clerk, the City Solicitor and the Deputy City Clerk be appointed to the Procedure By-law Review Task Force.

#### **8.8.4.4 Property Standards/Yard Maintenance/Sewer By-law Enforcement Task Force**

Three members of City Council

Councillors L. Dufour, S. Spina and L. Vezeau-Allen have indicated interest in serving on this Task Force.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councillor Dufour, Councillor Spina and Councillor Vezeau-Allen, the Director of Engineering, the Chief Building Official, the Coordinator of Building Inspections, the City Solicitor and a representative from each of the DSSAB and Sault Ste. Marie Police Service be appointed to the Property Standards/Yard Maintenance/Sewer By-law Enforcement Task Force.

#### ***8.8.4.4.1 Amended Motion***

Motion amended to specify that the Director of Engineering, the Chief Building Official, the Coordinator of Building Inspections, the City Solicitor and a representative from each of the DSSAB and Sault Ste. Marie Police Service be appointed to the Property Standards/Yard Maintenance/Sewer By-law Enforcement Task Force.

#### **8.8.5 Boards and Committees Requiring a Simultaneous Recorded Vote**

##### **8.8.5.1 Downtown Business Improvement Area (Downtown Association)**

One member of City Council

Councillors A. Caputo and S. Kinach have indicated interest in serving on this

Board.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councillor \_\_\_\_\_ be appointed to the Downtown Business Improvement Area (Downtown Association) Board from January 9, 2023 to December 31, 2026.

#### **8.8.5.2 Environmental Sustainability Committee**

One member of City Council; eight citizens

Councillors C. Gardi and S. Kinach have indicated interest in serving on this Committee.

Mover Councillor S. Spina

Seconder Councillor M. Scott

Resolved that Councillor \_\_\_\_\_ and citizens Mark Britton, Erik Emilson, Donna Hilsinger, Andrew Judge, Tobin Kern, Victoria Prouse, Andre Riopel and Ngaire Roubal be appointed to the Environmental Sustainability Committee from January 9, 2023 to December 31, 2026.

#### **8.8.5.3 Police Services Board**

Mayor (or member of Council), one additional member of Council, one citizen appointed by Council and two persons appointed by the Lieutenant Governor in Council

Councillors M. Bruni, A. Caputo and L. Vezeau-Allen have indicated interest in serving on this Board.

Mover Councillor S. Hollingsworth

Seconder Councillor M. Scott

Resolved that Councillors \_\_\_\_\_ and \_\_\_\_\_ and citizen Eva Dabutch be appointed to the Police Services Board from January 9, 2023 to December 31, 2024.

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

#### **9.1 Nature Canada: Bird Friendly City Certification Program**

Mover Councillor C. Gardi

Seconder Councillor M. Scott

Whereas North American bird populations are declining at alarming rates, having dropped by more than 25 percent in the last 50 years; and

Whereas Nature Canada has developed a certification standard to certify eligible cities as a “Bird Friendly City”, to recognize and celebrate the

contributions they have made to save bird lives in their municipalities; and  
Whereas the goal of certification is to provide communities with a clear standard that reflects what a city needs to do to make it safe for birds; and

Whereas the City of Sault Ste. Marie and its surrounding area is home to many different species of birds, including several migratory bird species; and

Whereas there are many individuals and groups who already admire and monitor birds, as well as being engaged in efforts to protect birds;

Now Therefore Be It Resolved that City staff be requested to explore the Bird Friendly City Certification Program to learn more about the criteria involved to join the program and report back to Council on working with community partners to attain a Bird Friendly City designation through Nature Canada.

## **9.2 Solar-Powered Bus Shelters**

Mover Councillor S. Kinach

Seconder Councillor C. Gardi

Whereas the City of Sault Ste. Marie strives to be an environmental leader and through its strategic plan is committed to using resources wisely in an effort to maintain and create a sustainable city for future generations; and

Whereas many cities in Canada – including Edmonton, Gatineau, Moncton, London, Sarnia, Windsor and Vancouver – have adopted a policy of implementing solar-powered bus shelters rather than the conventional structure, with widespread acceptance and appreciation from an environmental and financial perspective.

Now Therefore Be It Resolved that Council request Sault Transit staff to report on the feasibility of implementing solar-powered bus shelters as the preferred option for both new and replacement structures.

## **9.3 Election Signs**

Mover Councillor S. Hollingsworth

Seconder Councillor S. Spina

Whereas election signs educate or promote candidates in municipal, provincial and federal elections (including school board trustees); and

Whereas a number of candidates use other means such as social media, media partners and so forth to advertise themselves and their platforms; and

Whereas the City of Sault Ste. Marie has a by-law that states where election signs can be placed, rules on removal, however it fails to outline a limit on the number that can be posted within the community;

Now Therefore Be It Resolved that staff be requested to review other

municipal by-laws, specifically to limiting the number of signs used and the imposition of election sign permits and report back with a recommendation regarding a new election sign by-law for municipal, provincial and federal elections (including school board and/or other type of elections).

**9.4**

***Drag Story Time***

Mover Councillor A. Caputo

Seconder Councillor L. Vezeau-Allen

Whereas Sault Ste Marie City Council proudly embraces our diverse population, including our budding Drag Community; and

Whereas literacy is encouraged from a young age and libraries are a place of learning and expanding one's mind; and

Whereas teaching diversity and inclusivity is encouraged from a young age; and

Whereas the Sault Ste. Marie Public Library is hosting a drag story time on January 14 at 11:00 a.m.;

Now Therefore Be it Resolved that Council support Drag Story Time hosted by Sault Ste Marie Public Library and encourages the community to attend and participate in this event.

**10.**

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

**11.**

**Adoption of Report of the Committee of the Whole**

**12.**

**Consideration and Passing of By-laws**

**12.1**

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

Mover Councillor S. Hollingsworth

Seconder Councillor C. Gardi

Resolved that all By-laws under item 12.1 of the Agenda under date January 9, 2023 be approved.

**12.1.1**

**By-law 2023-1 (Traffic)**

167 - 167

Mover Councillor S. Hollingsworth

Seconder Councillor C. Gardi

Resolved that By-law 2023-1 being a by-law to consolidate amendments to Traffic By-law 77-200 be passed in open Council this 9th day of January, 2023.

12.1.2	<b>By-law 2023-2 (Taxes) Interim Tax Levies</b>	168 - 170
	Mover Councillor S. Hollingsworth Seconder Councillor C. Gardi Resolved that By-law 2022-2 being a by-law to provide for Interim Tax Levies be passed in open Council this 9th day of January, 2023.	
12.1.3	<b>By-law 2023-3 (Taxes) Delegation of Tax Appeals Applications</b>	171 - 171
	A report from the Manager of Taxation is on the Agenda.  Mover Councillor S. Hollingsworth Seconder Councillor C. Gardi Resolved that By-law 2023-3 being a by-law to delegate tax appeals to the Assessment Review Board with respect to applications made under <i>Municipal Act, 2001</i> section 357(1)(d.1) for tax relief for sickness or extreme poverty be passed in open Council this 9th day of January, 2023.	
12.1.4	<b>By-law 2023-4 (OP) 400 Second Line West (Steve Ficociello – Ark Developments Inc.)</b>	172 - 174
	Council Report was passed by Council resolution on December 12, 2022.  Mover Councillor S. Hollingsworth Seconder Councillor C. Gardi Resolved that By-law 2023-4 being a by-law to adopt Amendment No. 244 to the Official Plan for the City of Sault Ste. Marie (Steve Ficociello – Ark Developments Inc. – 400 Second Line West) be passed in open Council this 9th day of January, 2023.	
12.1.5	<b>By-law 2023-5 (Zoning) 400 Second Line West (Steve Ficociello – Ark Developments Inc.)</b>	175 - 177
	Council Report passed by Council resolution on December 12, 2022.  Mover Councillor S. Hollingsworth Seconder Councillor C. Gardi Resolved that By-law 2023-5 being a by-law to amend Sault Ste. Marie Zoning By-laws 2005-150 and 2005-151 concerning lands located at 400 Second Line West (Steve Ficociello - Ark Developments Inc.) be passed in open Council this 9th day of January, 2023.	
12.1.6	<b>By-law 2023-6 (Zoning) Amend Special Exception 351 – 551 Korah Rd and 0 Prentice Ave. (Grammi Dev. Inc.)</b>	178 - 180
	Council Report passed by Council resolution on December 12, 2022.  Mover Councillor S. Hollingsworth Seconder Councillor C. Gardi	

Resolved that By-law 2023-6 being a by-law to amend Sault Ste. Marie Zoning By-laws 2005-150 and 2005-151 concerning lands located at 551 Korah Road and 0 Pentice Avenue (Grammi Developments Ltd.) be passed in open Council this 9th day of January, 2023.

12.1.7	<b>By-law 2023-7 (Traffic) Amend By-law 77-200</b>	181 - 181
	A report from the City Solicitor is on the Agenda.	
	Mover Councillor S. Hollingsworth	
	Seconder Councillor C. Gardi	
	Resolved that By-law 2023-7 being a by-law to amend the Traffic By-law 77-200 be passed in open Council this 9th day of January, 2023.	
12.1.8	<b>By-law 2023-8 (Parking) Municipal Law Enforcement Officers (Amend By-law 90-305)</b>	182 - 185
	A report from the Manager of Transit and Parking is on the Agenda.	
	Mover Councillor S. Hollingsworth	
	Seconder Councillor C. Gardi	
	Resolved that By-law 2023-8 being a by-law to appoint Municipal Law Enforcement Officers to enforce the by-laws on various private properties and to amend Schedule "A" to By-law 90-305 be passed in open Council this 9th day of January, 2023.	
12.1.9	<b>By-law 2023-9 (Parking) By-law Enforcement Officers (Amend By-law 93-165)</b>	186 - 188
	A report from the Manager of Transit and Parking is on the Agenda.	
	Mover Councillor S. Hollingsworth	
	Seconder Councillor C. Gardi	
	Resolved that By-law 2023-9 being a by-law to appoint by-law enforcement officers to enforce the by-laws of The Corporation of The City of Sault Ste. Marie be passed in open Council this 9th day of January, 2023.	
12.1.10	<b>By-law 2023-10 (Agreement) Insurance Adjusting Services Extension</b>	189 - 236
	A report from the Assistant City Solicitor/Senior Litigation Counsel is on the Agenda.	
	Mover Councillor S. Hollingsworth	
	Seconder Councillor C. Gardi	
	Resolved that By-law 2023-10 being a by-law to authorize the execution of the Adjusting Services Extension Agreement between the City and Sedgwick Canada Inc. for the adjusting services of City claims be passed in open Council this 9th day of January, 2023.	

12.1.11	<b>By-law 2023-11 (Appointments) Local Boards Committee</b>	237 - 238
	Mover Councillor S. Hollingsworth	
	Seconder Councillor C. Gardi	
	Resolved that By-law 2023-11 being a by-law to appoint members to various Local Boards in the City of Sault Ste. Marie be passed in open Council this 9th day of January, 2023.	
12.1.12	<b>By-law 2023-13 (Local Boards) Committee of Adjustment – Appointments</b>	239 - 239
	A report from the City Clerk is on the Agenda.	
	Mover Councillor S. Hollingsworth	
	Seconder Councillor C. Gardi	
	Resolved that By-law 2023-13 being a by-law to appoint Frank Bruni, Joseph Greco, Wayne Greco, Melinda McGregor and Anthony Rossi to the Committee of Adjustment be passed in open Council this 9th day of January, 2023.	
12.2	<b>By-laws before Council for FIRST and SECOND reading which do not require more than a simple majority</b>	
12.3	<b>By-laws before Council for THIRD reading which do not require more than a simple majority</b>	
13.	<b>Questions By, New Business From, or Addresses by Members of Council Concerning Matters Not Otherwise on the Agenda</b>	
14.	<b>Closed Session</b>	
	Mover Councillor S. Hollingsworth	
	Seconder Councillor M. Scott	
	Resolved that this Council move into closed session to consider:	
	<ul style="list-style-type: none"> <li>• one item concerning a proposed or pending disposition of land</li> <li>• one item concerning labour relations or employee negotiations;</li> <li>• one item subject to solicitor/client privilege; and</li> <li>• one item concerning education/training of members</li> </ul>	
	Further Be It Resolved that should the said closed session be adjourned, the Council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution.	
	<p><i>(Municipal Act section 239(2)(c) a proposed or pending acquisition or disposition of land; 239(2)(d) labour relations or employee negotiations; 239(2)(f) advice that is subject to solicitor/client privilege; and 239(3.1) for the purpose of educating or training the members.)</i></p>	

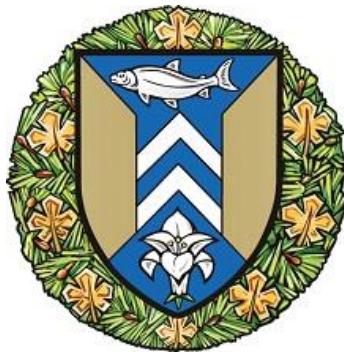
15.

**Adjournment**

Mover Councillor S. Hollingsworth

Seconder Councillor M. Scott

Resolved that this Council now adjourn.



## **REGULAR MEETING OF CITY COUNCIL MINUTES**

Monday, December 12, 2022

4:30 pm

Council Chambers  
Civic Centre

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

Officials: M. White, R. Tyczinski, L. Girardi, T. Vair, K. Fields, S. Schell, P. Johnson, N. Ottolino, S. Hamilton Beach, B. Lamming, T. Anderson, F. Coccimiglio, T. Vecchio, M. Zuppa, P. Tonazzo, C. Rumiel, J. King, L. Petrocco, D. Perri, V. McLeod, F. Pozzebon

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### **14. Closed Session**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Spina

Resolved that this Council move into closed session to consider two items subject to solicitor-client privilege;

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

*(Municipal Act section 239(2)(f) advice that is subject to solicitor-client privilege)*

**Carried**

**1. Land Acknowledgement**

**2. Adoption of Minutes**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Spina

Resolved that the Minutes of the Regular Council Meeting of November 21, 2022 be approved.

**Carried**

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

Mayor Shoemaker opened the meeting with condolences on the passing of former City Councillor and member of the Committee of Adjustment Art Gualazzi.

**4. Declaration of Pecuniary Interest**

**4.1 Councillor S. Spina – Security Services – Ronald A. Irwin Civic Centre**

Employer has a security contract with City

**4.2 Councillor S. Spina – Municipal Law Enforcement Officer Appointment**

Employer has a contract with the City

**4.3 Councillor S. Spina – By-law 2022-196 (Parking) Amend By-law 90-305 Municipal Law Enforcement Officers**

Employer has a contract with the City

**5. Approve Agenda as Presented**

Moved by: Councillor R. Zagordo

Seconded by: Councillor S. Hollingsworth

Resolved that the Agenda for December 12, 2022 City Council Meeting and Addendum #1 as presented be approved.

**Carried**

**6. Proclamations/Delegations**

**6.1 Elettra Marconi Society 90th Anniversary**

Ida Simon, President, was in attendance.

**6.2 Community Christmas for Children**

**6.3 Community Development Award**

## December 12, 2022 Council Minutes

Liza Scali and Mike Fiore were in attendance representing the Tap Room. Rebecca Evans, Chair of the Community Development Award Committee was in attendance.

### **6.4 Update on 941 and 995 Queen Street East**

Italo Ferrari, property owner, was in attendance.

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

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Spina

Resolved that all the items listed under date December 12, 2022 – Agenda item 7 – Consent Agenda save and except Agenda items 7.4 and 7.16 be approved as recommended.

**Carried**

#### **7.1 2023 Borrowing By-laws**

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

The relevant By-laws 2022-184 and 2022-185 are listed under item 12 of the Minutes.

#### **7.2 Third Quarter Financial Report – September 30, 2022**

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

Moved by: Councillor R. Zagordo

Seconded by: Councillor S. Spina

Resolved that the report of the Manager of Finance dated December 12, 2022 concerning Third Quarter Financial Report – September 30, 2022 be received as information.

**Carried**

#### **7.3 2023 User Fees**

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

The relevant By-law 2022-189 is listed under item 12 of the Minutes.

#### **7.5 Security Services – Ronald A. Irwin Civic Centre**

Councillor S. Spina declared a conflict on this item. (Employer has a security contract with City)

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

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that the report of the Manager of Purchasing dated December 12, 2022 concerning Security Services – Ronald A. Irwin Civic Centre be received and that the Commissionaires Ottawa be approved to provide the services as required by the Building Services Division (contract to commence January 31, 2023 for a period of three years with an option to renew for up to two additional years).

**Carried**

**7.6 Tenders for Automotive Supplies**

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

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that the report of the Manager of Purchasing dated December 12, 2022 concerning Tender for Automotive Supplies be received and that tenders for the supply and delivery for an initial 15-month term commencing January 1, 2023 with the option to renew for up to four one-year periods by mutual agreement be approved as follows:

- Automotive fasteners, MSC Direct Industrial Supply, Mississauga ON;
- Automotive filters, Reyco Automotive, Sault Ste. Marie ON;
- Automotive protective lighting, Traction, Sault Ste. Marie ON; and
- Automotive batteries, Atlas Auto Parts, Sault Ste. Marie ON.

**Carried**

**7.7 Downtown Activation**

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

Moved by: Councillor R. Zagordo

Seconded by: Councillor S. Hollingsworth

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services dated December 12, 2022 concerning Downtown Activation be received and that Council refer consideration of expanded downtown activation resources to the 2023 budget.

**Carried**

**7.8 Downtown Ambassador Program Expansion**

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

Moved by: Councillor R. Zagordo  
Seconded by: Councillor S. Spina

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services dated December 12, 2022 concerning expansion of the Downtown Ambassador program and the Downtown Safety Initiatives be received and that the continuation of the Ambassador Program and service level be referred to the 2023 Budget.

**Carried**

**7.9 Designated Heritage Property Tax Rebates 2022**

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

Moved by: Councillor A. Caputo  
Seconded by: Councillor S. Spina

Resolved that the report of the Manager of Recreation and Culture dated December 12, 2022 concerning Designated Heritage Property Tax Rebates be received and that the recommendation of the Sault Ste. Marie Municipal Heritage Committee that the designated heritage property tax rebates for the 2021 tax year be paid to the qualified owners of designated heritage properties enrolled in the program be approved.

**Carried**

**7.10 Designated Heritage Property Grant – 36 Herrick Street Stair Restoration**

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

Moved by: Councillor R. Zagordo  
Seconded by: Councillor S. Spina

Resolved that the report of the Manager of Recreation and Culture dated December 12, 2022 concerning Designated Heritage Property Grant – 36 Herrick Street Stair Restoration be received and that a grant in the amount of \$300 to support the replacement of front stairs at 34-36 Herrick Street be approved.

**Carried**

**7.11 Public Art Project Funding – Downtown Plaza Indigenous Screen**

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

Moved by: Councillor R. Zagordo  
Seconded by: Councillor S. Spina

Resolved that the report of the Manager of Recreation dated December 12, 2022 concerning Public Art Projects Funding – Downtown Plaza Indigenous Screen be received and that

\$40,000 in funding from the Community Development Fund – Public Art Reserve to support public art projects be approved.

**Carried**

**7.12 Tourism Development Fund Applications – Hogan's Homestead and Art Gallery of Algoma**

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

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that the report of the Director of Tourism and Community Development dated December 12, 2022 concerning Tourism Development Fund applications be received and that the recommendation of the Tourism Sault Ste. Marie Board of Directors to allocate \$84,000 be approved for the following projects:

- Hogan's Homestead Sweetest Destination (\$50,000); and
- Art Gallery of Algoma Feasibility Study (\$34,000).

**Carried**

**7.13 Everett Street Parking Prohibition**

The report of the Manager of Traffic and Communications was received by Council.

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Spina

Resolved that the report of the Manager of Traffic and Communications dated December 12, 2022 concerning Everett Street Parking Prohibition be received and that the Legal Department be directed to draft the appropriate modifications to By-law 77-200 Schedule-A to be brought back to Council at a later date.

**Carried**

**7.14 2023 Aqueduct Repairs – Engineering Consultant Selection**

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

Moved by: Councillor R. Zagordo

Seconded by: Councillor S. Spina

Resolved that the report of the Municipal Services and Design Engineer dated December 12, 2022 concerning 2023 Aqueduct Repairs – Engineering Consultant Selection be received and that design and contract administration services be awarded to Tulloch Engineering.

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

**Carried**

**7.15 Municipal Law Enforcement Officer Appointment**

Councillor S. Spina declared a conflict on this item. (Employer has a contract with the City)

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

The relevant By-law 2022-196 is listed under item 12 of the Minutes.

**7.17 Prince Township Building Inspection Agreement**

The report of the Solicitor was received by Council.

The relevant By-law 2022-179 is listed under item 12 of the Minutes.

**7.4 Property Tax Appeal – 145 Old Garden River Road**

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

Moved by: Councillor R. Zagordo

Seconded by: Councillor S. Spina

Resolved that the report of the Manager of Taxation dated December 12, 2022 concerning the property tax appeal for 145 Old Garden River Road be received and that tax records be amended pursuant to section 357 of the *Municipal Act* effective January 1, 2022.

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

## December 12, 2022 Council Minutes

Councillor C. Gardi	X			
Councillor M. Scott	X			
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>Carried</b>

### 7.16 Waste Management – Sale of Recycling Carts to GFL

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

The relevant By-law 2022-198 is listed under item 12 of the Minutes.

Moved by: Councillor L. Dufour

Seconded by: Councillor R. Zagordo

Resolved that the report of the Director of Public Works dated December 12, 2022 concerning sale of recycling carts to GFL be received and that Council approve the revenue be directed to a Property Demolition Fund, the criteria for said fund to be established at the direction of a future Council resolution.

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

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

**8.1 Administration**

**8.2 Corporate Services**

**8.3 Community Development and Enterprise Services**

**8.4 Public Works and Engineering Services**

**8.4.1 Strategies for Managing Traffic Speed Update**

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

Councillors Bruni, Caputo, Hollingsworth and Kinach indicated interest in serving on this task force.

Moved by: Councillor R. Zagordo

Seconded by: Councillor S. Spina

Resolved that the report of the Municipal Services and Design Engineer dated December 12, 2022 concerning Strategies for Managing Traffic Speed Update be received and that Councillors M. Bruni and S. Hollingsworth, two representatives from the Police Service, the Deputy CAO, Public Works and Engineering Services, the Director of Public Works, Manager of Traffic and Communications, Director of Engineering, Municipal Services and Design Engineer and the Corporate Communications Officer be appointed to the Speed Management Task Force.

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

## December 12, 2022 Council Minutes

Councillor M. Scott	X				
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Carried</b>

### 8.5 Fire Services

#### 8.6 Legal

##### 8.6.1 Update on 941 and 995 Queen Street East Properties

Halo Ferrari was in attendance representing the property owner.

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Spina

Resolved that the report of the City Solicitor and the Chief Building Official dated December 12, 2022 concerning the properties at 941 Queen Street East and 995 Queen Street East be received as information in response to the Council resolution of November 21, 2022.

Further be it resolved that, as it pertains to the buildings located at 941 and 995 Queen Street East, since the City is not in a financial position to move beyond the current enforcement measures, that staff continue to seek funds in order to further such enforcement, which may include demolition, and report to Council once financially able to.

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

**Carried**

## **8.7 Planning**

### **8.7.1 A-13-22-Z.OP 400 Second Line West (Steve Ficociello)**

The report of the Planner was received by Council.

Steve Ficociello was in attendance representing the applicant. Mark Lepore, Counsel for the applicant, was in attendance

Moved by: Councillor R. Zagordo

Seconded by: Councillor S. Hollingsworth

Resolved that the report of the Planner dated December 12, 2022 concerning Application A-13-22-Z.OP be received and that Council approve this application in the following manner:

Amend the Official Plan by re-designating 400 Second Line West from Residential to Commercial on the Land Use Map (Schedule C) – map change.

Amend the Special Exception By-law by removing 400 Second Line West from the text and map of S.351.

Rezone 400 Second Line West from Medium Density Residential Zone (R4.351 H) with Special Exception 351 and subject to a Holding Provision, to General Commercial Zone (C4.S), with the following new Special Exceptions to replace S.351:

1. Increase the maximum gross floor area for office uses outside of the Downtown from 300 to 500 square meters.
2. Prohibit fuel sales, motor vehicle sales and parts dealers, and motor vehicle repair and maintenance.

Further that Council deem 400 Second Line West subject to Site Plan Control;

Further that Council deem the lot known as 400 Second Line West to not be a lot on a draft plan of subdivision (subdivision file reference 57T-15-501).

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

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

## December 12, 2022 Council Minutes

Councillor L. Vezeau-Allen	X			
Councillor A. Caputo	X			
Councillor R. Zagordo	X			
Councillor M. Bruni	X			
Councillor S. Kinach	X			
Councillor C. Gardi	X			
Councillor M. Scott	X			
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Carried**

### 8.7.2 Affordable Housing Task Force and First Neighbourhoods Community Improvement Plan

The report of the Senior Planner was received by Council.

Councillors Caputo and Dufour indicated an interest in serving on this task force.

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Spina

Resolved that the report of the Senior Planner, dated December 12, 2022, concerning the Affordable Housing Task Force be received, and that City Council appoint Councillor A. Caputo and Councillor L. Dufour to participate on the Task Force as well as the Director of Planning, the Senior Planner, the Coordinator of Plans Examinations, the Chief Financial Officer, and one representative from each of the DSSAB, Ontario Aboriginal Housing, Community Living Algoma, Habitat for Humanity and one local developer to be recruited by the task force.

Further, that Council authorize the Affordable Housing Task Force to bring forward a recommendation on amending the Housing Policies to a future Council meeting.

	For	Against	Conflict	Absent
Councillor M. Shoemaker	X			
Councillor S. Hollingsworth	X			
Councillor S. Spina	X			
Councillor L. Dufour	X			
Councillor L. Vezeau-Allen	X			

## December 12, 2022 Council Minutes

Councillor A. Caputo	X			
Councillor R. Zagordo	X			
Councillor M. Bruni	X			
Councillor S. Kinach	X			
Councillor C. Gardi	X			
Councillor M. Scott	X			
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>Carried</b>

### 8.8 Boards and Committees

#### 8.8.1 Community Development Award 2022 – The Tap Room – 62 Pim Street

The report of the Senior Planning Technician was received by Council.

Moved by: Councillor R. Zagordo

Seconded by: Councillor S. Spina

Resolved that the report of the Senior Planning Technician dated December 12, 2022 concerning the 2022 Community Development Award be received and that Council present the 2022 Community Development Award to The Tap Room, located at 62 Pim Street.

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

<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>Carried</b>
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**9. Unfinished Business, Notice of Motions and Resolutions Placed on Agenda by Members of Council**

**9.1 Supervised Consumption Site**

Moved by: Councillor S. Spina

Seconded by: Councillor S. Kinach

Whereas the City of Sault Ste. Marie continues to suffer higher than average overdose and fatality rates from the opioid addictions epidemic that is severely challenging our community; and

Whereas the rates of emergency room visits and deaths in Sault Ste. Marie related to opioid use and abuse are significantly higher compared to the provincial average. In 2021, the emergency room visit rate was 138 per 100,000 people locally compared to the provincial average of 86 per 100,000 people, and the death rate was 64 per 100,000 locally compared to 21 per 100,000 people provincially; and

Whereas studies have shown that supervised consumption sites can offer benefits to drug users, which include:

- attracting high-risk, marginalized users
- management of overdose and decreased mortality
- enhancement of safe injecting practices
- decreased public drug use and improved public amenity
- increased uptake of treatment and other healthcare and social services
- prevention of transmission of blood-borne diseases and the associated economic benefits from it; and

Whereas there has been no evidence linking existing supervised consumption sites to either an:

- increase in crime, or
- increase in drug use or related risks; and

Whereas Sudbury and Timmins have developed supervised consumption sites and the services that are available to drug users in other northern Ontario communities should be available in our community; and

Whereas there is a process to follow to develop a supervised consumption site, which includes municipal approvals, provincial approvals and federal approvals;

## December 12, 2022 Council Minutes

Now Therefore Be It Resolved that staff be requested to review the process for the establishment of a supervised consumption site, including what applications need to be completed, the steps municipalities must take, if any, before those applications are completed, whether the municipality should spearhead the efforts to develop a supervised consumption site or whether such efforts should be undertaken by community partners, and the next steps required by the Council of the City of Sault Ste. Marie to advance the desire of Council to have a supervised consumption site operate within our community.

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

**Carried**

### 9.2 Bill 3

Moved by: Councillor C. Gardi

Seconded by: Councillor A. Caputo

Whereas the Government of Ontario, through the Minister of Municipal Affairs and Housing, has passed Bill 3 which was described as "*An Act to amend various statutes with respect to special powers and duties of heads of council*"; and

Whereas this Bill initially applies to the City of Toronto and City of Ottawa, but will later be expanded to include other municipalities according to statements made by the Premier; and

Whereas this Bill gives mayors additional authority and powers, and correspondingly takes away authority and powers from Councils and professional staff, and includes giving the mayor

the authority to propose and adopt the municipal budget and to veto some decisions of Council; and

Whereas this Bill gives authority over professional staff to the mayor, including that of the Chief Administrative Officer; and

Whereas these changes will inevitably lead to a reduction of independence for professional staff including the CAO, who currently provide objective information to City Council and the public and will now take direction from the mayor alone when the mayor so directs; and

Whereas these are unnecessary changes to the historical balance of power between a mayor and Council, and which historically gave the final say in all matters to the will of the majority of the elected Council

Now Therefore Be It Resolved that Mayor Shoemaker be requested to write a letter to Premier Ford, Minister of Municipal Affairs and Housing Steve Clark, and Member of Provincial Parliament Ross Romano articulating Sault Ste. Marie City Council's objection to these changes and that these changes not be implemented beyond the cities of Toronto and Ottawa, as they are detrimental to smaller municipalities by degrading the democratic process inherent to duly elected City Councils of municipalities across Ontario.

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

**Carried**

### **9.3 Stop Sign – Bainbridge Street and Northern Avenue**

## December 12, 2022 Council Minutes

Moved by: Councillor S. Kinach

Seconded by: Councillor M. Bruni

Whereas Council's goal is to have safe residential areas, streets, and overall community safety; and

Whereas traffic is steadily increasing on Bainbridge Street year by year; and

Whereas aggressive driving has increased in Sault Ste. Marie over the past few years; and

Whereas there is currently a yield sign at the intersection of Northern Avenue and Bainbridge Street;

Now Therefore Be It Resolved that staff be requested to report back to City Council regarding converting the yield sign at Northern Avenue and Bainbridge Street to a stop sign.

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

### 9.4 Cycling

Moved by: Councillor S. Spina

Seconded by: Councillor S. Hollingsworth

Whereas the City of Sault Ste. Marie continues to be committed to increasing the use of active transportation and the active transportation infrastructure in our community; and

Whereas bike lanes offer a lane of traffic for the safe operation of bicycles on roadways; and

Whereas the number of individuals engaging in active transportation across all seasons in Sault Ste. Marie continues to increase year by year; and

Whereas studies have shown that active transportation networks can offer several health environmental and traffic benefits, which include:

- Reduced carbon emissions
- Increased mobility for citizens
- Reduced vehicle traffic
- Physical and mental health benefits for citizens
- Economic benefits for families by providing transportation options that do not require gasoline
- Increasing the connectivity of our community to spark tourism and provide a higher quality of life; and

Whereas the *Highway Traffic Act* of Ontario provides rules of the road for the safe travel of all vehicles on the roadway; and

Whereas the *Highway Traffic Act* of Ontario requires slower moving vehicles to travel as far to the right on the roadway as safely possible; and

Whereas bicycles meet the definition of vehicle under the *Highway Traffic Act* Ontario and are therefore subject to all rules of the road as set out by the Act; and

Whereas bicycles are often operated at a speed that is slower than traffic around them, often requiring them to use bike lanes to stay as far to the right as safely possible on roadways; and

Whereas section 52(b) of city of Sault Ste. Marie By-law 77-200 currently prohibits the use of bicycles in bike lanes on roadways in Sault Ste. Marie from November 1st each year to April 30th the following year

Now Therefore Be It Resolved that staff be requested to review by law 77-200 section 52(b) prohibiting the use of bicycles in bike lanes between November 1st each year and April 30th the following year to consider repealing that section of the by-law and have it replaced with information consistent with the *Highway Traffic Act* of Ontario and to notify Council of any additional steps Council and community partners may consider taking to allow for the safe operation of bicycles year-round within our community.

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

## December 12, 2022 Council Minutes

Councillor S. Spina	X			
Councillor L. Dufour	X			
Councillor L. Vezeau-Allen	X			
Councillor A. Caputo	X			
Councillor R. Zagordo	X			
Councillor M. Bruni	X			
Councillor S. Kinach	X			
Councillor C. Gardi	X			
Councillor M. Scott	X			
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Carried**

### 9.5 Reduction or Refunds of Taxes – Sickness or Extreme Poverty

Moved by: Councillor L. Dufour

Seconded by: Councillor S. Hollingsworth

Whereas the municipality wishes to make home ownership accessible to the broadest swath of its residents; and

Whereas once a resident owns a home, there are benefits to the municipality in keeping residents in their homes; and

Whereas there are occasions where residents, due to unforeseeable circumstances, are temporarily unable to pay property taxes; and

Whereas municipalities throughout Ontario have implemented by-laws to reduce or refund property taxes in cases of sickness or extreme poverty, under s.357(1) of the *Municipal Act, 2001*; and

Whereas under s.357(1) of the *Municipal Act, 2001*, either City staff can review the personal circumstances for the exemption requested, or Council can delegate such authority to the Assessment Review Board;

Now Therefore Be It Resolved that staff be requested to return to Council with a proposed by-law authorizing the tax relief under s.357(1) of the *Municipal Act, 2001* for those in extreme poverty or sickness, and that staff further delegate the authority to review the personal circumstances for those seeking an exemption under said by-law to the Assessment Review Board.

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

## 9.6 Environmental Co-Investment Fund

Moved by: Councillor L. Dufour

Seconded by: Councillor S. Spina

Whereas many areas of Downtown Sault Ste. Marie were previously reclaimed industrial lands that were cleaned up and re-purposed by previous Councils; and

Whereas the City of Sault Ste. Marie does not currently have a budget allocation for environmental remediation; and

Whereas the previous term of Council saw significant advancements in preparing the Gateway property for redevelopment, including the removal of the railroad, the acquisition of land fronting Bay Street and the pending relocation of the Mill Market building; and

Whereas there exist other properties along the St Marys River in need of remediation; and

Whereas our major industrial partners in Sault Ste. Marie, Algoma Steel Inc. and Tenaris have recently embarked on generational investments into their Sault Ste. Marie operations;

Now Therefore Be it Resolved that the Mayor be requested to approach local industrial partners to explore the concept of an Environmental Remediation Co-Investment Fund. This

fund could be a way for legacy industries to help clean up prior areas of operation and for the City to leverage non-tax sources to help prepare these lands for constructive redevelopment.

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

## **9.7 Surface Water Monitoring Program**

Moved by: Councillor L. Dufour

Seconded by: Councillor C. Gardi

Whereas the City of Sault Ste. Marie is currently lobbying to be the chosen site for the Canada Water Agency; and

Whereas the City of Hamilton has recently begun a surface water monitoring program that aims to establish baseline levels for local surface water; and

Whereas the City of Sault Ste. Marie has a sewer use and control by-law, but lacks sufficient resources for its enforcement and background historical data to inform potential infractions; and

Whereas the recently constituted Environmental Sustainability Committee has the community representation and mandate from Council to help advise on the need and methods available for a surface water monitoring program;

December 12, 2022 Council Minutes

Now Therefore Be It Resolved that staff work with the Environmental Sustainability Committee, PUC Inc., and Innovation Centre to report to Council on how to propose and develop a surface water quality monitoring program for the City of Sault Ste. Marie that samples current and past outlets into the St Mary's River to provide baseline data to Provincial enforcement agencies.

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

**Carried**

- 10. Committee of the Whole for the Purpose of Such Matters as are Referred to it by the Council by Resolution**
- 11. Adoption of Report of the Committee of the Whole**
- 12. Consideration and Passing of By-laws**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that all By-laws under item 12 of the Agenda under date December 12, 2022 save and except By-law 2022-196 be approved.

**Carried**

- 12.1 By-laws before Council to be passed which do not require more than a simple majority**
- 12.1.1 By-law 2022-179 (Agreement) Prince Township Building Inspection Services**

## December 12, 2022 Council Minutes

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-179 being a by-law to authorize the execution of the Agreement between the City and The Corporation of the Township of Prince for building inspection services be passed in open Council this 12th day of December, 2022.

**Carried**

### **12.1.2 By-law 2022-184 (Financing) Current Expenditures**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-184 being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2023 be passed in open Council this 12th day of December, 2022.

**Carried**

### **12.1.3 By-law 2022-185 (Financing) Borrowing Capital Expenditures**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-185 being a by-law to authorize the borrowing of \$15,000,000 to finance capital expenditures for short and long term purposes for The Corporation of the City of Sault Ste. Marie and \$6,200,000 for the Public Utilities Commission of the City of Sault Ste. Marie be passed in open Council this 12th day of December, 2022.

**Carried**

### **12.1.4 By-law 2022-189 (Finance) User Fees**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-189 being a by-law to establish user fees and service charges be passed in open Council this 12th day of December, 2022.

**Carried**

### **12.1.5 By-law 2022-190 (Zoning) 384 Bush Street (Wolfpack Properties Corporation c/o Bryce Fairburn)**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

## December 12, 2022 Council Minutes

Resolved that By-law 2022-190 being a by-law to amend Sault Ste. Marie Zoning By-laws 2005-150 and 2005-151 concerning lands located at 384 Bush Street (Wolfpack Properties Corporation c/o Bryce Fairburn) be passed in open Council this 12th day of December, 2022.

Carried

### **12.1.6 By-law 2022-191 (Heritage Designation) 119 Woodward Avenue**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-191 being a by-law to designate civic 119 Woodward Avenue as being of architectural or historic value or interest be passed in open Council this 12th day of December 2022.

Carried

### **12.1.8 By-law 2022-197 (Agreement) Northern Community Centre Lease to ADSB (Algoma District School Board)**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-197 being a by-law to authorize the execution of the Agreement between the City and The Algoma District School Board for the leasing of space at the expanded Northern Community Centre be passed in open Council this 12th day of December, 2022.

Carried

### **12.1.9 By-law 2022-198 (Agreement) Sale of Recycling Carts to GFL**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-198 being a by-law to authorize the execution of the Agreement between the City and GFL Environmental Inc. for the sale of recycling carts be passed in open Council this 12th day of December, 2022.

Carried

#### **12.1.9.1 Replacement page 2 of Agreement**

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

##### **12.2.1 By-law 2022-192 (Local Improvements) Biggins Avenue from Queen Street East to Wellington Street East**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-192 being a by-law to authorize the construction of Class "A" pavement on Biggins Avenue from Queen Street East to Wellington Street East under Section 3 of the *Municipal Act, 2001*, Ontario Regulation 586/06 be passed in open Council this 12th day of December, 2022.

**Carried**

**12.2.2 By-law 2022-193 (Local Improvements) Wemyss Street from Pim Street to Trelawne Avenue**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-193 being a by-law to authorize the construction of Class "A" pavement on Wemyss Street from Pim Street to Trelawne Avenue under Section 3 of the *Municipal Act, 2001*, Ontario Regulation 586/06 be read a FIRST and SECOND time and passed in open Council this 12th day of December, 2022.

**Carried**

**12.2.3 By-law 2022-194 (Local Improvements) Blake Street from McNabb Street to Wawanosh Avenue**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-194 being a by-law to authorize the construction of Class "A" pavement on Blake Street from McNabb Street to Wawanosh Avenue under Section 3 of the *Municipal Act, 2001*, Ontario Regulation 586/06 be read a FIRST and SECOND time and passed in open Council this 12th day of December, 2022.

**Carried**

**12.2.4 By-law 2022-195 (Local Improvement) Stanley Street from Pine Street to Elizabeth Street**

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-195 being a by-law to authorize the construction of Class "A" pavement on Stanley Street from Pine Street to Elizabeth Street under Section 3 of the *Municipal Act, 2001*, Ontario Regulation 586/06 be read a FIRST AND SECOND time and passed in open Council this 12th day of December, 2022.

**Carried**

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

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

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

**12.1.7 By-law 2022-196 (Parking) Amend By-law 90-305 Municipal Law Enforcement Officers**

Councillor S. Spina declared a conflict on this item. (Employer has a contract with the City)

Moved by: Councillor A. Caputo

Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2022-196 being a by-law to appoint Municipal Law Enforcement Officers to enforce the by-laws on various private properties and to amend Schedule "A" to By-law 90-305 be passed in open Council this 12th day of December, 2022.

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

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

Councillor L. Dufour reported orally to Council with respect to activities with the Association of Municipalities of Ontario.

**15. Adjournment**

Moved by: Councillor R. Zagordo  
Seconded by: Councillor S. Spina

Resolved that this Council now adjourn.

**Carried**

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Mayor

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City Clerk



**SAULT STE. MARIE**

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# **Fleet Management Improvement Initiatives Presentation for City of Sault Ste. Marie Council**

January 9, 2023

# Purpose

- Provide a recap of Public Works journey to improve fleet management functions.
- Provide highlights of the 2022 Fleet Improvement Initiatives Project pertaining to:
  - Fleet replacement plan
  - Garage services process
- Identify the next important steps for Project success.



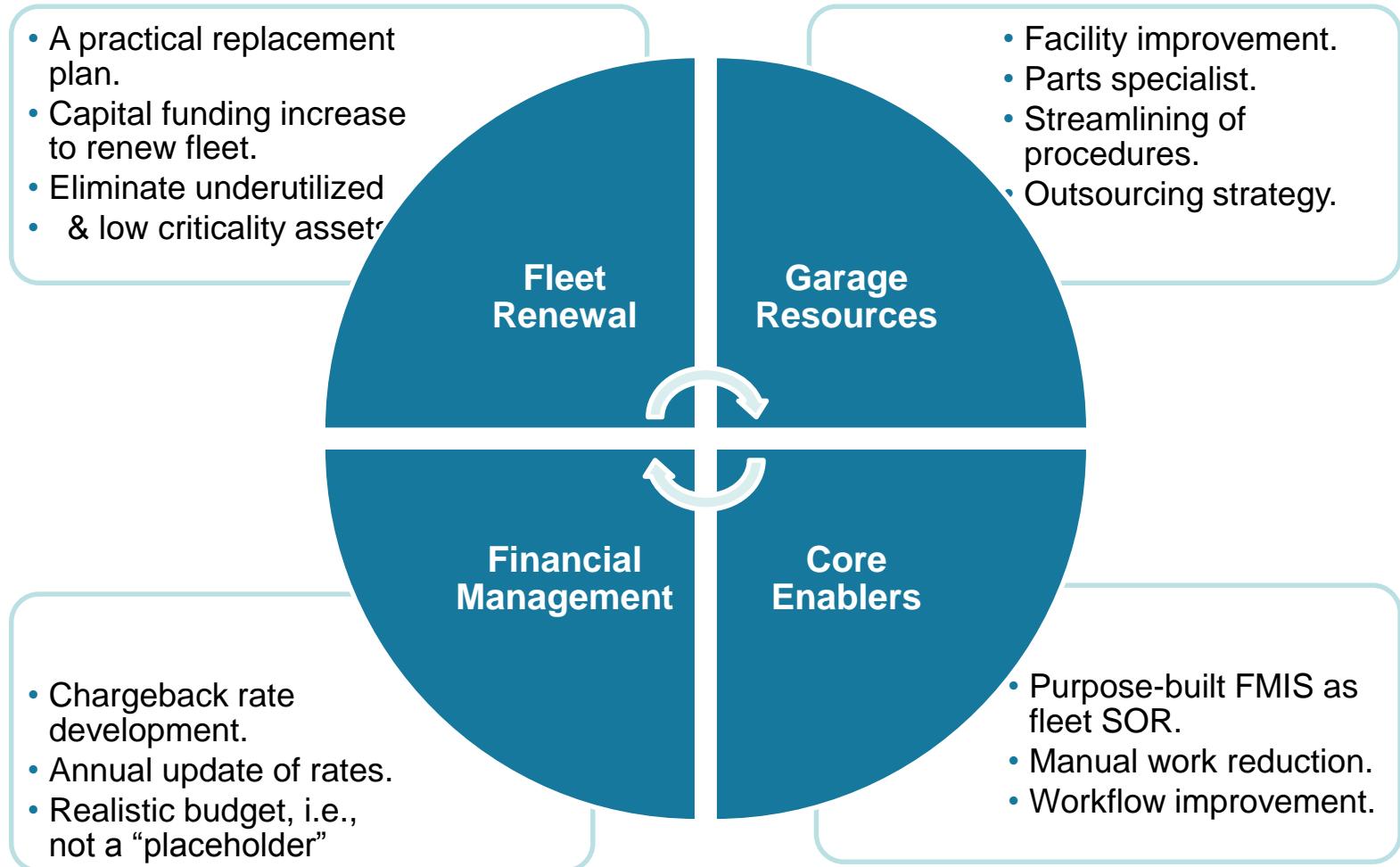
# Content

- Strategic Direction from 2021 Practices Review
- Multi-year Fleet Improvement Program
- Fleet Profile
  - Composition
  - Fleet Age by Department
- Replacement Plan
  - Overall
  - Public Works Baseline Plan
  - Public Works Smooth Plan
- Fleet Process Improvement Highlights
- Critical Factors for Success
- Next Steps
- Appendices:
  - A: Fleet Profile 2021
  - B: About Mercury

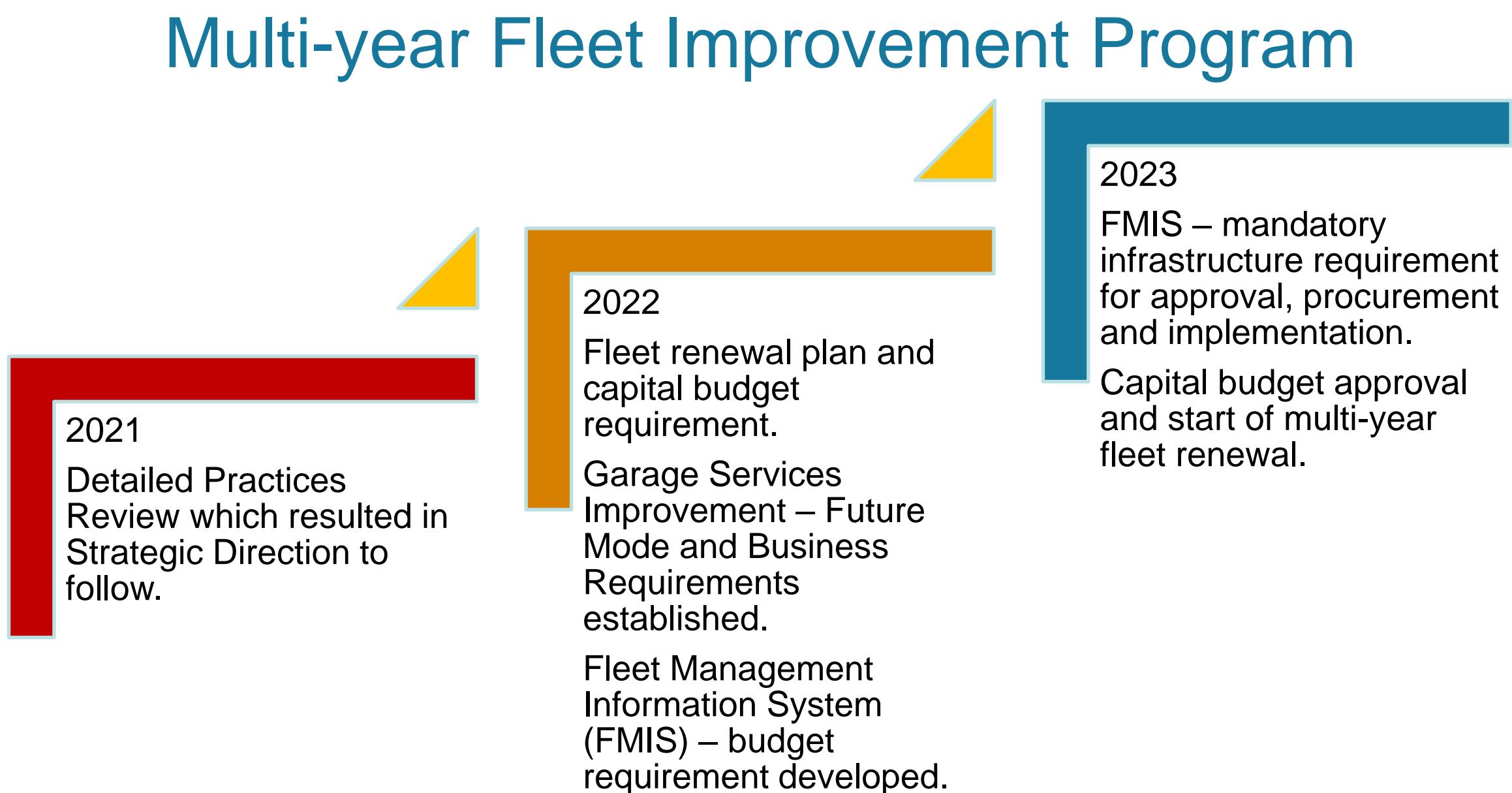


# Strategic Direction from 2021 Practices Review

- A practical replacement plan, garage services processes, and a purpose-built Fleet Management Information System are high priority and were addressed in 2022.
- Chargeback rate development while of high priority, requires a purpose-built FMIS (dependency).
- Fleet Rightsizing (elimination of assets is dependent on fleet renewal).



# Multi-year Fleet Improvement Program



# Fleet Composition

- A diverse fleet, typical for a municipality.
- 298 active units.
- 838 VEUls.

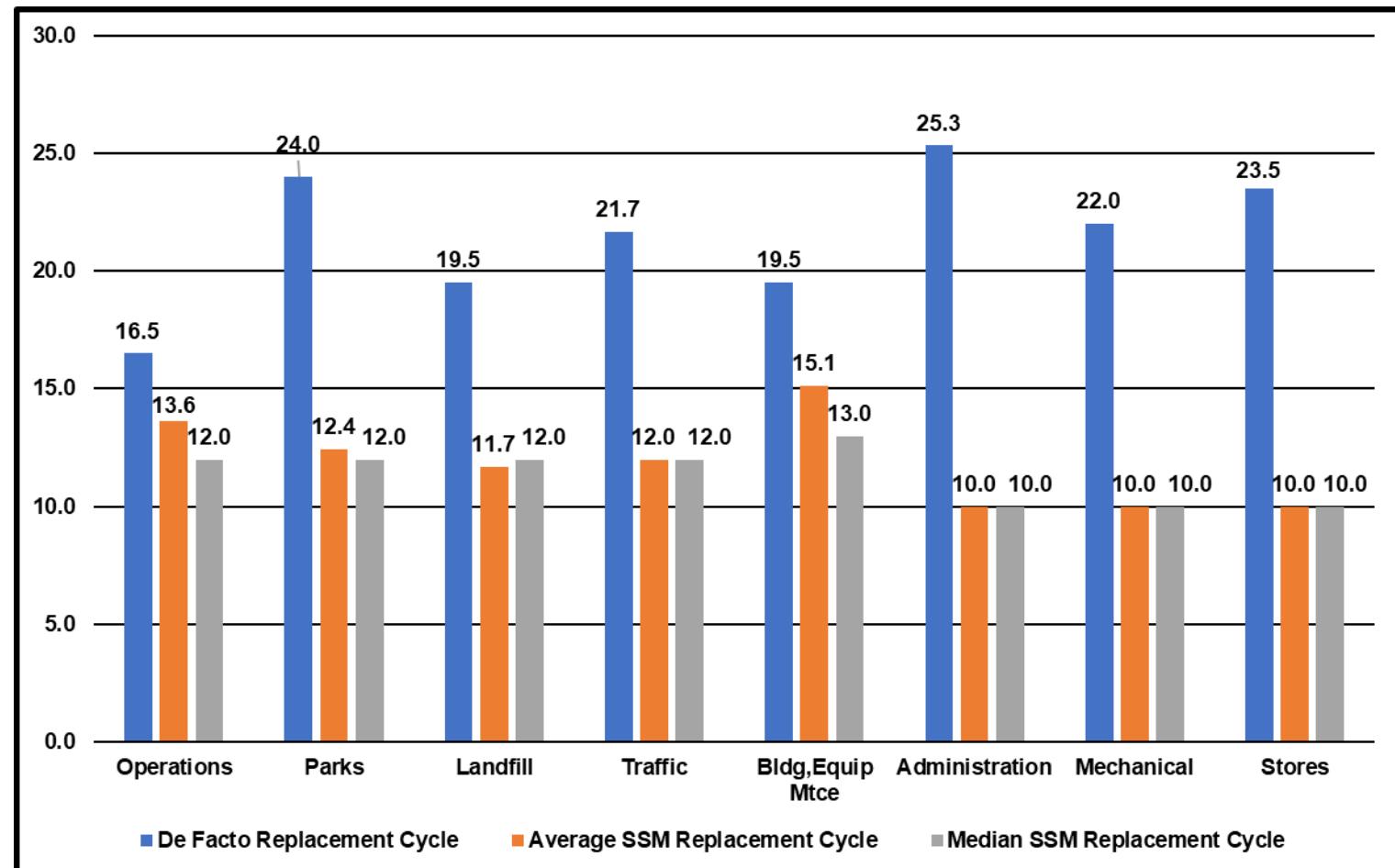
Mercury uses an analytical technique based on the Vehicle Statistical Referencing System (VSRS) which allows us to compare statistics from diverse fleets by converting vehicle and equipment types to their equivalent in terms of the level of effort required to maintain a standard passenger sedan, which is used as a baseline and given a value of 1.0 Vehicle Equivalent Unit (VEU). The assignment of VEU values to vehicles and equipment is based on our work with hundreds of fleets across North America.

Asset Type	Count	% of Fleet
Trucks, LD	73	24.5%
Construction	50	16.8%
Trucks, HD	48	16.1%
Grounds Equip	50	16.8%
Other	38	12.8%
Trailers	23	7.7%
Sedans	4	1.3%
Carts	6	2.0%
Trucks, MD	2	0.7%
Vans	4	1.3%
<b>Total</b>	<b>298</b>	<b>100.0%</b>

Asset Type	VEUs	% of Fleet
Trucks, LD	119	14.1%
Construction	222	26.4%
Trucks, HD	310	36.9%
Grounds Equip	88	10.5%
Other	59	7.0%
Trailers	17	2.0%
Sedans	4	0.5%
Carts	6	0.7%
Trucks, MD	9	1.0%
Vans	6	0.7%
<b>Total</b>	<b>838</b>	<b>100.0%</b>

# Fleet Age by Department

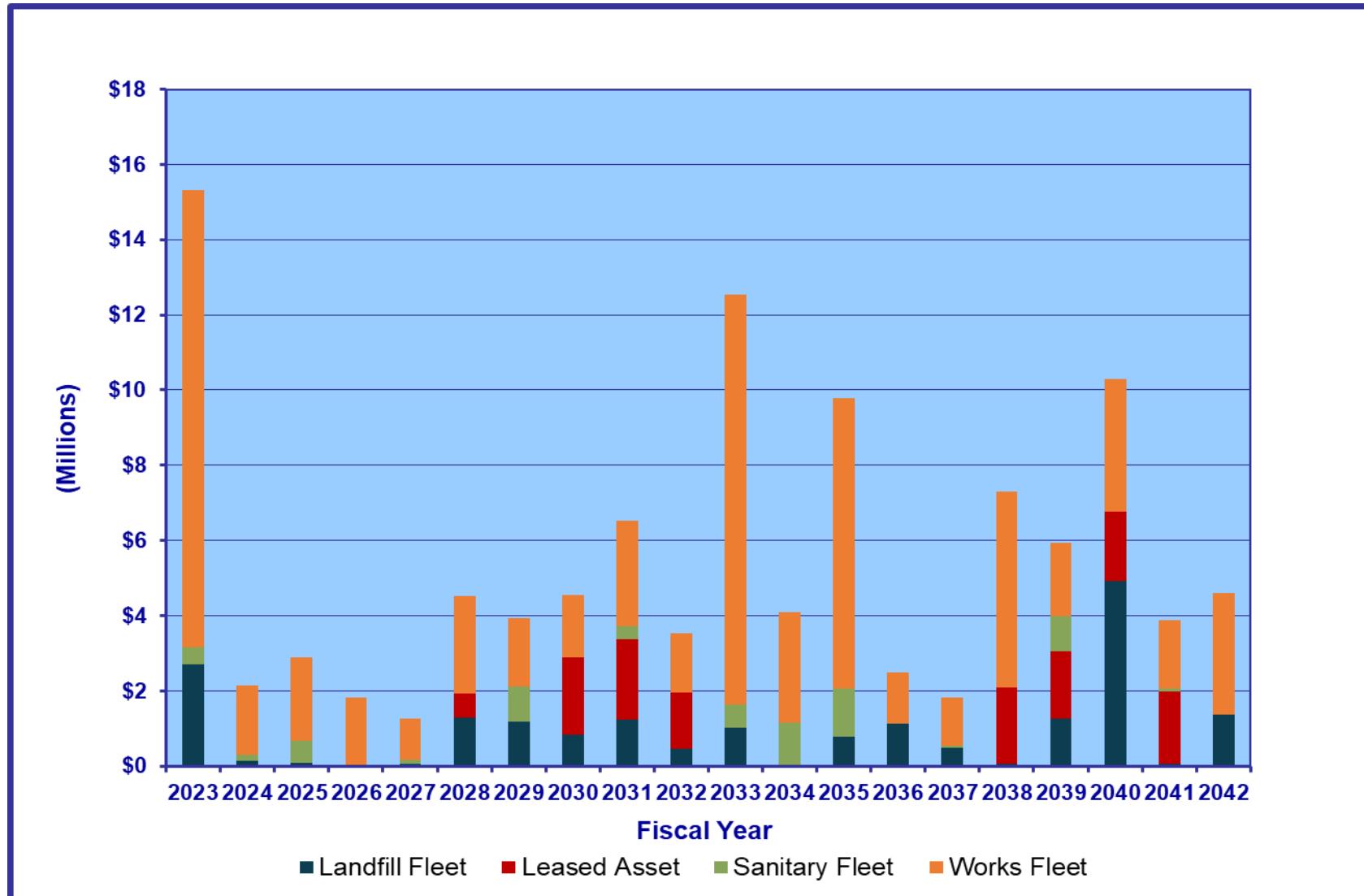
- Average and median ages of entire Fleet is 10 and 9.5 years. Distribution.
- De facto replacement cycle is the actual effective replacement cycle – this is twice the calculated average (or median): for entire fleet ~ 19 to 20 years which is much older than the Sault Ste. Marie (SSM) target replacement cycles.
- Separate Age by Asset Type analysis indicates that Sedans, Medium Duty Trucks, Vans and Trailers have the longest de facto replacement cycles.
- Maintenance and repair costs increase with an aging fleet.



# Fleet Renewal – Overall Replacement Plan

This baseline plan is for Landfill, Sanitary and Public Works Fleets and, also includes the capital for assets that are currently leased.

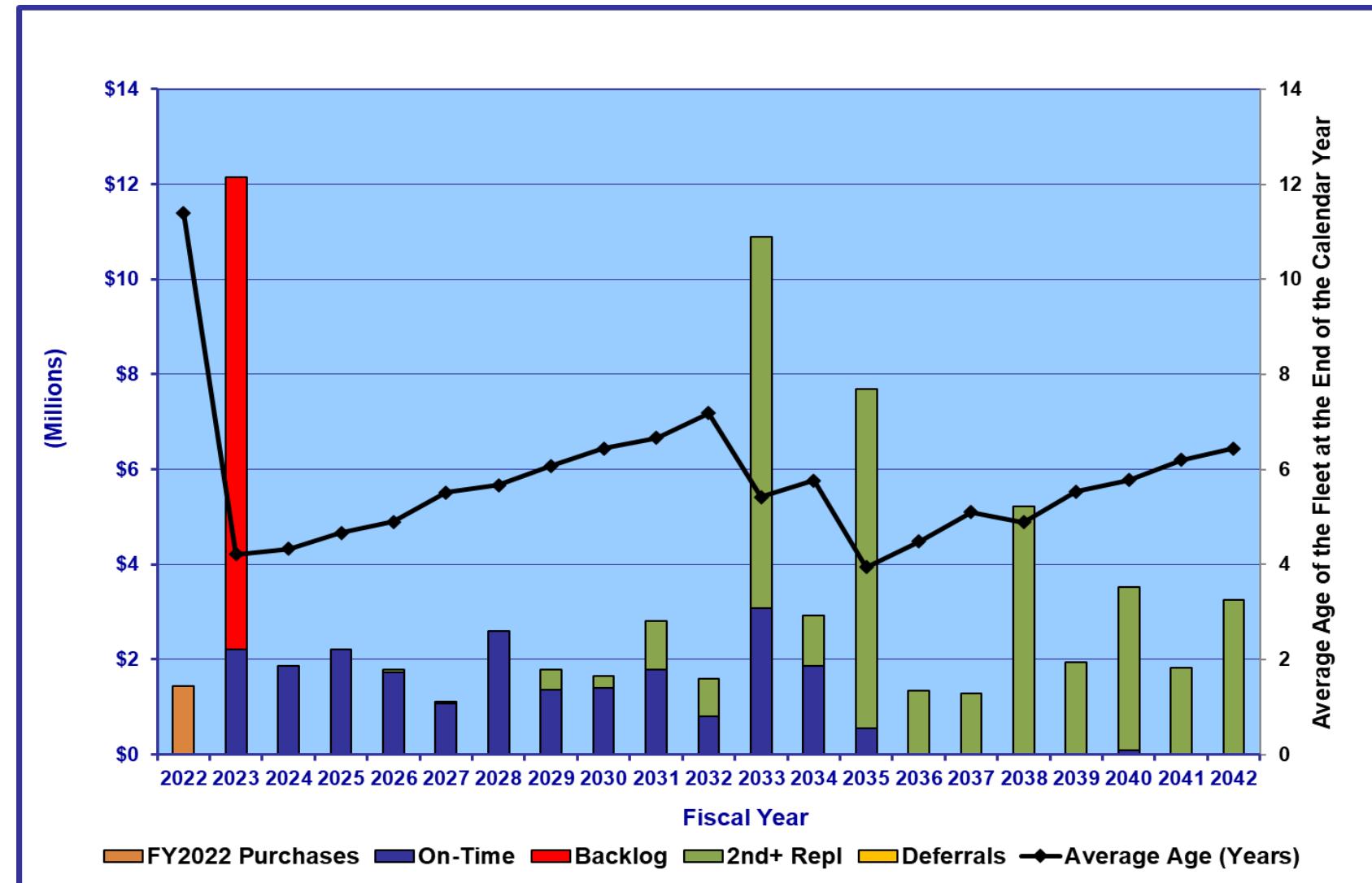
The focus was determined to be the Public Works Fleet for which we developed the baseline and the smooth (practical) replacement plan.



# Baseline Replacement Plan for Public Works

The baseline plan is the starting point for a practical or smooth plan.

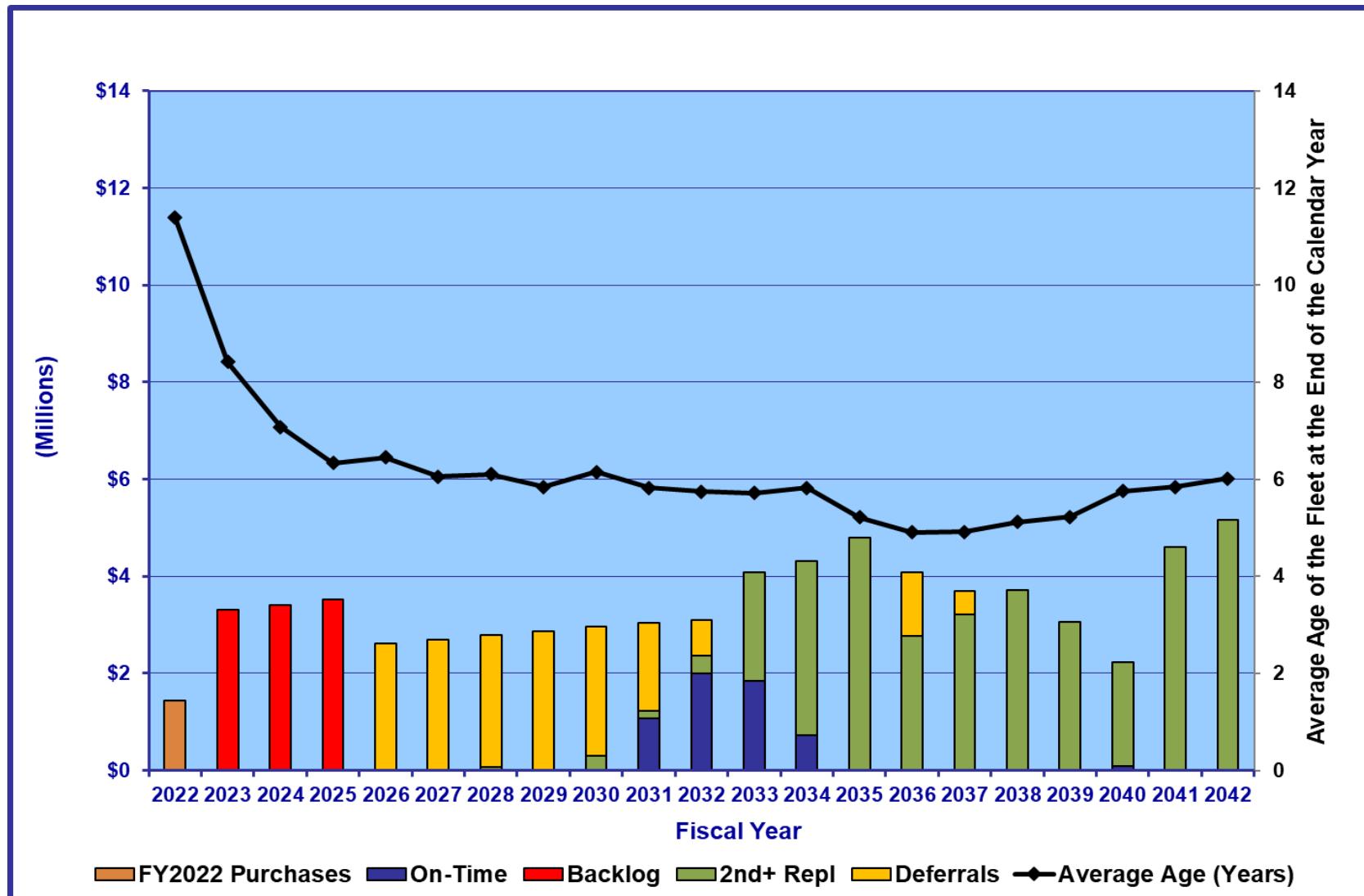
To clear the vehicle backlog in 2023 requires approximately \$12M in capital purchases – this is not practical from funding or from asset procurement points of view.



# Public Works Smooth Plan

The smooth plan distributes the backlog over 3 years to 2025.

It requires capital funding of \$3.3M, \$3.4M and \$3.53M respectively for 2023, 2024 and 2025.



# 2022 Fleet Process Improvement Highlights – Garage Services

- Collaborative, in-person work sessions to prioritize approximately 60 functional areas using an impact weighting methodology.
- Deliverable that outlines interim steps for garage process and facility improvement.
- Facility improvement areas identified and cost estimates provided for wash bays and system, and garage lifts.
- High priority functions – Future Mode of Operation and Business Requirements Documents for FMIS procurement and implementation:
  - Preventive maintenance and inspection
  - Parts management
  - Maintenance and repair including key performance metrics for garage services



# 2022 Fleet Process Improvement Highlights Cont'd

- Fleet Management Governance Guidelines document prepared.
  - Fleet governance
  - Guidelines for fleet use
  - Fleet Management Team's responsibility
  - Fleet Clients' responsibility
- FMIS budget requirement of \$185,000 estimated for 2023:
  - Mercury Consulting Fees \$120,000
  - Training and travel (successful bidder) \$15,000
  - One time implementation \$50,000
  - An estimated \$40,000 may be required for annual operation of the new system to be updated once RFP process is completed
- Communication plan and presentations in the context of change management.



# Critical Factors for Success

- Senior leadership team support.
- Systematic and methodical approach for this multi-year Fleet Improvement Initiative program.
- Sufficient funding for fleet renewal and FMIS.
- Sufficient resource availability.
- Change management steps for Future Mode of Operation.
- Support from all stakeholders.
- Active engagement of Fleet Services employees.
- Procurement and implementation of a purpose-built FMIS.
- Utilization of the Fleet Management Governance Guidelines.



# Next Steps

- Continue with interim garage services improvements, i.e., that do not require a new FMIS.
- Obtain Council approval for additional fleet capital – this is a prerequisite for fleet maintenance and repair cost management.
- Enact fleet renewal immediately upon capital funding release.
- Revisit the Fleet 2021 Right Sizing study recommendations once fleet renewal is well underway.
- Obtain Council approval for a new FMIS – this is mandatory for overall fleet performance improvement for all key fleet functions.
- Plan for the new FMIS implementation.
- Obtain approval, procure and implement a new FMIS – this will require establishing FMO and BRD for functions not yet addressed, such as: asset lifecycle management, fuel management, and data transfers with enterprise systems.
- Adopt the Fleet Management Governance Guidelines document.



# FLEET COST AND CLIENTS 2021

## Appendix A



SAULT STE. MARIE

# Full Time Equivalent (FTE) and Cost

Function	FTE
Management and Oversight	0.8
Financial and Budget Management	0.2
Mechanical Supervisor	1.0
Shop Clerk	1.0
Mechanics	9.0
Mechanic Apprentice	1.0
Serviceman	3.0
Welders	3.8
Store Supervisor	0.8
Storekeeper for Parts	2.0
<b>Total FTE</b>	<b>22.6</b>

Cost Category	FY 2018 Actuals	FY 2019 Actuals	FY2020 thru October 31	FY2020 Annualized	FY 2020 Annualized Category Percentages
SFB	\$ 2,517,890	\$ 2,723,653	\$ 2,557,458	\$ 3,068,949	34.3%
Pass Thru	\$ 3,462,930	\$ 4,129,419	\$ 3,645,865	\$ 4,375,038	49.0%
OH	\$ 77,274	\$ 71,713	\$ 64,851	\$ 77,821	0.9%
Materials and Supplies	\$ 225,059	\$ 148,262	\$ 138,956	\$ 166,747	1.9%
Capital	\$ 1,134,830	\$ 1,250,768	\$ 1,038,623	\$ 1,246,348	13.9%
<b>Total</b>	<b>\$ 7,417,983</b>	<b>\$ 8,323,814</b>	<b>\$ 7,445,753</b>	<b>\$ 8,934,903</b>	<b>100.0%</b>

- SFB cost: personnel salary and benefits.
- Pass Thru: fleet costs such as fuel, parts, and sublet maintenance and repair.
- OH: overhead cost, e.g., facility and utility.
- Fleet cost including maintenance & repair, fuel, salaries, and management is ~ \$8.9M for 2020.
- Three-year comparison of actual costs (i.e., including price increases) indicates YOY increase in costs.



# Fleet Client Profile

- Operations has the highest percentage of assets and VEUs.
- Landfill has the 2nd highest percentage of VEUs, but is below Parks in the asset count percentage.
- Demand for maintenance and repair is driven by VEUs – in order: Operations, Landfill, Parks, and Traffic.

Department	Count	% of Fleet
Operations	174	58.4%
Parks	74	24.8%
Landfill	25	8.4%
Traffic	13	4.4%
Bldg,Equip Mtce	7	2.3%
Administration	3	1.0%
Mechanical	1	0.3%
Stores	1	0.3%
<b>Total</b>	<b>298</b>	<b>100.0%</b>

Department	VEUs	% of Fleet
Operations	571	68.1%
Parks	110	13.1%
Landfill	119	14.1%
Traffic	22	2.6%
Bldg,Equip Mtce	12	1.4%
Administration	4	0.4%
Mechanical	2	0.2%
Stores	1	0.1%
<b>Total</b>	<b>838</b>	<b>100.0%</b>



# ABOUT MERCURY

Appendix B



SAULT STE. MARIE

# About Mercury Associates, Inc.

- Established in 2002
- Largest dedicated fleet consulting and technology service provider in North America
- Serve fleets of 50 to 250,000 vehicles and pieces of equipment
- Assist organizations improve fleet management practices, increase operational safety and efficiency, optimize asset utilization and reliability, and operate a cost competitive fleet operation



**Headquarters - Rockville, MD**



# Canada Client List

- Alberta Treasury Bureau
- Aurora, ON
- Calgary, AB
- Capital Regional Dist., BC
- Gravenhurst, ON
- Guelph, ON
- Halton, ON
- Medicine Hat, AB
- Metro Vancouver, BC
- North Bay, ON
- Oakville, ON
- Prince George, BC
- Province of Saskatchewan
- Province of New Brunswick
- Quesnel, BC
- Red Deer, AB
- Region of Waterloo
- Saint John, NB
- Strathmore, AB
- Surrey, BC
- City of Sault Ste. Marie
- Town of Georgina
- Waterloo



# Select United States Client List

- Alexandria, VA
- Annapolis, MD
- Asheville, NC
- Baltimore, MD
- Boston, MA
- Boynton Beach, FL
- Brownsville, TX
- Corpus Christi, TX
- Cumberland City, NC
- Delray Beach, FL
- District of Columbia
- Duluth, MN
- Encinitas, CA
- Fresno, CA
- Glendale, CA
- Gresham, OR
- Harford City, MD
- Harris City, TX
- Huntington Beach, CA
- Jamestown, NY
- Janesville, WI
- Kent, WA
- Kissimmee, FL
- Lincoln, NE
- Los Angeles City, CA
- Maricopa City, AZ
- Mequon, WI
- Montgomery City, MD
- Montgomery City, OH
- Mountain Brook, AL
- Norman, OK
- Oak Brook, IL
- Odessa, TX
- Olympia, WA
- Orange City, CA
- Orange City, FL
- Orlando, FL
- Palm Beach, FL
- Palo Alto, CA
- Port Moody, BC
- Prince George, BC
- Richardson, TX
- Richmond, VA
- Sacramento, CA
- Sacramento City, CA
- Salem, OR
- San Francisco, CA
- Sioux Falls, ID
- Topeka, KS
- Travis City, TX
- Wilmington, DE



# Mercury Clients Overview

- ≈ 50 unique clients served per year
- 33 of 50 largest cities in U.S., including 10 largest, and many of the largest counties
- 34 states / 4 provinces
- U.S. Army, Navy, Air Force, Marines
- GSA, NASA, U.S. Postal Service
- 13 of 16 executive branch agencies including Defense (202,000 vehicles), Homeland Security (58,000 vehicles), State (15,000 vehicles)



# Mercury Project Team



Tony Yankovich  
Project Executive  
[tyankovich@mercury-assoc.com](mailto:tyankovich@mercury-assoc.com)



Bannu Hurtig  
Project Manager  
[bhurtig@mercury-assoc.com](mailto:bhurtig@mercury-assoc.com)



Scott Rood  
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[srood@mercury-assoc.com](mailto:srood@mercury-assoc.com)



Kristi Amaker  
Lead Data Analyst  
[Kamaker@mercury-assoc.com](mailto:Kamaker@mercury-assoc.com)

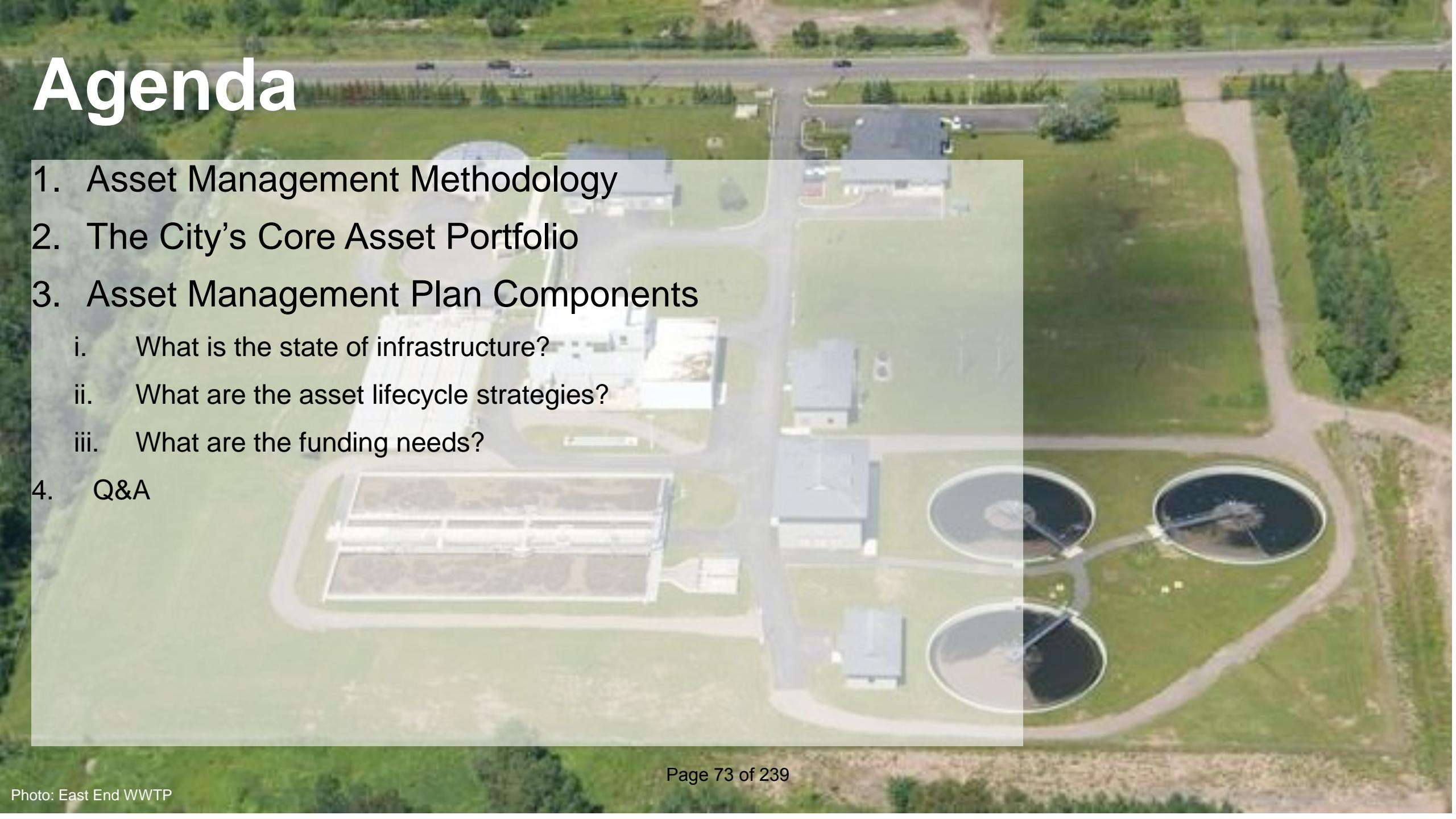
# Core Asset Management Plans

## Wastewater, Stormwater, and Roads & Bridges

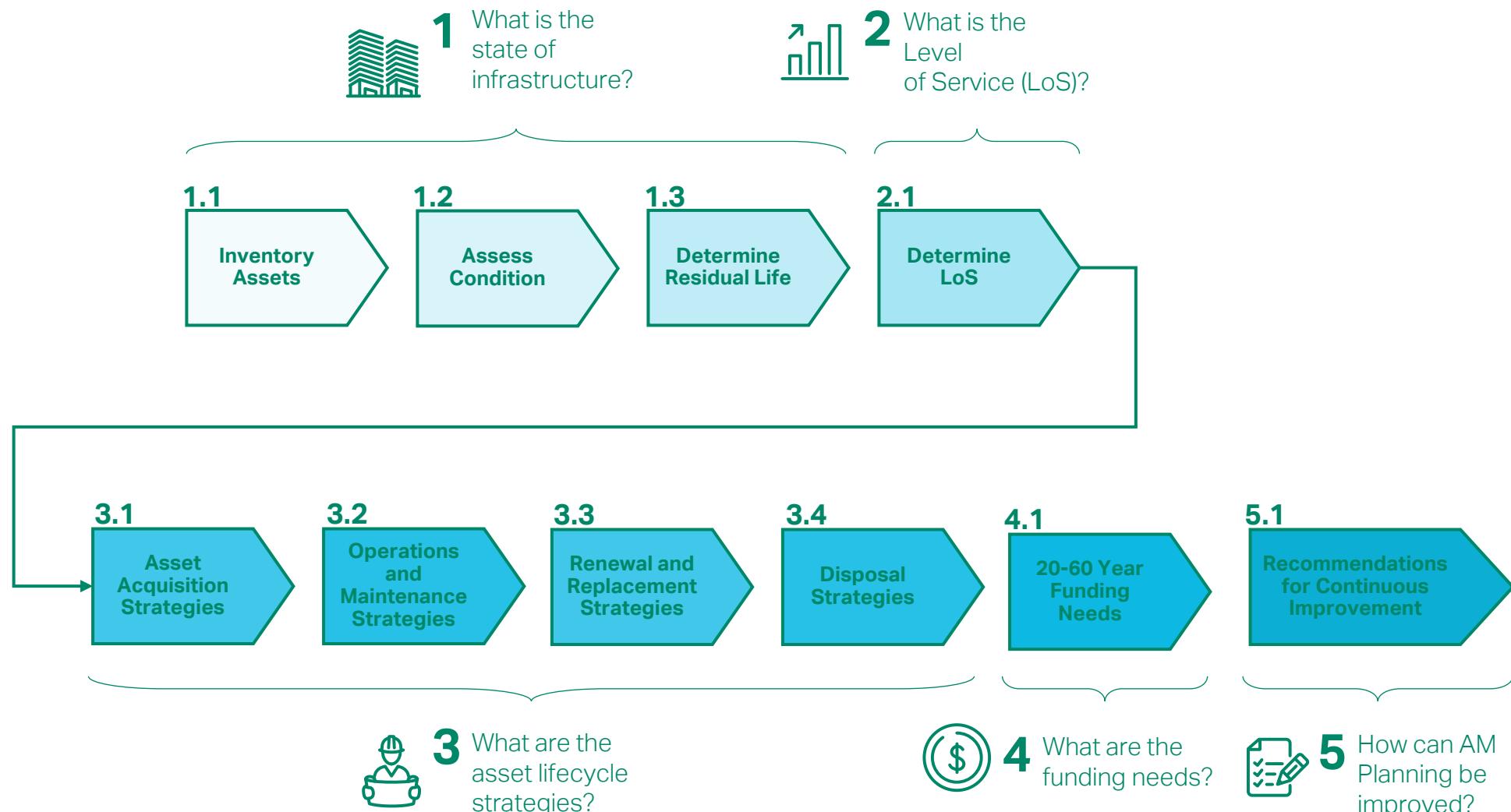
City of Sault Ste. Marie

December 15<sup>th</sup> , 2022

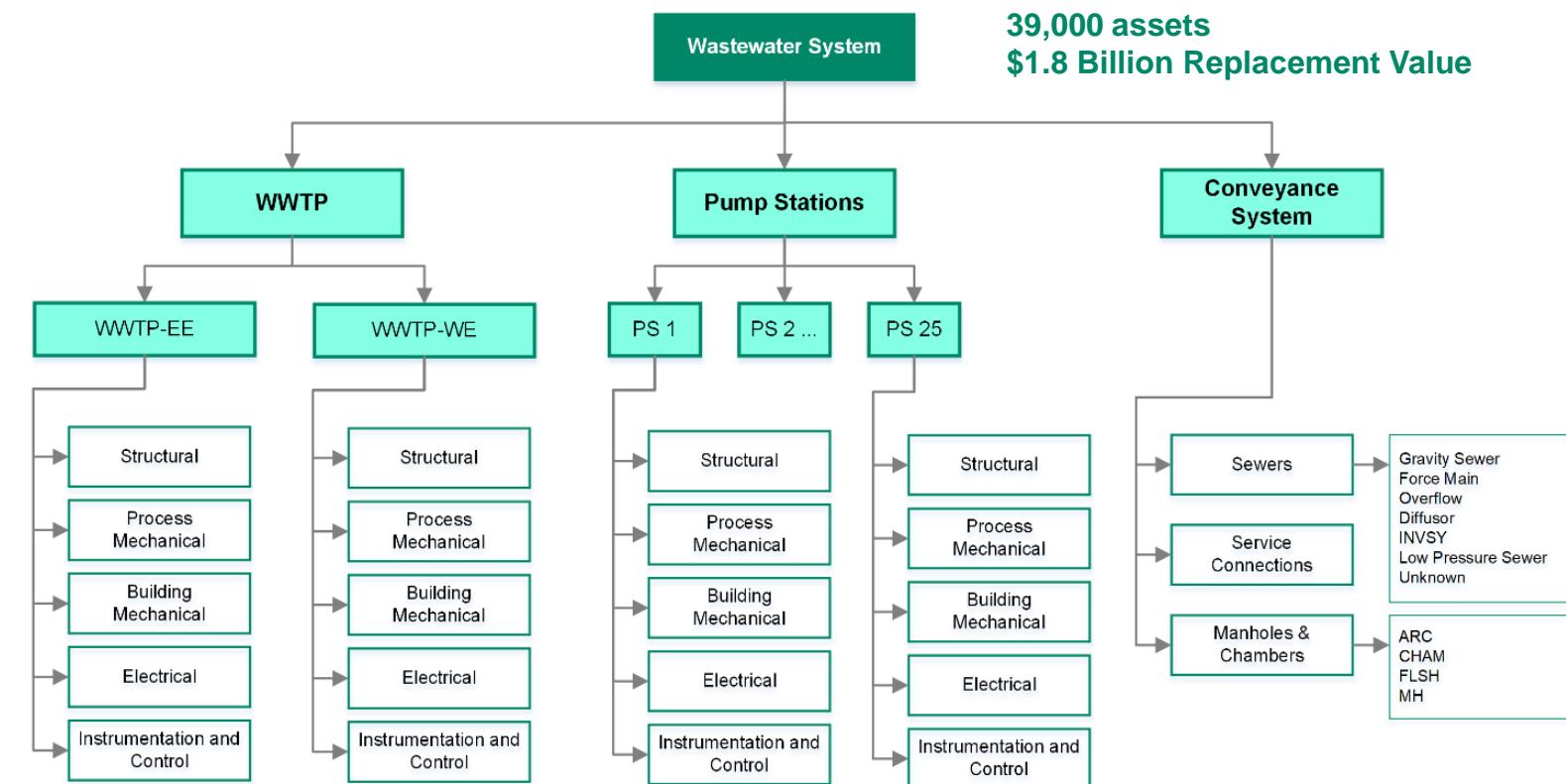
# Agenda

- 
- 1. Asset Management Methodology
  - 2. The City's Core Asset Portfolio
  - 3. Asset Management Plan Components
    - i. What is the state of infrastructure?
    - ii. What are the asset lifecycle strategies?
    - iii. What are the funding needs?
  - 4. Q&A

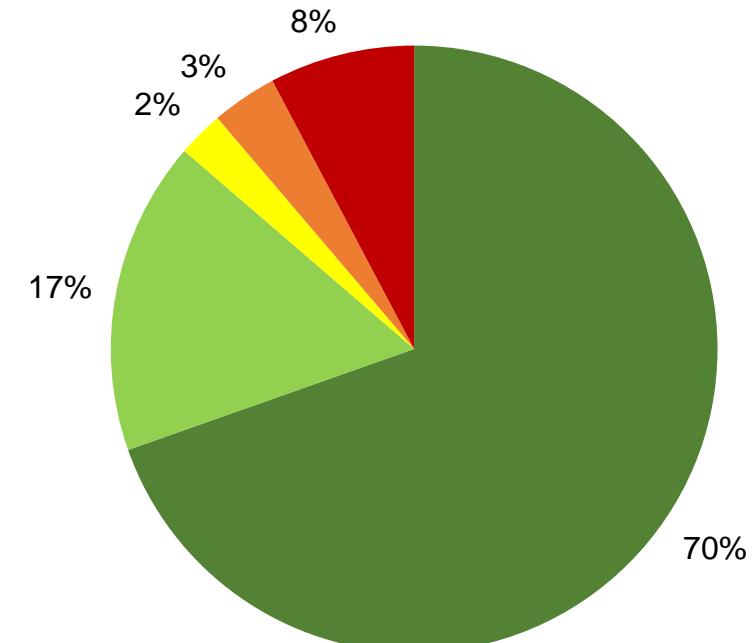
# Asset Management Methodology



# 1. What is the State of Infrastructure? (1 of 3)



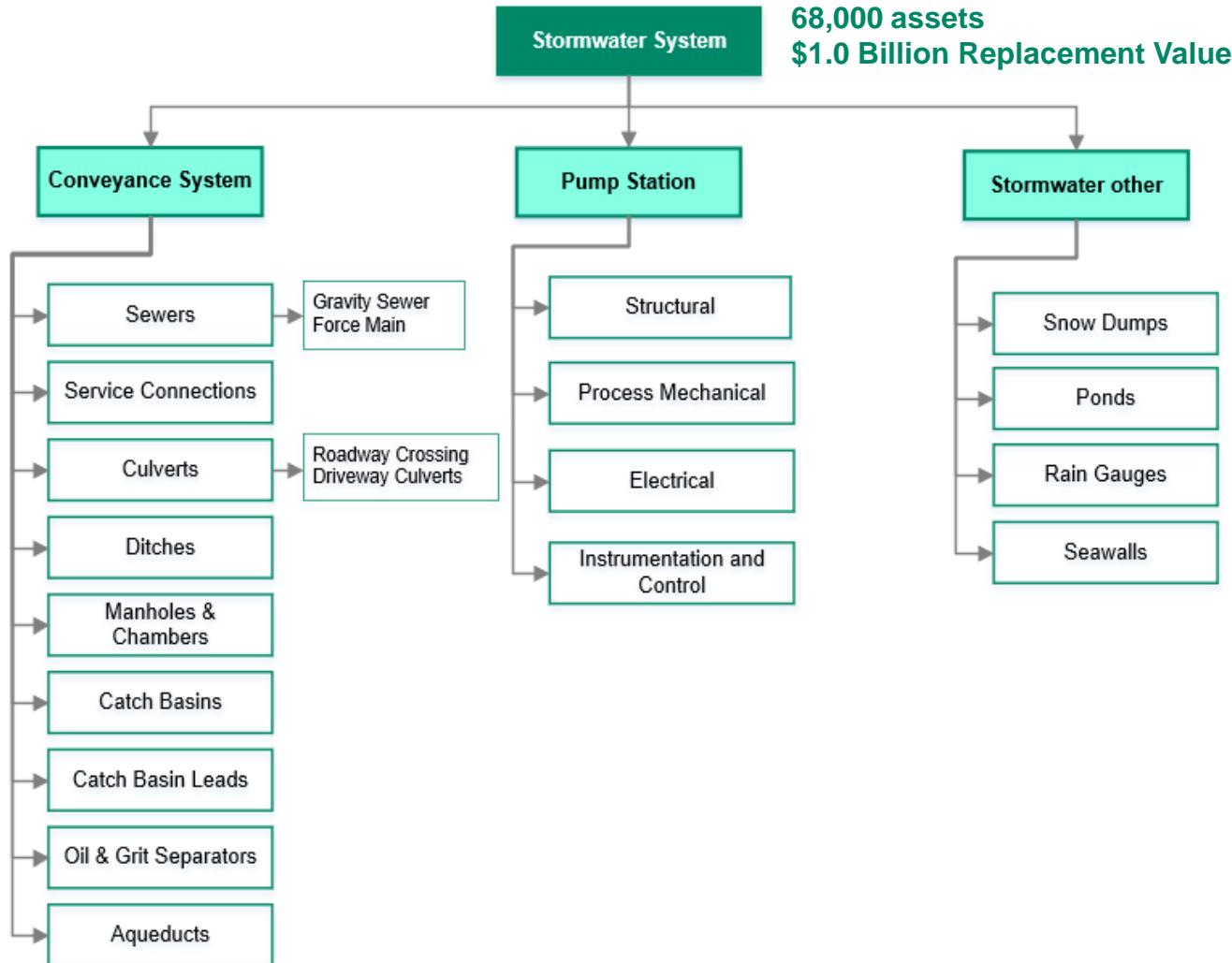
**Wastewater System Condition Summary**



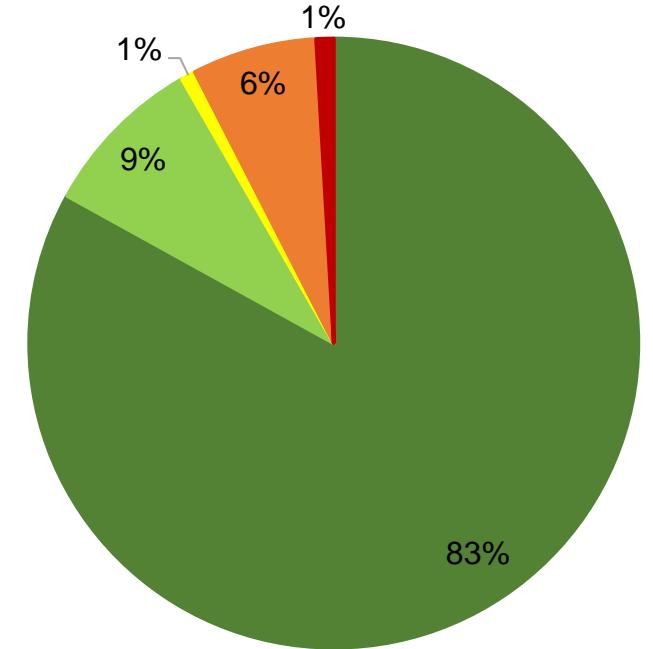
■ Very Good ■ Good ■ Fair ■ Poor ■ Very Poor

Note: Condition Summary was weighted by replacement value

# 1. What is the State of Infrastructure? (2 of 3)



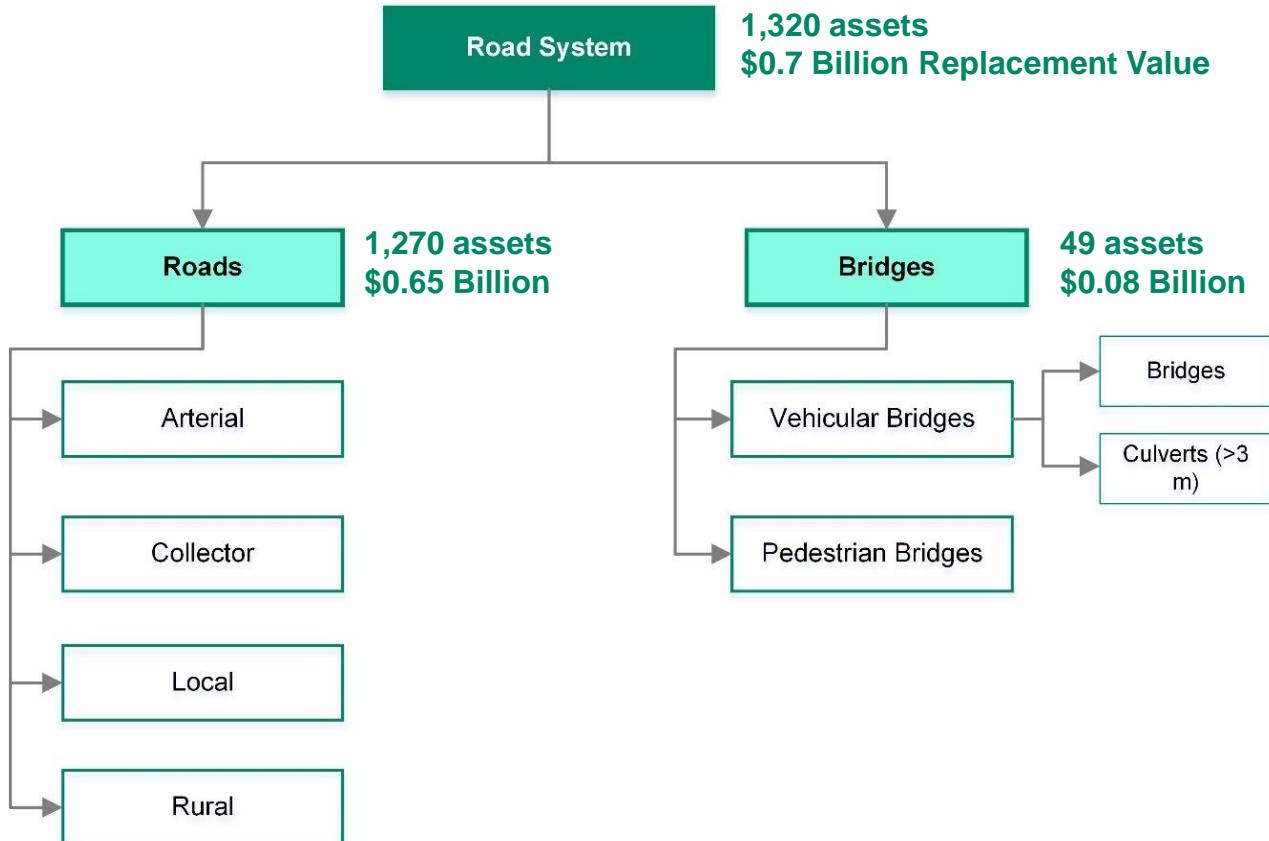
**Stormwater System Condition Summary**



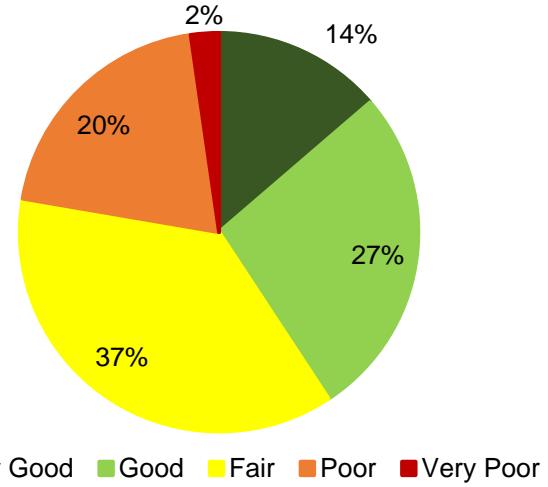
■ Very Good ■ Good ■ Fair ■ Poor ■ Very Poor

Note: Condition Summary was weighted by replacement value

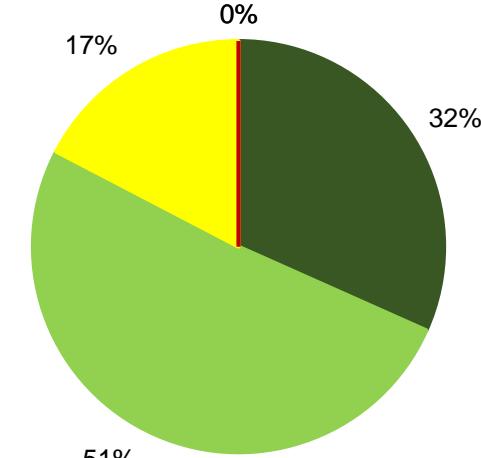
# 1. What is the State of Infrastructure? (3 of 3)



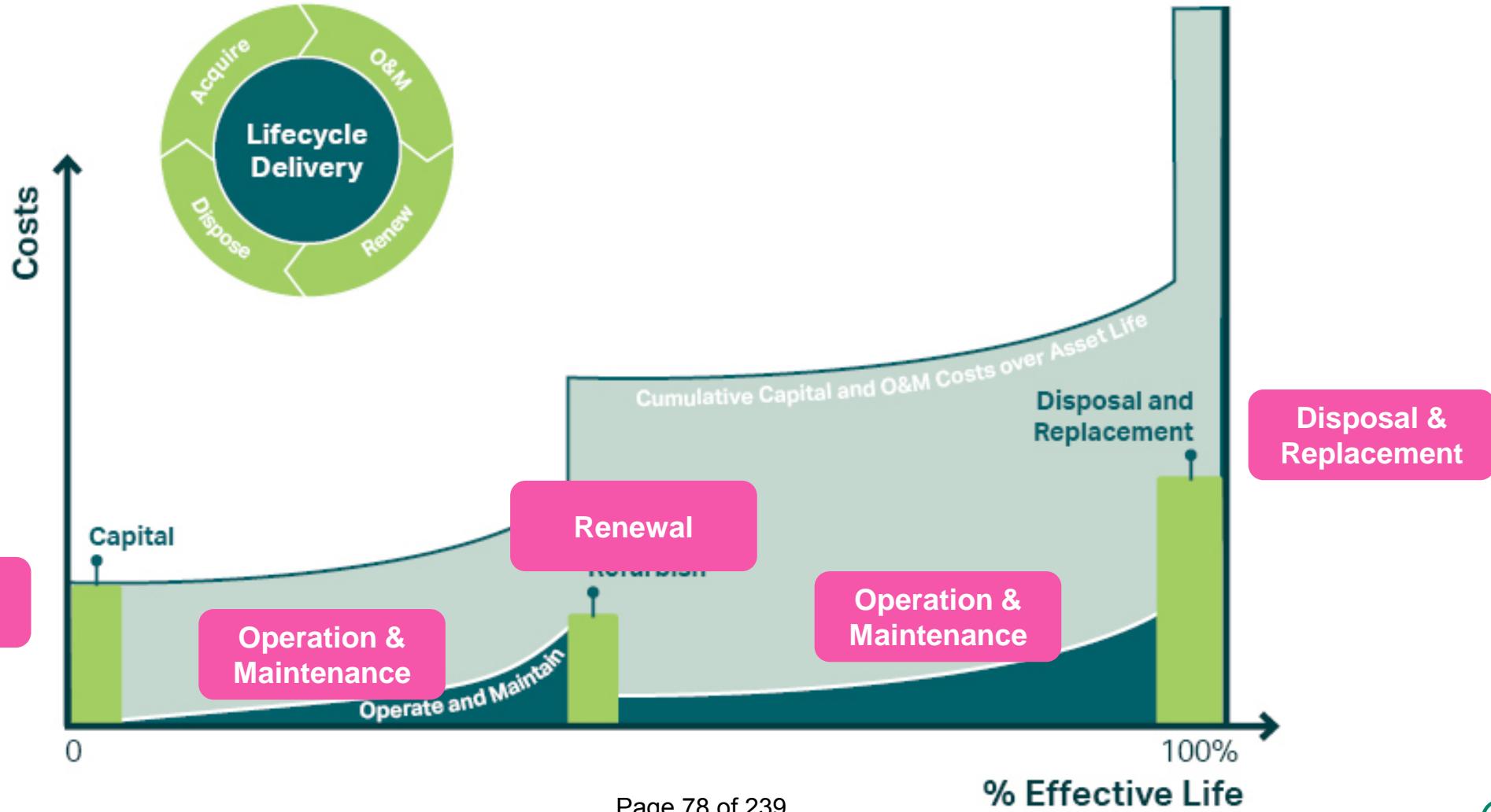
Roads Condition Summary



Bridges Condition Summary



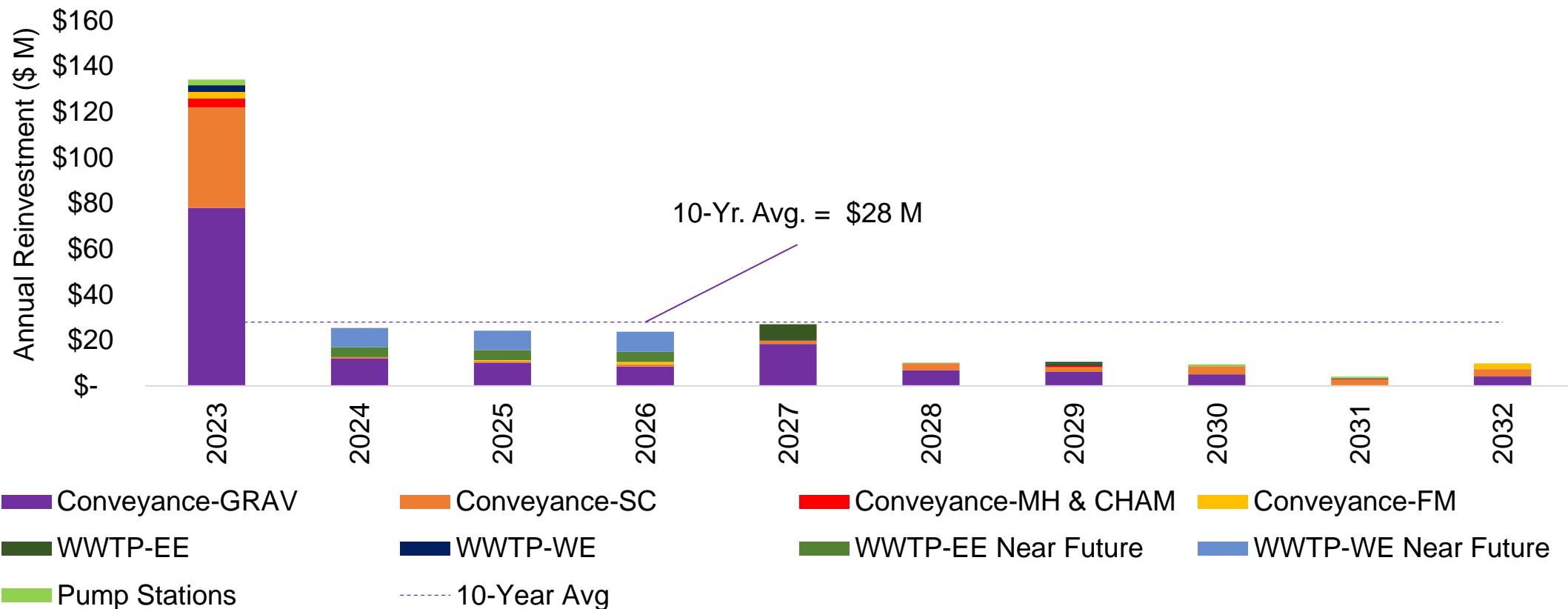
## 2. What are the Asset Lifecycle Strategies?





### 3. What are the Funding Needs? (1 of 4)

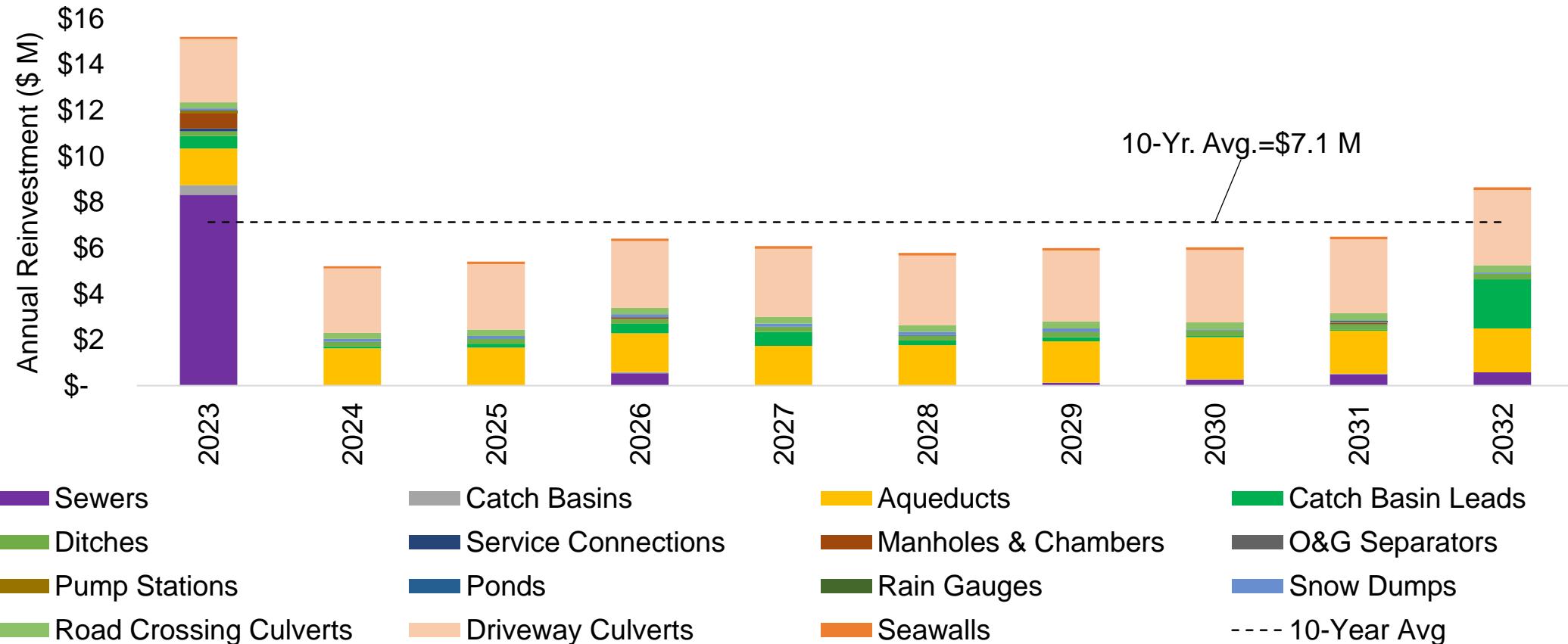
#### Wastewater Assets: Capital Asset Funding Needs





### 3. What are the Funding Needs? (2 of 4)

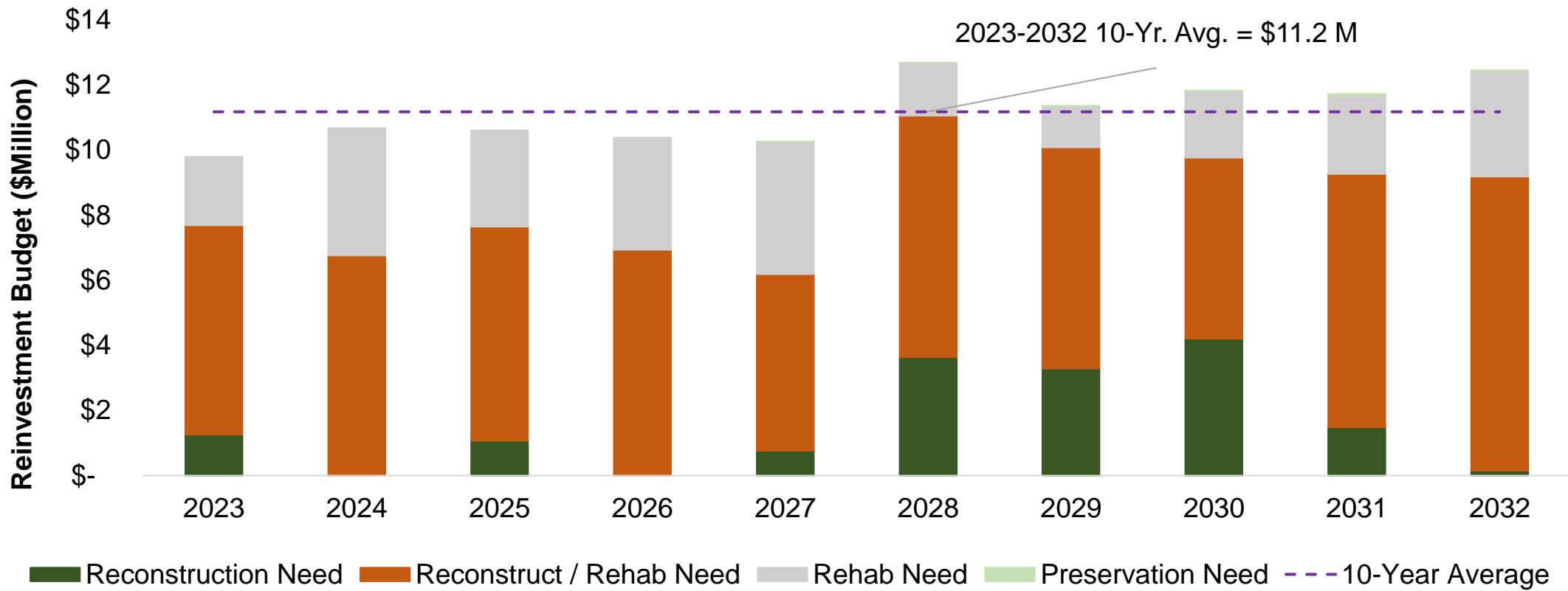
#### Stormwater Assets: Capital Asset Funding Needs





### 3. What are the Funding Needs? (3 of 4)

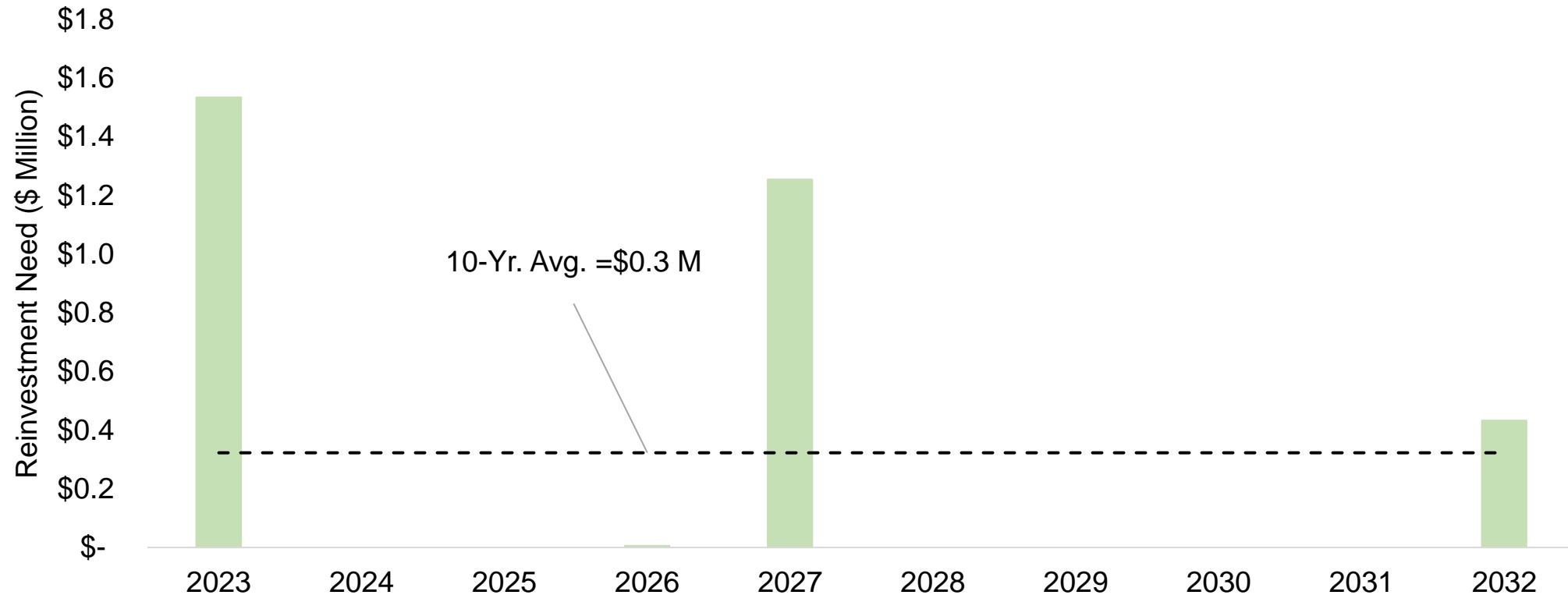
#### Roads Assets: Capital Asset Funding Needs





### 3. What are the Funding Needs? (4 of 4)

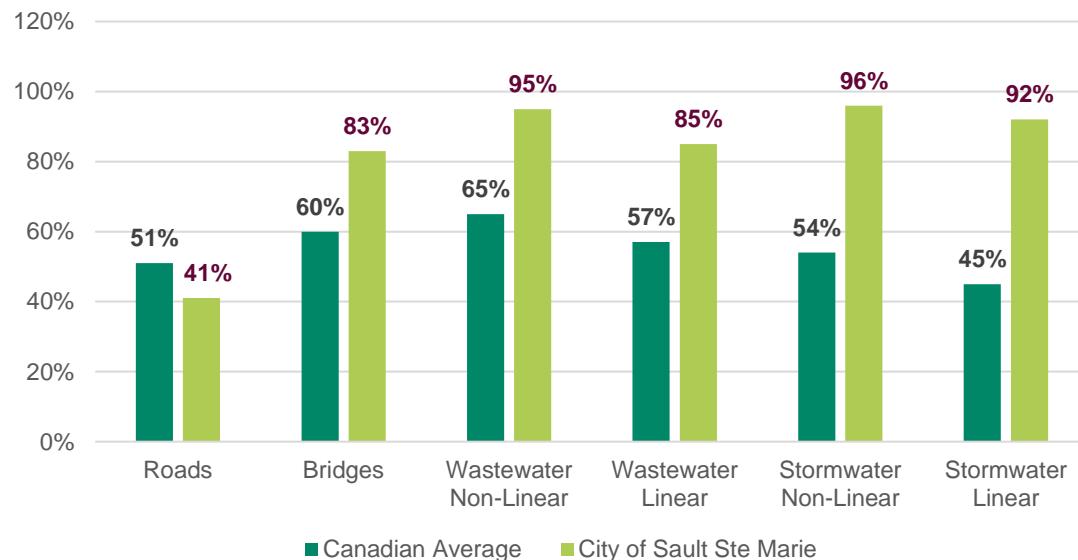
#### Bridges & Culverts Assets: Capital Asset Funding Needs



# 3. What are the Funding Needs?



## Percentage of Assets in Good to Very Good Condition



**CANADIAN  
INFRASTRUCTURE  
REPORT CARD 2019**

\* Source: 2019 Canadian Infrastructure Report Card, Culture and Recreation Facilities including Arenas and Pools, Arts and Culture and Other facilities. Excludes "Unknown"

### NOTE:

- Indications are that the **City of Sault Ste Marie's Core assets** are in a **better condition** than its **municipal peers**, except for its **Roads** assets.
- However, these asset are continuously ageing and **increased capital funding** for **Core assets** is required to:
  - Sustain the **high quality of service** that the City's customers are accustomed to.
  - **Manage risk** and avoid unexpected **asset failures**.
  - Ensure the **long-term sustainability** of the City's **\$3.5 B investment** in Core assets.





J. Paul Dubé, Ombudsman

**BY E-MAIL**

January 3, 2023

Members of Council  
City of Sault Ste. Marie  
99 Foster Drive, Sault Ste. Marie, ON P6A 5X6

Dear Members of Council for the City of Sault Ste. Marie:

**Re: Report – Office of the Ontario Ombudsman**

I have completed my investigation into whether the City of Sault Ste. Marie's Cultural Vitality Committee and Tourism Board held improper closed meetings on November 17, 2021 and November 25, 2021. Please find my final report enclosed.

In accordance with section 14.1(8) of the *Ombudsman Act*, the municipality should make my report available to the public, and we ask that this be done no later than the next council meeting. In accordance with s. 239.2(12) of the *Municipal Act, 2001*, the city should pass a resolution stating how it intends to address this report.

Pursuant to section 14.1(9) of the *Ombudsman Act*, I will also post a copy of the report on my website at [www.ombudsman.on.ca](http://www.ombudsman.on.ca).

Yours truly,

A handwritten signature in black ink, appearing to read "J. Paul Dubé".

Paul Dubé  
Ombudsman of Ontario

cc: Rachel Tyczinski, Clerk, City of Sault Ste. Marie

483 Bay Street, 10<sup>th</sup> Floor, South Tower / 483, rue Bay, 10<sup>e</sup> étage, Tour sud  
Toronto, ON M5G 2C9

Tel./Tél. : 416-586-3300 Facsimile/Télécopieur : 416-586-3485 TTY/ATS : 1-866-411-4211

[www.ombudsman.on.ca](http://www.ombudsman.on.ca)

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## **Ombudsman Report**

**Investigation into complaints about meetings held  
by the City of Sault Ste. Marie's Cultural Vitality  
Committee on November 17, 2021 and Tourism Board  
on November 25, 2021**

**Paul Dubé  
Ombudsman of Ontario**

**January 2023**

# Complaint

- 1 My Office received complaints regarding meetings held by the Cultural Vitality Committee (the “Committee”) and the Tourism Board (the “Board”) of the City of Sault Ste. Marie (the “City”).
- 2 The first complaint alleged that the Cultural Vitality Committee failed to provide adequate notice of its November 17, 2021 meeting, as the open meeting agenda did not include a link or information that would permit the public to observe the open meeting. The complaint also alleged that the Committee failed to provide sufficient information about the subject to be discussed in its resolution to enter into closed session at this meeting.
- 3 The second complaint alleged that the Tourism Board failed to provide adequate notice of its November 25, 2021 meeting, as the open meeting agenda did not include a link or information that would permit the public to observe the open meeting.

## Ombudsman jurisdiction

- 4 Under the *Municipal Act, 2001*<sup>1</sup> (the “Act”), all meetings of a council, local board, and committee of either must be open to the public unless they fall within prescribed exceptions.
- 5 As of January 1, 2008, the Act gives anyone the right to request an investigation into whether a municipality has complied with the Act in closing a meeting to the public. Municipalities may appoint their own investigator or use the services of the Ombudsman. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own.
- 6 The Ombudsman is the closed meeting investigator for the City of Sault Ste. Marie.
- 7 In investigating closed meeting complaints, we consider whether the open meeting requirements in the Act and the municipality’s governing procedures have been observed.

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<sup>1</sup> SO 2001, c 25.

- 8** Since 2008, my Office has investigated hundreds of closed meetings in municipalities throughout Ontario. To assist municipal councils, staff, and the public, we have developed an online digest of open meeting cases. This searchable repository was created to provide easy access to the Ombudsman's decisions on, and interpretations of, the open meeting rules. Summaries of the Ombudsman's previous decisions can be found in the digest: [www.ombudsman.on.ca/digest](http://www.ombudsman.on.ca/digest).

## Investigative process

- 9** On August 22, 2022, my Office advised the City of our intent to investigate the November 17, 2021 meeting of the Cultural Vitality Committee and the November 25, 2021 meeting of the Tourism Board.
- 10** We reviewed relevant portions of the City's procedure by-law, as well as the Act.
- 11** For the November 17, 2021 Committee meeting, we reviewed the open meeting records, including the agenda and minutes, as well as the YouTube recording of the open session, and email correspondence sent after the meeting.
- 12** For the November 25, 2021 Board meeting, we reviewed the open meeting agenda, email correspondence, and the Board's by-law, memorandum of understanding, funding agreement, and management agreement with the City.
- 13** We also spoke with the City Clerk.
- 14** My Office received full co-operation in this matter.

## Procedure by-law

- 15** Section 238(2) of the Act requires municipalities to pass a procedure by-law that governs the calling, place, and proceedings of meetings. Accordingly, the City has passed By-law No. 2022-100 (the "procedure by-law").
- 16** Sections 1.2 and 4.10 of the procedure by-law apply the open meeting requirements in s. 239 of the Act to all of the City's meetings, including meetings of committees and local boards.

**17** The City's procedure by-law defines a committees as "[a]dvisory and other committees or boards whose members are appointed by Council for an ongoing purpose" or as "[s]pecial committees appointed by Council or the head of Council at any time as is deemed necessary for the consideration of special matters".<sup>2</sup>

**18** The procedure by-law states that notice of meetings of council, local boards, and committees will appear on the City's website.<sup>3</sup>

**19** The City's procedure by-law also provides for members of council, boards, and committees to participate electronically in meetings, and for those meetings to be livestreamed for public viewing:

Electronic Participation Open and closed meetings of Council (and its boards and committees) may take place physically or electronically or a hybrid of both. Members who participate in open or closed meetings electronically shall be counted for purposes of quorum. Electronic meetings of Council and its boards and committees shall be livestreamed for public viewing.

## The Cultural Vitality Committee

**20** Council for the City established and approved the terms of reference for the Cultural Vitality Committee on October 26, 2021.

**21** The Committee provides advice to council on issues, policies and strategies related to cultural enterprises and activities in the City. The Committee screens civic grant proposals for cultural endeavors and recommends to council the awarding of such grants. The Committee also assists council and makes recommendations relating to the implementation of the City's cultural policy.

**22** One member of council sits on the Committee, along with three staff members. Members of the Committee are appointed by council.

**23** The Committee's terms of reference state that it is a committee of council subject to the open meeting rules. We were told that the City considers the Committee to be a committee of council.

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<sup>2</sup> City of Sault Ste. Marie, by-law no 2022-100, *Being a by-law to regulate the proceedings of the Council of the City of Sault Ste. Marie* (21 March 2022), s 29.1, online: <<https://saultstemarie.ca/Cityweb/media/Legal/BL/By-law-2022-100-Council-Procedure-March-21-2022.pdf>>.

<sup>3</sup> *Ibid*, s 4.5.

## The Tourism Board

- 24 City council established the Tourism Board by resolution in December 2019.
- 25 The Board's mandate, as set out in its by-law, is to provide recommendations to City council about how to best allocate funding from the Municipal Transient Accommodation Tax to promote tourism and tourism products.
- 26 The Board's by-law states that it shall be comprised of nine voting members appointed by council. No council members sit on the Board, although one staff member attends meetings in a non-voting capacity as a resource person.
- 27 We were told that the City considers the Board to be a committee of council, and is therefore subject to the open meeting rules.
- 28 We note that the Board also meets the definition of a local board under the Act. "Local board" is defined in the Act as:
  - a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.
- 29 The courts have explained that local boards are "integral to the day-to-day operation of the business of municipalities", but will not generally include independent investigative or adjudicative bodies,<sup>4</sup> or ad hoc informal committees.<sup>5</sup> As a body that advises council on the allocation of funding to promote tourism locally, the Board fits within this definition of a local board.

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<sup>4</sup> *Ontario Ombudsman v. Hamilton (City)*, 2018 ONCA 502 at para 10, online: <<https://canlii.ca/t/hsb9j>>.

<sup>5</sup> *Kroetsch v. Integrity Commissioner for the City of Hamilton*, 2021 ONSC 7982 at para 49, online: <<https://canlii.ca/t/lbcj>>.

## **November 17, 2021 meeting of the Cultural Vitality Committee**

- 30** On November 17, 2021, the Cultural Vitality Committee held a regular meeting that was livestreamed on the City's YouTube channel, "SaultSteMarieOntario."
- 31** The agenda for the Committee's November 17, 2021 meeting was posted to the City's online corporate calendar and the Committee's webpage, although a livestream link was not included on either site.<sup>6</sup> The agenda stated that the meeting would take place by videoconference, but did not indicate how the public could access the livestream.<sup>7</sup>
- 32** We were told that the City provided its YouTube channel information to anyone who requested access to the meeting.
- 33** During the November 17, 2021 meeting, the Committee passed a resolution to proceed into closed session to discuss applications for the City's Arts and Culture Assistance Program. As set out in the minutes, the resolution stated that the Committee would move *in camera* to discuss and review Arts and Culture Assistance Program applications.
- 34** As set out in the meeting minutes, the Committee considered six applications while in closed session.
- 35** The meeting was subsequently adjourned.
- 36** At the start of the Committee's next meeting on November 22, 2021, the Committee Chair stated that the November 17, 2021 meeting should have been held entirely in open session. He then summarized the Committee's *in camera* discussion on November 17, 2021 about the six applications and indicated that these applications would be reconsidered during open session at the November 22, 2021 meeting.

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<sup>6</sup> Sault St. Marie Corporate Calendar, online: <<https://saultstemarie.ca/City-Hall/Corporate-Calendar.aspx>>; Committee Calendar, online: <<https://saultstemarie.ca/City-Hall/City-Departments/Community-Development-Enterprise-Services/Community-Services/Recreation-and-Culture/Cultural-Vitality-Committee/Agendas-and-Minutes.aspx>>.

<sup>7</sup> For regular council meetings, the City posts the YouTube livestream link on both the Calendar page and the council meeting page in advance of meetings. The videos for past meetings are also included on both pages.

# Analysis

## Public notice

- 37 Subsection 239(1) of the *Municipal Act, 2001* requires that all meetings of a municipal council, local board, or committee of either be open to the public, subject to prescribed exceptions.
- 38 My Office has found that this requirement entitles the public to observe all parts of a meeting that occur in open session, and that a live broadcast is sufficient to meet this requirement.<sup>8</sup>
- 39 In a 2021 report on the Saugeen Municipal Airport Commission, my Office considered whether adequate notice was provided for a series of electronic meetings. The Commission did not provide advance meeting notice to the public on its website, and only provided the meeting log-in information upon request. My Office found that the Commission violated the Act by holding these meetings without providing adequate notice to the public.
- 40 In reaching this conclusion, my Office noted that “[w]ithout adequate notice of where and when meeting will occur, the meeting is effectively closed to the public, in violation of the Act.”<sup>9</sup>
- 41 In a 2021 report on the City of Richmond Hill, my Office reviewed an electronic meeting where a meeting notice similarly did not include any instructions on how to access the meeting. My Office found that the City provided inadequate notice, as a meeting is not truly open to the public if notice for the meeting does not contain sufficient information to access it.<sup>10</sup>
- 42 In this case, the agenda for the November 17, 2021 meeting indicated that the meeting would take place electronically but did not indicate how the public could access the livestream. In order to access the meeting, members of the public had to contact the City for more information or already be aware of the City’s YouTube channel.

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<sup>8</sup> *Niagara Falls (City of) (Re)*, 2021 ONOMBUD 13 [Niagara Falls], online: <<https://canlii.ca/t/jgvlg>>.

<sup>9</sup> *Saugeen Municipal Airport Commission (Re)*, 2021 ONOMBUD 18 at para 41, online: <<https://canlii.ca/t/l964>>.

<sup>10</sup> *Richmond Hill (City of) (Re)*, 2021 ONOMBUD 8 at paras 119-122, online: <<https://canlii.ca/t/jf6b3>>.

- 43** Accordingly, the Committee did not provide sufficient notice of its meeting on November 17, 2021, as it failed to indicate how the public could access the meeting. The meeting was not fully open to the public, as required by the open meeting rules.
- 44** The Committee has since addressed this issue by adopting a new open meeting agenda template that provides the URL for the livestream of the meeting. I commend the City for taking steps to ensure full and meaningful notice is provided to the public going forward. I also commend the City for turning its mind to the open meeting rules in an effort to maximize transparency.

### *Resolution to go into closed session*

- 45** Subsection 239(4) of the Act requires a municipal council, local board, or committee of either to pass a resolution before moving *in camera*. This obligation is twofold: First, the fact of the holding of the closed meeting must be disclosed to the public, and second, the general nature of the matter to be considered at the closed meeting must also be disclosed.
- 46** The Court of Appeal stated in *Farber v. Kingston* that subsection 239(4) of the Act requires that “the resolution to go into closed session should provide a general description of the issue to be discussed in a way that maximizes the information available to the public while not undermining the reason for excluding the public.”<sup>11</sup>
- 47** Except for meetings closed under the exception for education or training, the Act does not require the resolution to proceed *in camera* to include a specific exception, though that is a best practice. The City’s Procedure By-law also does not require that a specific exception be cited.
- 48** In this case, the resolution to proceed into closed session noted that the discussion would relate to a review of Arts and Culture Assistance Program funding applications.
- 49** Accordingly, the resolution fulfilled the requirements of the Act.
- 50** The Clerk has since clarified with the Committee that resolutions to proceed *in camera* should include both an exception from the Act and a general description, in accordance with best practices.

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<sup>11</sup> *Farber v. Kingston* (City), 2007 ONCA 173 at para 21, online: <<https://canlii.ca/t/1qtz>>.

## **November 25, 2021 meeting of the Tourism Board**

- 51** On November 25, 2021, the Tourism Board held a regular meeting by Zoom.
- 52** The agenda for the Board's November 25, 2021 meeting was posted to the City website's corporate calendar. The agenda did not state how the meeting would be held, nor did it provide the Zoom coordinates for the meeting.<sup>12</sup>
- 53** We were told that the City provided the meeting's Zoom coordinates to anyone who requested this information. In addition, we were told that the Zoom coordinates were posted on the City's Facebook page. However, we found no evidence that this information was posted.
- 54** The City could not confirm whether the meeting was broadcast live on the City's YouTube channel, and we found no evidence that it was.
- 55** On November 26, 2021, a day after the meeting, a video recording of the meeting was posted to the City's YouTube channel.

## **Analysis**

- 56** As noted above, the Act sets out at section 239(1) that “[e]xcept as provided in this section, all meetings shall be open to the public.” My Office has found that this requirement entitles the public to observe all parts of a meeting that occur in open session, and that a live broadcast is sufficient to meet this requirement.<sup>13</sup>
- 57** In this case, the notice for the November 25, 2021 meeting indicated the date and time the meeting would occur, but did not provide any information about how the public could access the meeting.
- 58** Further, the meeting was not broadcast live on the City's YouTube channel. If members of the public wanted to attend the meeting, they had to request the Zoom coordinates from the City or the Board.

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<sup>12</sup> Open Agenda, Tourism Sault Ste. Marie Board Meeting, Thursday, November 25, 2021 12:00pm, online: <<https://saultstemarie.ca/Cityweb/media/Community-Services/Tourism%20SSM/Board%20Meetings/2021/OPEN-AGENDA-November-25,-2021.pdf>>.

<sup>13</sup> Niagara Falls, *supra* note 17.

- 59** The Tourism Board did not provide sufficient notice of its meeting on November 25, 2021, as it failed to indicate how the public could access the meeting. The meeting was not fully open to the public as required under section 239(1) of the Act. Posting a video of the meeting afterwards does not satisfy the requirement that the public be able to observe a meeting in process.
- 60** The Board has since addressed this issue by adopting a new open meeting agenda template that provides the URL for the livestream of the meeting, and I commend the City for taking this step to ensure public access to meetings.

## Opinion

- 61** The Cultural Vitality Committee for the City of Sault Ste. Marie contravened the *Municipal Act, 2001* on November 17, 2021, by holding a meeting that did not comply with the open meeting requirements. The meeting was not open to the public, as the Committee did not provide the public with information about how to attend the virtual meeting.
- 62** The Cultural Vitality Committee's resolution to proceed *in camera* was sufficiently descriptive to provide information to the public without undermining the reason for excluding the public.
- 63** The Tourism Board of the City of Sault Ste. Marie contravened the *Municipal Act, 2001* on November 25, 2021 by holding a meeting that did not comply with the open meeting requirements. The meeting was not open to the public, as the Board did not provide the public with information on how to attend the virtual meeting.

## Recommendations

- 64** I make the following recommendations to assist the City of Sault Ste. Marie in fulfilling its obligations under the Act:

### Recommendation 1

**All members of the City's boards and committees should be vigilant in adhering to their individual and collective obligation to ensure that the municipality complies with its responsibilities under the *Municipal Act, 2001* and its procedure by-law.**

## **Recommendation 2**

**The City of Sault Ste. Marie should ensure that all meetings comply with the open meeting requirements set out in the *Municipal Act, 2001* and the City's procedure by-law.**

## **Recommendation 3**

**The City of Sault Ste. Marie should ensure that all meeting notices include accurate information about the time and location of the meeting, including how the public can access electronic meetings.**

## **Report**

- 65** Council for the City of Sault Ste. Marie was given the opportunity to review a preliminary version of this report and provide comments to my Office. Any comments we received were considered in the preparation of this final report.
- 66** This report will be published on my Office's website, and should be made public by the City of Sault Ste. Marie. In accordance with s. 239.2(12) of the *Municipal Act, 2001*, council is required to pass a resolution stating how it intends to address this report.



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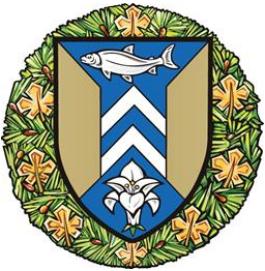
**Paul Dubé**  
**Ombudsman of Ontario**

Meeting Date	Department	Agenda Item	Assigned To	Due Date	Comments	Description	Sponsored By
26-Sep-16	Legal	Off Road Vehicle Use on Municipal Roadways	K. Fields	Q1 2023	Initiating resolution June 22, 2015; report September 26, 2016 – Agenda Item 6.10 – Council directed Legal to draft by-law; Report April 1, 2019 – Agenda Item 6.13 – status update on ATV By-law	Develop a comprehensive by-law to eliminate safety concerns of ATVs and UTV on municipally maintained streets by regulating allowable roads, in addition to speed limits and hours of operation.	J. Hupponen L. Turco
8-May-17	CD&ES	Downtown Sault Ste. Marie	T. Vair	Q2 2023	FutureSSM provided update December 10, 2018 as to outcomes of Downtown Development Action Team and related downtown development priorities; Will tie into branding work being undertaken by FutureSSM and STC; Heritage Walk budget approved (St. Marys River and Bay Street heritage features; and new Queen Street Streetscape design underway); Report May 24, 2022 – Agenda item 7.9 – approved waterfront boardwalk panels	Investigate the possibility of incorporating our City's history into the overall theme of the downtown area and invite Downtown Association, Tourism Sault Ste. Marie and appropriate City staff to a future council meeting to advise on possible planning elements and features that can be incorporated into the redevelopment of the area so that we can take advantage of our City's history and reputation as a gathering place by the rapids.	P. Christian S. Butland
9-Apr-18	CD&ES	Snow Dumps	P. Tonazzo	Q1 2023		Investigate creating a new zoning classification for private snow dumps to ensure the runoff of any harmful substance is minimized to the greatest degree possible.	M. Shoemaker S. Butland
9-Apr-18	Corporate Services	Open Data	F. Coccimiglio	Q1 2023	Report May 10, 2021 – Agenda Item 6.6 – referred back to staff for additional costing information	Research, develop and draft an open data plan and strategy for the municipal corporation.	S. Hollingsworth S. Butland
28-May-18	CAO CD&ES	Jamestown Health Equity Centre	M. White T. Vair	Q2 2023	Council received Planning report October 7, 2019 for Jamestown revitalization that included this in scope of work; and the James Street Neighbourhood Strategy October 26, 2020 – Agenda item 7.7.1	Work with Algoma Leadership Table and other community partners to assess need for harm reduction and health equity services specifically in Jamestown, including cost estimates.	M. Shoemaker R. Niro
4-Mar-19	CD&ES	Active Transportation	P. Tonazzo	Q2 2023	Report December 13, 2021 – item 6.3 – Active Transportation Master Plan project approved and RFP awarded. Report August 29, 2022 – Agenda item 7.11 – fall public consultation planned	Report as part of the preliminary capital budget identifying how Transportation Master Plan, Cycling Master Plan, Active Transportation Implementation Strategy and Transit Route Optimization Study recommendations will be implemented and for all new municipal facilities, new streets, and road reconstruction projects report on how principles of complete streets will be used to ensure that municipal facilities and roadways incorporate all modes of transportation.	D. Hilsinger M. Shoemaker
21-May-19	CD&ES	Downtown Trolley	T. Vair	Q1 2023	Report May 24, 022 – Agenda item 7.5 – recommendation postponed until Q4 2023 due to Queen Street streetscape improvements	Study, review, consult and subsequently advise council of the feasibility of implementing of a Downtown Trolley.	M. Shoemaker P. Christian
15-Jul-19	CD&ES	Complete Streets Plan – Pine/Willow Area	P. Tonazzo	Q2 2023	Report August 29, 2022 – Agenda item 7.11 – Active Transportation Management Plan will include guidelines for complete streets.	Report with a complete streets plan for the area bordered by Willow Avenue, Northern Avenue, Pine Street and McNabb Street, considering, in addition to planning principles and active transportation principles, the concerns raised by area residents at the June 20, 2019 bike lane open house.	D. Hilsinger M. Shoemaker

20-Jan-20	CAO Fire Services	Warming Shelters	M. White P. Johnson	Q1 2023		Review current warming shelter plan, recommend the necessary adjustments based on community needs.	M. Shoemaker D. Hilsinger
24-Feb-20	CD&ES PW&ES	Snowmobile Road Use	T. Vair L. Girardi	Q2 2023		Investigate feasibility of allowing snowmobiles to use municipal roads for a limited period.	S. Hollingsworth P. Christian
28-Sep-20	CD&ES	Commercial Assessment Growth Community Improvement Program	P. Tonazzo	Q2 2023		Investigate adding any and all commercial assessment growth as an eligible category to the Community Improvement Program.	M. Shoemaker R. Niro
12-Apr-21	CAO	Sustainable Development	M. White	Q1 2023		Outline options available to the municipality to ensure that the cost of new development accurately reflects the cost to the general levy.	L. Dufour M. Scott
14-Jun-21	CD&ES	Snowdon Park Tragedies	T. Vair	Q1 2023		Work with the Children of Shingwauk Alumni Association Memorial Committee to develop plans for a suitable memorial at the Snowdon Park site.	P. Christian M. Scott
15-Nov-21	Corporate Services	Boards and Committees Review 2021	R. Tyczinski S. Schell	Q1 2023	Report April 11, 2022 – Agenda item 7.4; Report December 12, 2022 – Agenda item 8.1.	Report back to Council with options for Walk of Fame Selection Committee.	L. Dufour M. Scott
13-Dec-21	PW&ES Clerks Legal	AIM Recycling	L. Girardi C. Rumiel R. Tyczinski K. Fields	Q2 2023	Report August 8, 2022 – Agenda item 7.20 – by-law to return at a future Council meeting, and enforcement requirements to be referred to 2023 Budget	Staff to review whether a business licensing approach can be used to address some of the concerns noted by residents in the area of AIM Recycling and, by extension, the community at large concerning existing or future salvage/metal processing operations.	C. Gardi M. Scott
13-Dec-21	Corporate Services	Taxi Licensing	R. Tyczinski	Q1 2023	Report August 8, 2022 – Agenda item 7.2 – by-law to return at a future Council meeting, and enforcement requirements to be referred to 2023 Budget	City and Police Service to assess how the administration and enforcement of the by-law is operating and report back with any recommendations.	L. Vezeau-Allen D. Hilsinger
31-Jan-22	PW&ES	Multi-Year Replacement Plan – Small Engine Machinery	L. Girardi	Q3 2023		Report on the feasibility of replacing any small engine equipment with electric small engine equipment as the existing equipment reaches the end of its useful life.	M. Shoemaker P. Christian
31-Jan-22	CAO	Administrative Support to Police Services	M. White	Q1 2023		CAO to work with the Police Chief and respective senior staff to assess the City providing further administrative services to Sault Ste. Marie Police Services in an effort to decrease the cost to ratepayers.	L. Vezeau-Allen M. Shoemaker
22-Feb-22	CD&ES	Butterfly House Proposal	T. Vair	Q1 2023		Work with Entomica to assess the feasibility of a butterfly house in Sault Ste. Marie and report back to Council.	D. Hilsinger L. Dufour
22-Feb-22	CD&ES	Community Improvement Plan	T. Vair P. Tonazzo	Q3 2023		Staff draft and bring back to Council a community improvement plan that addresses both the adaptive re-use of existing buildings in the community, and the option of demolishing and redeveloping unsalvageable buildings in the community within six months.	M. Shoemaker L. Dufour
21-Mar-22	CD&ES	Housing Supply	T. Vair P. Tonazzo	Q2023		Staff report on the potential benefits and costs of Sault Ste. Marie adopting 'as of right' zoning in its new Official Plan.	L. Dufour P. Christian
21-Mar-22	CAO CD&ES	Undeveloped Property in "Gateway" Site	M. White T. Vair	Q2 2023		The CAO and Deputy CAO, CDES work with the SSM Housing Corporation to consider and assess a high density residential development for the Gateway Site and report back.	L. Dufour D. Hilsinger

21-Mar-22	PW&ES	Snow Windrow Clearing	L. Girardi	Q1 2023	Staff report regarding potential options for the clearing of heavier/larger than usual snow windrows, including associated costs, criteria for removal, and time frames for removal.	C. Gardi D. Hilsinger
13-Jun-22	CD&ES	Charging Infrastructure	T. Vair	Q1 2023	Develop a charging infrastructure plan that will advance policies to accelerate local charging infrastructure, and to include possible changes to local building codes to ensure electric vehicle readiness/inclusion in future commercial, industrial and residential development within the municipality of Sault Ste. Marie.	C. Gardi L. Vezeau-Allen
13-Jun-22	PW&ES	Laneway Maintenance	L. Girardi	Q3 2023	Staff to report on how a proactive system could be developed with relevant partners to ensure that laneways are clean, maintained and well lit, not just in downtown but across all neighbourhoods, including the James Street neighbourhood of the City.	L. Dufour L. Vezeau-Allen
12-Dec-22	CAO Legal Planning	Supervised Consumption Site	M. White K. Fields P. Tonazzo	Q2 2023	Review the process for the establishment of a supervised consumption site, including necessary applications, which entity should lead the effort, and next steps.	S. Spina S. Kinach
12-Dec-22	PW&ES	Stop Sign – Bainbridge Street	C. Rumiel	Q1 2023	Report regarding converting the yield sign at Northern Avenue and Bainbridge Street to a stop sign.	S. Kinach M. Bruni
12-Dec-22	Legal	Cycling	K. Fields	Q1 2023	Review By-law 77-200 section 52(b) prohibiting the use of bicycles in bike lanes between November 1 and April 30 to consider repealing that section of the By-Law and have it replaced with information consistent with the Highway Traffic Act of Ontario and to notify Council of any additional steps Council and community partners may consider taking to allow for the safe operation of bicycles year-round within our community.	S. Spina S. Hollingsworth
12-Dec-22	Finance	Reduction or Refunds of Taxes – Sickness or Extreme Poverty	S. Schell	Q1 2023	Draft a by-law authorizing the tax relief under s.357(1) of the Municipal Act, 2001 for those in extreme poverty or sickness, and that staff further delegate the authority to review the personal circumstances for those seeking an exemption under said by-law to the Assessment Review Board.	L. Dufour S. Hollingsworth
12-Dec-22	PW&ES CD&ES	Surface Water Monitoring Program	L. Girardi T. Vair	Q2 2023	Report on a surface water quality monitoring program for the City of Sault Ste. Marie that samples current and past outlets into the St Mary's River to provide baseline data to Provincial enforcement agencies.	L. Dufour C. Gardi

12-Dec-22



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

### COUNCIL REPORT

Date of Council Meeting

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Lisa Petrocco, CPA, CGA Manager of Taxation  
DEPARTMENT: Corporate Services  
RE: Delegation of Tax Appeals Under Section 357 (1)(d.1) to  
the Assessment Review Board

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#### Purpose

The purpose of this report is to provide Council, as requested, a by-law to delegate tax appeals under section 357(1)(d.1) to the Assessment Review Board.

#### Background

On December 12, 2022, Council approved the following resolution:

Now Therefore Be It Resolved that staff be requested to return to Council with a proposed by-law authorizing the tax relief under s.357(1) of the *Municipal Act, 2001* for those in extreme poverty or sickness, and that staff further delegate the authority to review the personal circumstances for those seeking an exemption under said by-law to the Assessment Review Board.

#### Analysis

Section 357 (1) (d.1) of the *Municipal Act, 2001* allows a municipality, through Council authority, to cancel, reduce or refund property taxes due to sickness or extreme poverty. These types of applications are not administrative in nature as the tax reduction is not based on a prescribed MPAC reassessment but rather the determination of a taxpayers' ability to pay tax due to their health or financial plight. This would require the applicant to disclose significant personal health and/or financial information to be examined and evaluated against criteria defining sickness and extreme poverty. The Municipal Act does not establish any evidentiary requirements to successfully support such claims. Without framework and guidance, staff cannot provide an appropriate recommendation to Council on such matters. Staff have researched and found that most municipalities throughout Ontario, have delegated these types of 357 Applications to the Assessment Review Board (ARB).

Currently staff does not have an established decision-making framework or guiding principles as to what constitutes "sickness" or "extreme poverty" and is not equipped to evaluate this type of detailed information in a fair and consistent

Delegation of Tax Appeals Under Section 357 (1) (d.1)

January 9, 2023

Page 2.

manner in order to provide the appropriate recommendation to Council. Subsection 357(11) of the Municipal Act, 2001 provides Council with the ability to delegate the authority to the ARB for the cancellation, reduction or refund taxes under section 357(1) (d.1) for sickness and extreme poverty.

The ARB is an independent adjudicative tribunal, authorized and trained to hear Municipal Act appeals such as these. Information from the Assessment Review Board regarding tax relief due to sickness or extreme poverty is attached to this report. Members hear appeals and make decision based on the law and evidence presented at the hearing. Decisions by the ARB are final and binding, subject only to appeal to Divisional Court on questions of the law when the Court grants leave to appeal.

A by-law is required to delegate authority to the ARB to make decisions regarding tax cancellations, reductions or refunds based on sickness or extreme poverty and allow for applicants to make an application directly to the ARB. The ARB has experience as a hearing body so applicants can expect:

- A consistent approach by an independent body that has experience with this type of appeal
- A set of strict evidentiary standards, including the administration of oaths
- Effective guidelines for confidentiality of personal information
- Formal rules for proceeding to be applied in accordance with legislation related to the ARB

**Financial Implications**

The financial impact of these types of write-offs cannot be quantified at this time, but staff anticipate that the current budget will be able to accommodate these applications within the existing tax write-off budget.

There are no fees to the applicant associated with these applications under subsection 357 (1)(d.1) to the Assessment Review Board.

**Strategic Plan / Policy Impact**

Not Applicable

**Recommendation**

It is therefore recommended that Council take the following action:

The report of the Manager of Taxation dated January 9, 2023 concerning the Delegation of Tax Appeals to the Assessment Review Board with respect to applications made under *Municipal Act, 2001* section 357 (1) (d.1) for tax relief for sickness or extreme poverty be received and the by-law delegating this authority be approved.

The relevant by-law 2023-3 is listed under Agenda item 12 and will be read with all by-laws under that item.

Delegation of Tax Appeals Under Section 357 (1) (d.1)

January 9, 2023

Page 3.

Respectfully submitted,

Lisa Petrocco, CPA, CGA

Manager of Taxation

705.541.7065

[l.petrocco@cityssm.on.ca](mailto:l.petrocco@cityssm.on.ca)



# Tribunals Ontario

## Assessment Review Board

### Tax Relief Due to Sickness or Extreme Poverty

#### What is a sickness or extreme poverty appeal?

Both the Municipal Act, 2001 and the City of Toronto Act, 2006 permit municipalities to cancel, reduce or refund all or part of taxes if you are unable to pay your taxes because of sickness or extreme poverty. If you believe you are entitled to tax relief for a particular tax year, you must apply before February 28 of next year. Applications are made to the municipality, unless the municipality has passed a by-law that gives the power to grant this tax relief to the Assessment Review Board (ARB).

#### How do I file this appeal?

If you are unable to pay your taxes because of sickness or extreme poverty you should contact your municipality for information on how to apply for tax relief. They will let you know the process to follow.

In some cases you will have to apply to the municipality and then, if you are not satisfied with the outcome, you can appeal to the ARB. In other cases you may be able to apply directly to the ARB.

In either case the deadline for applying for tax relief for each tax year is February 28 of the following year. For example, if you are seeking tax relief from your 2016 taxes, you would need to file your application on or before February 28, 2017.

File your appeal using the Sickness or Extreme Poverty Appeal Form, available [here](#).

After filling out the correct form, send it to the ARB **before the deadline**, there is no filing fee for Sickness or Extreme Poverty Appeals. Send your appeal:

**By email:** [arb.registrar@ontario.ca](mailto:arb.registrar@ontario.ca), or

**By mail:** 15 Grosvenor Street, Ground Floor, Toronto Ontario, M7A 2G6

You will be mailed a letter letting you know that the ARB has received your appeal and that a hearing will be scheduled. You will also be provided with a date to start working on your appeal, which will be heard by summary proceeding.

For more information, see the General and Summary Proceedings information sheet, available [here](#).

#### How do I prepare for my hearing?

To prepare for your hearing, bring **two** photocopies of all documents you plan on presenting as evidence. Your evidence should:

- relate to the tax year of your appeal, and
- relate to all adults living with you.

Some examples of the kinds of evidence you should bring to prove your claim include:

- income statements from any source, including an employer, long term disability, spouses income, income from a tenant, or any other source,
- personal income tax assessments from the Canada Revenue Agency,
- documentation related to the Ontario Disability Support Program,
- personal bank statements for all of your bank accounts,
- a listing of all your assets and their value, including the value of the property, any other properties, vehicles, investments, RRSP's, Canada Savings Bonds, and any other assets,
- copies of monthly bills, and a detailed list of expenses, including items such as medications, medical supplies, transportation, loan payments, mortgage payments, groceries, personal expenses, child care, housing, life insurance, and any other expenses,
- supporting documents from doctors or other medical professionals for any medical care,
- supporting documents to show that you were unable to work because of sickness, such as documents from the Workplace Safety and Insurance Board, and
- any other evidence that you feel will support your position.

Under the ARB's Rules of Practice and Procedure, you are required to disclose to the municipality **all** documents in your possession, control or power, that are relevant to the matters raised in your appeal, even if you do not intend to rely on a particular document at the hearing.

**Note:** Send one copy of all your evidence to the municipality before your hearing date. Contact the Revenue or Tax Department of your municipality to find out their mailing address.

## **Where will my hearing take place?**

You will be sent a letter in the mail with the date, time and location of your hearing. The hearing will be held in the municipality you live in or as close to the municipality as possible.

## **Can anyone watch my hearing?**

No. Appeals that deal with sickness or extreme poverty are private. These hearings only involve the person who filed the appeal, the municipality, and the ARB.

## **What if I am going to be late to my hearing?**

Please call the ARB as soon as you realize you may be late. E-mail [arb.registrar@ontario.ca](mailto:arb.registrar@ontario.ca).

## **Will the hearing venue be accessible?**

ARB hearings are held in municipal sites throughout Ontario. The ARB's offices are accessible and the Accessibility Standards for Customer Service applies to municipalities. The ARB strives to schedule hearings at accessible facilities. If you have any questions about accessibility, please call the ARB and ask to speak to the Accessibility Coordinator.

## **What if I need an interpreter?**

Most hearings are held in English. The ARB can hold hearings in French or have a sign language interpreter at your hearing if you request it at least 25 days before your hearing date. If you would like to bring someone to your hearing to interpret for you in any other language, you may bring them with you for that purpose.

## **Where can I find more information?**

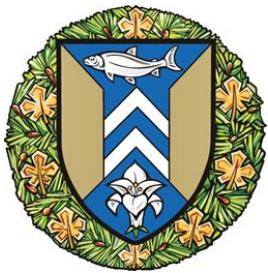
For more information please refer to the ARB's *Rules of Practice and Procedure* which can be found on [our website](#) or by e-mailing us at [arb.registrar@ontario.ca](mailto:arb.registrar@ontario.ca).

We are committed to providing services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact the Board as soon as possible.

## **Please Note**

The information contained in this sheet is not intended as a substitute for legal or other advice, and in providing this information, the ARB assumes no responsibility for any errors or omissions and shall not be liable for any reliance placed on the information in this sheet. Additional information, including the ARB's *Rules of Practice and Procedure*, is available at [on our website](#), or by e-mailing [arb.registrar@ontario.ca](mailto:arb.registrar@ontario.ca).

 <p>Ontario</p>	<p><b>Tribunals Ontario</b> is comprised of 14 tribunals focused on dispute resolution in the social, property assessment, safety and licensing sectors.</p> <p>The <b>Assessment Review Board</b> hears appeals from persons who believe there is an error in the assessed value or classification of a property and also deals with some types of property tax appeals under the Municipal Act and City of Toronto Act. For more information contact us at:</p> <p><b>Tribunals Ontario – Assessment Review Board</b> 15 Grosvenor Street, Ground Floor, Toronto, Ontario M7A 2G6 Website: <a href="http://tribunalsontario.ca/arb/">http://tribunalsontario.ca/arb/</a></p>
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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

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Madison Zuppa, Deputy City Clerk  
DEPARTMENT: Corporate Services  
RE: City Awards Review

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#### **Purpose**

The purpose of this report is to provide Council with an update on City Awards.

#### **Background**

In 2021 City staff undertook a comprehensive review of boards and committees as recommended through the KPMG third party service delivery review. The Council report dated November 15, 2021 explained that discussions related to the Walk of Fame award resulted in divergent opinions, including discontinuing the award, reducing the frequency of the award or status quo. The Board and Committee Review Task Force recommended staff review the Terms of Reference, meet with the Downtown Association, and bring back options for Council's consideration.

Staff attended two Downtown Association meetings to discuss the partnership. The Downtown Association indicated that the Walk of Fame Award should continue and suggested that a single event might bring greater visibility to all City awards.

#### **Analysis**

The Deputy City Clerk reached out to staff liaisons for each of the City Awards to determine: the number of recipients of each award; selection committee composition; plaque/trophy requirements; if a Council presentation was made; reception details; budget; partnerships; and the time of the year awards were announced.

The following City awards are active:

- Community Development Award
- Community Recognition Award
- Municipal Heritage Award
- Sports Hall of Fame Award
- Walk of Fame Award

The Medal of Merit is administered through the Mayor's Office and has not been included in the proposed changes.

**City Awards Review**

January 9, 2023

Page 2.

City Beautification, Christmas Lighting, and Hallowe'en Spirit Awards are announced seasonally in order to allow for community members to visit properties to admire displays/gardens. These awards would continue on a seasonal basis.

City staff would work collaboratively to align the nomination period and judging period for all City awards. Each award has a unique group of judges that will continue to evaluate submissions based on existing criteria. A single reception is recommended for all award winners. Bringing all the awards together for one event will raise the profile for all awards.

**Financial Implications**

Savings would be realized in staff time for reception planning and consolidation of budgets for several events. Better pricing may be realized with a larger event rather than several smaller events. The cost of plaques for each award would remain the same. Sponsorship and partnership opportunities could be explored.

**Strategic Plan / Policy Impact**

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

**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Deputy City Clerk dated January 9, 2023 concerning City Awards Review be received and that one award reception be held on a go-forward basis to honour recipients of the Community Development Award; the Community Recognition Award; the Municipal Heritage Award; the Sports Hall of Fame Award and the Walk of Fame Award.

Respectfully submitted,

Madison Zuppa  
Deputy City Clerk  
705.759.5392  
[m.zuppa@cityssm.on.ca](mailto:m.zuppa@cityssm.on.ca)

## **City of Sault Ste. Marie Awards**

### **Community Development Award**

The Community Development Award recognizes exceptional community development projects. Every year, City Council presents this award to a local business or organization with the goal of highlighting innovative ideas and inspiring others to meet the standards set by successful projects.

### **Community Recognition Award**

The Cultural Vitality Committee Recognition Award is presented annually upon recommendation of the Cultural Vitality Committee for contribution and commitment in the field of culture as defined in the Cultural Policy for Sault Ste. Marie. .

### **Municipal Heritage Award**

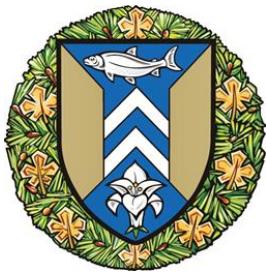
The Municipal Heritage Award is presented annually upon recommendation of the Sault Ste. Marie Municipal Heritage Committee to recognize contributions to the preservation, restoration and enhancement of the City's Heritage Resources as defined in the City's Cultural Policy.

### **Sports Hall of Fame Award**

The Sault Ste. Marie Sports Hall of Fame recognizes exceptional achievements in the athletic community. Athletes, coaches, builders and teams are honoured for their accomplishments and the recognition they have brought to Sault Ste. Marie through sport.

### **Walk of Fame Award**

The Walk of Fame Award recognizes individuals or groups for outstanding athletic, cultural, academic or humanitarian achievement who: individually or as a member of a group achieved: provincial, national or international accolades in an athletic or other competitive endeavour; a standard of excellence in a cultural, academic or humanitarian field; and has lived in the City of Sault Ste. Marie or surrounding area of Algoma for a minimum of 12 months at any point during their lifetime.



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

### C O U N C I L   R E P O R T

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Rachel Tyczinski, City Clerk  
DEPARTMENT: Corporate Services  
RE: Municipal Election 2022 – Summary of Initiatives

---

#### **Purpose**

The purpose of this report is to provide Council with information regarding voter engagement and other initiatives in the 2022 municipal election.

#### **Background**

The 2022 municipal election was held on October 24, 2022.

In 2018, City Council requested the City Clerk's office to provide recommendations to improve voter turnout for the 2022 municipal election, potentially including a municipal advertising campaign encouraging electors to vote.

In 2021, City Council approved conducting the municipal election by in-person voting with tabulator count as well as a "register to vote by mail" option.

There was a 40.3% voter turnout in the 2018 municipal election.

#### **Analysis**

##### ***Voter Engagement***

The Corporate Communications team conducted an extensive campaign during the months leading up to the election. The campaign included social media posts, traditional news releases, print ads, radio ads, mail-outs to areas with traditional low voter turn-out, advertising on Transit, video advertising at City facilities (i.e. GFL score board, poster advertising across the City, and billboard advertising).

The City Clerk's Office maintained a presence at many community events over the summer and fall. Staff attended candidate meet-and-greets and debates with information regarding voter identification requirements, voting locations, and alternative ways to vote.

##### ***Voter Turnout***

It was anticipated that voter turnout would increase in 2022 due to the voter engagement campaign, the fact that there was a mayoral race with no incumbent, and the availability of additional alternative options. Nevertheless, voter turnout for

## Municipal Election 2022 – Summary of Initiatives

January 9, 2023

Page 2.

the 2022 municipal election was 37.94% compared to 40.3% in 2018. The average voter turnout in Ontario was 36.3%, down from 38% in 2018.

### **Accessibility**

City Clerk's staff collaborated with the Sault Ste. Marie Accessibility Advisory Committee regarding matters such as alternative voting options, accessible customer service and assistive devices.

The Canadian National Institute for the Blind and the Canadian Hearing Association were also consulted as to how best to assist individuals with visual impairments/blindness and the deaf/hearing impaired community.

Consultations took place as to accessibility of the ballot design, accessible customer service training, accessible vote tabulator, and voting locations.

The City made voting accessible by:

- Welcoming the use of support persons and service animals in voting places;
- Providing assistance to electors with disabilities upon request;
- Permitting voting by proxy in cases where an elector was unable to attend a voting location;
- Providing curbside voting to electors who were unable to go inside a voting location;
- Register to vote-by-mail was introduced as an alternative voting method for the first time in 2022. 697 registrations for vote-by-mail kits were approved, with 512 completed kits returned.
- A vote from home program was again offered for electors unable to attend a voting location without unreasonable difficulty. Eligible electors were required to register in advance and an election team brought a ballot to the elector at home. 83 electors voted from home in 2022.
- Enhanced voting options were made available in institutions and retirement homes. Eligible residents could complete a vote-by-mail kit prior to Voting Day at their residence. Election staff also attended institutions and retirement homes to assist residents as required;
- For the first time, an accessible vote tabulator was made available on Advance Vote Days. The Accessible Vote Tabulator allowed electors with disabilities to vote privately and independently using a ballot marker device. The elector was provided with a hand-held device (or paddle or sip-and puff device) and a set of headphones to navigate through an audio version of the ballot;
- Supplies to assist voters with disabilities were available at all voting locations, including: magnifying glasses and sheets, large marking implements, note pads and pens; and large print candidate lists.

All election staff received accessible customer service training.

## Municipal Election 2022 – Summary of Initiatives

January 9, 2023

Page 3.

### **Challenges**

The quality of the Voters List continued to be a challenge in 2022. Many of the corrections requested in 2018 had been reversed and there continued to be a significant number of electors appearing more than once on the Voters List. Another continuing problem was the number of deceased electors appearing on the Voters List. The quality of the Voters List resulted in elector frustration with Voter Notification Cards as the information on the cards is generated from the Voters List. With Elections Ontario taking over production of the Voters List in 2023, it is hoped that the 2026 Voters List will be more accurate.

Voting Day staffing continued to present challenges for the 2022 election. While fewer staff were required due to the use of tabulators, it was still a challenge to recruit sufficient capable staff. A wave of sickness in the community also impacted availability of Voting Day staff.

### **Successes**

The use of tabulators to count ballots was extremely efficient, with tabulators being returned from the field before 9:30 p.m. The accessible vote tabulator on Advance Vote Days was also a positive addition.

An electronic Voters List was used for the first time in 2022. Although the system did slow across the province during heavy voting periods, the electronic list allowed faster processing of electors at voting locations.

An online candidate portal was made available to allow candidates to access documents and forms, including the electronic Voters List.

The City of Sault Ste. Marie has been accepted into a community-based project on municipal election security being conducted by election security experts Dr. Nicole Goodman (Brock University) and Dr. Aleks Essex (University of Western Ontario). A custom report will be provided regarding our election security, as well as a general report for all types of technologies.

### **Financial Implications**

There are no financial implications related to this report.

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

The 2022 municipal election was conducted bearing in mind the corporate focus area of service delivery: delivering excellent and equitable customer service and eliminating barriers and streamlining processes.

### **Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the City Clerk dated January 9, 2023 concerning Municipal Election 2022 Summary of Initiatives be received as information.

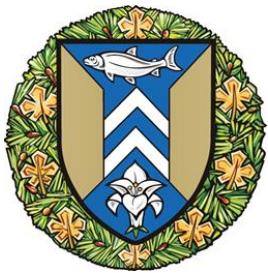
Municipal Election 2022 – Summary of Initiatives

January 9, 2023

Page 4.

Respectfully submitted,

Rachel Tyczinski  
City Clerk  
705.759.5391  
[r.tyczinski@cityssm.on.ca](mailto:r.tyczinski@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

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Brent Lamming, Director of Community Services  
DEPARTMENT: Community Development and Enterprise Services  
RE: Serco DriveTest Property Use Request

---

#### **Purpose**

To seek Council approval for the City to enter into a licence of occupation with Serco DriveTest (DriveTest) for the use of parking lot land at Strathclair Park.

#### **Background**

Since 2003, Serco has been providing Driver Examination Services at 56 driver examination centers and 39 travel points for the Ontario Ministry of Transportation. This long-term public-private partnership showcases Serco's approach of high tech service with a human touch to improve the experience of citizens and deliver value to taxpayers. Serco administers over 750,000 road tests and over 1.75 million counter transactions per year. They have 20 sites across the Province currently and have been in their present location at 150 Churchill Blvd for the past 20 years.

#### **Analysis**

DriveTest has contacted City staff and requested (Appendix A) to utilize Strathclair Northwest parking lot to conduct commercial driver training in order to certify and licence drivers locally. Their current testing location will be the new site of A&W adjacent to their office on Churchill Blvd and they require a new accessible location to provide their service for commercial licencing of drivers.

The proposed operation at Strathclair would be Monday to Friday from 8 am to 4pm year round. DriveTest would be responsible for all snow removal expenses and ongoing parking lot maintenance. DriveTest would also pay the City rent on a monthly basis. The majority of their training will take place during daytime hours as to not to interfere with any weekend or evening programming.

#### Summary of related information.

- Licensing volume at current Sault Ste. Marie office: January to October 2022; 288 successful applicants and projecting another 45 successful applicants in November and December 2022
- Area: Requesting less than 1 acre
- Term: January 10, 2023 to August 31, 2023, extensions (reviewed annually)

# Serco DriveTest Property Use Request

January 9, 2023

Page 2.

- Operating Hours: 8:00 am to 4:00 pm, Monday to Friday (Friday tests will not be scheduled until later in 2023).
- Use: Commercial vehicle applicant testing, assembly point for applicants and examiners to meet, perform vehicle safety inspection, applicant to perform a backing maneuver and proceed to leave the lot for road test, full combination tractor trailer (unloaded)
- Site: Pylons to be laid out for backing maneuver, approx. 1–5 applicants/day, portable washroom and tool shed to store pylons to be installed onsite

Staff are recommending the request as DriveTest is an entity that is training commercial drivers benefiting the community as a whole.

## **Financial Implications**

There will be positive operating impact of \$18,200 per annum broken down as follows.

- Annual Rent \$13,200 (\$1,100/month billed monthly)
- Snow Removal \$5,000/year (November 1-April 30 billed annually)

The Northwest parking lot and access road will benefit from the City having to forgo ongoing maintenance which will be covered by DriveTest. This partnership will also help reduce the tax levy resulting from the site.

## **Strategic Plan / Policy Impact**

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

- Within the Service Delivery focus area, it continues to assist in delivering excellent customer service to citizens.
- Community Development & Partnerships, it creates Social and Economic Activity.
- It is in alignment with developing key partnerships with stakeholders

## **Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Director of Community Services dated January 9, 2023 concerning Serco DriveTest Property Use Request be received and that a Licence of Occupation be entered into with the proponent.

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)

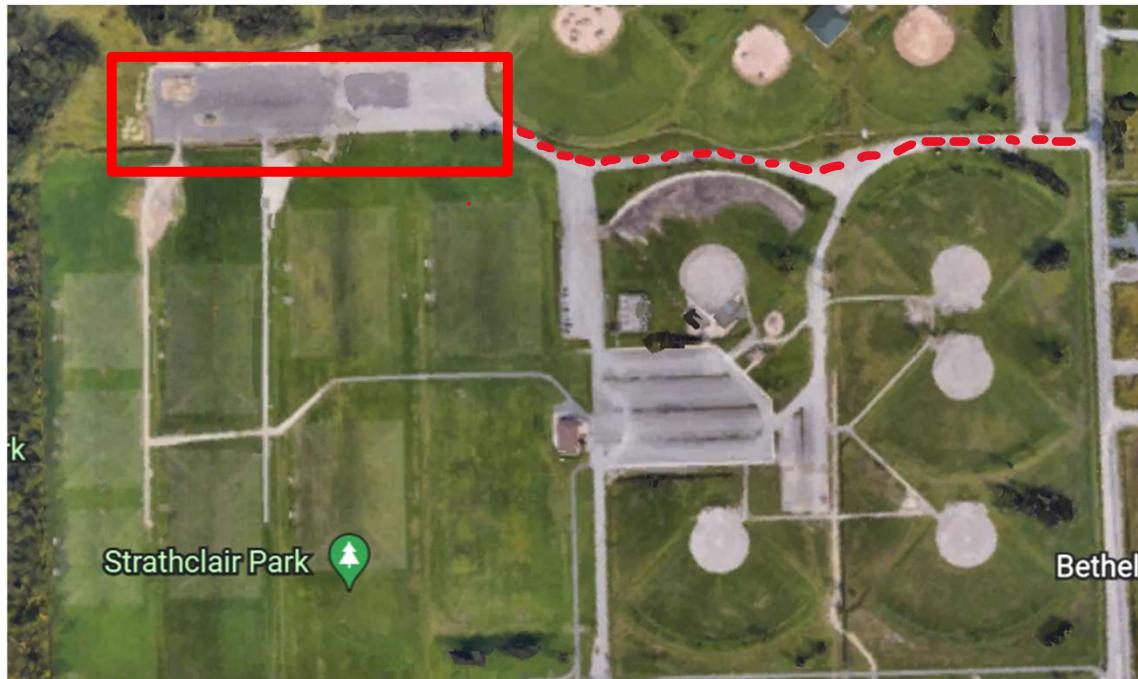
# Commercial Vehicle Testing Highlights

## APPENDIX A

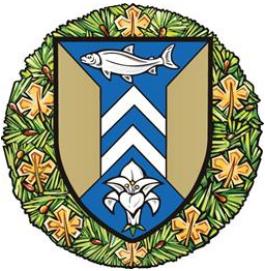
- Current testing location : DriveTest office at 150 Churchill Blvd, Sault Ste. Marie
- Licensing volume at current Sault Ste. Marie office: January to October 2022; 288 successful applicants and projecting another 45 successful applicants in November and December 2022
- Area: Requesting less than 1 acre
- Term: February 1, 2023, to August 31, 2023, subject to annual extension agreeable to both parties
- Rent: \$1,100/mo plus snow removal at \$5,000/yr. Snow removal prorated this 2022 year to \$3,000 and then payable annual at \$5,000 every January.
- Operating Hours: 8:00 am to 4:00 pm, Monday to Friday
- Use: Commercial vehicle applicant testing, assembly point for applicants and examiners to meet, perform vehicle safety inspection, applicant to perform a backing maneuver and proceed to leave the lot for road test, full combination tractor trailer (unloaded)
- Site Details: Pylons to be laid out for backing maneuver, approx. 1 – 5 applicants per day, portable washroom and tool shed to store pylons to be installed onsite

# Commercial Vehicle Testing Proposed Location

Strathclair Park, Parking Lot, Sault Ste Marie



**serco**



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

### C O U N C I L   R E P O R T

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Brent Lamming, Director Community Services  
DEPARTMENT: Community Development and Enterprise Services  
RE: Amend Nov. 21 2022 Reallocation of Contingency Funding  
for the Twin Pad

---

#### **Purpose**

This report to Council is subsequent to the November 21, 2022 approval to correct the project construction value to include the rubberized surface previously approved by Council and the change orders approved by the CAO, as per procurement policy.

#### **Background**

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

At a Council meeting dated August 8, 2022 the following resolution was approved from project contingency.

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

Further in a report dated November 21, 2022 the following resolution was passed.

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

#### **Analysis**

This report acknowledges that in addition a sum value of \$125,000 project change orders arising during the build process had approvals already secured from CAO, per the allowed delegation up to his approval limit for financial values by

Amend Nov. 21 2022 Reallocation of Contingency Funding for the Twin Pad

January 9, 2023

Page 2.

Procurement Policy 7 3 a) Financial Values for Change Orders, which were funded from the project contingency.

<b>Construction - NCC Twin Pad Expansion Award to Ellis Don</b>		
Contract Value:	Base Bid	\$ 27,900,000.00
	Option #2	\$ 1,419,000.00
Rubberized Surface		\$ 142,383.00
CAO Approval - per procurement policy		\$ 125,000.00
	<b>Total Construction Value:</b>	<b>\$ 29,586,383.00</b>
Contract Value Increase Request:		\$ 500,000.00
		Nov. 21, 2022 Council Approved - Contract Value Increase, funds transferred from Project Contingency Funding
<b>Revised Construction Value:</b>	<b>\$ 30,086,383.00</b>	

The rubberized surface previously approved by Council and the change orders approved by the CAO, as per procurement policy, were not reflected in the previous Council report. This is an administrative item to properly reflect the total project construction value. There is no additional funding required and the project remains within the approved total budget for the project.

### **Financial Implications**

The increase to the construction contract tender in the amount of \$125,000 can be accommodated within the remaining project contingency.

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

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

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

### **Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Director of Community Services dated January 9, 2023 concerning reporting of Amend Nov. 21 2022 Reallocation of Contingency Funding for the Twin Pad by delegation through CAO be received and that the approved construction tender for the Twin Pad Arena be increased by the additional \$125,000 funded from the project contingency budget to a total of \$30,086,383 be approved.

Amend Nov. 21 2022 Reallocation of Contingency Funding for the Twin Pad

January 9, 2023

Page 3.

Respectfully submitted,

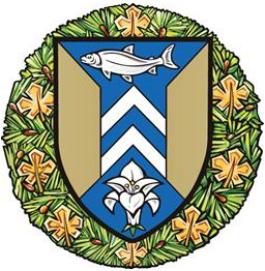
Brent Lamming, PFP, CPA, CMA

Director, Community Services

Community Development & Enterprise Services

(705)759-5314

[b.lamming@cityssm.on.ca](mailto:b.lamming@cityssm.on.ca)



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

### C O U N C I L   R E P O R T

January 9, 2023

**TO:** Mayor Matthew Shoemaker and Members of City Council  
**AUTHOR:** Brent Lamming, Director of Community Services  
**DEPARTMENT:** Community Development and Enterprise Services  
**RE:** Transit Pass Partnership with Algoma District School Board

---

#### **PURPOSE**

This report has been prepared to provide an update on the pilot and seek Council's approval to extend the Transit partnership with Algoma District School Board (ADSB). The partnership program is education based and known as the "Pass to Knowledge Program".

#### **BACKGROUND**

Transit has a history of trying new initiatives to improve service delivery and has had educational partnerships completed in the past to increase awareness and the ease of use for Transit Services.

ADSB and Transit representatives have had ongoing dialogue over the past few years on avenues to increase knowledge to increase utilization of public transit and provide additional opportunities for students to become independent by increasing access to community and public services.

At a Council meeting dated April 11, 2022 the following resolution was passed.

Resolved that the report of the Director of Community Services dated April 11, 2022 concerning Transit Pass Partnership with Algoma District School Board be received and that a one (1) year pilot with ADSB running from fall 2022 until the end of summer 2023 be approved. Should a delay in fare box upgrade installation occur the start date would subsequently shift until January 2023 ending December 31, 2023.

#### **ANALYSIS**

The Pass to Knowledge pilot was implemented in June 2022. Initial feedback has been very positive from both participating students and ADSB leads on the initiative (Appendix A - Letter from White Pines Secondary School attached). The

## Transit Pass Partnership with Algoma District School Board

January 9, 2023

Page 2.

City has been advised that lack of transportation has been a huge issue with a number of students and their families getting out into the community, whether it be for sporting events, shopping, movies, the pool or even getting to school. City Transit is a solution to this problem.

Benefits as communicated by ADSB staff and students.

- Being part of this pilot helps alleviate fears.
  - Provided better understanding of the routes as students initially found them confusing.
  - Students had issues with the timing of buses and unsure of addresses.
  - Scared of other clients on the bus.
  - Parents were worried about who the students would come in contact with, and also had previous biases of what City Transit entailed.
- Being able to have the bus come to the school and have the students learn all about it really helped them become comfortable with City Transit.
- It also provided students to work on their social skills while they interacted with Transit representatives.
- City Transit is a valuable resource that will get students around the city safely, allow them to experience all that the City has to offer them and it has created opportunities that were not previously available.

As stated by Scott MacDonald, Department Head of Life Skills/SERT, "This pilot has had such a positive effect on our students. We look forward to continuing this project and are extremely hopeful that it will be extend for a few more years. Due to this project, we now have a number of students who will become regular users of City Transit."

Tangible results directly resulting from the Pass to knowledge Program:

- Students are taking the City Bus to swimming lessons every Wednesday at John Rhodes as a class.
- Students are taking the City Bus to Sault College for two days to participate in the Safe Food Handlers course. It was a great learning experience having the students figure out which bus we needed to take to get from White Pines to Sault College and back.
- Bus tours throughout the City and to the Bus Bay to see the City Bus get washed.
- Student Final Exam – Each student is required to pick a various attraction to visit in the Sault. They then have to map out the bus route using what they have learned. Students must plan the trip and successfully lead students to bus routes to and from their chosen site.

The major issue with prior initiatives is that they ceased after a trial was completed. With this pilot, the aim is to build and expand in forthcoming years. Transit staff is

## Transit Pass Partnership with Algoma District School Board

January 9, 2023

Page 3.

looking to extend the partnership with ADSB at White Pines and other post secondary schools in years two (2) and three (3) should Council support. Transit will continue to work with White Pines namely Grade 7, 8 and DARE students.

### **Highlights of the partnership:**

1. A working group was established consisting of City Staff and ADSB representatives.
2. Program goals and deliverables
  - a. Pilot includes Grade 7, 8 and DARE students (some already in the 7 and 8 classes, who are in a life skills program).
  - b. Passes are requested and distributed to students by the teachers to ensure all students have full access as needed.
  - c. Extend to other ADSB post secondary schools who wish to participate.
3. Components of the program:
  - a. Education program for students
  - b. Onsite, Classroom, Public use etc.
  - c. Interactive information sessions for parents and or guardians
  - d. Classroom, zoom etc.
  - e. Action timeline
4. Project Team status meetings.
5. The pilot also provides accessible options utilizing Conventional and Para Transit (subject to normal approval process) options.

City staff are recommending the extension of the “Knowledge to Pass Program” to June 30, 2024.

### **FINANCIAL IMPLICATIONS**

It is anticipated that the pilot will continue to have minimal impact on revenue as a good portion of the students participating were not taking the bus prior to project implementation. The City will forgo revenue for the number of participants utilizing the service. This will however aid in increasing ridership, which does come into place when gas tax funding for the Municipality is determined.

The financial impact is estimated at \$2,600 to date for 2022 which can be accommodated within the operating budget.

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

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

- Within the Service Delivery focus area, it continues to assist in delivering excellent customer service to citizens. Specifically in fostering a positive avenue for individuals who are currently working by in receipt of social assistance or who are in search of employment and require access to public transportation.

Transit Pass Partnership with Algoma District School Board

January 9, 2023

Page 4.

- It supports the Community Development and Partnership focus of Maximizing Economic Development & Investment with the commitment to maintain financial viability.
- Furthermore, it exemplifies communication and stakeholder consultation to create an environment that encourages engagement and the exploration of mutual goals to grow our community. Collaboration with community partners and stakeholders is essential to our success.
- Supports the Future SSM Social Equity pillar where Sault Ste. Marie will be a welcoming and inclusive community where everyone is valued and respected, has access to an acceptable standard of living, can fully engage and participate in all aspects of community life and is able to realize their full potential.

**RECOMMENDATION**

It is therefore recommended that Council take the following action:

Resolved that the report of the Director of Community Services dated January 9, 2023 concerning Transit Pass Partnership with Algoma District School Board be received and that the pilot program be extended until June 30, 2024; further that the program be expanded to other ADSB secondary schools who wish to participate.

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)



## Appendix A



# WHITE PINES COLLEGIATE & VOCATIONAL SCHOOL

1007 Trunk Road, Sault Ste. Marie, ON P6A 5K9

Tel 705-945-7181 Fax 705-945-0726

**Mrs. K. Provenzano**  
Principal

**Mrs. K. O'Callaghan**  
Vice Principal

**Mrs. J. Giovanatti**  
Vice Principal

December 8, 2022

It is with great pride and enthusiasm that we write this letter today. We are a few months into our partnership with City Transit and it has had such a positive impact on our students, parents, and program. City Transit Staff have been absolutely amazing in making our students comfortable on the bus, familiar with the schedules, and have answered so many of the students' questions. Lack of transportation has been a huge issue with a number of our students and their families getting out into the community, whether it be for sporting events, shopping, movies, the pool or even getting to school. City Transit is a solution to this problem.

In the past, a number of our students were afraid or not allowed to ride the City Bus. They were unsure of routes and found them confusing, they had issues with timing of buses (most have issues tracking time), unsure of addresses, scared of other clients on the bus, parents were worried about who the students would come in contact with, and also had previous biases of what City Transit entailed. Being part of this pilot helped alleviate all these fears. Christian, Marcy and their crew showed the students how easy it was to ride the bus, how accommodating the bus can be for any type of rider, they showed them how the schedule works, and took them on various routes. Being able to have the bus come to our school and have the students learn all about it really helped them become comfortable with City Transit. Christian and Marcy took our students on a few trips around the city to get the students familiar with various bus routes and sites to see around the city. Not only did this provide an amazing learning experience for our students, but it also provided them with an opportunity to work on their social skills while they interacted with Christian, Marcy and each other. Getting to see them outside the school setting and having so much fun touring the City and talking with each other was great. It showed the students that taking the bus can be enjoyable, can be social and most importantly can be safe.

This pilot project has opened up so many amazing opportunities for our students and has helped them learn that City Transit is a valuable resource that will get them around the city safely, allow them to experience all that the City has to offer them and it has created opportunities that were not previously available to our students. The following is just a few of the positive stories from our adventures

- Were given a number of one-day passes to use at the end of last year. One of our students became so used to riding the bus through this venture asked if she could have some passes for the summer. When the passes were offered, she said they were going to be used for her and her dad to visit and do things around the city as they were both in shelters. The opportunity of having these bus passes helped a family get back together
- Student requested to have access to passes for the summer. On one of our tours with Christian and Marcy, they showed us where the Greco pool was and which bus to take. This student spent the whole summer at the pool as now he had a way to get there as there was no transportation at home.
- Three students asked if they could have passes as they wanted to be able to visit each other over the summer. This is such a great skill for our students, and to know that a simple thing as having a bus pass could open this communication is certainly life changing.

As you can see, this Pilot program has had such far-reaching effects and we are so excited about the many opportunities to come. What's next....

- Students are taking the City Bus to swimming lessons every Wednesday at John Rhodes as a class
- Students are taking the City Bus to Soo College for two days to participate in the Safe Food Handlers course. It was a great learning experience having the students figure out which bus we needed to take to get from White Pines to Sault College and back
- Bus tour with Christian and Marcy to the Bus Bay to see City Bus get washed
- Continued tours throughout the city with Christian and Marcy
- Student Final Exam – Each student will be required to pick a various attraction to visit in the Sault. They will have to map out bus route using what they have learned. Student Exam will be last two weeks of January. Students must plan trip and successfully lead students to bus routes to and from their chosen site

This pilot has had such a positive effect on our students. We look forward to continuing this project and are extremely hopeful that it will be extend for a few more years. Due to this project, we now have a number of students who will become regular users of City Transit.

With warmest regards,

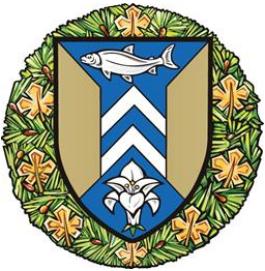
Scott MacDonald – Department Head of Life Skills/SERT

macdons@adsb.on.ca

White Pines High School

705-945-7181 ext. 72577

**THE WOLVERINE WAY**



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

### C O U N C I L   R E P O R T

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Virginia McLeod, Manager of Recreation and Culture  
DEPARTMENT: Community Development and Enterprise Services  
RE: Snowdon Park Memorial Update

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#### **Purpose**

The purpose of this report is to provide City Council with an update on the Snowdon Park Memorial Project.

#### **Background**

At the June 14, 2021 meeting of City Council a report from the CAO concerning the Snowdon Park Tragedies was received by City Council.

Mover Councillor P. Christian  
Seconder Councillor M. Scott

Resolved that the report of the CAO dated June 14, 2021 concerning Snowdon Park Tragedies be received and that Council confirm the letter of apology to the Crossman Family and authorize staff to work with the Children of Shingwauk Alumni Association Memorial Committee to develop plans for a suitable memorial at the Snowdon Park site.

Over the past year and a half City Staff have been working with the Children of Shingwauk Alumni Association Memorial Committee. During this time, several meetings and site visits have been held with Committee members to develop a plan for the site.

During this time members of the Memorial Committee were trying to ascertain the names of the two children that drowned in the pond during the 1914-1915 era.

#### **Analysis**

City Staff have worked closely with the Children of Shingwauk Alumni Association Memorial Committee to create a memorial for the children and place of reflection.

The project is underway and this fall three trees were planted and three benches were installed in a triangle in the Northwest corner of the park. A large rock sits in the middle which will hold a sign providing the history of the tragedies.

## Snowdon Park memorial Project Update

January 9, 2023

Page 2.

To improve access to the memorial the ‘no parking signs’ on Florwin Dr. have been removed. In the spring the path from Florwin Dr. will be repaired to provide better accessibility and a new path will be added from the main pathway over to the Memorial. Three bronze plaques have been ordered which will be attached to tree guards. The wording reflects what has been approved by the Children of Shingwauk Alumni Association Memorial Committee.

To the memory of two young boys \_\_\_\_\_ and \_\_\_\_\_, whose names are currently unknown, from the Shingwauk Indian Residential School, who drowned in this pond circa 1914. In addition we want to remember Peter Beauvais, a student of Shingwauk Indian Residential School who came from Oka, Quebec. Peter drowned in this pond in 1929, and is buried in The Shingwauk Cemetery. It is with great respect that we remember these children who never went home. The Children of Shingwauk Alumni Association 2022.

This memorial is dedicated to the memory of Gerald Crossman who drowned in the pond located on this site on February 27, 1960 at the age of 10. He was a grandson, son and brother but above all a hero who bravely tried to save his brother from the same fate. Ken Crossman and family and The Children of Shingwauk Alumni Association 2022.

This memorial is in recognition that Nellie Ojeebah Mitchell, Ellen Pine, Marjorie Owl and Barb Sagon from the Shingwauk Residential School saved Robert Crossman from the same fate as his brother. It is with great respect that these women be recognized for their bravery and caring spirits. The Children of Shingwauk Alumni Association.

### **Financial Implications**

The costs associated with this project can be accommodated within the operating budget.

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

This subject is not a matter articulated in the Strategic Plan.

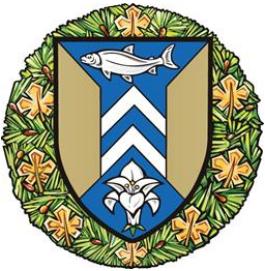
### **Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Recreation and Culture dated January 9, 2023 concerning Snowdon Park Memorial Update be received as information.

Respectfully submitted,

Virginia McLeod  
Manager of Recreation and Culture  
705.759.5311  
[v.mcleod@cityssm.on.ca](mailto:v.mcleod@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

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Tom Vair, Deputy CAO, Community Development and Enterprise Services  
DEPARTMENT: Community Development and Enterprise Services  
RE: Soo Greyhounds 2024 Memorial Cup Bid

---

#### Purpose

The purpose of this report is to provide information and seek City Council's approval to use funds from the Community Development Fund (CDF) - Economic Development Stream to support the Soo Greyhounds bid to host the Memorial Cup in 2024.

#### Background

The Soo Greyhounds are an amateur hockey club and part of the Canadian Hockey League (CHL) which is the world's largest developmental hockey league. The league consists of the Western Hockey League (WHL), the Ontario Hockey League (OHL) and the Quebec Major Junior Hockey League (QMJHL). The CHL has 60 teams with 52 teams across Canada and eight teams in the United States.

On August 10, 2020, City Council approved an application to the Community Development Fund in 2020 to assist the Soo Greyhounds in their bid to host the 2021 tournament:

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services be received and the request for funding in the amount of \$300,000 from the Economic Development Fund be approved for the Soo Greyhounds to host the 2021 Memorial Cup.

Due to the global pandemic, the 2021 Memorial Cup was cancelled. The Soo Greyhounds franchise have been shortlisted to host the 2024 Memorial Cup in Sault Ste. Marie. The 2024 Memorial Cup will represent the 104<sup>th</sup> time the prestigious trophy will be presented and it is the most sought after trophy in junior hockey. The Memorial Cup is a showcase of elite competition that generates significant exposure and economic activity to the host community.

Memorial Cup 2024 CDF Request

January 9, 2023

Page 2.

The event is a four team, round robin tournament that is held over a 10 day period (Attachment A – Soo Greyhounds 2024 Memorial Cup Briefing Document). In addition to the tournament, there are many supporting activities and events that help to create a broader community impact beyond the hockey games themselves. During the ten day event there will be events and activities for locals and tourists at various venues throughout the city. Memorial Cup sanctioned Events include:

- Memorial Cup Arrival Ceremony - The arrival of the Memorial Cup is the official opening of the event where the cup is showcased and brought into the city. This event will signal to the community that the celebration of the tournament is underway. Military and veteran involvement will be a key part of this event and will complement the many CHL and dignitaries in attendance.
- Memorial Cup Banquet - The opening banquet is a celebration to welcome the Memorial Cup, competing teams and visitors to our community. It will be hosted at the Marconi and Cultural Event Centre featuring local cuisine and entertainment.
- Memorial Cup Golf Tournament - The tournament will be held at Crimson Ridge Golf Course, our local course rated amongst the top 100 courses in Ontario.
- Memorial Cup Fan Fest & KidZone - As not all members of the community are able to attend the games, the Fan Fest and KidZone is an opportunity for everyone to become involved and participate in the event in some capacity. Fan Fest & KidZone will offer various levels of interaction that will provide a creative and fun filled venue that is accessible to all. A positive note for Sault Ste. Marie is that the downtown plaza will be finalized and provides a great venue, in addition to the Roberta Bondar Pavilion, for fan events.
- Waterfront Concert Series, game watch and Beer Garden: Each day we will offer musical entertainment and a beer garden atmosphere to allow visitors and locals to gather in a festive environment to hear local musicians and hopefully a headliner to conclude the week.
- Fun, Run, Walk or Roll: An inclusive event to enable visitors and local residents to enjoy the outdoors and experience our boardwalk and waterfront vistas.
- Pow Wow Celebration of Indigenous Culture
- Boat Cruises and Big Canoe Rides
- Speaker Series focussed on Diversity, Equity and Inclusion in Hockey.

A dedicated team of volunteers and staff will be in place to create the host organizing committee. This team of community members will play a key role in facilitating the tournament and supporting activities. Their role will be to ensure the execution of various pieces of the overall event including facility logistics, transportation, team services, medical services, accreditation, family services, accommodations, etc. There is an extensive list of tasks this team will undertake

Memorial Cup 2024 CDF Request

January 9, 2023

Page 3.

to ensure the Memorial Cup tournament delivers a first class experiences to the Canadian Hockey League players and fans.

It is anticipated that close to 500 volunteers will be required to facilitate the tournament and supporting events. The CHL selects a host city based on a number of factors including:

- The quality/reputation and expected competitiveness of the host CHL franchise
- The facilities of the host city including arena, hotels, banquet facilities, etc.
- The community's ability to host an outstanding event and create an event atmosphere that will enhance the fan experience

There are significant economic benefits to hosting the Memorial Cup – an Economic Impact Assessment Report completed following the 2019 Memorial Cup indicates spending by out-of-town spectator, participants, media, sponsors and others who visited Halifax totaled \$11.5M supporting \$17.3M in economic activity in Nova Scotia including \$14.9M in Halifax (Attachment B - EIA 2019 Halifax Memorial Cup).

The Soo Greyhounds have indicated that in order to have an economically successful bid, and in order to keep prices at an affordable level, they will need significant financial support of government and community partners. In other Memorial Cup events, government grants have been used to offset some of the organizing costs in recognition of the economic impact to the community, region and Province. The Greyhounds have also noted that there is no financial benefit that accrues to the host team. On the other hand, the team is financially responsible should the event fall short of projections and commitments to the CHL.

The Soo Greyhounds are requesting \$300,000 from the CDF to support their bid to host the 2024 Memorial Cup. The Greyhounds are also pursuing funding from the Province of Ontario and TourismSSM (requesting \$150,000 from TourismSSM's MAT proceeds).

The Sault Ste. Marie Economic Development Corporation Board met on Dec. 20<sup>th</sup>, 2022 and passed a resolution recommending the City support the Soo Greyhounds application for funding.

In addition, staff have discussed with the Soo Greyhounds that facility fees could be covered through either concession sharing or a ticket surcharge (if required based on revenue performance of the event).

### **Analysis**

The purpose of the CDF Economic Development Stream is to support job creation, support the increase of new tax assessment through new investments, and to support economic development projects. Based on the success of recent Memorial Cups hosted elsewhere, and similar size events hosted in Sault Ste. Marie, staff

Memorial Cup 2024 CDF Request

January 9, 2023

Page 4.

anticipate that up to 2,400 hotel night stays could be generated from this event and the corresponding fan events would result in a significant economic injection to the food & beverage sector.

The Canadian Sport Tourism Alliance (now renamed Sport Canada) have reported estimated pre-COVID Memorial Cup economic impacts of \$17.3 million, including \$9.1 million in visitor spending, 107 FTE provincial jobs created/maintained, \$5.2 million in wages/salaries and \$3.3 million taxes. Beyond the direct economic impact, other community benefits include:

- Community promotion, through nationally & internationally broadcast & media coverage
- Successful resume building for large event hosting by the City of Sault Ste. Marie & Tourism SSM, which will assist us in future bids for large national scale events
- Civic Pride and a lasting legacy within the community

Building on the success of other successful hockey mega-events such as the CARHA World Cup (first time hosted outside of a major urban centre), the World Under 17 Hockey Challenge and the Telus Cup, Sault Ste. Marie is no stranger to hosting successful hockey tournaments. We have experienced firsthand the short and long term benefits of sport hosting. It should also be noted the ongoing and lasting impact and pride of hosting the 1993 Memorial Cup in Sault Ste. Marie.

Hosting the 2024 Memorial Cup aligns with economic development and tourism strategies and would successfully achieve the City's goal of economic stimulation within our economy. In particular, hosting the 2024 Memorial Cup would assist the hotel & hospitality sector and would be a significant boost to the ongoing recovery from the Covid-19 pandemic.

The approval of the CDF contribution at this time is important to allow the Soo Greyhounds to finalize their bid documents to the CHL and also demonstrate the support of the community for this significant event. The success of the 2024 Memorial Cup will be measured using the following KPI's:

- Out of town visitation - through the local hotels data will be recorded to indicate actual accommodation stays for the duration of the event. This will also be measured through room block bookings. Visitation tracking is essential to determining overall economic impact.
- Press and Media Coverage - one of the key benefits of hosting the Memorial Cup is the generated exposure the host community receives through traditional media sources (television & radio). An exposure report will be generated outlining the media exposure received throughout the event.
- User Generated Media - Social media is also a critical measure of exposure. Fan, spectators and community members will take to social platforms to share and communicate messages about the event. Tracking hashtags and

Memorial Cup 2024 CDF Request

January 9, 2023

Page 5.

- user views will provide tracking measures of the awareness and visibility of the event.
- Overall Economic Impact- Utilizing the STEAM Report (Sports Tourism Economic Assessment Model) an overall community economic impact report can be generated to provide an authentic and validated report of the true economic impact of the event.

Staff are also supportive of utilizing either concession profits or a ticket surcharge to help cover facility fees if required (based on revenue performance of the event).

**Financial Implications**

The current uncommitted balance of the CDF fund is \$1,055,030 which would be sufficient to support the 2024 Memorial Cup request.

**Strategic Plan / Policy Impact**

This item aligns with the Corporate Strategic Plan in the focus area of Community Development and Partnerships.

**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services be received and that the request for funding in the amount of \$300,000 from the Community Development Fund be approved for the Soo Greyhounds to host the 2024 Memorial Cup.

Further that staff be authorized to utilize either concession profits or a ticket surcharge to support the event if required.

Respectfully submitted,

Tom Vair  
Deputy CAO  
Community Development & Enterprise Services  
(705)759-5264  
[t.vair@cityssm.on.ca](mailto:t.vair@cityssm.on.ca)

# SOO GREYHOUNDS HOCKEY CLUB

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## 2024 Quest for the Memorial Cup Briefing Document

**Opportunity:** The Canadian Hockey League is currently soliciting interest from Ontario Hockey League teams to host the 2024 Memorial Cup presented by KIA. The Memorial Cup has been competed for since 1919 and is regarded as one of the premier hockey championships and sporting events in North America. The Memorial Cup is not only the championship that every player among the 60 CHL teams strives for, but is a highly desirable and competitive event for the CHL teams and communities who desire to host it.

The 10-day event, scheduled for **May 24-June 2, 2024**, includes not only an eight game hockey tournament involving the best four Canadian Hockey League teams from across Canada, it also includes:

- Memorial Cup arrival ceremony and parade
- Memorial Cup Opening Banquet
- Memorial Cup Golf Tournament
- Memorial Cup Fun Run
- Memorial Cup FanFest
- Memorial Cup Beer Garden and concerts
- CHL Awards Banquet

**Host City Selection Criteria:** The CHL will form a Memorial Cup Selection Committee that will review proposals from interested OHL teams and choose a host city based on a number of factors, including:

1. The quality and reputation of the CHL hockey franchise;
2. The expected competitiveness of the host CHL franchise team in the year of the event;
3. The facilities and amenities of the host city including arena, hotels, banquets facilities, community attractions and event spaces for large gatherings;
4. The community's ability to host an outstanding event and create an event atmosphere that will enhance the fan experience.
5. A comprehensive business plan demonstrating sufficient financial strength and support from community and corporate partners.

**Economic Impact:** The hosting of the Memorial Cup has shown to have a very significant financial impact on the host committee and province as a whole. An Economic Impact Assessment report completed following the 2019 Memorial Cup presented by KIA indicates spending by out-of-town spectators, participants, media, sponsors, and others who visited Halifax totaled \$13.5 million, supporting \$20.4 million in economic activity in Nova Scotia, including \$17.4 million in Halifax. We

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believe the economic impact for Sault Ste. Marie and surrounding area would be similar and have a profound beneficial impact on our local economy.

**What it will take?** The Memorial Cup is awarded by virtue of a competitive bid process. As such, we will need to submit a bid that will convince the selection committee that not only is our community worthy of hosting such a prestigious event, but that we can do so in a manner that will be economically viable and capable of generating support from all levels of government, community sponsors, and spectators. In short, we will need to WOW! the selection committee and demonstrate all that our great community has to offer in hosting this major event. Some may view our community's chances as a long shot relative to other larger communities who may express interest in hosting this event. But we believe that our community and our devoted fans deserve the opportunity to show what we are capable of on a national stage.

**Soo Greyhounds Interest:** A key component of the bid is the reputation of the CHL host team and the ability for that team to compete successfully on the ice for the Memorial Cup. We are proud of the reputation and strong following of our team and believe that we have the best fan base in all of junior hockey. We also feel that our team has demonstrated our ability to be successful year in and year out and that now is the right time for us to go for it and 'throw our helmet in the ring' to be considered as the host of the 2024 Memorial Cup presented by KIA.

**Endorsement and Support:** In order to have an economically successful bid, and in order to keep ticket prices at an affordable level, we will need significant financial support of our government and community partners. In other communities, government grants have been used to offset some of the organizing costs in recognition of the economic impact to the community, region and province. Please note that there is no direct financial benefit to the host team. On the other hand, the team has responsibility to deliver the financial results in accordance with projections and commitments to the CHL.

## Timelines:

- Letter of Intent to Bid was delivered to the League on October 27th, 2022
- Announcement re: shortlist of communities interested in bidding expected week of November 21, 2022
- Formal bid presentations must be submitted by January 31, 2023
- Decisions re: Host City expected in March, 2023
- 2024 Memorial Cup presented by KIA to be held on May 24th to June 2, 2024

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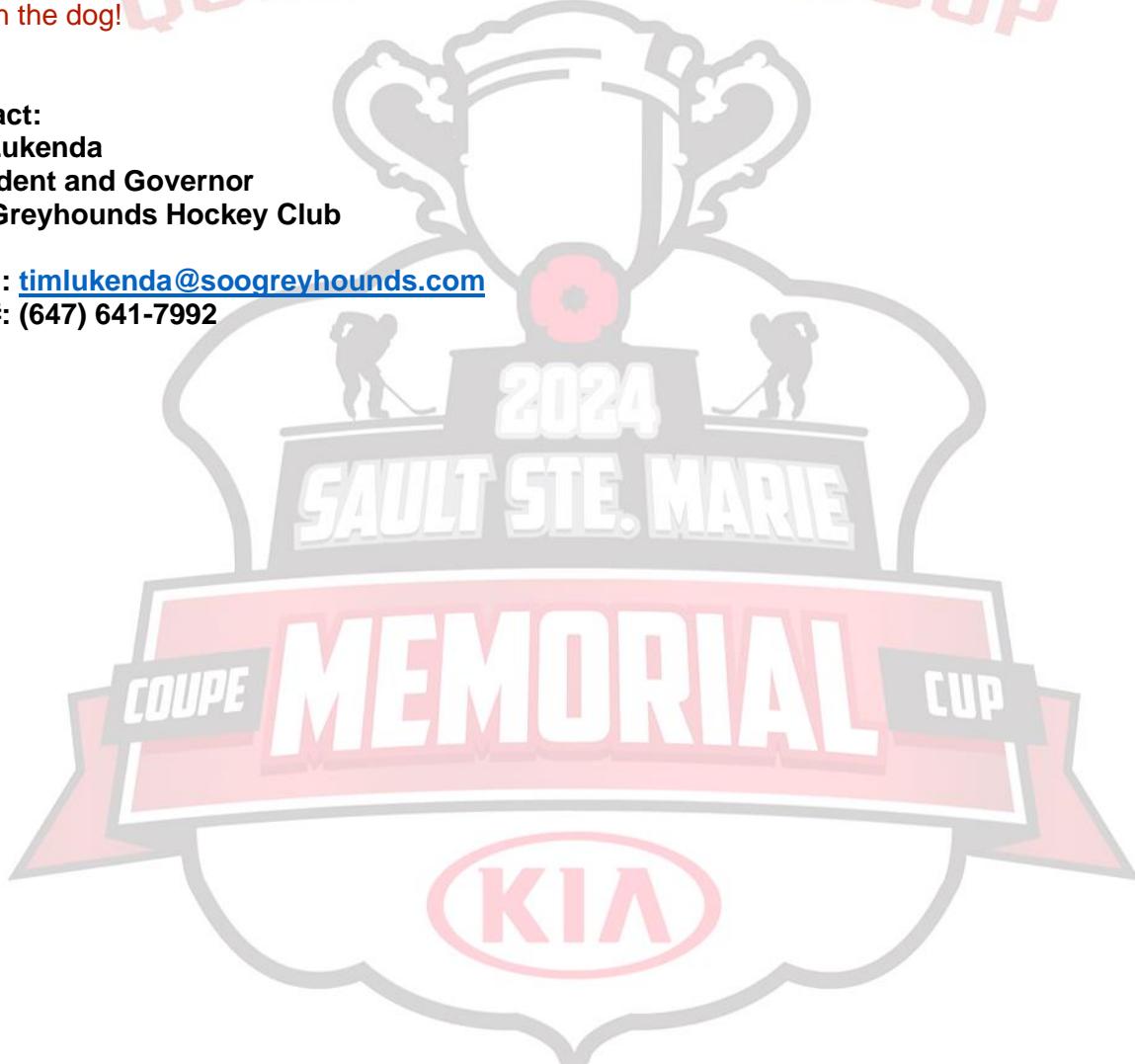


**Conclusion:** The Soo Greyhounds are determined to make a successful bid to host the 2024 Memorial Cup in Sault Ste. Marie. As such, we are forming the QUEST FOR THE 2024 MEMORIAL CUP organizing committee to develop a first-class bid. In order for this bid to be successful we will need to demonstrate the strong and enthusiastic support of our community partners/ sponsors, municipal, provincial and federal government, the media, and our fans and spectators. While we could be considered a long shot by some due to the size of our community, we believe that the citizens of the Soo would rise to the occasion and put on an event beyond compare. Our attitude in pursuing this bid has to be "Why not us?" **As the saying goes, it's not the size of the dog in the fight, it's the size of the fight in the dog!**

**Contact:**

**Tim Lukenda**  
President and Governor  
Soo Greyhounds Hockey Club

Email: [timlukenda@soogreyhounds.com](mailto:timlukenda@soogreyhounds.com)  
Cell #: (647) 641-7992



# Economic Impact Assessment Report | Key Findings

Prepared by Thomas McGuire, EI Consultant, CSTA | October 23, 2019

## 2019 MEMORIAL CUP PRESENTED BY KIA – HALIFAX (MAY 17 - 26)

The **2019 Memorial Cup Presented by KIA** took place at the Scotiabank Centre, Halifax, NS from May 17 until May 26, 2019 with additional festival activities taking place in downtown Halifax.

This event featured the Mooseheads as host team, along with the champions of the Quebec Major Junior Hockey League, Ontario Hockey League and the Western Hockey League. The four-team, round-robin format tournament included 160 participants and attracted 55,000 unique spectators.

The visitor statistics cited in this report were derived from an on-site intercept survey conducted during the **2019 Memorial Cup Presented by KIA**. The survey was developed for the event by the CSTA, specifically for this event and was administered by a team of volunteer surveyors recruited by, trained by, and supervised by **Events Nova Scotia**.

A total of **1,008 valid responses** were collected during this event.

The spending of out-of-town spectators, participants, media, sponsors, and others who visited Halifax for the **2019 Memorial Cup Presented by KIA**, in combination with expenditures by event organizers, totaled \$13.5 million, supporting \$20.4 million in economic activity (industry output) in Nova Scotia, including \$17.4 million in Halifax.

These expenditures supported \$6.3 million in wages and salaries in the province, including \$4.7 million in Halifax. The total net economic activity (GDP) generated by the **2019 Memorial Cup Presented by KIA** was:

- \$12.3 million for Canada as a whole
- \$10.3 million for the Province of Nova Scotia; and
- \$7.4 million for Halifax.

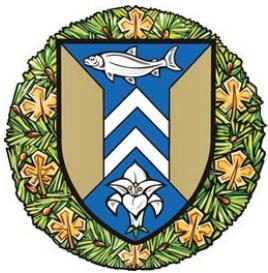
The **2019 Memorial Cup Presented by KIA** supported tax revenues totaling \$1.6 million across Canada.

## By the Numbers

### 2019 Memorial Cup Presented by KIA – Key Facts & Figures

\$13,554,842 of initial expenditures	\$9,117,741 of visitor spending attributable to event	99 local jobs supported by the event	\$24,430,823 overall economic activity in the province
18,879 out of town visitors in Halifax	\$4,689,672 of wages and salaries supported locally	\$10,372,260 total boost to provincial GDP	\$4,098,988 in taxes supported across Canada





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

### COUNCIL REPORT

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Nicole Maione, Manager of Transit & Parking  
DEPARTMENT: Community Development and Enterprise Services  
RE: Municipal Law and By-Law Enforcement Officers

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#### **PURPOSE**

The purpose of this report is to update By-law 90-305, which appoints municipal law enforcement officers, and to update By-law 93-165 which appoints municipal by-law enforcement officers.

#### **BACKGROUND**

By-Law 90-305 is a By-law appointing municipal law enforcement officers and is amended from time to time. By-law 93-165 is a By-law appointing municipal by-law enforcement officers and is amended from time to time.

#### **ANALYSIS**

Not applicable.

#### **FINANCIAL IMPLICATIONS**

There is no budgetary impact.

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

This is an operational activity not articulated in the strategic plan.

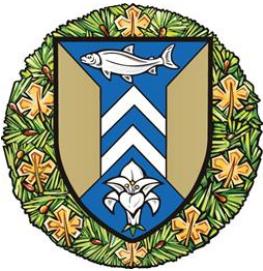
#### **RECOMMENDATION**

It is therefore recommended that Council take the following action:

The relevant By-law 2023-8 is listed under item 12 of the Agenda and will be read with all by-laws under that item.

Respectfully submitted.

Nicole Maione  
Manager of Transit and Parking  
705.759.5434  
[n.maione@cityssm.on.ca](mailto:n.maione@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

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Karen Fields, City Solicitor  
DEPARTMENT: Legal Department  
RE: Response to Cycling Resolution

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#### Purpose

The purpose of this report is to respond to a Council resolution. The resolution states: Whereas the City of Sault Ste. Marie continues to be committed to increasing the use of active transportation and the active transportation infrastructure in our community; and Whereas bike lanes offer a lane of traffic for the safe operation of bicycles on roadways; and Whereas the number of individuals engaging in active transportation across all seasons in Sault Ste. Marie continues to increase year by year; and Whereas studies have shown that active transportation networks can offer several health environmental and traffic benefits, which include:

- Reduced carbon emissions
- Increased mobility for citizens
- Reduced vehicle traffic
- Physical and mental health benefits for citizens
- Economic benefits for families by providing transportation options that do not require gasoline
- Increasing the connectivity of our community to spark tourism and provide a higher quality of life;

and Whereas the Highway Traffic Act of Ontario provides rules of the road for the safe travel of all vehicles on the roadway; and Whereas the Highway Traffic Act of Ontario requires slower moving vehicles to travel as far to the right on the roadway as safely possible; and Whereas bicycles meet the definition of vehicle under the Highway Traffic Act Ontario and are therefore subject to all rules of the road as set out by the Act; and Whereas bicycles are often operated at a speed that is slower than traffic around them, often requiring them to use bike lanes to stay as far to the right as safely possible on roadways; and Whereas section 52(b) of city of Sault Ste. Marie By-law 77-200 currently prohibits the use of bicycles in bike lanes on roadways in Sault Ste. Marie from November 1st each year to April 30th the following year Now Therefore Be It Resolved that staff be requested to review by law 77-200 section 52(b) prohibiting the use of bicycles in bike lanes between November 1st each year and April 30th the following year to consider repealing that section of the by-law and have it replaced with information consistent with the Highway Traffic Act of Ontario and to notify Council of any additional steps Council and community partners may consider taking to allow for the safe operation of bicycles year-round within our community.

Response to Cycling Resolution

January 9, 2023

Page 2.

**Background**

On June 23, 2014, Traffic By-Law 77-200 was amended by adding the then section 49B clause that read:

**49B BICYCLE LANES CLOSED**

The Council of the Corporation of the City of Sault Ste. Marie hereby authorizes the closing of all lanes designated solely for bicycle use within the City of Sault Ste. Marie from November 1<sup>st</sup> each year to April 30<sup>th</sup> of the following year. No person shall ride a bicycle on any bicycle lane during this time period.

That section is now section 52B of the Traffic By-Law.

The City does not maintain the bicycle lanes in the winter months. To keep bicycle lanes open, the City would have to meet the requirements set out as the minimum maintenance standard for bike lanes. Those requirements state:

**Snow accumulation, bicycle lanes**

**4.2 (1)** Subject to section 4.3, the standard for addressing snow accumulation on bicycle lanes is,

- (a) after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table to this section to provide a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width. O. Reg. 366/18, s. 7.

**(2)** If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in the Table to this section, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 7.

**(3)** For the purposes of this section, the depth of snow accumulation on a bicycle lane and, if applicable, lane width under clause (1) (b), may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3), with necessary modifications. O. Reg. 366/18, s. 7.

**(4)** For the purposes of this section, addressing snow accumulation on a bicycle lane includes,

Response to Cycling Resolution

January 9, 2023

Page 3.

- (a) plowing the bicycle lane;
- (b) salting the bicycle lane;
- (c) applying abrasive materials to the bicycle lane;
- (d) applying other chemical or organic agents to the bicycle lane;
- (e) sweeping the bicycle lane; or
- (f) any combination of the methods described in clauses (a) to (e). O. Reg. 366/18, s. 7.

TABLE

Column 1 Class of Highway or Adjacent Highway	Column 2 Depth	Column 3 Time
1	2.5 cm	8 hours
2	5 cm	12 hours
3	8 cm	24 hours
4	8 cm	24 hours
5	10 cm	24 hours

SNOW ACCUMULATION – BICYCLE LANES

O. Reg. 366/18, s. 7.

**Snow accumulation on bicycle lanes, significant weather event**

**4.3 (1)** If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on bicycle lanes until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on bicycle lanes, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

**(2)** If the municipality complies with subsection (1), all bicycle lanes within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4.2 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

**(3)** Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

## Response to Cycling Resolution

January 9, 2023

Page 4.

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on bicycle lanes in accordance with section 4.2. O. Reg. 366/18, s. 7.

### **Analysis**

As people continue to use bicycles in the winter months the section that makes it a violation to ride a bicycle in a bicycle lane should be removed. The section closing bicycle lanes from November 1<sup>st</sup> each year to April 30<sup>th</sup> of the following year should remain as is for liability purposes, since the City does not currently maintain bicycle lanes for the noted period. A section of the resolution also asks that Council should be notified of any additional steps that Council and community partners may consider taking to allow for the safe operation of bicycles year-round within the community. That information will be the subject of a different report that will be provided to Council in Q2 2023, as part of the recently launched Active Transportation Master Plan project.

### **Financial Implications**

There are no financial implications to amend the by-law.

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

This is an operational matter not articulated in the corporate strategic plan.

### **Recommendation**

It is therefore recommended that Council take the following action:

The relevant By-law 2023-7 is listed under item 12 of the Agenda and will be read with all by laws under that item.

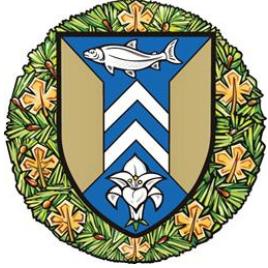
Respectfully submitted,

Karen Fields

City Solicitor

705.759.5407

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



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

### COUNCIL REPORT

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Melanie Borowicz-Sibenik, Assistant City Solicitor/Senior  
Litigation Counsel  
DEPARTMENT: Legal Department  
RE: Insurance Adjusting Services Extension

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#### **Purpose**

The purpose of this report is to seek Council's approval of an Adjusting Services Renewal Agreement between the City and Sedgwick Canada Inc. to extend the Independent Claims Adjusting Services Agreement ("Original Agreement") for an additional two (2) years.

#### **Background**

At the meeting held October 26, 2020, Council passed by-law 2020-203 which authorized the Original Agreement between the City and Sedgwick Canada Inc. for Adjusting Services of City Claims. The Agreement was for a term of two years, commencing February 28, 2021 and ending February 28, 2023. The City reserved the right to extend the agreement for up to an additional two (2) years upon mutual agreement of the parties hereto.

The Original Agreement reflected a \$175 flat-rate fee for the period February 28, 2021 to February 28, 2022 and a \$200 flat-rate fee for the period February 28, 2022 to February 28, 2023. For more complex files, an hourly rate of \$115 is applied.

#### **Analysis**

Sedgwick Canada Inc. has advised that they are in agreement to extend the contract for an additional two years at a \$225.00 flat-rate fee and \$120.00 per hour rate. All other terms and conditions would remain the same. This would represent a nominal inflationary rate increase and be consistent with a slight increase in rates for each year in the Original Agreement.

#### **Financial Implications**

There would be a nominal inflationary rate increase for adjusting services for the additional two (2) year term.

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

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

Insurance Adjusting Services Renewal

January 9, 2023

Page 2.

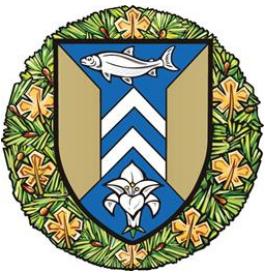
**Recommendation**

It is therefore recommended that Council take the following action:

By-law 2023-10 which authorizes the execution of an Adjusting Services Extension Agreement between The Corporation of the City of Sault Ste. Marie and Sedgwick Canada Inc. appears elsewhere on the agenda and is recommended for approval.

Respectfully submitted,

Melanie Borowicz-Sibenik  
Assistant City Solicitor/Senior  
Litigation Counsel  
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## The Corporation of the City of Sault Ste. Marie

### COUNCIL REPORT

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Peter Tonazzo, RPP, Director of Planning  
DEPARTMENT: Community Development and Enterprise Services  
RE: *Bill 23 - More Homes Built Faster Act*

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#### Purpose

This report provides Council with an outline of the changes and anticipated local impacts resulting from the recent passing of *Bill 23 – More Homes Built Faster Act, 2022*.

#### Background

The Province passed Bill 23 as part of its *Housing Supply Action Plan*. The Bill results in numerous legislative and policy changes aimed at increasing housing supply, with the overall goal of adding 1.5 million homes over the next 10 years.

Bill 23 was introduced on October 25<sup>th</sup> 2022 with the following objective: “*This plan is part of a long-term strategy to increase housing supply and provide attainable housing options for hardworking Ontarians and their families.*” The Act was passed quickly, on November 28<sup>th</sup>, 2022, even though the commenting period was extended to December 9<sup>th</sup>, 2022.

Many of the changes take immediate effect (Nov. 28, 2022) while other changes will not come into effect until further regulations are released at a later, yet to be determined date.

*Bill 23* results in a variety of changes to a number of Acts, including but not limited to the *Planning Act, Conservation Authorities Act, Ontario Heritage Act* and the *Ontario Land Tribunals Act*.

#### Analysis

As an overarching statement, the new Legislation will have significantly greater impacts upon high growth municipalities, such as those in the Greater Toronto Area (GTA). Having said this, there will be impacts locally.

Below is a general outline of applicable changes, a discussion of the impacts on local land use planning, and any follow-ups that may be required. Given the broad scope and complexity of Bill 23, the following discussion is not exhaustive and

intended to be high level. Of particular focus are those changes that will have the greatest impacts locally.

**1. Introducing and Defining ‘Attainable Housing’**

Effective Date – Subject to future regulations

Change

The Province will introduce a separate definition of ‘attainable housing’.

Impact

Housing affordability must be viewed as a continuum, addressing the needs of those most vulnerable and those in the ever-expanding missing middle who are finding it more difficult to secure affordable, adequate and appropriate housing. The single PPS definition, which appears focused upon the missing middle, has led to confusion among the wide variety of local housing stakeholders. Introducing and defining ‘attainable housing’ will facilitate a revised policy approach, which recognizes affordable housing from the standpoint of a continuum.

Follow-up

The Housing Task Force will be bringing forward a number of recommendations aimed at establishing a local approach to creating more affordable units, which will include defining affordable housing and ‘attainable housing’, upon completion of the Provincial regulations.

**2. Encouraging ‘Gentle Density’ – 2<sup>nd</sup> and 3<sup>rd</sup> Units**

Effective Date - November 28, 2022

Change

Official Plans and Zoning By-laws cannot prohibit the development of up to 3 residential units on any residential property within the Urban Settlement Area, with no minimum unit size and no more than one parking space required per residential unit. There are no 3<sup>rd</sup> party appeal rights related to any OP or Zoning By-law passed to permit ‘gentle density’. 2<sup>nd</sup> and 3<sup>rd</sup> units are now exempt from parkland requirements, development charges and community benefits charges.

Impact

Planning staff are supportive of ‘gentle density’ as a ‘matter of right’. More specifically, 2<sup>nd</sup> units throughout all residential areas and 3<sup>rd</sup> and 4<sup>th</sup> units on most urban, serviced residential lots, subject to appropriate zoning provisions.

Follow-up

Planning staff are developing a regulatory framework in response to a previous Council resolution to permit up to 4 dwelling units ‘as a matter of

right' in most urban residential areas. It is anticipated this will be brought to Council in Spring 2023.

### **3. Public Meetings for Plans of Subdivision**

Effective Date – November 28, 2022

#### Change

While Council remains the approval authority, Bill 23 eliminates the need for a public meeting of Council as part of the draft plan of subdivision approval process. The Legislation does not prohibit Councils from continuing to require a public meeting and the public still has appeal rights in association with draft plan of subdivision approvals.

#### Impact

Locally, draft plan approvals are most often combined with rezoning applications, where public meetings are still required. Having said this, Planning Staff are undertaking studies to:

- Identify and pre-zone vacant and underdeveloped lands with residential development potential.
- Amend the zoning by-law to permit more housing types in a wider variety of zones.

It is anticipated that new provisions will reduce the need for rezoning or Official Plan Amendment applications to facilitate draft plan of subdivision approvals.

It is recommended that Council continue with holding a public meeting as part of any draft plan approvals. Public input has proved to be a valuable part of this process. If Council is agreeable, appropriate policy can be added to the Draft Official Plan.

### **4. Limiting the Use of Site Plan Control (SPC)**

Effective Date – November 28, 2022

#### Change

Bill 23 exempts developments of 10 or fewer residential units from the SPC process. Furthermore, the Municipality's ability to regulate exterior design has been removed, with the exception of a limited scope of matters.

#### Impact

Locally, this represents the most significant change resulting from Bill 23. In Sault Ste. Marie, a 10-unit residential development often represents a significantly sized development relative to other larger, higher growth communities. Site Plan Control is a critical tool to ensure that specific matters are implemented and maintained over the long-term. Drainage is a primary example – Site Plan Control ensures that stormwater management controls are constructed and maintained over the long term. Without such

controls, drainage impacts could occur to surrounding areas, which then need to be addressed by the Municipality. Other examples include the design, installation and long-term maintenance of appropriate servicing (water and sewer), buffering and outdoor amenity areas to name a few.

The Municipality's ability to utilize SPC to address architectural features has also been removed and it appears this applies to all development, not just residential developments.

Locally, SPC has not been utilized for the purpose of regulating exterior architectural features, with very few exceptions. Rather, the focus has been primarily upon ensuring high quality landscaping, which can still be addressed through SPC.

It is difficult to determine whether alternative measures will be more or less streamlined than the current SPC process.

At this point in time, staff are unclear upon the status of site plan agreements for existing residential developments of less than 10 units. Do they remain enforceable?

**Follow-up**

Staff are exploring potential implementation options to ensure the appropriate design, installation and long-term maintenance of important development details. Such options may include the use of the Building By-law, the passing of a site alteration By-law and the passing of more prescriptive zoning by-law provisions.

Staff will report back to Council upon potential alternative implementation options and confirm the status of existing agreements by Spring 2023.

**5. Removing Third Party Appeals for Minor Variances and Consents/Severances**

Effective Date – November 28, 2022.

**Change**

Neighbours or the public who make written or oral submissions at a Committee of Adjustment hearing may no longer file an appeal to the Ontario Land Tribunal (OLT). Only 'specified persons' may make an appeal, which is limited to the applicant, relevant municipality or approval authority and a number of infrastructure companies such as utility companies, oil and natural gas pipeline operators, railway companies and telecommunication operators. Any third party appeals to minor variance or consent applications are 'deemed to have been dismissed' as of November 28, 2022, unless the OLT had scheduled a hearing before October 25, 2022.

Impact

Locally, there are no pending appeals for any minor variance or consent applications. On average, there are a combined total of approximately 100 such applications per year and there have been less than 5 appeals over the past 20 years.

Decisions for minor variance and consent applications have been amended to reflect the removal of third party appeal rights.

**6. Parkland Dedication**

Effective Date – November 28<sup>th</sup>, 2022 unless otherwise noted.

Change

Bill 23 results in a number of changes related to parkland dedication, including:

- Capping the maximum amount of land that can be conveyed or paid in lieu at 10% of the value of the land for sites under 5ha and 15% for sites greater than 5ha.
- Reducing the maximum alternative dedication rate to 1ha/600units for land and 1ha/1,000 units for cash in lieu.

The following amendments are not yet in force and subject to future Regulations:

- Allow landowners to propose portions of their land for parkland conveyance to a municipality. Where a Municipality refuses a landowners proposal, an appeal process through the Ontario Land Tribunal will be established.
- Permit encumbered parkland, strata parks and privately owned publicly accessible open spaces (POPS) to be eligible for parkland credits.
- Capping the required parkland dedication for developments and redevelopments that include certain defined classes of affordable units to 5%, multiplied by the ratio of affordable and market rent units.
- Exempting non-profit housing developments as well as 2<sup>nd</sup> and 3<sup>rd</sup> dwelling units from parkland dedication requirements.

Impact

Within the scope of existing practices, the changes that cap the amount of parkland or cash, including new alternative rates will have little to no impact. The city currently collects 5% parkland or cash for residential severances and subdivisions, and 2% of land or cash for commercial and industrial severances and subdivisions. Halving the alternative parkland rates is also of minimal effect locally. The alternative rates are only advantageous for developments of a much higher density than those experienced locally.

Having said all of this, a significant recommendation of the new Official Plan Project is that the City collect parkland or cash for a much wider variety of developments and redevelopments, including small-scale residential intensification or ‘gentle density’ projects consisting of 2<sup>nd</sup> and 3<sup>rd</sup> units, which are now exempt from parkland requirements.

As Municipalities continue to work towards higher residential densities, residential intensification and infill development, the importance of providing appropriately located, high quality parkland becomes increasingly important, especially for those who are most vulnerable. There is concern that the suite of parkland dedication changes will negatively affect the amount, location and quality of parkland that can be secured. It is recognized that strata parks (i.e., parkland above an underground parking garage or on a rooftop) and POPS present opportunities, but they also present a number of challenges.

Follow-up

Staff are undertaking an update to the Parks and Recreation Master Plan and the creation of a new Parkland Dedication By-law, to facilitate the collection of parkland and cash in lieu of parkland for a wider variety of developments. It is anticipated that this will be presented to Council in summer 2023.

**7. Spending 60% of Cash in Lieu of Parkland Reserve Annually**

Effective Date – January 1, 2023

Change

Bill 23 amended regulations to require Municipalities to spend or allocate at least 60% of the parkland reserve at the start of each year.

Impact

Locally, the small-scale nature of development results in the collection of limited funds, where it can be difficult to make impactful investments over the course of one year. Local development has also been cyclical, and it can be advantageous to hold onto funds until such time they can be used to the best effect. Requiring 60% of the funds to be spent annually seems arbitrary, and not in any way related to the stated goals and objectives of Bill 23.

As of December 2022, there is \$272,687 (uncommitted) in the Parkland Reserve Fund. The 2023 Capital Budget includes a recommended capital project utilizing this funding source totaling \$210,000. If approved, the City will be in compliance with Bill 23. Going forward, staff will need to ensure that at least 60% of the reserve is spent or allocated at the beginning of each year.

**8. Ministerial Amendments to Official Plans**

Effective Date – November 28, 2022

Change

The new Legislation grants the Minister the ability to order an OP amendment at any time, where they are of the opinion that a matter of provincial interest needs to be addressed.

Impact

Prior to Bill 23, the Province could only make modifications during the development of a new OP or during a comprehensive review. On the surface, this change seems reasonable; however, one concern is that this could result in sweeping orders across the entire Province, with little regard for local circumstances. At a minimum, such powers should be specifically scoped to those matters of provincial interest that relate directly to the provision of more homes, built faster, such as the appropriate and timely local implementation of additional dwelling unit policies.

**9. Potential Integration of the Growth Plan for the Greater Golden Horseshoe (GPGGH) and the Provincial Policy Statement (PPS).**

Effective Date – To be determined.

Potential Change

Bill 23 establishes a framework for a number of additional changes that the Province has signalled are forthcoming, including integrating the GPGGH with the PPS. The GPGGH mandates specific growth objectives, minimum residential densities and supporting infrastructure requirements for the communities within the Greater Golden Horseshoe.

Impact

Information is not available to understand the overall impacts of integrating the Growth Plan for the Greater Golden Horseshoe with the PPS, other than to suggest this might have the effect of creating additional Provincial Policies which may not reflect the planning context of Northern Ontario or Sault Ste. Marie.

Follow-up

If the Government proceeds with its intent to integrate GPGGH with the PPS, staff will provide Council with an update.

**10. Amending How Community Benefits Charges (CBCs) are Collected and Secured**

Effective Date – November 28, 2022

Change

CBCs were previously based upon a simple prescribed maximum rate of 4% of the land's value, the day before building permits are issued. Bill 23 ties CBCs to the valuation of land based on a floor area ratio that corresponds to the amount of new floor area constructed. Affordable and attainable residential units, non-profit housing and 2<sup>nd</sup> and 3<sup>rd</sup> units (gentle density) are now exempt from CBCs.

Impact

The City does not collect CBCs and there is no immediate recommendation to begin collecting CBCs. It is noted that CBCs may only be collected on developments that are greater than 5 storeys. Long-term care homes, retirement homes, post-secondary institutions and Royal Canadian Legion Buildings are also exempt from CBCs.

**11. Reductions to Development Charges**

Effective Date: November 28, 2022 and future dates when regulations are drafted.

Change

Reductions to development charges include:

- New discounts based on a four-year phased basis.
- New exemptions for affordable units, 2<sup>nd</sup> and 3<sup>rd</sup> units, and other forms of residential intensification resulting in new rental units.
- Certain types of rental developments that may not be intensification projects.
- Eliminating certain capital costs recoverable through development charges.

Impact

High growth Municipalities have come to rely heavily upon development charges to support growth. Sault Ste. Marie is one of few communities of over 50,000 people that does not impose development charges, therefore on the surface the changes are of little impact locally. Facing significant backlash from GTA Municipalities, the Government has indicated they will make Municipalities 'whole', leading to speculation that funding will be provided to offset lost revenues. This could be an unfortunate circumstance for the City of Sault Ste. Marie, which may not be eligible for such funding, only because of a lack of development charges, which the Province clearly views as an impediment to building more homes faster.

**12. Streamlining Ontario Land Tribunal (OLT) Proceedings**

Effective Date: To be determined

Change

The following changes are intended to streamline OLT proceedings:

- Expand the Tribunal's authority to dismiss appeals without a hearing.
- Strengthen the Tribunal's authority to order the payment of costs.
- Prioritize the resolution of specified classes of proceedings

Impact

Planning staff are supportive of these changes, which are subject to further regulations before they come into force.

### **13. Focusing Heritage Designations**

Effective Date: To be determined

Change

The changes to the Ontario Heritage Act (OHA) include:

- The Minister may override heritage standards and guidelines where they conflict with provincial priorities such as transit, housing, health and long-term care and infrastructure.
- Properties and Heritage Conservation Districts proposed to be designated must meet a higher threshold of prescribed criteria.
- Municipalities will be required to remove a listed property from the Heritage Register if a designation process has not been initiated within 2 years of the property being placed on the Register. Once a property is removed from the Register, it cannot be listed again for a period of 5 years.
- Where a property is the subject of a Planning Act application, Council will not be permitted to issue a notice of intention to designate the property, unless the property is already listed on the Heritage Register.

Impacts

There are currently 38 properties in Sault Ste. Marie that are designated under the Ontario Heritage Act. There are no Heritage Conservation Districts. There are 28 properties listed on the Heritage Register.

*Designated properties* are subject to specific controls to protect their heritage value. In return, owners of designated properties receive a tax rebate and access to funds administered by the Heritage Committee to assist in preserving their heritage character. The Heritage Register consists of *listed properties* that have not been designated, but possess heritage value. The intent of the Register is to offer some protection until such time they can be designated.

Locally, the main impact is the 2-year limit to designate listed properties. Staff does not have the resources to embark upon reviewing the Register and putting forward appropriate properties for designation within this timeframe.

#### **14. Scoping the role of Conservation Authorities (CAs)**

Effective Date – January 1, 2023 unless otherwise noted

##### Change

Amendments to the *Conservation Authorities Act* include:

- Yet to be released regulations proposing to limit the CA's ability to review or comment upon development applications or supporting studies on matters that are beyond their core mandate of flood control and natural hazards such as dynamic beaches, and lands prone to flooding and erosion.
- As per a Minister's Direction, effective January 1, 2023 to December 31, 2023, fees payable to the CA cannot be increased from current levels.
- Under most circumstances, eliminating the CA's ability to appeal or seek party status in relation to an appeal of certain *Planning Act* applications.
- To come into force at a later date, eliminating the CA's ability to require a conservation permit where specific developments have been authorized under the *Planning Act*.
- Under yet to be released regulations, the CA will be required to complete a conservation areas strategy and land inventory of lands they own or control, to identify lands that could support housing development.
- Although not within the final Bill, the Province has indicated its intention to change how wetlands are evaluated for Provincial Significance.

##### Impact

Locally, the role of the Sault Ste. Marie Region Conservation Authority (SSMRCA) in the land use planning process is well defined and working well. The SSMRCA is a core mandate CA, focused upon regulating hazardous lands (i.e., erosion, flooding, dynamic beaches and wetlands (from the standpoint of the flooding hazard). Other CA's have entered into MOU's with Municipalities to regulate and comment upon impacts to natural heritage features such as fish habitat, the habitat of endangered species and general ecological health and biodiversity. There are no such MOU's between the SSMRCA and the City of Sault Ste. Marie.

The main concern is that the regulations could result in development approvals upon lands that may not be suitable for such development due to the presence of natural hazards. At this point in time it is unknown whether 'exempting developments authorized under *The Planning Act*' from the need to obtain a CA permit relates to:

- Developments that are the subject of a Planning Act application, which would include CA comments and appropriate conditions of approval. or,
- Developments that meet all applicable Zoning By-laws?

If the CA permit exemption relates to developments that are subject to Planning Act applications, the SSMRCA will still have the ability to review and appropriate development conditions can be applied. If the CA permit exemption relates to all development authorized by the *Planning Act*, it is likely that specific zoning or holding provisions would need to be applied to hazard lands, thereby triggering a *Planning Act* application process so that appropriate conditions can be put in place. Locally, these alternative processes, which are critical in protecting public health and safety, and mitigating against property damage, are not likely to be as streamlined as current processes.

Follow-up

At this point it is difficult to understand the full extent and impact of Bill 23 until further regulations are published. City staff will continue to work with the SSMRCA to clarify these points and report back to Council with recommendations on how to best implement the changes.

**15. Zoning in Approved Major Transit Station Areas (MTSAs)**

Effective Date: November 28, 2022

Change

Municipalities will be required to update zoning by-laws to include minimum heights and densities within approved and protected MTSAs.

Impact

There are no MTSAs in Northern Ontario or Sault Ste. Marie. Major Transit Station Areas are those in close proximity to ‘higher order’ transit stations such as subways, light and heavy rail transit. Therefore, there is no impact.

**16. Inclusionary Zoning**

Effective Date: To be Determined

Change

The percentage of residential units that can be required to be affordable is capped at not more than 5% of the total units within a development. The maximum period over which the units must remain affordable is capped at 25 years.

Impact

Although Housing Policy 6 of the current Official Plan is within the overall spirit of ‘inclusionary zoning’, it is an OP policy that was never implemented through a zoning by-law. It is also worth noting that upon further review, it

appears that inclusionary zoning is only permitted within Approved and Protected Major Transit Station Areas and as previously discussed, none exist in Sault Ste. Marie.

**Follow-up**

The recently established housing task force will be proposing Official Plan Amendments in relation to affordable housing. Staff has previously indicated that Housing Policy 6 as currently written is not appropriate. It is anticipated that recommendations relating to Official Plan Amendments will be brought to Council in Q2 of 2023. Furthermore, recommendations relating to specific implementation of a suite of tools aimed at facilitating more affordable units will be brought to Council in Q3 2023.

**17. Removal of Upper Tier Approval Powers**

Effective Date – To be Determined

**Change**

Removing the planning responsibilities from certain upper-tier municipalities including the County of Simcoe and the Regions of Durham, Halton, Niagara, Peel, Waterloo and York.

**Impact**

Sault Ste. Marie is a single-tier community so there is no impact.

**Financial Implications**

At this point in time, potential impacts might be:

- Increased staff resource requirements to implement new procedures.
- Freezing of SSMRCA fees which may result in additional funding requests from the SSMRCA, which is already a ‘core mandate Conservation Authority.’
- Loss of ‘make whole funding’ that has been suggested by the Province to help ease the financial burdens facing many Municipalities because of imposed limits on Development Charges.
- Loss of potential revenues related to changes in cash in lieu of parkland dedication.
- Requirement to spend or allocate 60% of the parkland reserve fund.

As part of additional follow-ups discussed throughout this report, staff will be in a better position to provide specific financial impacts, especially as the associated Ontario Regulations are published.

**Strategic Plan / Policy Impact**

The full policy impacts of Bill 23 are yet to be determined; however, it is understood that local impacts will be far less than those upon Ontario’s larger and higher growth municipalities.

**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Director of Planning dated January 9, 2022, concerning *Bill 23 – The More Homes Built Faster Act* be accepted as information.

It is recommended that Council pass the following Resolution confirming its intent to continue to require a public meeting, including public notice as part of the Draft Plan of Subdivision approvals process:

Whereas Bill 23 – The More Homes Built Faster Act received Royal Assent on November 28, 2023; and

Whereas of the many changes that came into effect, Councils are no longer required to require a public meeting to make a decision on Draft Plan of Subdivision approvals; and

Whereas Council remains the approval authority for Draft Plan of Subdivision approvals; and

Whereas, public input has been a valuable part of the process;

Now Therefore Be it Resolved that Council continue to require a public meeting to make a decision on Draft Plan of Subdivision Approvals.

Respectfully submitted,

Peter Tonazzo, RPP  
Director of Planning  
705.759.2780  
[p.tonazzo@cityssm.on.ca](mailto:p.tonazzo@cityssm.on.ca)



## Children of Shingwauk Alumni Association

Shingwauk Residential School Centre  
Shingwauk Hall, 1520 Queen Street East  
Sault Ste. Marie, ON, Canada P6A 2G4

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September 16, 2022

Mayor and Council  
Cooperation of the City of Sault Ste. Marie  
99 Foster Drive  
Sault Ste. Marie, ON, P6A 5X6

VIA Email: Rachel Tyczinski – City Clerk

### **RE: Request to Change the Name of Snowdon Park to Memorial Park**

Dear Mayor and Council:

I write today to ask, on behalf of the Children of Shingwauk Alumni Association, Ken Crossman, and the Crossman family, to make a submission for the public record before Mayor and Council requesting that the name of the city-owned property now known as Snowdon Park be changed to Memorial Park.

Mayor and Council are aware of the tragic history of Snowdon Park, specifically the deaths of four boys in the 1900s. Two boys from the Shingwauk Indian Residential School drowned, circa 1914-1915, in a little lake that was located on a farm adjacent to the Shingwauk school site and the Shingwauk Cemetery. The boys were never identified or recovered, and their bodies remain interred in Snowdon Park. We are in negotiations with the Federal Government to access records that may help us identify who these boys were and when they died.

On 21 November 1929, a third Shingwauk student, Peter Beauvais from the Kanesatake (Oka) First Nation, drowned in that pond; he was buried in the Shingwauk Cemetery.

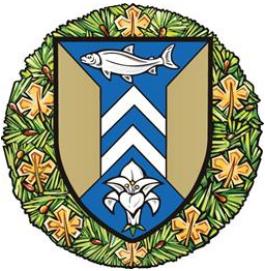
On 27 February 1960, Gerald Crossman, an Anna McCrea Public School Student, died while trying to save his younger brother Robert who fell into the pond. Gerald Drowned, and his body was eventually recovered with the help of the Sault Ste. Marie Police and Fire Departments.

I ask you to join us in our efforts to help to promote reconciliation between Indigenous and non-Indigenous peoples in Canada and approve our request.

Sincerely,

Irene Barbeau, President  
Children of Shingwauk Alumni Association

CC: Ken Crossman



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

### C O U N C I L   R E P O R T

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Catherine Taddo, P. Eng., Manager of Development and Environmental Engineering  
DEPARTMENT: Public Works and Engineering Services  
RE: Asset Management – Core Assets

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#### **Purpose**

The purpose of this report is to inform Council regarding the previously approved asset management plan reports for core assets completed in accordance with Ontario Regulation 588/17 (as amended by Ontario Regulation 192/21) under the Infrastructure for Jobs and Prosperity Act.

#### **Background**

On July 12, 2021 Council approved an Agreement with AECOM Canada Ltd. for completion of the asset management plan for core assets. On August 29, 2022 the final plans were presented to Council, and approved. These reports are posted on the City's website.

#### **Analysis**

Municipalities in Ontario are required to prepare an asset management plan in accordance with Ontario Regulation 588/17 (as amended by Ontario Regulation 192/21) under the Infrastructure for Jobs and Prosperity Act. The asset management plan related to core municipal infrastructure including inventory of assets, current levels of service, and costs to maintain levels of service was completed this year, as per the regulatory requirements. The asset management plan reports are related to the following core assets:

1. Stormwater;
2. Roads and bridges, and;
3. Wastewater.

Subsequent milestones under the Regulation are as follows:

- July 1, 2024 – Asset management plan related to all other municipal infrastructure, and;

## Asset Management – Core Assets

January 9, 2023

Page 2

- July 1, 2025 – Asset management plan related to all infrastructure including proposed levels of service, lifecycle management strategy and financial strategy.

### **Financial Implications**

The asset management plans for core infrastructure include high-level assessments of future funding needs required to manage the assets at the current levels of service. The guidance provided in these plans will inform asset investment and renewal decisions, including capital and operating budgets.

Asset management plans for all assets will inform the development of the City's long range financial plan that will provide funding strategies to address the requirements for the renewal, maintenance, and future growth of City assets, while being cognizant of the City's risks and fiscal constraints. The financial strategy is also required under the regulation by July 1, 2025.

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

The report links to the Strategic Plan focus area of infrastructure, and specifically maintain existing infrastructure.

### **Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Development and Environmental Engineering dated January 9, 2023 concerning Asset Management Plan – Core Assets be received as information.

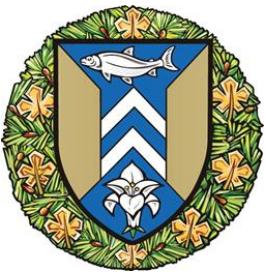
Respectfully submitted,

Catherine Taddo, P. Eng.

Manager of Development and Environmental Engineering

705.759.5380

[c.taddo@cityssm.on.ca](mailto:c.taddo@cityssm.on.ca)



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

### C O U N C I L   R E P O R T

January 9, 2023

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Susan Hamilton Beach, P. Eng.  
DEPARTMENT: Public Works and Engineering Services  
RE: Fleet Management Improvement Initiatives

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#### **Purpose**

The purpose of this report is to update Council on all the work completed in 2022 in this area and to seek support of the 2023 investments recommended by Staff and our consultant Mercury Associates, Inc.

#### **Background**

A full Public Works Fleet Services Review was conducted in 2021 by Mercury Associates, Inc., with findings and recommendations presented to Council on October 25, 2021.

There was a detailed practice review of all aspects of fleet management functions with a strategic direction provided. The four main focus areas of the study for improvement were as follows:

- Fleet renewal;
- Garage resources;
- Core enablers (ie. Fleet Management Information System 'FMIS'); and
- Financial Management.

After the deep dive into each of the areas above, a prioritization of the next steps resulted in the main focus areas for 2022 being:

- Garage services improvements – preparation of guiding documents for the future mode of operation and establishment of business requirements;
- Development of a practical fleet renewal plan and determination of the capital budget requirements required to implement that plan; and the
- Determination of the budget requirements for a Fleet Management Information System (FMIS).

Council's support of the above, allowed for a practical fleet replacement plan to be developed in 2022. Details of the capital funding requirements for that plan are found in the Analysis section of this report and in Appendix A of the attachment to this report.

## Public Works - Fleet Management Improvement Initiatives

January 9, 2023

Page 2.

Mercury also developed and compiled the Future Mode of Operation ('FMO') and Business Requirement Documents ('BRD's) in the following areas which outlines the path forward for garage services and will be used in the development of the FMIS:

- Parts management;
- Prevention maintenance and inspection; and
- Maintenance and repair.

In addition to the documents prepared in the above focus areas, a Fleet Management Governance Guideline was developed as well as a Communication Plan.

It is expected with the work completed in 2022 and the support of Council, both in principle and at the time of budget deliberations in 2023, ongoing continuous improvements will be noted by the Staff in this area and by their clients throughout all of Public Works.

Mercury Associates, Inc. are in attendance this evening for a presentation (Appendix A to this report) of their work in 2022 and the next steps for fleet improvements.

### **Analysis**

In order to arrive at a practical replacement plan for the fleet, several models were prepared to assess how best to finance. Given that there are separate funding mechanisms for both the Landfill related equipment (Business and Implementation Plan) and Sanitary area equipment (Sewer Surcharge) these items were excluded from the funding/replacement models.

It was identified for the Public Works fleet alone, that there is \$12.1 million worth of vehicles that will meet or exceed the recommended age of replacement in 2023. It was further determined that the average annual fleet replacement cost for this area's equipment should be \$2.4 million with the average annual value of fleet purchases (from 2017 – 2021) has been \$1.3 million. Figure 1 to this report includes the entire breakdown of the various areas (Public Works, Sanitary, Landfill and Lease vehicles) and the summary of the evaluation conducted by Mercury.

As the intent was to have a practical, prudent option for addressing the backlog and setting a successful path forward several models were run by Mercury. Figure 2 attached includes the Public Works fleet with the entire backlog addressed in 2023 (\$12.1 million). Not only is this economically unfeasible – the purchase of this number of pieces of equipment is not reasonable and does not lend itself to a smooth practical replacement plan. Figure 3 attached presents addressing the backlog over three (3) year, from 2023 – 2025. This achieves an industry best practice average age of equipment (approximately 6 years) by 2027 and establishes a more reasonable level of spending each year.

The other component required in 2023 is the tender, selection and implementation of a FMIS. Mercury's work on the FMO and the BRDs will help form the backbone of the tendering process and an estimated \$185,000 has been included in the 2023 budget for this project (including all of the related consultant fees, single sourced to Mercury Consultants and the one-time implementation cost for this system). Mercury's management improvement initiatives to date, including that mentioned above, defines Procurement Non-competitive request per 22.3 h) in best interests of the City for further consulting on this program.

Both IT and Finance have been consulted and their resource through this process and the next stages will be critical. The expenditure is recommended to be funded from the IT Reserve.

### **Financial Implications**

There are two parts of this report with Financial Implications. The first is the recommended implementation of the Fleet Management Information System. Council will see this recommendation within the 2023 Capital Budget funded from the IT Reserve.

The second initiative is the financing plan to increase the annual capital spend. In order to replace the vehicles and equipment outlined in the plan, the annual spend will need to increase from \$1.6 million to \$3.3 million in the next few years. For 2023, staff will be recommending an increase to the PW equipment reserve allocation of \$550,000. Staff are recommending reallocating debt repayments that are retiring in 2023 and utilizing these funds for fleet requirements. This recommendation allows for an increased allotment without impacting the tax levy. In 2024 and 2025, further increases of \$550,000 (per year) are required to achieve the level of spending required. These two years are of course subject to future budget deliberations, however, staff wanted to remain transparent with respect to the recommended funding strategy.

It is recommended that Council approve, in principle, the spending model presented with the financing recommendation for future years to be determined and presented at future budget deliberations.

As has been presented historically at budget time, if the commitment to replace this fleet is not obtained, the annual repair expenditure increases in addition to potential risk in service levels and inevitable fleet failures due to the lack of reliability.

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

The Fleet Services Review, the practical replacement plan and the Fleet Management Information System ('FMIS') are all found within the Corporate Strategic Plan and are critical in maintaining existing infrastructure and in properly funding and managing the assets for Public Works.

Public Works - Fleet Management Improvement Initiatives

January 9, 2023

Page 4.

**Recommendation**

It is therefore recommended that Council take the following action:

That the report of the Director of Public Works dated January 9, 2023 concerning Fleet Services be received and that Council approve the funding of the smooth replacement plan displayed in Figure 2 (attached) at the 2023 budget deliberation time with support in principle for 2024 - 2025 funding, and furthermore if Council approves the 2023 Capital Budget and funding for the FMIS system during budget deliberations that the project consulting fees in the amount of \$120,000 be single sourced to Mercury Associates, Inc.

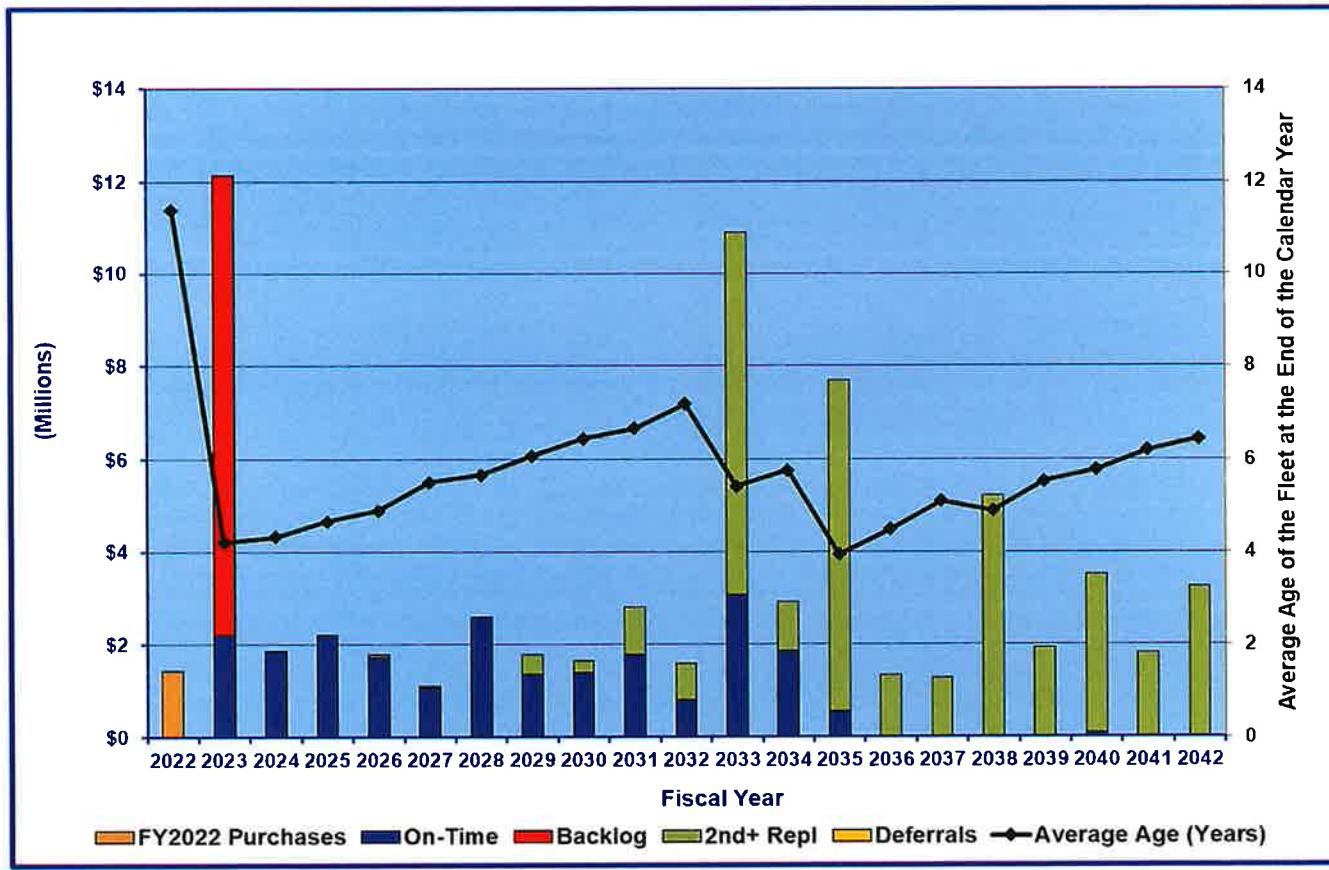
Respectfully submitted,

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

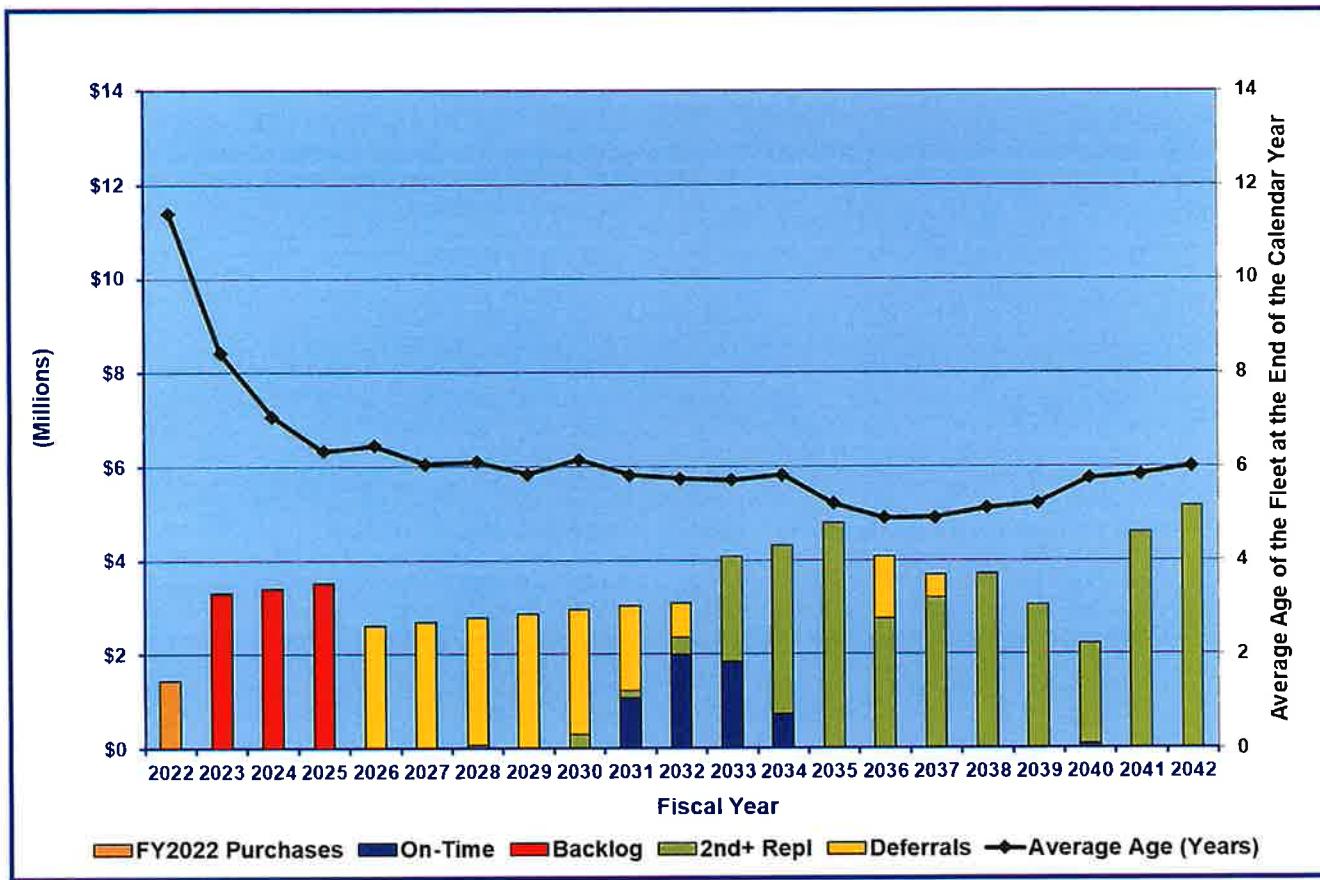


Statistic	Baseline Plan	Public Works	Sanitary	Landfill	Lease
Number of vehicles currently in the fleet	337	260	22	40	15
Number of vehicles that will meet or exceed recommended replacement age in FY 2023	138	121	4	13	0
Percentage of vehicles that will meet or exceed recommended age in FY 2023	41%	46.5%	18.2%	32.5%	0.0%
Number of vehicles that will exceed recommended replacement age in FY 2023	116	103	2	11	0
Percentage of vehicles that will exceed recommended age in FY 2023	34%	39.6%	9.1%	27.5%	0.0%
Current replacement cost of the entire fleet	\$45.0 M	\$29.1 M	\$3.3 M	\$6.8 M	\$5.7 M
Cost of replacing vehicles that will meet or exceed recommended age in FY 2023	\$15.3 M	\$12.1 M	\$0.5 M	\$2.7 M	\$0 M
Cost of replacing vehicles that will exceed recommended age in FY 2023	\$12.5 M	\$9.9 M	\$0.3 M	\$2.3 M	\$0 M
Cost of replacing vehicles overdue for replacement as a percentage of total fleet rep cost	28%	34.2%	8.3%	33.7%	0.0%
Current average fleet age	10.6	11.4	9.0	9.2	2.1
De Facto Replacement Cycle	21.2	22.8	18.0	18.4	4.2
Weighted average recommended replacement cycle (years)	12.0	11.9	14.3	11.7	11.7
Average annual fleet replacement cost	\$3.7 M	\$2.4 M	\$0.2 M	\$0.6 M	\$0.5 M
Average annual value of vehicle purchases (FY2017-21)	\$2.9 M	\$1.3 M	\$0.2 M	\$0.3 M	\$1.1 M
Years of replacement backlog based on average annual replacement cost	3.3	4.1	1.2	4.0	0.0
Years of replacement backlog based on average annual value of replacement purchases	4.3	7.8	1.3	6.6	0.0
Average current odometer reading	131,333	137,220	98,393	98,535	N/A
Average annual kilometers	14,138	14,587	11,080	11,887	N/A

# PW Baseline with Average Fleet Age



# PW Smooth Plan with Average Fleet Age



**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**BY-LAW 2023-1**

**TRAFFIC:** A by-law to consolidate amendments to Traffic By-law 77-200.

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to the provisions of Section 10 of *The Municipal Act, 2001*, S.O. 2001, c. 25 and amendments thereto **ENACTS** as follows:

**1. BY-LAW 77-200 SCHEDULES AMENDED**

Schedules A to Z inclusive and Schedule AA to Traffic By-law 77-200 are amended by listing the items alphabetically in each respective schedule.

**2. SCHEDULES**

Schedules A, AA, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z of By-law 77-200 form part of By-law 2023-1 and By-law 77-200.

**3. EFFECTIVE DATE**

This by-law is effective from the date of its final passing.

**PASSED** in open Council this 9th day of January, 2023.

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**MAYOR – MATTHEW SHOEMAKER**

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**CITY CLERK – RACHEL TYCZINSKI**

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**BY-LAW NO. 2023-2**

**TAXES:** A by-law to provide for Interim Tax Levies.

WHEREAS Section 317 of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that the council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS the Council of the Corporation of the City of Sault Ste. Marie deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

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

1. In this by-law the following words shall be defined as:

“Act” shall mean the *Municipal Act, 2001* S.O. 2001, C.25, as amended

“Minister” shall mean the Minister of Finance;

“MPAC” shall mean the Municipal Property Assessment Corporation;

“Treasurer” means the treasurer of the Corporation of the City of Sault Ste. Marie or a person delegated the Treasurer’s powers and duties under s.286 (5) of the Act.

2. The amounts levied shall be as follows and payable to the Treasurer:

- 2.1 For the Residential, Pipeline, Farm and Managed Forest property classes there shall be imposed and collected an interim levy of:

50% of the total taxes for municipal and school purposes levied in the year 2022 in accordance with Section 317(3) paragraph 2 of the Act.

- 2.2 For the Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim levy of:

50% of the total taxes for municipal and school purposes levied in the year 2022, in accordance with Section 317(3) paragraph 2 of the Act.

3. For the purposes of calculating the total amount of taxes for the year 2022 under paragraph 2, if any taxes for municipal and school purposes were levied on a property for only part of 2022 because assessment was added to the Tax Roll during 2022, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.

4. The provisions of this by-law apply in the event that assessment is added for the year 2023 to the Tax Roll after the date this by-law is passed and the tax levy shall be imposed and collected.
5. All taxes levied under this by-law shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law.
6. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out below. The penalty shall be one and one-quarter percent (1.25%) of the amount on the first day of default and on the first day of each calendar month during which the default continues, but not after the end of 2023.
7. Following December 31, 2022, interest charges of one and one-quarter percent (1.25%) shall be imposed upon the amount in default on the first calendar day of each month during which the default continues.
8. The final tax levy imposed by this by-law shall be paid in two installments due on the following dates:
  - 8.1 One-half (1/2) thereof on the 6<sup>th</sup> day of March, 2023;
  - 8.2 One-half (1/2) thereof on the 5<sup>th</sup> day of May, 2023.
9. A notice specifying the amount of taxes payable, may be mailed or cause to be mailed to the address of the residence or place of business of each person taxed under this by-law by the Treasurer.
10. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered in the Tax roll under Section 340 of the Act.
11. The Treasurer may adjust the interim levy of a property if the taxes imposed by this by-law are in excess of 50% of the taxes levied on that property in 2022, adjusted to annualize any assessment changes that occurred during 2022, adjusted to annualize any assessment changes that occurred during 2022. No adjustment shall reduce the 2023 interim levy below 50% of the adjusted tax amount.
12. The subsequent levy for the year 2023 to be made under the Act shall be reduced by the amount to be raised by the levy imposed by this by-law.
13. The provisions of Section 317 of the Act, apply to this by-law with necessary modifications.
14. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage

charge imposed and collectable under section 7 of this by-law in respect of non-payment or late payment of any taxes or any installment of taxes.

15. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
16. By-law 2022-10 is hereby repealed
17. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.

18. **EFFECTIVE DATE**

This by-law takes effect from the date of its final passing.

**PASSED** in open Council this 9<sup>th</sup> day of January, 2023.

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**MAYOR – MATTHEW SHOEMAKER**

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**CITY CLERK – RACHEL TYCZINSKI**

LEGAL\STAFF\COUNCIL\BY-LAWS\2023\2023-2 INTERIM TAX LEVIES.DOCX

# THE CORPORATION OF THE CITY OF SAULT STE. MARIE

## BY-LAW NO. 2023-3

A by-law to delegate tax appeal applications received under subsection 357 (1) (d.1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to the Assessment Review Board in accordance with subsection 357(11) of the Municipal Act, 2001, S.O 2001, c.25, as amended.

WHEREAS subsection 357(1) (d.1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended from time to time (the "Municipal Act, 2001") provides that upon application to the treasurer of a local municipality made in accordance with subsection 357(1) of the *Municipal Act, 2001*, the local municipality may cancel, reduce or refund all or part of taxes levied on land in the year of which the application is made, where the applicant is unable to pay taxes because of sickness or extreme poverty;

AND WHEREAS subsection 357(11) of the *Municipal Act, 2001*, provides that a council may pass a by-law authorizing the Assessment Review Board to exercise the powers and functions of the council under subsections 357(1) and (5) with respect to applications made under subsection 357(1) and thereafter, subsections 357(6), (7), (8), (9) and (10) do not apply to those applications;

AND WHEREAS Council for the Corporation of the City of Sault Ste. Marie deems it appropriate to pass a by-law in accordance with 357(11) of the *Municipal Act, 2001*, pertaining to subsection 357(1) (d.1) of the *Municipal Act, 2001*.

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

1. The Assessment Review Board is authorized to exercise the powers and functions of Council of the Corporation of the City of Sault Ste. Marie under section 357 of the *Municipal Act, 2001*, S.O. 2001 c. 25 as amended for applications under 357(1) (d.1) only, for the cancellation, reduction or refund of taxes where the applicant is unable to pay taxes because of sickness or extreme poverty.

### 2. **EFFECTIVE DATE**

This by-law takes effect from the date of its passing.

**PASSED** in open Council this 9th day of January, 2023.

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**MAYOR – MATTHEW SHOEMAKER**

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**CITY CLERK – RACHEL TYCZINSKI**

THE CORPORATION OF THE CITY OF SAULT STE.MARIE

**BY-LAW 2023-4**

**OFFICIAL PLAN AMENDMENT:** A by-law to adopt Amendment No. 244 to the Official Plan for the City of Sault Ste. Marie (Steve Ficociello - Ark Developments Inc. – 400 Second Line West).

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 17 of the *Planning Act*, R.S.O. 1990, c. P.13 and amendments thereto, **ENACTS** as follows:

1. The Council hereby adopts Amendment No. 244 to the Official Plan for the Sault Ste. Marie planning area in the form attached hereto.
2. Subject to any referrals under the Planning Act, this by-law shall come into force on the date of its final passing.

PASSED in open Council this 9<sup>th</sup> day of January, 2023.

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**MAYOR – MATTHEW SHOEMAKER**

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**CITY CLERK – RACHEL TYCZINSKI**

**AMENDMENT NO. 244  
TO THE  
SAULT STE. MARIE OFFICIAL PLAN**

**PURPOSE**

This Amendment is a map change amendment to Land Use Map (Schedule C) of the Official Plan.

**LOCATION**

Lot 12, RCP H625, Township of Korah; Sault Ste. Marie, ON subject to easements as in T82444 and T82464, having Civic Number 400 Second Line West, located at the north side of Second Line West, approximately 75 metres east of Prentice Avenue.

**BASIS**

This Schedule C amendment is necessary in view of a request to permit commercial uses on the subject property. The development proposal does not conform to the present Land Use Schedule C of the Official Plan.

Council now considers it desirable to amend the Official Plan.

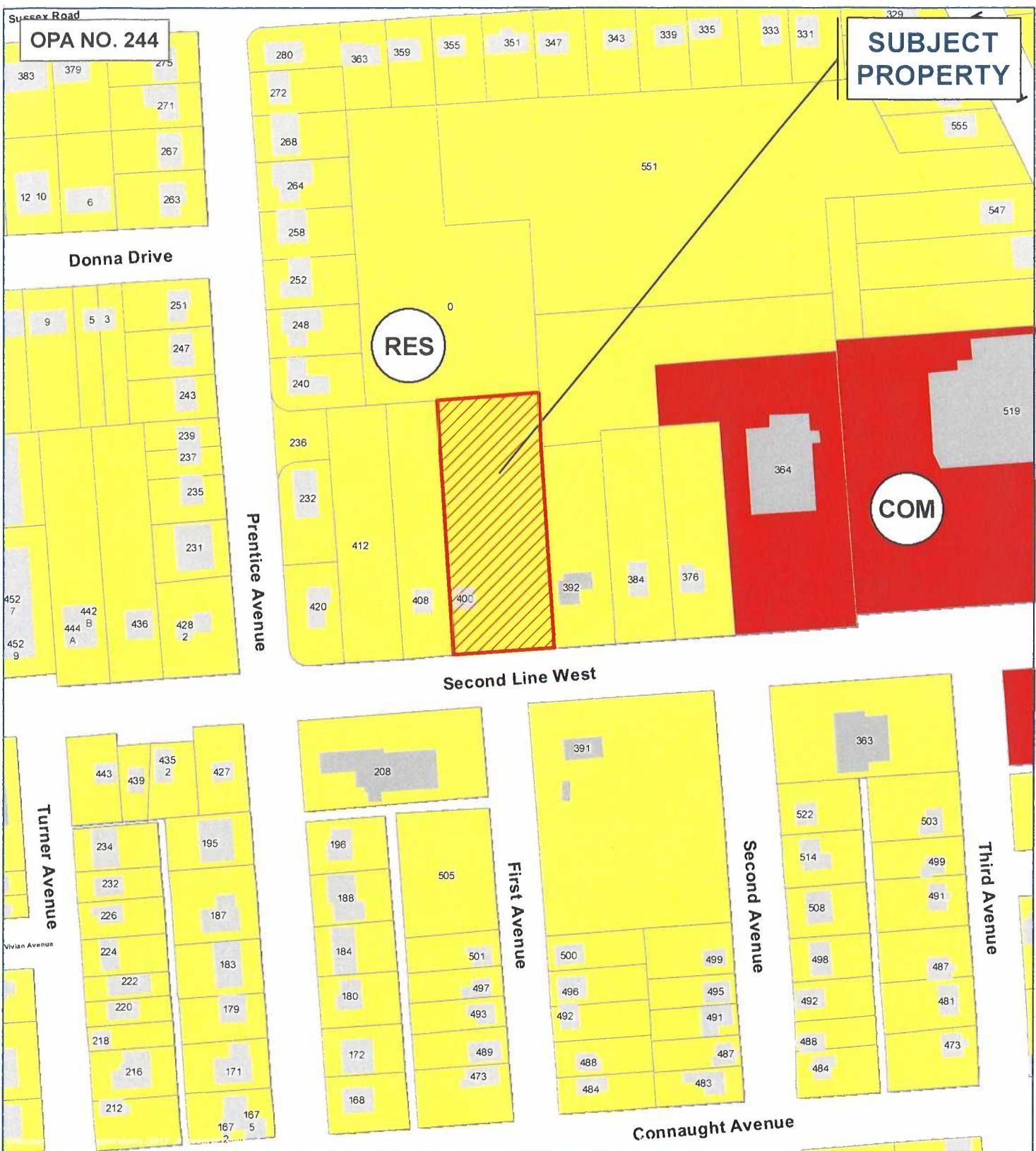
**DETAILS OF THE ACTUAL AMENDMENT & POLICIES RELATED THERETO**

The Official Plan for the City of Sault Ste. Marie is hereby amended with the following Schedule C map changes and notwithstanding clauses:

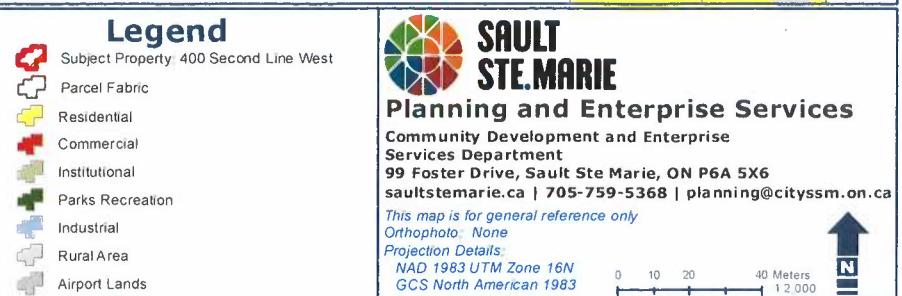
- Re-designate 400 Second Line West from Residential to Commercial.

**INTERPRETATION**

The provisions of the Official Plan as amended from time to time will be applied to this Amendment.



Application Map Series	
<input type="checkbox"/> Subject Property	<input checked="" type="checkbox"/> Official Plan Landuse
<input type="checkbox"/> Existing Zoning	<input type="checkbox"/> Aerial Image
<input type="checkbox"/> Official Plan Amendment	
Property Information	
Civic Address: 400 Second Line West	
Roll No.: 060011088000000	
Map No.: 80/1-90	
Application No.: A-13-22-ZOP	
Date Created: November 16, 2022	



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

**BY-LAW NO. 2023-5**

**ZONING:** A by-law to amend Sault Ste. Marie Zoning By-laws 2005-150 and 2005-151 concerning lands located at 400 Second Line West (Steve Ficociello – Ark Developments Inc.).

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 34 of the *Planning Act*, R.S.O. 1990, c. P.13 and amendments thereto, **ENACTS** as follows:

1. **400 SECOND LINE WEST; LOCATED ON THE NORTH SIDE OF SECOND LINE WEST, APPROXIMATELY 75 METRES EAST OF PRENTICE AVENUE; CHANGE FROM R4.351 H WITH A “SPECIAL EXCEPTION”, SUBJECT TO A HOLDING PROVISION TO C4.S WITH A NEW “SPECIAL EXCEPTION”**

The zone designation on the lands described in Section 2 of this by-law, which lands are shown on Map 80 of Schedule “A” to By-law 2005-150, is changed from R4.351 H (Medium Density Residential) Zone, subject to a Holding provision to C4.S (General Commercial) zone with a new “Special Exception”.

2. **BY-LAW 2005-151 AMENDED**

Section 2 of By-law 2005-151 is amended by adding the following subsection 2(428) and heading as follows:

**“2(428) 400 Second Line West**

Despite the provisions of By-law 2005-150, the zone designation on the lands located on the north side of Second Line West, approximately 75 metres east of Prentice Avenue and having civic no. 400 Second Line West and outlined and marked “Subject Property” on the map attached as Schedule 428 hereto is changed from R4.351 H (Medium Density Residential) zone to C4.S (General Commercial) zone with a new “Special Exception” to:

1. Increase the maximum gross floor area for office uses outside of the Downtown from 300 to 500 square meters.

2. Prohibit fuel sales, motor vehicle sales and parts dealers, and motor vehicle repair and maintenance.

3. **SCHEDULE “A”**

Schedule “A” hereto forms a part of this by-law.

4. **CERTIFICATE OF CONFORMITY**

It is hereby certified that this by-law is in conformity with the Official Plan for the City of Sault Ste. Marie authorized and in force on the day of the passing of this by-law as amended by Official Plan Amendment No. 244.

PASSED in Open Council this 9th day of January, 2023.

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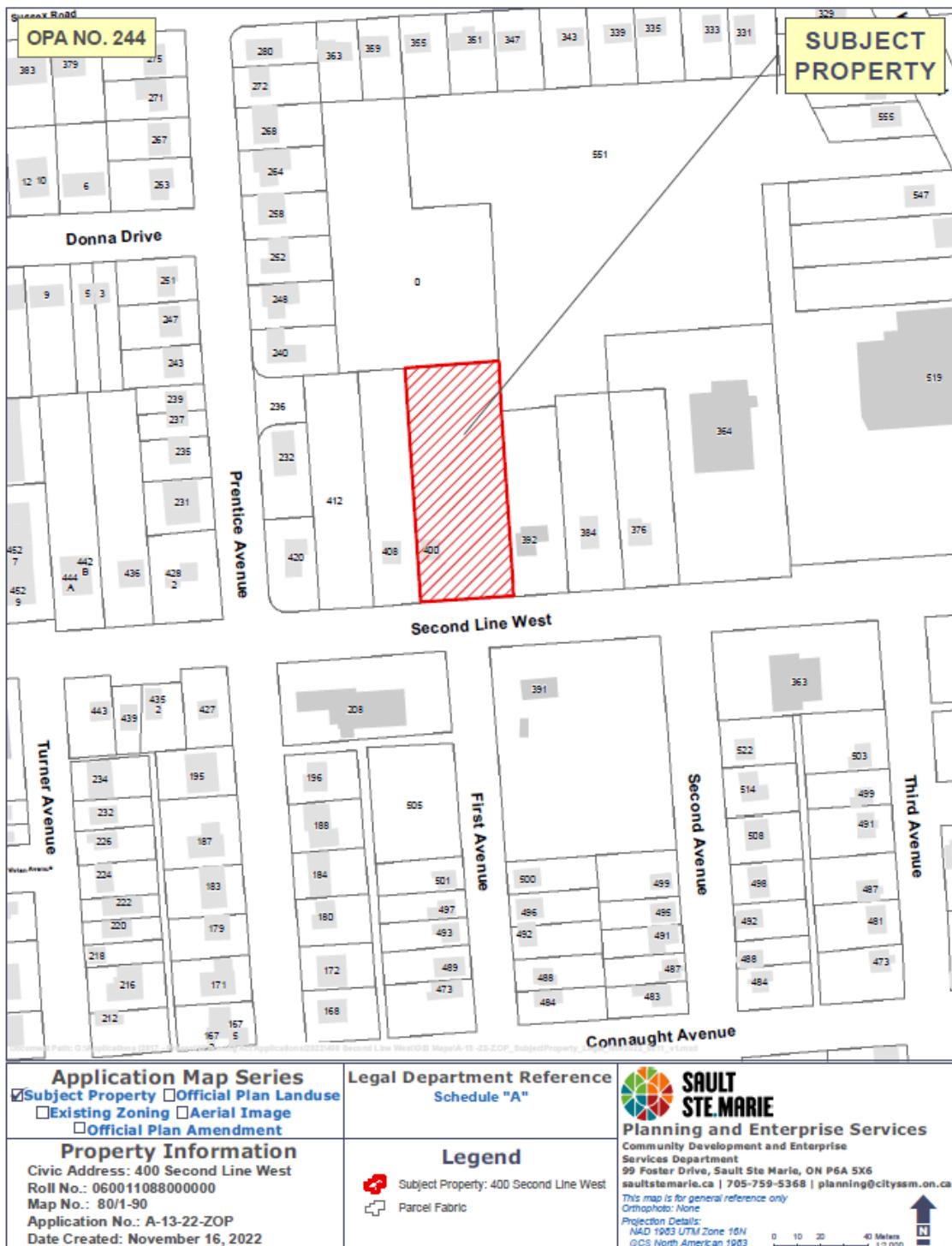
**MAYOR – MATTHEW SHOEMAKER**

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**CITY CLERK – RACHEL TYCZINSKI**

LEGAL\STAFF\LEGAL\ZONING\2023\SECOND LINE WEST, 400\2022-5 ZONING.DOCX

SCHEDULE "A" TO BY-LAW 2023-5 AND  
SCHEDULE 428 TO BY-LAW 2005-151



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

**BY-LAW NO. 2023-6**

**ZONING:** A by-law to amend Sault Ste. Marie Zoning By-laws 2005-150 and 2005-151 concerning lands located at 551 Korah Road and 0 Prentice Avenue (Grammi Developments Ltd.)

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 34 of the *Planning Act*, R.S.O. 1990, c. P.13 and amendments thereto, **ENACTS** as follows:

1. **551 KORAH ROAD AND 0 PRENTICE AVENUE; LOCATED IN CLOSE PROXIMITY TO THE NORTHWEST CORNER OF SECOND LINE WEST AND KORAH ROAD, WITH APPROXIMATELY 14M OF FRONTAGE ON KORAH ROAD, APPROXIMATELY 175M NORTH OF ITS INTERSECTION WITH SECOND LINE WEST; CHANGE FROM C4 & R2 TO R4.S.H WITH AN AMENDED “SPECIAL EXCXEPTION” AND WITH A HOLDING PROVISION**
2. The zone designation on the lands described in Section 2 of this by-law, which lands are shown on Map 1-90 of Schedule “A” to By-law 2005-150, is changed from C4 (General Commercial) zone and R2 (Single Detached Residential) zone to R4.S.H (Medium Density Residential) zone with an amended “Special Exception” and with a “Holding Provision”.

**BY-LAW 2005-151 AMENDED**

Section 2 of By-law 2005-151 is amended by repealing section 2(351) and adding the following subsection 2(351) and heading as follows:

**“2(351)**

Despite the provisions of By-law 2005-150, the zone designation on the lands located on the northwest corner of Second Line West and Korah Road, with approximately 14m of frontage on Korah Road, approximately 175m north of its intersection with Second Line West, and having civic no. 551 Korah Road and 0 Prentice Avenue and outlined and marked “Subject Properties” on the map attached as Schedule 351 hereto is changed from C4 (General Commercial) zone and R2 (Single Detached Residential) zone to R4.S.H. (Medium density Residential) zone with a “Special Exception” and with a “Holding Provision”, subject to the following conditions:

- (1) That the front yard setbacks from Draft Approved Lots 1, 2 and 3 be reduced from 7.5m to 5m;
- (2) That no structure on Draft Approved Lots 2 and 3 be permitted to be greater than three (3) storeys in height; and
- (3) That no development pursuant to this by-law may take place on Draft Approved Lots 2 and 3 until the “Holding Provision” has been removed by an amendment to this by-law by City Council. The “Holding Provision” in this by-law shall only be removed by City Council pursuant to Section 36 of the Planning Act provided that the proponents:
  - a. Hire a qualified professional to develop an overall landscape plan for Lots 2 and 3, which shall include a tree retention strategy, as well as a buffering plan, including tree species, callipers and heights upon planting, as well as any fencing locations;
  - b. Submit a site plan for Lots 2 and 3, showing building and parking lot locations, building envelopes, elevations and heights, parking locations and any other design details intended to minimize off-site impacts to abutting residential neighbours; and
  - c. Satisfy Council that appropriate measures will be put in place to adequately mitigate off-site impacts associated with the proposed development of Lots 2 and 3.”

3. **SCHEDULE “A”**

Schedule “A” hereto forms a part of this by-law.

4. **CERTIFICATE OF CONFORMITY**

It is hereby certified that this by-law is in conformity with the Official Plan for the City of Sault Ste. Marie authorized and in force on the day of the passing of this by-law.

PASSED in Open Council this 9<sup>th</sup> day of January, 2023.

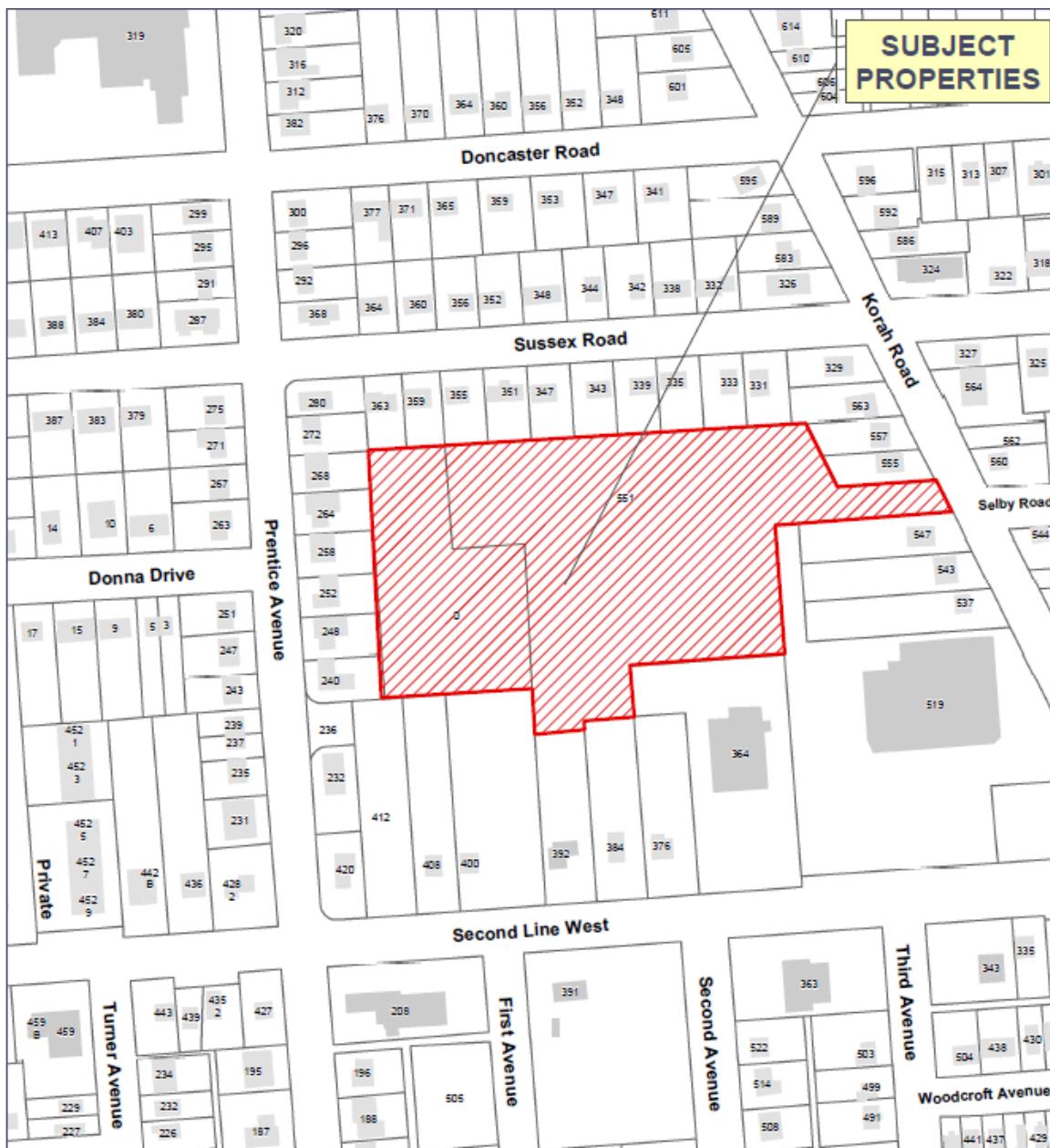
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**MAYOR – MATTHEW SHOEMAKER**

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**CITY CLERK – RACHEL TYCZINSKI**

SCHEDULE "A" TO BY-LAW 2023-6 AND  
SCHEDULE 351 TO BY-LAW 2005-151



Application Map Series	Legal Department Reference
<input checked="" type="checkbox"/> Subject Property <input type="checkbox"/> Official Plan Landuse <input type="checkbox"/> Existing Zoning <input type="checkbox"/> Aerial Image <input type="checkbox"/> Official Plan Amendment	Schedule "A"  <b>Legend</b> Subject Property: 551 Korah Road and 0 Prentice Avenue Parcel Fabric
<b>Property Information</b> Civic Addresses: 551 Korah Road and 0 Prentice Avenue	<b>SAULT STE. MARIE</b> Planning and Enterprise Services Community Development and Enterprise Services Department 99 Foster Drive, Sault Ste Marie, ON P6A 5X6 saultstemarie.ca   705-759-5368   planning@citysm.on.ca <small>This map is for general reference only.            Orthophoto: None            Projection Details:            NAD 1983 UTM Zone 15N            GCS North American 1983</small>

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

**BY-LAW 2023-7**

**TRAFFIC:** A by-law to amend the Traffic By-law 77-200.

**THE COUNCIL** of the Corporation of the City of Sault Ste. Marie, pursuant to the provisions of section 10 of the *Municipal Act, 2001*, S.O. 2001, c. 25, and amendments thereto **ENACTS** as follows:

**1. BY-LAW 77-200 AMENDED**

By-law 77-200 Part X Section 52B – Bicycle Lanes Closed is amended by deleting:

“No person shall ride a bicycle on any bicycle lane during this time period.”

**2. EFFECTIVE DATE**

This by-law takes effect on the date of its final passing.

**PASSED** in open Council this 9th day of January, 2023.

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**MAYOR – MATTHEW SHOEMAKER**

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**CITY CLERK – RACHEL TYCZINSKI**

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**BY-LAW NO. 2023-8**

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

**THE COUNCIL** of the Corporation of the City of Sault Ste. Marie pursuant to section 15 of the *Police Services Act*, R.S.O. 1990, chapter p. 15 and amendments thereto, **ENACTS** as follows:

**1. SCHEDULE "A" TO BY-LAW 90-305 REPEALED**

Schedule "A" to By-law 90-305 is hereby repealed and replaced with Schedule "A" attached to this by-law.

**2. EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 9<sup>th</sup> day of January, 2023.

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**MAYOR – MATTHEW SHOEMAKER**

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**CITY CLERK – RACHEL TYCZINSKI**

# Schedule "A"

<u>BADGE SPECIAL CONSTABLE</u>	<u>EMPLOYER</u>	<u>PROPERTY LOCATION</u>
<b>SCHEDULE "A"</b>		
26 MCLEOD,ROD	FLEMING & SMITH	378 QUEEN ST E & APARTMENTS & 27 KING ST.
30 RENDELL,VERIN	ALGOMA CENTRAL PROP	STATION MALL/STATION 49/STATION TOWER
151 PARR,DEREK	NORPRO SECURITY	DAVEY HOME/QUEENSCENTRE/HURON ST. PROPERITES/ALGOMA PUBLIC HEALTH/E
163 BUMBACCO,PHILIP	ALGOMA CENTRAL PROP	STATION MALL/STATION 49/STATION TOWER
196 MCGRAYNE,Laura Lee	ALGOMA CENTRAL PROP	STATION MALL/STATION 49/STATION TOWER
253 TRAVESON,TERRANCE	NORTH EAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
267 CORBIERE,JOHN(TED)	NORPRO SECURITY	DAVEY HOME/QUEENSCENTRE/HURON ST. PROPERITES/ALGOMA PUBLIC HEALTH/E
276 SMITH,DENNIS,ROBERT	G4S SECURE SOLUTIONS	SAULT AREA HOSPITAL
334 MILLER,BRADLEY	CITY OF SAULT STE MARIE	TRANSIT SERVICE AREA
344 HARPE,KEN	HOLIDAY INN.	320 BAY ST.
366 TROIOW,VICTORIA	G4S SECURE SOLUTIONS	SAULT HOSPITAL
370 HANSEN,LOUIS	ONT.FINNISH HOME ASS.	725 NORTH ST.
374 TAAVEL,ANDRE	CITY OF SAULT STE MARIE	TRANSIT SERVICE AREA
397 LAFRAMBOISE,YVON	NORTH EAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
411 MOORE,ROBERT	NORPRO SECURITY	DAVEY HOME/QUEENSCENTRE/HURON ST. PROPERITES/ALGOMA PUBLIC HEALTH/E
443 MARCIL,MARK	NORPRO SECURITY	DAVEY HOME/QUEENSCENTRE/HURON ST. PROPERITES/ALGOMA PUBLIC HEALTH/E
446 HALL/DAY,DANA	SAULT COLLEGE	443 NORTHERN AVE
456 CONEYBEARE,KEVIN	NORTH EAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
459 SLEEMAN,RAY	G4S SECURE SOLUTIONS	SAULT AREA HOSPITAL
460 BOUGIE,DAN	G4S SECURE SOLUTIONS	SAULT AREA HOSPITAL
463 MORIN,ALEX	CORPS. OF COMM.	GREAT LAKES FOREST RESEARCH CENTRE
464 DITOMMASO,RYAN	2220917 ONT. INC.	489 BAY ST/535 QUEEN ST E
465 DELAVALLE,DON	NORTH EAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
484 MCLEOD, VIRGINIA	CITY OF SAULT STE MARIE	PARK&SPORTS COMPLEX/QE SPORTS COMPLEX/JOHN RHODES COMMUNITY
493 BROWN,FRASER	NORTH EAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
516 GAY,JAMES	NORTH EAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
517 ROY,BRENDA	NORTH EAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
541 DIMMA,WILLIAM	ALGOMA CENTRAL PROP	STATION MALL/STATION 49/STATION TOWER
548 CARON,ROGER	CITY OF SAULT STE MARIE	99 FOSTER DR. (CIVC CENTRE)
565 LISCUMB,GERALD	NORPRO SECURITY	DAVEY HOME/QUEENSCENTRE/HURON ST. PROPERITES/ALGOMA PUBLIC HEALTH/E
566 SWEET,WILLARD	NORTH EAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
568 PICK,DENNY	CORPS OF COMM	SAULT AIRPORT
574 BOUCHARD,DARYL	NORTH EAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
599 BUMBACCO,CARL	CB HOME INSTALLTIONS	321 JOHN ST /342,346 ST GEORGE'S AVE.
601 HART, JASON	NORPRO SECURITY	DAVEY HOME/QUEENSCENTRE/HURON ST. PROPERITES/ALGOMA PUBLIC HEALTH/E
602 GREENWOOD,LESLIE	GREENWOOD HARDWARD	41 ALBERT ST W
603 LAMMING,DAVE	CITY OF SAULT STE MARIE	TRANSIT SERVICE AREA
607 FROST,CHRISTIAN	CITY OF SAULT STE MARIE	TRANSIT SERVICE AREA
608 ALISAT,THOMAS	ALISATS RUST PROOFING	24 QUEEN ST W
609 ROBINSON,SHAWN	ALISATS RUST PROOFING	24 QUEEN ST W
611 MIZZI,PRESTON	WENDY'S	1 QUEEN ST W
619 BERTO,DEBORAH	GATEVIEW REALTY INC.	304-310 ALBERT ST/420A&B MCNABB/715 DOUGLAS/67 ELGIN/47 PRINCESS/18 FERG
622 PROULX,PATRICK	CITY OF SAULT STE MARIE	JOHN RHODES/ESSAR CENTRE/MCMEKEN CENTRE/NORTHERN COMMUNITY CENT
623 AYTON,BENJAMIN	CITY OF SAULT STE MARIE	JOHN RHODES/GFL MEMORIAL GARDENS/MCMEEKEN CENTRE/NORTHERN COMM
624 MIHAILIUK,JASON	CITY OF SAULT STE MARIE	JOHN RHODES/GFL MEMORIAL GARDENS/MCMEEKEN CENTRE/NORTHERN COMM
627 BAKER,WILLIAM	STANDARD PARKING	ONTARIO REALITY CORP/ROBERTA BONDAR PLACE/426 QUEEN ST E/BREWERY BLC
633 HILL,MICHAEL	NORTH EAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
634 TIBBLES,COLLEEN	STANDARD PARKING	ONTARIO REALITY CORP/ROBERTA BONDAR PLACE/426 QUEEN ST E/BREWERY BLC
637 TOMASONE,LUIGI	LOU'S AUTOMOTIVE	317 ALBERT ST E
638 SICOLY,TERESA	AIRPORT	1-475 AIRPORT RD.
643 SHAW,KEVIN	CITY OF SAULT STE MARIE	BELLUVUE MARINA &PARK/ BONDAR MARINE & PARK/STRATHCLAIR DOG PARK&SPC
644 SANTA MARIE,ROBERT	CITY OF SAULT STE MARIE	JOHN RHODES/ESSAR CENTRE/MCMEKEN CENTRE/NORTHERN COMMUNITY CENT
646 BOOTH,ABBY	CITY OF SAULT STE MARIE	JOHN RHODES/ESSAR CENTRE/MCMEKEN CENTRE/NORTHERN COMMUNITY CENT
649 GRAHAM,STEVEN	FENGATE PROPERTY	248 NORTHERN AVE
653 BIOCCHI,CHRISTOPHER	AIRPORT	1-475 AIRPORT RD.
664 HAMMERSTEDT,ERIC	STRICTLY CONFIDENTIAL INC	RJ'S MARKET
665 MATTHEWS,SUANNE	NORTHLAND ANIMAL HOSP	695 TRUNK RD.
666 AITKEN,ANDREW	G4S SECURITY	SAULT HOSPITAL
669 BOREAN,RICK	CITY OF SAULT STE MARIE	BELLUVUE MARINA &PARK/ BONDAR MARINE & PARK/STRATHCLAIR DOG PARK&SPC
670 MCGUIRE,STEVE	REGENT PROPERTY	402/302 BAY ST/390 BAY/RIVERWALK CONDOS
671 MCGUIRE,PATRICK	REGENT PROPERTY	402/302 BAY ST/390 BAY/RIVERWALK CONDOS
674 DERASP,RICHARD	CORPS OF COMM	SAULT AIRPORT
676 THOMPSON,JOHN	CORPS OF COMM	SAULT AIRPORT
677 MACMILLAN,TYLER	CORPS OF COMM	SAULT AIRPORT
678 PERRON,JENNIFER	CORPS OF COMM	SAULT AIRPORT
679 CHATEAUNEUF,YVON	CITY OF SAULT STE MARIE	PUBLIC WORKS PLOWING AREAS
686 ASH,KEITH	CITY OF SAULT STE MARIE	PUBLIC WORKS PLOWING AREAS
687 POSSAMAI,MIKE	CITY OF SAULT STE MARIE	

688	KING, MICHAEL	CITY OF SAULT STE MARIE	PUBLIC WORKS PLOWING AREAS
689	SUBRAMANIAM, DASA	DAYS INN	332 BAY ST
694	LIPPE, ANDREW	NORTH EAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
695	LAURICELLA, DIEGO	CITY OF SAULT STE MARIE	PUBLIC WORKS PLOWING AREAS
696	CLARIDA, JEFF	CITY OF SAULT STE MARIE	PUBLIC WORKS PLOWING AREAS
697	OLAR, GREG	CITY OF SAULT STE MARIE	PUBLIC WORKS PLOWING AREAS
698	DEPLONTY, HERBERT	NORTHEAST SECURITY	PUBLIC WORKS PLOWING AREAS
707	FINN, ROBERT	G4S SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
708	POWLEY, CHAD	Riversedge Developments	SAULT AREA HOSPITAL
711	MASON, STEPHEN	Ontario Finnish Resthome	503 BAY ST
712	KOOSTACHIN, ANDREW	Jennex Cho Enterprises	725 North St.
713	Cho, Linda	G4S SECURITY	129 Second Line West
714	DESANDO, ALEXANDER	NORPRO SECURITY	SAULT AREA HOSPITAL
715	MITCHELL, SPENCER	NORTHEAST SECURITY	DAVEY HOME/QUEENSCENTRE/HURON ST. PROPERITES/ALGOMA PUBLIC HEALTH/E
717	GUY, AMY	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
718	SCOTLAND, KEVIN	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
723	ROCCA, ANTHONY	NORPRO SECURITY	DAVEY HOME/QUEENSCENTRE/HURON ST. PROPERITES/ALGOMA PUBLIC HEALTH/E
724	ROULEAU, MICHEAL	CORPS OF COMM	SAULT AIRPORT
725	PAAT, EMMA LEE	AIRPORT	SAULT AIRPORT
727	CLARK, DYLAN	G4S SECURITY	SAULT AREA HOSPITAL
731	NOTT, REGINALD	CORPS OF COMM	SAULT AIRPORT
733	GREGORCHUK, CATHERINE	REAL ESTATE STOP INC	2 QUEEN STREET WEST
735	KEMP, ROBERT	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
736	BLAIR, BRENT	PROPERTY ONE	421 BAY ST
737	MARTONE, DONATO	PROPERTY ONE	421 BAY ST / ST. BERNARDS 1139 QUEEN ST E / 303 MACDONALD AVE / 405 QUEEN S'
740	VERMA, ABBISHEK	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
741	DEGASPARRO, SHERRI	AIRPORT	SAULT AIRPORT
742	VOWELS-WING, LAURIE	NORTH 44 PROPERTY MGT	844 & 860 QUEEN ST E, 524,524A,536,& 536A GOULAIIS AVE
743	MILNE, GEORGE	CROATIAN VILLAGE	80 SACKVILLE RD
744	MCLEAN, JEFF	SKYLINE LIVING	SKYLINE PROPERTIES/621 MACDONALD AVE
745	QUESNELLE, TIMOTHY	PROPERTY ONE	421 BAY ST/COMMUNITY FIRST CREDIT UNION
746	BELANGER, CARL	PERZIA GROUP	70 EAST ST/ 700 BAY ST
747	SCOTT, RYAN	YMCA	235 MCNABB STREET
748	GRAHAM, TIMOTHY	PINE/ALLARD APTS	751/769 PINE STREET/171 WILLOW AVE/94/108 ALLARD STREET
750	NEVEAU, ERIC	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
751	BRETON, JULIEN	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
752	HARTEN, ARYANNA	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
753	DISANO, RONALD	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
754	DAVIES, RHONDA	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
755	HEIDT, TERRY	NORPRO SECURITY	DAVEY HOME/QUEENSCENTRE/HURON ST. PROPERITES/ALGOMA PUBLIC HEALTH/E
756	MCCOY, ROBERT	NORPRO SECURITY	DAVEY HOME/QUEENSCENTRE/HURON ST. PROPERITES/ALGOMA PUBLIC HEALTH/E
757	WERTH, KARL	KC SECURITY	CONTRACTED CLIENTS ON PRIVATE PROPERTY
759	FITTON, MATTHEW	G4S SECURITY	SAULT AREA HOSPITAL
760	FARKAS, DARIEN	G4S SECURITY	SAULT AREA HOSPITAL
761	SLATER, KYLE	KC SECURITY	CONTRACTED CLIENTS ON PRIVATE PROPERTY
762	MACKENZIE, JENNA	G4S SECURITY	SAULT AREA HOSPITAL
763	CIOTTI, MARK	DSSAB	SSM HOUSING PROPERTIES
764	PARDY, NATHAN	KC SECURITY	Bellevue Park&Marina, Strathclair Park, James Elliot Park, Roberta Bondar
765	LAPRADE, DANIEL	KC SECURITY	Park&Marina,Pointe Des Chenes, PWT, 556 Queen St E, ADSB& HSCDSB-All Locations,
766	PALARO, DONALD	CITY OF SAULT STE MARIE	Bellevue Park&Marina, Strathclair Park, James Elliot Park, Roberta Bondar
767	JOHNSON, DREW	CITY OF SAULT STE MARIE	Park&Marina,Pointe Des Chenes, PWT, 556 Queen St E, ADSB& HSCDSB-All Locations,
768	TULLOCH, BRANDON	NORTHEAST SECURITY	JOHN RHODES/GFL MEMORIAL GARDENS/MCMEEKEN CENTRE/NORTHERN COMMU
769	WEST, NADINE	NORTHEAST SECURITY	ROBERTA BONDAR PARK & BELLEVUE MARINA
770	BHARDWAJ, RISHABH	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
771	JANKAR, PAVAN	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
772	SINGH, ARSHPREET	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
773	VERMA, PUNEET	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
774	GILL, HARPREET	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
775	KUMAR, ANKUR	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
776	FRANCE, ADAM	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
777	LONG, CHRISTYNE	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
778	SEWELL, CAROLYN	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
779	BONIN, THOMAS	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
780	SINGH, GURPREET	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
781	PATEL, JANKI	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
782	PATEL, PARAS	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
783	THOROLD, EDWARD	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
784	MORIN, KEVIN	KC SECURITY	CONTRACTED CLIENTS ON PRIVATE PROPERTY
785	SULLIVAN, KASSANDRA	G4S SECURITY	SAULT AREA HOSPITAL
786	DUDGEON, JAMIE	KC SECURITY	CONTRACTED CLIENTS ON PRIVATE PROPERTY
787	HINZ, MIKAELA	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
788	LAPISH, ALEXANDER	ALGOMA STEEL	LOTS OFF WEST & PATRICK ST, KORAH RD, GOULAIIS AVE
789	BRUNI, MICHAEL	G4S SECURITY	SAULT AREA HOSPITAL
790	GREGO, JOSHUA	166721 ONTARIO INC	DOCTORS BUILDING - 955 QUEEN ST E
791	SGOURADITIS, RENEE	UNIT PARK	420 QUEEN ST E, 70 FOSTER DR
792	CHAPMAN, DANIEL	ALGOMA STEEL	LOTS OFF WEST & PATRICK ST, KORAH RD, GOULAIIS AVE
793	DEEVEY, CODY-LEE	KC SECURITY	CONTRACTED CLIENTS ON PRIVATE PROPERTY
794	CHIASSON, VIOLOA	WILLIAMS McDANIEL	GARDEN COURTS APARTMENTS - 721/731 PINE ST, 62/76 ALLARD ST

795	PLAUNT, DOUGLAS	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
796	SINGH, RAMANDEEP	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
797	PETERS, JOHNATHAN	HOLIDAY INN EXPRESS	320 BAY STREET
798	ROBINSON, GRANT	HOLIDAY INN EXPRESS	321 BAY STREET
799	VINE, GLEN	HOLIDAY INN EXPRESS	322 BAY STREET
800	GRECO, GIUSEPPE	QUEENSTOWN IDA	302 QUEEN ST E (PROPERTY ON KING ST)
801	FOUCHER, JORDAN	KC SECURITY	CONTRACTED CLIENTS ON PRIVATE PROPERTY
802	ROBERT, LEONARD	NORTHEAST SECURITY	773 GREAT NORTHERN RD (GROUP HEALTH CENTRE)
803	MCMILLAN, TAYLOR	KC SECURITY	CONTRACTED CLIENTS ON PRIVATE PROPERTY
804	STOROZUK, JAMES	SKYLINE LIVING	621,627,631 MACDONALD AVENUE
805	MCLURG, SCOTT	SKYLINE LIVING	621, 627, 631 MACDONALD AVENUE
806	LEMIRE, MICHEL	KC SECURITY	CONTRACTED CLIENTS ON PRIVATE PROPERTY
807	PIHELGAS, JARI	CITY OF SAULT STE MARIE	STRATHCLAIR, DOG PARK, JOHN RHODES, NORTHERN COMMUNITY CENTRE
808	JOHAL, SUKHSIMRATPREET	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
809	AYUSH, AYUSH	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
810	BHARDWAJ, RISHABH	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
811	BOUCHARD, EMILY	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
812	KAUR, PARMINDERJIT	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
813	KAUR, SIMRANJIT	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
814	NATT, THAKUR	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
815	WAGNER, MATTHEW	NORTHEAST SECURITY	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
816	DHANEKAR, PUSHKAR	PINE/ALLARD APTS	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
817	SEABROOK, CARRIE	PINE/ALLARD APTS	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
818	THOROGOOD, WILLIAM	STATION MALL	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
819	BOND, JACELYN	STATION MALL	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
820	ADAMS, MERRICK	STATION MALL	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
821	SWINN, MITCHELL	STATION MALL	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
822	BIRCH, KYLE	STATION MALL	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
823	DESGAGNES, ALYSSA	STATION MALL	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
824	RIGGINS, DAKOTA	STATION MALL	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
825	TURCO, DEVON	STATION MALL	S.COLLEGE/A.UNIVERSITY & RES./ESSAR CENTRE/GHC/CAMBRIAN MALL/TENARIS/JC
826	STONEMAN, ROBERT	OFRA	721/723/725/727 NORTH STREET
827	HUNTER, JASON	OFRA	721/723/725/727 NORTH STREET
828	PIGEAU, MARNEY	KC SECURITY	CONTRACTED CLIENTS ON PRIVATE PROPERTY
829	VERMA, TARUN	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
830	TRUDEL, SAMUEL	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT
831	KAUR, HARNOOR	NEPTUNE SECURITY	SAULT STE. MARIE AIRPORT

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**BY-LAW NO. 2023-9**

**PARKING:** A by-law to appoint by-law enforcement officers to enforce the by-laws of The Corporation of the City of Sault Ste. Marie.

**WHEREAS** from time to time persons have been appointed by-law enforcement officers;

**THEREFORE THE COUNCIL** of the Corporation of the City of Sault Ste. Marie pursuant to section 15 of the *Police Services Act*, R.S.O. 1990, chapter p. 15 and amendments thereto, **ENACTS** as follows:

**1. SCHEDULE “A” TO BY-LAW 93-165 REPEALED**

Schedule “A” to By-law 93-165 is hereby repealed and replaced with Schedule “A” attached to this by-law.

**2. EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 9<sup>th</sup> day of January, 2023.

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**MAYOR – MATTHEW SHOEMAKER**

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**CITY CLERK – RACHEL TYCZINSKI**

## **SCHEDULE "A"**

<b>Alan Smith</b>	<b>81</b>
<b>Dave Devoe</b>	<b>84</b>
<b>Edward Pigeau</b>	<b>89</b>
<b>George Robinson</b>	<b>94</b>
<b>Bill Long</b>	<b>96</b>
<b>Jason Levesque</b>	<b>101</b>
<b>Brian Ford</b>	<b>104</b>
<b>Timothy Moreland</b>	<b>108</b>
<b>Arian Finlayson</b>	<b>109</b>
<b>James Kemp</b>	<b>110</b>
<b>Anthony McCoy</b>	<b>111</b>
<b>Edward Thorold</b>	<b>112</b>
<b>Lovedeep Sidhu</b>	<b>113</b>
<b>Abhishek Verma</b>	<b>115</b>
<b>Brady Bishop</b>	<b>125</b>
<b>Orrette Robinson</b>	<b>126</b>
<b>Anthony Rocca</b>	<b>127</b>
<b>Chelsea Dokis</b>	<b>129</b>
<b>Ryan Vendramin</b>	<b>130</b>
<b>Ravi Kumar</b>	<b>131</b>
<b>Daniel Roussain</b>	<b>132</b>
<b>Aashmeen Thind</b>	<b>133</b>
<b>Jordan Gregorini</b>	<b>135</b>
<b>Michael Steinburg</b>	<b>136</b>
<b>Marc Flumian</b>	<b>137</b>
<b>Michael Heptbourne-Fletcher</b>	<b>138</b>
<b>Rajneesh Kumar</b>	<b>139</b>
<b>Anthony Gallagher</b>	<b>140</b>
<b>Liam Thibault</b>	<b>141</b>
<b>Jason Merrifield</b>	<b>142</b>
<b>Jasinder Singh</b>	<b>143</b>
<b>Riley Higgins</b>	<b>144</b>
<b>Paul Hillier</b>	<b>145</b>
<b>Mikaela Hinz</b>	<b>146</b>
<b>Tyler Stoutenburg</b>	<b>147</b>
<b>Hailey Harris</b>	<b>148</b>
<b>Alexander Pilot</b>	<b>149</b>
<b>Kieran O'Brien</b>	<b>150</b>
<b>Pushkar Dhanekar</b>	<b>153</b>
<b>Davis Fleming</b>	<b>154</b>
<b>Kristen Kirk</b>	<b>155</b>
<b>Mohit Mehta</b>	<b>156</b>
<b>Keely Rainville</b>	<b>157</b>
<b>James Roach</b>	<b>158</b>
<b>Spencer Mitchell</b>	<b>159</b>
<b>Michael Bruni</b>	<b>160</b>

<b>Evan Blakely</b>	<b>161</b>
<b>Jorawar Singh</b>	<b>162</b>
<b>Jonathan Craig</b>	<b>164</b>
<b>Kristopher Valley</b>	<b>165</b>

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**BY-LAW 2023-10**

**AGREEMENT:** A by-law to authorize the execution of the Adjusting Services Extension Agreement between the City and Sedgwick Canada Inc. for the adjusting services of City claims.

**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 Extension Agreement dated January 9, 2023 between the City and Sedgwick Canada Inc., a copy of which is attached as Schedule "A" hereto. This Extension Agreement is for the adjusting services of City claims.

**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 9<sup>th</sup> day of January, 2023.

---

**MAYOR – MATTHEW SHOEMAKER**

---

**CITY CLERK – RACHEL TYCZINSKI**

**ADJUSTING SERVICES EXTENSION AGREEMENT**

**THIS EXTENSION** made this 9<sup>th</sup> day of January, 2023.

**BETWEEN:**

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

**Hereinafter referred to as “the City”**

**-and-**

**SEDGWICK CANADA INC.**

**Hereinafter referred to as “Sedgwick”**

**WHEREAS** the City and Sedgwick entered into an Independent Claims Adjusting Services Agreement (“Original Agreement”) for Adjusting Services of City Claims, a copy of which is appended as Schedule “A” to this Agreement;

**AND WHEREAS** the term of the Original Agreement was for a period of two (2) years commencing February 28, 2021 and ending February 28, 2023, with the City reserving the right to extend the Original Agreement for up to an additional two (2) years upon mutual agreement of the parties hereto;

**AND WHEREAS** the parties desire to renew the Original Agreement subject to the terms and conditions set out herein;

**NOW THEREFORE** the Parties hereto agree as follows:

1. The Parties hereby agree to extend the Term of the Original Agreement for an additional two (2) years, commencing March 1, 2023 and ending February 28, 2025 (“Renewal Term”).
2. The Parties hereby agree that the fees applicable for the Renewal Term shall be:
  - (a) \$225.00 flat-rate fee;
  - (b) Hourly rate of \$120.00/hour.

This is relevant to Schedule “B”, Appendix “B” of the Original Agreement.

3. The Parties agree that the remaining terms and conditions of the Original Agreement shall apply herein.
4. This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute but one and the same instrument.

**IN WITNESS WHEREOF** the Parties hereto have signed and sealed this extension of the Original Agreement by their proper signing officers as of the date first above written.

**SEDGWICK CANADA INC.**

Per:   
Name: J. Edward Peel  
Position: Vice President

*I have authority to bind the Corporation*

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

Per: \_\_\_\_\_  
MAYOR MATTHEW SHOEMAKER

Per: \_\_\_\_\_  
CITY CLERK – RACHEL TYCZINSKI

*We have authority to bind the Corporation*

**INDEPENDENT CLAIMS ADJUSTING SERVICES AGREEMENT FOR  
THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**THIS AGREEMENT** made in duplicate this 26<sup>th</sup> day of October, 2020.

**B E T W E E N:**

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

(herein referred to as the "Municipality")

- and -

**SEDGWICK CANADA INC.**

(herein referred to as the "Adjuster")

**THIS AGREEMENT WITNESSETH THAT** in consideration of the mutual promises and obligations contained herein, the Parties agree as follows:

**1. TERM**

This agreement (the "Agreement") shall be for a term of two (2) years commencing February 28, 2021 and ending February 28, 2023 (the "Term"), provided that this Agreement is not previously cancelled or terminated by the City in accordance with this Agreement, by operation of law or otherwise, and further provided that the Adjuster has faithfully complied with and performed all of the covenants and conditions as set out in this Agreement on its part to be performed during the Term.

The Municipality reserves the right to extend the Agreement for up to an additional two (2) years upon mutual agreement of the Parties hereto and on completion of the Term as set out herein.

**2. DESCRIPTION OF WORK**

- (1) The parties hereto acknowledge and agree that the work (the "Work") shall have the same definition and meaning as set out in the Independent Claims Adjusting Services Agreement for The Corporation of the City of Sault Ste. Marie made the 5<sup>th</sup> day of February, 2018 ("2018 Agreement"), a copy of which is appended as Appendix "A" to this Agreement. The 2018 Agreement forms part of this Agreement for the purpose of defining the Work to be completed by the Adjuster pursuant to this Agreement.
- (2) The Adjuster shall provide all that is necessary and required to perform all the Work for the Term.
- (3) In the event of a conflict or inconsistency between the Adjuster's Proposal (Schedule "A" of Appendix A) and the RFP (Schedule "B" of Appendix A), the RFP shall prevail.

**3. EXECUTION OF WORK**

- (1) The Adjuster shall always carry out the Work in a diligent manner.

- (2) No information about any account shall be given to any person or entity by the Adjuster either during or after the Term unless prior written authorization to do so has been provided by the Municipality, and only then, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56. Upon expiry of this Agreement, the Adjuster shall provide to the Municipality all accounts and related documentation pertaining to such accounts.

#### **4. PAYMENT FOR SERVICES**

- (1) The Adjuster shall invoice the Municipality monthly for the Work performed for the Municipality in the previous thirty (30) days at the rates outlined on Appendix "B" attached to this Agreement.
- (2) Except where a dispute arises with respect to the accuracy of an invoice, the Municipality shall pay to the Adjuster the invoiced amount within thirty (30) days of receipt thereof.
- (3) Where a dispute arises with respect to the accuracy of an invoice issued by the Adjuster, the Parties shall make every reasonable effort to resolve the discrepancy, including undertaking a review of the account records. Where the discrepancy is resolved, the Adjuster shall prepare and issue a revised invoice and the Municipality shall pay such invoice in accordance with Section 4(2) of this Agreement. Where the Parties are unable to resolve the discrepancy, the Municipality's auditor shall be appointed to carry out an audit of the invoice and all related records and the costs of such audit shall be borne equally by the Parties.
- (4) The Adjuster may request disbursements and other expenses outside of the Adjuster's regular fees on an as needed basis. Such requests shall be completed by way of a formal invoice form.
- (5) The Adjuster shall submit to the Municipality separate invoice forms for the Adjuster's fees and the expenses outlined in Section 4(4) of this Agreement.

#### **5. REPORTS**

The Adjuster shall provide the following report to the Municipality at the interval set out:

<b>Report</b>	<b>Explanation</b>	<b>Frequency of Submission</b>
Stewardship Report	Annual Stewardship Report containing the information outlined on page 10 of the Adjuster's Proposal.	Annual

#### **6. TERMINATION OF AGREEMENT**

- (1) In the event that the Adjuster breaches any provision of this Agreement, the Municipality shall notify the Adjuster in writing of the nature of said breach, and the Adjuster shall be given fifteen (15) days to remedy the violation. If the Adjuster has not remedied the violation to the satisfaction of the Municipality at the expiration of fifteen (15) days from such notification, the Municipality, at its sole discretion and without prejudice to any other remedy available to the Municipality, may:

- (a) Waive the breach;
  - (b) Make any other mutually agreeable arrangement with the Adjuster; or
  - (c) Terminate this Agreement pursuant to Section 6(3) of this Agreement.
- (2) In addition to Section 6(1) of this Agreement, where any breach of this Agreement is waived, such waiver may be made in whole or in part without prejudice to the waiving party's rights in any subsequent breach of any provision of this Agreement. A waiver shall be binding on the waiving party only if it is in writing.
- (3) The City may terminate this Agreement, without cause or reason, by giving the Adjuster thirty (30) days written notice.
- (4) Upon termination of this Agreement, the Adjuster and the Municipality shall forthwith pay to each other any monies owing to date, and the Adjuster shall return any incomplete account materials.

## **7. LIMITATIONS OF LIABILITY**

The Municipality shall not be liable or responsible in any way for an injuries or damages whether physical or economic, direct or consequential, of any kind (including death) that may be suffered or sustained by the Adjuster or any of its officers, employees, agents contractors or any other person, howsoever caused.

## **8. INDEMNIFICATION**

The Adjuster shall indemnify and save harmless the Municipality, its members of council, officers, employees, agents and contractors, from all manner of penalty, claims, losses, costs, expenses, actions or proceedings of any kind or nature whatsoever, arising from or related to anything done or omitted to be done directly by the Adjuster or by its officers, employees, agents or contractors in connection with the performance of the Adjuster's obligations under this Agreement or from this Agreement.

## **9. INSURANCE**

- (1) The Adjuster shall protect itself from and against all claims that might arise from anything done, proposed to be done or omitted to be done by the Adjuster, its officers, employees, agents or contractors in connection with this Agreement.
- (2) For the purposes of Section 9(1) of this Agreement, and without restricting the generality of that Section, the Adjuster shall, at its own expense, maintain in full force and effect during the term of this Agreement, a policy of Comprehensive General Liability and errors and omission insurance, in form and substance acceptable to the Municipality and written by a responsible carrier or carries acceptable to the Municipality, including Product and Completed Operations Liability, Contractual Liability, Owners and/or Contractors Protective Liability, Continent Employers Liability and contain a Cross Liability Clause protecting the Municipality as if separately insured. The insurance shall have a limit of not less than Ten Million (\$10,000,000.00) Dollars per occurrence for any cause of action, demand or claim with respect to personal injury (including death) or property damage, including loss of use thereof, and for any cause of action, demand or claim arising out of or occurring in connection with the obligations of the Adjuster under this Agreement, including, but not limited to, a cause of action, demand or claim with respect to defamation, contravention of any

right guaranteed under the *Canadian Charter of Rights and Freedoms*, and errors and omissions.

## **10. ASSIGNMENT**

The Adjuster shall not assign this Agreement or any portion thereof without the prior written consent of the Municipality. In the event that the Municipality consents to such assignment, the Adjuster shall ensure that any assignee undertaking any of the Adjuster's obligations hereunder shall be bound by the terms of this Agreement. The Adjuster shall not be released of its obligation to the Municipality by reason of the assignment, and the Adjuster shall be deemed liable for any breach of this Agreement, or any legislation or regulation, committed by the assignee.

## **11. MUNICIPALITY AND ADJUSTER CONTACT PERSONS**

The following contact persons and addresses shall be used by all Parties for all matters in this Agreement that require the Parties to send documentation to a Party, or to contact a Party:

The Corporation of the City of Sault Ste. Marie  
Adam Shier  
Risk Manager  
P.O. Box 580  
Sault Ste. Marie, Ontario P6A 5N1  
Telephone: (705) 759-5400  
Facsimile: (705) 759-5405  
Email: a.shier@cityssm.on.ca

Sedgwick Canada Inc.  
Michael J. Morris  
Vice-President Public Entities Canada  
291 Woodlawn Rd. West, Unit 1 Block A  
Guelph, Ontario N1H 7L6  
Telephone: (519) 822-7110  
Email: Michael.J.Morris@sedgwick.com

## **12. AMENDMENTS**

The Municipality and the Adjuster hereby acknowledge and agree that any future amendments to this Agreement must be made in writing and signed by both Parties.

## **13. ENTIRE AGREEMENT**

The Adjuster acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement other than as set out in this Agreement and the Contract Documents, which constitutes the entire agreement between the Parties and which may be modified only as set out in Section 12 of this Agreement.

#### **14. SUCCESSORS**

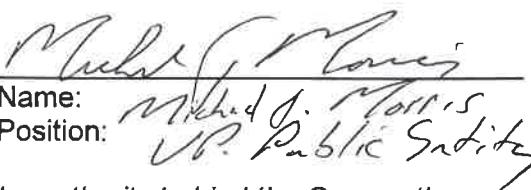
The provisions of this Agreement shall be binding upon, and enure to the benefit of, the Parties and their respective successors and, where applicable, permitted assigns.

#### **15. GOVERNING LAW**

The Parties hereto acknowledge and agree that this Agreement is made in the Province of Ontario and the Courts of the Province of Ontario shall have jurisdiction in reference to any matters herein.

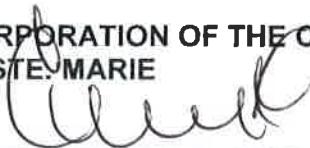
**IN WITNESS WHEREOF** the Parties hereto have signed this Agreement this 26<sup>th</sup> day of October, 2020.

#### **SEDGWICK CANADA INC.**

Per:   
Name: Michael J. Morris  
Position: V.P. Public Sector

*I have the authority to bind the Corporation*

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

Per:   
MAYOR – CHRISTIAN PROVENZANO

Per:   
CITY CLERK – RACHEL TYCZINSKI

*We have the authority to bind the Corporation*

**APPROVED BY  
CITY OF SAULT STE. MARIE**

BY-LAW# 2020 -203.

Appendix "A"

**INDEPENDENT CLAIMS ADJUSTING SERVICES AGREEMENT FOR  
THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**THIS AGREEMENT** made in duplicate this 5<sup>th</sup> day of February, 2018.

**B E T W E E N:**

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

(herein referred to as the "Municipality")

- and -

**CUNNINGHAM LINDSEY CANADA CLAIMS SERVICES LTD.**

(herein referred to as the "Adjuster")

**THIS AGREEMENT WITNESSETH THAT** in consideration of the mutual promises and obligations contained herein, the Parties agree as follows:

**1. TERM**

This agreement (the "Agreement") shall be for a term of three (3) years commencing February 28, 2018 and ending February 28, 2021 (the "Term"), provided that this Agreement is not previously cancelled or terminated by the City in accordance with this Agreement, by operation of law or otherwise, and further provided that the Adjuster has faithfully complied with and performed all of the covenants and conditions as set out in this Agreement on its part to be performed during the Term.

The Municipality reserves the right to extend the Agreement for up to an additional two (2) years upon mutual agreement of the Parties hereto and on completion of the Term as set out herein.

**2. DESCRIPTION OF WORK**

The work (the "Work") shall consist of:

- (1) Provide all that is necessary and required to perform all the work shown and described in this Agreement and the Contract Documents, attached as Schedules "A" and "B" to this Agreement.

**3. DOCUMENTS**

- (1) The following list is an exact list of the Contract Documents referred to in Section 2(1) of this Agreement:
  - (a) Proposal for Independent Claims Adjusting Services City of Sault Ste. Marie – File #2017LGL-02-P (the "Adjuster's Proposal"); and
  - (b) Request for Proposal – Independent Claims Adjusting Services for the City of Sault Ste. Marie (the "RFP").
- (2) In the event of a conflict or inconsistency between the Adjuster's Proposal and the RFP, the RFP shall prevail.

#### **4. EXECUTION OF WORK**

- (1) The Adjuster shall always carry out the Work in a diligent manner.
- (2) No information about any account shall be given to any person or entity by the Adjuster either during or after the Term unless prior written authorization to do so has been provided by the Municipality, and only then, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56. Upon expiry of this Agreement, the Adjuster shall provide to the Municipality all accounts and related documentation pertaining to such accounts.

#### **5. PAYMENT FOR SERVICES**

- (1) The Adjuster shall invoice the Municipality monthly for the Work performed for the Municipality in the previous thirty (30) days at the rates outlined on page 12 "Fee Schedule" of the Adjuster's Proposal.
- (2) Except where a dispute arises with respect to the accuracy of an invoice, the Municipality shall pay to the Adjuster the invoiced amount within thirty (30) days of receipt thereof.
- (3) Where a dispute arises with respect to the accuracy of an invoice issued by the Adjuster, the Parties shall make every reasonable effort to resolve the discrepancy, including undertaking a review of the account records. Where the discrepancy is resolved, the Adjuster shall prepare and issue a revised invoice and the Municipality shall pay such invoice in accordance with Section 5(2) of this Agreement. Where the Parties are unable to resolve the discrepancy, the Municipality's auditor shall be appointed to carry out an audit of the invoice and all related records and the costs of such audit shall be borne equally by the Parties.
- (4) The Adjuster may request disbursements and other expenses outside of the Adjuster's regular fees on an as needed basis. Such requests shall be completed by way of a formal invoice form.
- (5) The Adjuster shall submit to the Municipality separate invoice forms for the Adjuster's fees and the expenses outlined in Section 5(4) of this Agreement.

#### **6. REPORTS**

The Adjuster shall provide the following report to the Municipality at the interval set out:

<b>Report</b>	<b>Explanation</b>	<b>Frequency of Submission</b>
Stewardship Report	Annual Stewardship Report containing the information outlined on page 10 of the Adjuster's Proposal.	Annual

#### **7. TERMINATION OF AGREEMENT**

- (1) In the event that the Adjuster breaches any provision of this Agreement, the Municipality shall notify the Adjuster in writing of the nature of said breach, and the Adjuster shall be given fifteen (15) days to remedy the violation. If the Adjuster has

not remedied the violation to the satisfaction of the Municipality at the expiration of fifteen (15) days from such notification, the Municipality, at its sole discretion and without prejudice to any other remedy available to the Municipality, may:

- (a) Waive the breach;
  - (b) Make any other mutually agreeable arrangement with the Adjuster; or
  - (c) Terminate this Agreement pursuant to Section 7(3) of this Agreement.
- (2) In addition to Section 7(1) of this Agreement, where any breach of this Agreement is waived, such waiver may be made in whole or in part without prejudice to the waiving party's rights in any subsequent breach of any provision of this Agreement. A waiver shall be binding on the waiving party only if it is in writing.
- (3) The City may terminate this Agreement, without cause or reason, by giving the Adjuster thirty (30) days written notice.
- (4) Upon termination of this Agreement, the Adjuster and the Municipality shall forthwith pay to each other any monies owing to date, and the Adjuster shall return any incomplete account materials.

## **8. LIMITATIONS OF LIABILITY**

The Municipality shall not be liable or responsible in any way for an injuries or damages whether physical or economic, direct or consequential, of any kind (including death) that may be suffered or sustained by the Adjuster or any of its officers, employees, agents contractors or any other person, howsoever caused.

## **9. INDEMNIFICATION**

The Adjuster shall indemnify and save harmless the Municipality, its members of council, officers, employees, agents and contractors, from all manner of penalty, claims, losses, costs, expenses, actions or proceedings of any kind or nature whatsoever, arising from or related to anything done or omitted to be done directly by the Adjuster or by its officers, employees, agents or contractors in connection with the performance of the Adjuster's obligations under this Agreement or from this Agreement.

## **10. INSURANCE**

- (1) The Adjuster shall protect itself from and against all claims that might arise from anything done, proposed to be done or omitted to be done by the Adjuster, its officers, employees, agents or contractors in connection with this Agreement.
- (2) For the purposes of Section 10(1) of this Agreement, and without restricting the generality of that Section, the Adjuster shall, at its own expense, maintain in full force and effect during the term of this Agreement, a policy of Comprehensive General Liability and errors and omission insurance, in form and substance acceptable to the Municipality and written by a responsible carrier or carries acceptable to the Municipality, including Product and Completed Operations Liability, Contractual Liability, Owners and/or Contractors Protective Liability, Continent Employers Liability and contain a Cross Liability Clause protecting the Municipality as if separately insured. The insurance shall have a limit of not less than Ten Million (\$10,000,000.00) Dollars per occurrence for any cause of action, demand or claim with respect to personal injury (including death) or property damage, including loss of use thereof,

and for any cause of action, demand or claim arising out of or occurring in connection with the obligations of the Adjuster under this Agreement, including, but not limited to, a cause of action, demand or claim with respect to defamation, contravention of any right guaranteed under the *Canadian Charter of Rights and Freedoms*, and errors and omissions.

## **11. ASSIGNMENT**

The Adjuster shall not assign this Agreement or any portion thereof without the prior written consent of the Municipality. In the event that the Municipality consents to such assignment, the Adjuster shall ensure that any assignee undertaking any of the Adjuster's obligations hereunder shall be bound by the terms of this Agreement. The Adjuster shall not be released of its obligation to the Municipality by reason of the assignment, and the Adjuster shall be deemed liable for any breach of this Agreement, or any legislation or regulation, committed by the assignee.

## **12. MUNICIPALITY AND ADJUSTER CONTACT PERSONS**

The following contact persons and addresses shall be used by all Parties for all matters in this Agreement that require the Parties to send documentation to a Party, or to contact a Party:

The Corporation of the City of Sault Ste. Marie  
Adam Shier  
Risk Manager  
P.O. Box 580  
Sault Ste. Marie, Ontario P6A 5N1  
Telephone: (705) 759-5400  
Facsimile: (705) 759-5405  
Email: a.shier@cityssm.on.ca

Cunningham Lindsey Canada Claims Services Ltd.  
Michael J. Morris  
Vice-President Public Entities Canada  
291 Woodlawn Rd. West, Unit 1 Block A  
Guelph, Ontario N1H 7L6  
Telephone: (519) 822-7110  
Email: mmorris@cl-na.com

## **13. AMENDMENTS**

The Municipality and the Adjuster hereby acknowledge and agree that any future amendments to this Agreement must be made in writing and signed by both Parties.

## **14. ENTIRE AGREEMENT**

The Adjuster acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement other than as set out in this Agreement and the Contract Documents, which constitutes the entire agreement between the Parties and which may be modified only as set out in Section 13 of this Agreement.

## **15. SUCCESSORS**

The provisions of this Agreement shall be binding upon, and enure to the benefit of, the Parties and their respective successors and, where applicable, permitted assigns.

## **16. GOVERNING LAW**

The Parties hereto acknowledge and agree that this Agreement is made in the Province of Ontario and the Courts of the Province of Ontario shall have jurisdiction in reference to any matters herein.

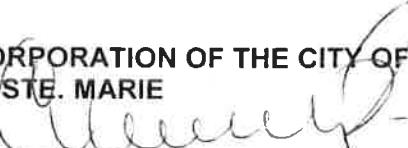
**IN WITNESS WHEREOF** the Parties hereto have signed this Agreement this 5<sup>th</sup> day of February, 2018.

### **CUNNINGHAM LINDSEY CANADA CLAIMS SERVICES LTD.**

Per:   
Name: *Mike Morris*  
Position: *V.P. Public Entities*

*I have the authority to bind the Corporation*

**APPROVED BY**  
**CITY OF SAULT STE. MARIE**  
**BY-LAW # 2018-30**

**THE CORPORATION OF THE CITY OF  
SAULT STE. MARIE**  
Per:   
**MAYOR – CHRISTIAN PROVENZANO**

Per:   
**CITY CLERK – MALCOLM WHITE**

*We have the authority to bind the Corporation*

**Schedule "A"**

**Proposal for Indep  
City of Sault Ste. J**

Cunningham Lindsey Canada Claims Services Ltd.  
Michael J.Morris B.A. C.I.P.  
Vice-President Public Entities Canada  
291 Woodlawn Rd.West, Unit 1 Block A  
Guelph On.  
N1H 7L6  
T.519-822-7110 Ext.22  
E: [mmorris@cl-na.com](mailto:mmorris@cl-na.com)

## Table of Contents

### **Letter of Introduction/Executive Summary.**

<b>Experience of Proponent.....</b>	<b>1</b>
Cunningham Lindsey Overview.....	1
Our Approach.....	1
Location and Accessibility of Offices.....	2
Current and Expired Large Accounts.....	2
References.....	3
Organizational Chart.....	3
Proposed Team.....	4
Relevant Experience.....	5
 <b>Services.....</b>	 <b>6</b>
Resources Available.....	6
InTrust.....	6
Catastrophic Response.....	7
Forensic Accounting Services.....	7
Transportation Fleet Services.....	8
Engineering, Environmental and Fire Services.....	8
Claims Management and Reporting.....	9
Municipal Insurers.....	9
Seminars.....	9
Online Claims Services.....	9
Stewardship Reporting.....	10
Loss Control/Prevention Services.....	10
Emergency, Disaster Recovery and Business Continuity.....	11
 <b>Fee Schedule.....</b>	 <b>12</b>
 <b>Appendices</b>	
Appendix A: Curriculum Vitae.....	13
Appendix B: Stewardship Report.....	18



## **Letter of Introduction/Executive Summary**

---

On behalf of Cunningham Lindsey Canada Claims Services Ltd. ("Cunningham Lindsey"), we thank you for the opportunity to respond to the Request for Proposal for Independent Claims Adjusting Services for the City of Sault Ste. Marie ("The City")

Having carried out a thorough review of the Request for Proposal document, we acknowledge that the successful Bidder will carry out independent claims adjusting services with full professional standards including those of, but not limited to, property damage, bodily injury, business interruption, professional liability, environmental, crime, and automobile.

Cunningham Lindsey is aware of your requirements for a certificate of insurance and we can provide the requested documentation upon commencement of this project.

On behalf of Cunningham Lindsey and as the authorized personnel to sign and bind the statements within this response we thank you in advance for your consideration of our firm. Should you require any further details or clarification on the information provided within this proposal, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Morris".

Michael Morris  
Vice President, Public Entities  
Cunningham Lindsey  
519 822 7110  
[mmorris@cl-na.com](mailto:mmorris@cl-na.com)

## **Experience of Proponent**

---

Full Organization Legal Name:  
Cunningham Lindsey Canada Claims Services Ltd.

Number of Offices in Canada:  
140

Number of International Offices:  
600

Organization Website:  
[www.cunninghamlindsey.com](http://www.cunninghamlindsey.com)



Headquartered in Mississauga, Ontario, Cunningham Lindsey's Canadian Operation has been serving the insurance industry for over 90 years and services customers through 140 coverage areas. Financially sound with revenues of approximately 1 billion US dollars worldwide, Cunningham Lindsey's global footprint spans over 6000 employees, in 600 strategic locations across 60 countries. Ontario is our largest contingent of Adjusters in Canada. Based on our experience we are confident that we can continue to service The City of Sault Ste. Marie ("The City")

### **OUR APPROACH**

We understand the strategy behind this RFP process is to drive The City of Sault Ste. Marie's ("The City") commitment to partnering with a supplier who is able to meet the business model by delivering quality Independent Claims Adjusting Services and excellent customer service.

Service advantages provided by Cunningham Lindsey include the following:

- Experienced Account Manager to centrally manage your program
- Qualified desktop adjusters to reduce the overall claims cost and improve file cycle times
- Customized correspondence templates to ensure consistency of messaging
- Advanced online claims tracking capabilities available 24/7
- Comprehensive loss management reporting options
- Trust Account administration
- Flexibility and willingness to adapt to your unique needs and requirements
- 24/7 response, 365 days a year
- A focus on your strategic business plan and helping you achieve your business objectives
- Our proven ability to managing your cost; indemnity and expenses
- A track record of delivering what we promise

We trust that the attached RFP contains the relevant information requested and hope that you will find it favorable to appoint Cunningham Lindsey Canada Claims Services Ltd. ("Cunningham Lindsey"). Though we have completed each section we do feel there is further opportunity beyond this proposal to discuss additional opportunities for both The City and Cunningham Lindsey.

#### LOCATION AND ACCESSIBILITY OF OFFICES

Cunningham Lindsey has an extensive branch network of over 480 professionals in strategically located centres providing complete coverage coast to coast. With a wide geographic span, we ensure swift response to wherever and whenever our clients need us.

Each Province provides a wide range of claims services with the capabilities of handling all levels of claim severity and all lines of coverage. A listing of our branch offices, by Province, is as follows.

Alberta	Newfoundland &	Ontario continued	Québec
Calgary	Labrador	Kingston	Amqui
Edmonton	Corner Brook	Kitchener	Blainville
Grand Prairie	Grand Falls	London	Causapscal
Lethbridge	St. John's	Milton	Chicoutimi Racine
Lloydminster		Mississauga	Gatineau
Red Deer	Nova Scotia	Newmarket	Joilette
St. Paul	Cape Breton	North Bay	LaSarre
	Halifax	Oshawa	Montreal
British Columbia	Kentville	Ottawa	Quebec City
Cranbrook	New Glasgow	Owen Sound	Riviere-du-Loup
Fraser Valley	Yarmouth	Peterborough	Rouyn-Noranda
Kelowna		Sault Ste. Marie	Senneterre
Nanaimo	Ontario	St. Catharines	Sherbrooke
Penticton	Barrie	Stratford	Trois Rivières
Port Moody	Belleville	Sudbury	Val d'Or
Vancouver	Brampton	Thunder Bay	Victoriaville
Victoria	Brantford	Timmins	
	Brockville	Toronto	Saskatchewan
Manitoba	Burlington	Toronto North	Regina
Winnipeg	Chatham	Windsor	Saskatoon
New Brunswick	Cornwall	Woodstock	
Caraquet	Hamilton		
Edmundston			
Moncton			
Saint John			

#### CURRENT AND EXPIRED LARGE ACCOUNTS

Cunningham Lindsey provides adjusting services to all major insurers in Canada handling all types of claims. We have provided a list of current and expired large accounts below:

##### Current Large Accounts - General Claims Handling

- Lady Dunn Health Centre
- Nipigon District Family Health Team
- Nipigon District Memorial Hospital
- St. Joseph's General Hospital Elliot Lake
- Sault College
- North East Local Health Integration Network

Expired Large Accounts

Saputo Inc. – Commercial General Liability – Multiple Claimants  
 Coca-Cola – Commercial General Liability  
 Spadoni Brothers Ltd. – Accident Benefits  
 ThyssenKrupp Elevator – Commercial General Liability  
 Galaxy Station Mall –Commercial General Liability  
 K.J. Beamish Construction -Commercial General Liability  
 Johnson's RV – Property Damage

REFERENCES

Cunningham Lindsey has provided contacts information for two existing clients and two former clients for your reference.

Existing Client Reference

City of Timmins  
 James R. Howie  
 Director of Finance and Treasure  
 The Corporation of the City of Timmins  
 T: 705-360-2618  
 E: jim.howie@timmins.ca

Alogma Financial Group  
 Tracy Paolucci  
 Commercial Account Manager  
 T: 705-949-6555  
 E: tpaolucci@alogmafinancial group.com

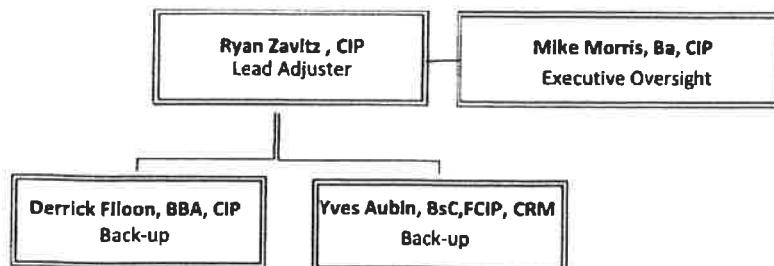
Former Client References

Alogma Central Properties  
 Christopher Lazarz  
 293 Bay Street, Sault Ste. Marie  
 Ontario  
 E: christoper.lazarz@alognet.com

Sagamok Anishawbek First Nations  
 Guarantee Company of North America  
 Kim Sllassenah  
 T: 705-865-2421  
 E: kim.sllassenah@sagamok.ca

ORGANIZATIONAL CHART

Cunningham Lindsey can confirm that all Adjusters on this program are fully licensed within the Province of Ontario. Proof of licensing can be forwarded upon request.





#### PROPOSED TEAM

Cunningham Lindsey has a wealth of professional resources available to assist the City. The team proposed to handle your claims has knowledge of all-lines insurance adjusting experience for municipal entities.

The team structure consists of the following roles:

- Executive Oversight
- Lead Adjuster
- Back Up
- Back Up

Experience and qualifications of each of the team members can be found outlined in the resumes in Appendix A.

Position	Personnel	Responsibilities
<b>Lead Adjuster</b>	<b>Ryan Zavitz, CIP</b> <b>Claims Adjuster</b> Tel: 705-942-0324 Email: <a href="mailto:rzavitz@cl-na.com">rzavitz@cl-na.com</a>	<ul style="list-style-type: none"><li>• Key customer single point of contact</li><li>• Provides new ideas and insights through participation in quarterly meetings with the City</li><li>• Liaises with customer</li><li>• All claims management and oversight</li><li>• Triage and assigns all claims</li><li>• Responsible for delivering Customer Service Levels and Key Performance indicators</li><li>• Ensures loss data integrity</li><li>• Provides senior level consultation and recommendations</li><li>• Furnishes accurate Bordereaux and transaction data monthly to the client</li><li>• Oversees the Trust Account administration, reconciliation and reporting</li><li>• Stewardship meetings</li></ul>
<b>Executive Oversight</b>	<b>Mike Morris, BA, CIP</b> <b>VP Public Entities</b> Tel: 519 822 7110 Email: <a href="mailto:mmorris@cl-na.com">mmorris@cl-na.com</a>	<ul style="list-style-type: none"><li>• Provides municipal program expertise</li><li>• Senior program point of contact</li><li>• Ensures the quality of the client relationship between the City and Cunningham Lindsey is strong and effective</li></ul>

<b>Adjuster (Back Up)</b>	<b>Derrick Filloon, BBA, CIP</b> <b>District Manager</b> Tel: 705 524 1661 Email: <a href="mailto:dfilloon@cl-na.com">dfilloon@cl-na.com</a>	<ul style="list-style-type: none"> <li>• Key customer single point of contact</li> <li>• Liaises with customer</li> <li>• All claims management and oversight</li> <li>• Triage and assigns all claims</li> <li>• Responsible for delivering Customer Service Levels and Key Performance indicators</li> <li>• Ensures loss data integrity</li> <li>• Provides senior level consultation and recommendations</li> <li>• Furnishes accurate Bordereaux and transaction data monthly to the client</li> <li>• Oversees the Trust Account administration, reconciliation and reporting</li> <li>• Stewardship meetings</li> </ul>
<b>Adjuster (Back Up)</b>	<b>Yves Aubin</b> <b>Senior Adjuster</b> Tel: 705 264-1223 Email: <a href="mailto:yaubin@cl-na.com">yaubin@cl-na.com</a>	<ul style="list-style-type: none"> <li>• Key customer single point of contact</li> <li>• Liaises with customer</li> <li>• All claims management and oversight</li> <li>• Triage and assigns all claims</li> <li>• Responsible for delivering Customer Service Levels and Key Performance indicators</li> <li>• Ensures loss data integrity</li> <li>• Provides senior level consultation and recommendations</li> <li>• Furnishes accurate Bordereaux and transaction data monthly to the client</li> <li>• Oversees the Trust Account administration, reconciliation and reporting</li> <li>• Stewardship meetings</li> </ul>

#### RELEVANT EXPERIENCE

We have demonstrated expertise in managing claims programs while controlling handling costs and dealing appropriately with claims of a sensitive or political nature. As one of the largest providers of claims adjusting services to municipalities across Canada, our client list runs into the hundreds and includes a wide range of property damage, bodily injury, business interruption, professional liability, environmental, crime, and automobile programs.

Cunningham Lindsey has provided disaster relief for the provincial government and continues this service to this day.

## Services

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### RESOURCES AVAILABLE

As your dedicated Lead Adjuster Ryan Zavitz will be the first point of contact during business hours. As the Executive Oversight and the Public Entities leader Mike Morris has a public entities roster and can provide training on legislation. Derrick Filoon will provide back-up in the event of Ryan's absence. Cunningham Lindsey offers 24/7 claim intake and loss adjuster services. We pride ourselves on offering a best in class call centre service; providing fast and reliable intake of First Notice of Loss (FNOL) and Inquiry calls 24 hours a day, 365 days year.

Amongst our most notable resources is our inTrust - Third Party Administration Services, Catastrophic Response, Forensic Accounting Services, Transportation Fleet Services and Engineering, Environmental and Fire Services

### INTRUST - YOUR COMPLETE CLAIMS ADMINISTRATION SOLUTION

Our business approach is to establish a true partnership with our customers. We provide complete end-to-end management of your claims program from intake, investigation, evaluation, settlement and payment. All our services are customized to meet your specific needs and expectations and are structured to ensure consistent and efficient file handling.

We integrate your business and customer service philosophies into our service delivery chain and ensure we continually uphold your strong market reputation and brand positioning while working on your behalf. Highlights of our TPA services include:

- Maximize telephone adjusting with designated desktop adjusters to realize cost savings and reduce file cycle times
- Customized 24/7/365 bilingual claims reporting options
- Strong management oversight to ensure consistent and accurate file handling, cost containment and quality assurance
- Access to a national network of vendor panels including Loss Adjusters, insurers, Legal and Accounting Professionals
- Performance benchmarks, scorecards and internal audit reviews ensure compliance with service and quality expectations
- Comprehensive management reports customized to your data requirements
- Online access to view all your claim files 24/7

#### CATASTROPHIC RESPONSE (CAT)

A catastrophe (CAT) is defined as an event that generates a substantial number of claims whereby the claim volume exceeds the capacity of claim staff and impedes their ability to maintain quality and service standards. A CAT is caused by a number of events including natural disasters such as hurricanes, tornadoes, hail storms, ice storms or floods. It can also result from negligent acts, disease, etc.

##### **Objective:**

Our key objectives include:

- A dedicated 1-800 number for initial notification
- Immediate call deflection to the National CAT Coordinator
- Deployment of team for initial assessment, site protection and further loss aversion
- Coordinate with local authorities and environmental groups if applicable
- Evaluate command center needs, remote or mobile
- Coordinate emergency work with selected vendor network
- Full exposure assessment
- Coordinate first and third party communication
- Start core remediation

The CAT team is comprised of Cunningham Lindsey employees and, as needed, independent contractors who are dedicated to promoting Cunningham Lindsey's values of rapid response, organized deployment, and quality adjusting practices, and superior customer service during a catastrophic event.

#### FORENSIC ACCOUNTING SERVICES (FAS)

Our highly qualified team of designated accountants provide forensic accounting, economic loss quantification and financial analysis to insurance professionals, undertaking assignments for claims adjusters and lawyers from the initial notification through to claim finalization.

Our experts in insurance and litigation support include specialization in;

- Business Interruption
- Stock Loss Quantification
- Product Liability & Product Recall
- Fraud & Employee Fidelity
- Contract Disputes
- Slip and Falls
- Accident Benefits - Income Replacement Benefits - Incurred Expense Analysis - Financial Dependency Analysis
- Personal Injury
- Litigation Support

We are a global team that has extensive experience in handling large and complex losses across a broad range of industries including;

- Automobiles
- Food & Beverage
- Retail & Property
- Professional Services
- Manufacturing
- Printing & Paper
- Power & Energy
- Mining



#### TRANSPORTATION FLEET SERVICES (TFS)

TFS provides complete claim services for tractor-trailer, cargo, environmental and marine losses 24 hours a day, 365 days a year.

Transportation exposures require immediate response. Regionally, experienced senior adjusters handle all phases of transportation related claims, controlling the activities of the loss. Division managers and a Heavy Equipment Appraisal division complete the overall operations.

#### ENGINEERING, ENVIRONMENTAL AND FIRE SERVICES (EFI)

##### **EFI Global Environmental**

Specializing in spill response, environmental science, engineering and project management, a list of EFI Global services includes, but is not limited to, the following:

- Domestic, commercial and transportation spills including petroleum hydrocarbon products, cargo and hazardous compounds.
- Phase I, II and III Environmental Site Assessments.
- Management and documentation of underground storage tank removal.
- Mold and bacteriological sampling and from water damage and sewer backups.
- Environmental Health and safety training and compliance.
- Indoor air quality sampling and assessment.
- Expert witness services.
- Litigation and subrogation support.
- Field and quantum review/audits.
- Fire cause determination

Services are delivered nationally from our offices in Halifax, Saint John, Montreal, Ottawa, Hamilton, Mississauga, North Bay, Thunder Bay and Calgary.

EFI Global offers a one-stop, open-to-close approach that provides relief from liability issues through prompt action, detailed documentation and project oversight. From the second a loss occurs until the environment is restored, EFI Global is working to cost-effectively mitigate losses, close files and minimize long-tail liabilities.

##### ***EFI Global Forensics***

Through our EFI Global division, we provide objective origin & cause investigations, complete documentation, and solid conclusions to minimize potential liabilities.

We investigate various types of fires and explosions (residential, commercial, vehicle) using the court-tested methodology detailed in NFPA 921 to determine origin and cause of fire/explosion and analyze potential liabilities, subrogation, and risk exposures.

This type of expertise is required when fire losses involve large quantum, injury, suspicious circumstances, subrogation, and potential litigation.



#### CLAIMS MANAGEMENT AND REPORTING

Cunningham Lindsey uses LINK, a proprietary and state of the art claims administration system developed, managed, supported and hosted by the North American Information and Communication team.

All losses and incidents are set up, updated, tracked and reported using the electronic file within LINK. Every aspect of the claim file is recorded in the file including the adjuster's time, activity and diary. Every document sent or received throughout the handling process is also scanned, stored, and accessible online, as are all digital photographs.

Cunningham Lindsey Canada handles in excess of 50,000 claims annually. While we do have a list of 'standard' reporting procedures, these can be, and often are, tailored to meet the needs of our clients.

#### MUNICIPAL INSURERS

Cunningham Lindsey has extensive experience working with your present carrier JLT. Examples of our current accounts with JLT include, the City of Peterborough, County of Peterborough, City of Markham, City of Burlington and many others. We also provide claims adjusting and risk management services for all other municipal insurers in Ontario, including Frank Cowan Co., B.F. Lorenzetti & Associates, Aon and OMEX.

#### SEMINARS

Throughout the year Cunningham Lindsey encourages and holds educational seminars, by engaging our business partners and specialty clients we present current industry topics as well as claim specific educational material. We have presented several seminars to Municipal clients on topics ranging from side walk claims to general claims investigation

**We can provide full presentations upon request.**

#### ONLINE CLAIMS SERVICES

Helping you manage your claims program is our number one priority and one way we can do that is to provide you with online access to all your claim files 24 hours a day, 7 days a week.

Our proprietary claims operating system was a collaborative effort involving our information technology experts and a number of our customers. By working together, we ensured that all your information needs were met, while developing a state of the art information system in a paperless claims environment, which facilitated online supervision, auditing capabilities and adjuster consults and assists.

Using our secure, web-enabled client portal called e-Connect, authorized users can access all claim file information anytime of day or time from any location with Internet access. Personalized user identifications and pass codes ensure accessing e-Connect is secure and restricted to client-only files. No other customer with e-Connect access can view your claim files, they can only view their own. That is also true for Cunningham Lindsey employees. Only those adjusters or managers working on your claim file can view its contents. e-Connect is compliant with PIPEDA legislation.



When in e-Connect, you can view every aspect of the claim file including file notes, diary entries, coverage, instructions, statements, and insured information. Every piece of paper documents sent or received throughout the handling process is scanned, stored, and accessible online as well. We also utilize digital photography so you can view all images from within the electronic claim file.

One of our newest e-Connect enhancements is the ability for you to communicate directly with adjusters by sending an online diary item directly to the file. The adjuster is prompted when they first log in to the system that a diary note has been left. They can respond immediately from within the diary or through email.

**There is no fee associated with using the e-Connect service.**

#### STEWARDSHIP REPORTING

Cunningham Lindsey will prepare an annual Stewardship Report if required containing:

- Claims received, resolved and closed
- Details of claims where defense counsel was retained
- Clients plans for change/growth/downsizing and relevant exposure anticipated
- Industry changes/developments
- Team/staff changes made and/or anticipated
- Review of large or unusual losses
- Vendor management issues
- Streamlining investigations/the reporting process/issues
- Reserving practices
- Information technology review/issues
- Claims funding
- Recent/pending jurisprudence that could impact on the client/program
- Loss repetition/preventative issues

We have prepared a table of contents outlining services provided in the past year in **Appendix B**.

#### LOSS CONTROL/PREVENTION SERVICES

To minimize costs and maximize value there are many initiatives that we spearhead to control or prevent future liability. They include:

- Loss prevention seminars with staff and management.
- Trending analysis and loss prevention recommendations based on a loss frequency and perils.
- Loss prevention recommendations will be noted by the adjuster within the claim file and reports.
- Communication with Municipality Liability adjusters on new legal precedent and case law.
- Pre-Construction Surveys \*
- Replacement Cost Assessment of Owned Properties \*
- Designated Canadian Risk Manager (CRM) available to provide Risk Management
- Inspections /Assessments of Owned Properties and conduct Loss Prevention Seminars \*
- Environmental Audits of Owned Properties \*

All of these services, with the exception of those identified with an (\*) are offered at no cost. Fees for service identified with a (\*) would be mutually agreed upon taking into account the requirements of the project



#### EMERGENCY, DISASTER RECOVERY AND BUSINESS CONTINUITY

We have the ability to deploy staff to the City in the event of a Catastrophe Response. Cunningham Lindsey can mobilize staff from outlining areas to respond to the immediate needs of the City.

Our call center is located remotely which allows the City to continue claim related operations. Our company has provided these services to other municipalities in the past.

Our response will be immediate, within two hours, to the needs of the program and commensurate to the severity of the event. The Account Manager and/or National Catastrophe Coordinator will make immediate contact with Municipal personnel to triage those adjusters assigned to this program, and draw upon additional resources as required.

In larger or more severe events, we will travel to any location within the province and have adjusters on the ground within 24 hours to provide in-person advisory services and support in both English and French.

. Our National Catastrophe Response Roster is updated monthly and consists of Internal Adjusters, Desktop Adjusters, and Field Adjusters. Additionally, we have access to a US and Global adjuster network, with the ability to reach out and deploy adjusters on extremely short notice – a valuable benefit to clients who are in need of bilingual adjusters.

We have responded to numerous catastrophe events on behalf of municipalities. Recent examples include Town of Goderich (tornado), Thunder Bay (flood), Peterborough (flood), City of Burlington / Halton Region (flood), Calgary (flood). City of Windsor and City of Renfrew (flood) . Fees for Emergency Disaster Relief will be agreed upon between the City and Cunningham Lindsey prior to deployment of the adjusting team.



## **Fee Schedule**

**Junior / Intermediate / Senior Adjuster** \$110.00 per hour

**Flat Rate for \$0 to \$10,000 Property Damage** \$175.00  
Services Performed:

- Acknowledgment letter to claimant
  - Prompt investigation
  - Establishing value of claim
  - Establishing liability
  - Appropriate responses
  - If denial, reason stated
  - Short form reporting
  - Copies of any letters to citizen sent to Municipality

**Support Staff** \$0.00

## **Disbursements**

Mileage / KMs:	\$ .70 (first 50 kms free)
Photocopies:	\$ .25 (first 50 pages free)
Photographs	\$ 0.00
- Captioning and Downloading of Photos	Actual time .1 per photo, up to a maximum of one hour

## **APPENDICES**

Appendix A: Curriculum Vitae.....	13
Appendix B: Stewardship Report.....	18

# Curriculum Vitae

## Public Entities



### Michael Morris

BA, CIP

Vice President

Guelph

T 519-822-7110 Ext 22

E mmorris@cl-na.com

#### Professional Summary

Mike joined Cunningham Lindsey in 1988. A licensed all lines adjuster, Mike is an expert claims adjuster who has worked as a District Supervisor in Ontario, and as Assistant Vice President of our Central Operations. Most recently Mike was appointed Vice President National Operations and now oversees our Public Entities division managing our network of adjusters experienced in this niche sector.

Prior to this appointment, Mike was the Control Adjuster for The City of Guelph, County of Wellington, Town of Fergus and Centre Wellington, Township of Puslinch and other municipalities. His extensive knowledge of the complexities and sensitivities to these unique claims has proven to be an asset to the business unit and clients alike.

#### Specialties

- Licensed in all lines
- Municipal Liability
- Professional Liability / Medical Malpractice
- Errors and Omissions
- Commercial and Residential Property
- General Liability
- Auto
- Cargo and Inland Marine

#### Education and Achievements

- Bachelor of Arts, University of Guelph
- Certified Insurance Professional (CIP) Designation
- Associate of the Insurance Institute of Canada (IIC)
- Numerous professional workshops: property, mould, etc.
- Various industry Municipal Liability and Government Claims Seminars
- Member, Ontario Independent Adjusters Association (OIAA), K-W Chapter
- Member, Canadian Independent Adjusters Association (CIAA)

# Curriculum Vitae

## Loss Adjusting



### Ryan Zavitz

CIP

Claims Adjuster

Sault Ste. Marie

T 705 942 0324

E rzavitz@cl-na.com

#### Professional Summary

Ryan joined Cunningham Lindsey in 1998 while finishing his schooling at Mohawk College. He recently completed his Chartered Insurance Professional designation.

Ryan transferred from the National Service Centre in Hamilton to the Sault Ste. Marie office where he is now the Branch Manager. He is an experienced adjuster, with handling expertise in casualty, property, BI and transportation losses.

#### Specialties

- Commercial & Residential Property
- General Liability
- Bodily Injury
- Transportation & Cargo

#### Education and Achievements

- Chartered Insurance Professional (CIP) Designation
- Business of Insurance, Mohawk College
- Seminars – Bodily Injury, Accident Benefits, Property, and Transportation
- Member, Ontario Independent Adjusters Association
- Vale National Training Centre
  - Casualty Adjusting
  - Residential Building Damage Estimating
  - Commercial Building Damage Estimating

# Curriculum Vitae

## Loss Adjusting



### Derrick Filoon

BBA, CIP

District Manager

Sudbury

T 705 524 1661

E dfiloon@cl-na.com

#### Professional Summary

Derrick joined Cunningham Lindsey in 2006 in our Vancouver Metro Branch, bringing with him over 12 years' experience as an independent adjuster and insurance claims representative. Derrick was promoted to Assistant Branch Manager of our Toronto Claims Services in 2009. In January 1, 2010 assumed the role of Branch Manager at our Hamilton, Ontario office. Derrick currently holds the position of District Manager and manages offices in North Bay, Sault Ste. Marie, Sudbury, Thunder Bay, and Timmins.

#### Specialties

- All Lines
- Personal and Commercial Property
- High Value Homes
- Bodily Injury
- Product Liability
- Mediation

#### Education and Achievements

- Bachelor of Business Administration, Honours, Wilfrid Laurier University
- Chartered Insurance Professional (CIP) Designation
- Boeckh Estimating Software, Unit Price Estimates
- Boeckh Scope, Property Loss

# Curriculum Vitae

## Loss Adjusting



### Yves Aubin

BsC, FCIP, CRM

Branch Manager

Timmins

T 705 264 1223 x23

E yaubin@cl-na.com

#### Professional Summary

Yves joined Cunningham Lindsey in 1988 and currently has over 27 years' experience. His deep understanding of the insurance industry in conjunction with his professionalism bring immense value to his role as manager of our Timmins location.

Yves is fully bilingual in both English and French.

#### Specialties

- Property Claims
- General Liability Claims
- Accident Benefits/Auto Injury Claims
- Municipality Liability
- Forestry equipment
- Tractor Trailer claims
- Trained on preparing estimates

#### Education and Achievements

- Attended various Insurance Industry seminars and courses including OMPP, Bill 164 and Bill 59, Fire investigations, Tractor Trailer seminars
- Member, Canadian Insurance Adjusters Association
- Member, Canadian Association of Fire Investigators

## **APPENDICES**

Appendix B: Stewardship Report



## Stewardship Report Table of Contents

All General Liability Claims (2015 vs 2016 trends).....	1
Bodily Injury (2015 vs 2016 trends).....	2
904059600792 – Seguin.....	3
904059602848 – Power.....	4
904059620571 – Williams.....	10
904059620569 – Hamilton.....	11
904059638646 – Guitierrez.....	11
90405926858 – Chudoroschow.....	11
904059630609 – Maltais.....	12
904059620327 – Rorison.....	12
904059622140 – Peterson.....	12
904059630651 – DePenning.....	13
904059630630 – Cheeseman.....	15
904059630617 – Breen.....	16
904059638780 – Wing Shan So.....	17
904059651005 – Nagy.....	19
904559648250 – Clark.....	19
904059649043 – Dennis.....	20
904059648254 – Davidoff.....	21
904059657085 – McDermott.....	21
Incidents	
904059653699 – Duncan.....	.21

## Schedule "B"

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



*Corporate Services  
Finance Department  
Purchasing Division*

*Tim Gowans  
Manager of Purchasing*

### Request for Proposal

#### **Independent Claims Adjusting Services for the City of Sault Ste. Marie**

#### **SECTION 1**

##### **INFORMATION TO PROPONENTS**

###### ***1.1 Introduction***

The City of Sault Ste. Marie is requesting proposals for independent claims adjusting services from qualified Insurance Adjusting Companies, licensed in the Province of Ontario. Firm pricing is required for three (3) years commencing February 28, 2018. Longer time periods may be considered during Proposal evaluation; details must be provided in the Proposal submission.

The City reserves the right to extend the Contract for up to an additional two (2) years upon mutual agreement. The City also reserves the right to terminate the agreement at anytime at its sole discretion with thirty (30) days written notice.

###### ***1.2 Date and Place for Receiving Proposals***

All proposals must be sealed in an envelope properly marked as to contents ("Proposal for Independent Claims Adjusting Services for the City of Sault Ste. Marie – File # 2017LGL-02-P") and delivered to:

**The City of Sault Ste. Marie  
Attn: Manager of Purchasing  
99 Foster Drive – Level 2  
Sault Ste. Marie, Ontario, P6A 5X6**

By the following date and time:

**Date: Friday, November 17, 2017  
Time: 4:00 p.m., local (Eastern) time**

Late Proposals will not be accepted. Proposals received after the time for closing will be returned unopened at the Proponent's expense.

***Request for Proposal (cont'd)***

***Independent Claims Adjusting Services for the City of Sault Ste. Marie***

The Corporation reserves the right to reject any or all Proposals and the lowest or any Proposal will not necessarily be accepted.

The Contact Person for this RFP is Mr. Adam Shier; Risk Manager; telephone 705-759-5768; email [a.shier@cityssm.on.ca](mailto:a.shier@cityssm.on.ca).

It will be the Proponent's responsibility to clarify any questions before submitting a Proposal. A written addendum issued by the **City of Sault Ste. Marie** is the only means of changing, amending or correcting this RFP. In the process of responding to this RFP, the Proponent should not utilize any information obtained outside this protocol.

***1.3 Errors, Omissions, Clarifications***

While the City has used considerable efforts to ensure an accurate representation of information for the Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request for Proposal.

During the period for Proposal preparation, any questions concerning the Terms of Reference requirements should be addressed **by email** to Mr. Adam Shier; Risk Manager; telephone 705-759-5768; email [a.shier@cityssm.on.ca](mailto:a.shier@cityssm.on.ca).

**Important:** All questions and requests for clarification must be submitted by 12:00 noon; local time (Eastern), Friday, November 3, 2017.

General bidding process inquiries should be directed (by email preferred) to Mr. Tim Gowans; Manager of Purchasing; telephone 705-759-5298; email [t.gowans@cityssm.on.ca](mailto:t.gowans@cityssm.on.ca).

Proposals should be limited to twenty (20) pages, single sided including appendices; excluding the Letter of Introduction.

***1.4 Withdrawal of Proposal***

Proponents will be permitted to withdraw their Proposal, unopened, after it has been deposited, if such a request is received by the City, prior to the time specified for the opening of Proposals.

***Request for Proposal (cont'd)***  
***Independent Claims Adjusting Services for the City of Sault Ste. Marie***

**1.5 Informal Proposals**

Proposals are to conform to the terms and conditions set out herein. Proposals which are incomplete, conditional, or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as informal. All Proposals must be legibly signed in ink by an authorized officer of the Proponent's firm.

**1.6 Proposal Evaluation**

The successful Proponent will be selected based on evaluation of the proposal utilizing our rating system which considers the requirements mentioned below. An evaluation committee will be used in the selection process.

**Requirements:**

- 1) Proponents must be duly licensed Insurance Adjusting Companies possessing extensive experience with accounts as large and complex as the City's. Proponents must offer a wide range of services and expertise.
- 2) Proposals should include details and provide relevant references (see Experience of Proponent Company paragraph) including Contact Names.
- 3) Proposal must address all requirements stated in Section 2 – Terms of Reference of the RFP.
- 4) Proposal must include a schedule detailing Fees, as outlined in Paragraph 2.6 of Section 2 - Terms of Reference of the RFP. HST is extra.
- 5) Five (5) copies of the complete proposal submission must be received plus one (1) complete copy in electronic format (USB Key or CD/DVD).
- 6) Proponents are required to include a Letter of Introduction with the Proposal that states that the Signee is authorized to bind the Proponent to the contents of the Proposal including pricing.

The above list of requirements and criteria represents areas which are to be specifically addressed in the proposal. The evaluation process will not necessarily be limited to these areas. Other criteria not specifically listed above may also receive consideration. The order in which the requirements and criteria are listed does not indicate the weighting of the evaluation.

**To assist in evaluation of the Proposals submitted, the City may elect to conduct interviews (only as required) with one or more Proponents at its sole discretion. Please see Paragraph 1.10 concerning incurred costs associated with attendance at such interviews.**

The City reserves the right, in its sole and absolute discretion to select a preferred Proponent with which to negotiate a final contract, terminate the proposal call or reject any and all Proposals.

***Request for Proposal (cont'd)***

***Independent Claims Adjusting Services for the City of Sault Ste. Marie***

The City will endeavor to complete the evaluation process within a reasonable time frame. The City reserves the right to contact Proponents to seek clarification of the proposals, as submitted, to assist in the evaluation process.

**IMPORTANT:** The decision of the City of Sault Ste. Marie with respect to this Request for Proposals is considered final. In submitting a Proposal, Proponents agree that there is no recourse to the City of Sault Ste. Marie for its decision.

***1.7 Conditions and Requirements of Work***

The successful Proponent is required to comply with the requirements of the City's Contractor Pre-Qualification Program prior to the start of any onsite work on this Contract. These requirements include but are not limited to WSIB Coverage, Liability Insurance Coverage, Accessibility Training, and Safe Work Practices. Details regarding compliance with this requirement may be obtained by contacting Aldo Iacoe, Health & Safety Coordinator, telephone 705-759-5367 or by email to [a.iacoe@cityssm.on.ca](mailto:a.iacoe@cityssm.on.ca).

The successful proponent shall maintain during the term of the contract, Comprehensive General Liability and professional insurance subject to limits of not less than \$10,000,000.00 inclusive per occurrence.

Errors and Omissions liability insurance in an amount not less than \$10,000,000.00 per occurrence shall be maintained during the term of this contract.

A Certificate of Insurance showing proof of the above insurance coverage shall be provided to the City prior to the commencement of the work. With respect to the Comprehensive General Liability policy, the City is requesting to be included as an additional insured.

**Any deviations from the above insurance requirements must be included in your proposal.**

***1.8 Proposal Left Open***

The Proponent shall keep their Proposal open for acceptance for ninety (90) days after the closing date.

***Request for Proposal (cont'd)***  
***Independent Claims Adjusting Services for the City of Sault Ste. Marie***

**1.9 Schedule**

- (A) Release of RFP: October 2, 2017
- (B) Last Date for Questions & Clarifications: November 3, 2017 (noon)
- (C) Submission of Proposal: November 17, 2017
- (D) Recommendation of Award: January, 2018
- (E) Notification of Award: late January, 2018
- (F) Commencement of Services: February 28, 2018 (or sooner)

The City reserves the right to alter the scheduling of items "D" to "F". Proponents are asked to designate one contact person to whom any additional information deemed to be relevant to the proposal may be communicated.

**1.10 Incurred Costs**

The City will not be liable for, nor reimburse any Proponent for costs incurred in the preparation of Proposals or any other costs such as preparation for, and attendance at interviews that may be required as part of the evaluation process.

Whenever possible, at the sole determination of the City, additional information and/or clarifications will be obtained by telephone or other electronic means.

**1.11 Alterations to Documents**

No electronic reproduction or alteration of the original document will be permitted under any circumstance. The Proponent shall not change the wording of the proposal after submission; and no words or comments shall be added to the general conditions or detailed specifications unless requested by the City for the purpose of clarification.

**1.12 Confidentiality & Post-Award Comment**

No Proponent shall have the right to review or receive any information with respect to a proposal, documentation, or information submitted by any other Proponent. The content of the proposal, and all documentation, and information shall be held in confidence by the City subject only to the provision of freedom of information and privacy legislation, including without limitation, the *Municipal Freedom of Information and Protection of Privacy Act*.

Post-Award Comment by the City regarding this Request for Proposal will be limited to written notification to all Proponents of the successful Proponent's name and address only – no further debriefing will be provided. **In submitting a Proposal, Proponents acknowledge and agree to this provision.**

***Request for Proposal (cont'd)***

***Independent Claims Adjusting Services for the City of Sault Ste. Marie***

***1.13 Municipal Freedom of Information & Protection of Privacy Act***

The Corporation of the City of Sault Ste. Marie is governed by the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. All documents submitted to the City in response to this Request for Proposal become the property of the City and as such will be subject to the disclosure provisions of the Act. The Act gives persons a right of access to information held by the municipality. The right of access is subject to exemptions contained in the Act.

***1.14 Indemnification***

The successful Proponent shall indemnify and save harmless the City, its officers, agents and employees from any and all claims, demands, causes of action, loss, costs or damages that the City may suffer, incur or be liable for, resulting from the proponent's negligent acts or omissions in connection with the contract.

The rights to indemnity contained in this section shall survive any termination of the contract, anything in this contract to the contrary notwithstanding.

***1.15 Agreement for Services***

The City Purchase Order issued, the Proposal submitted by the successful Proponent, and the RFP as issued and amended shall constitute the Agreement for this engagement.

***Request for Proposal (cont'd)***

***Independent Claims Adjusting Services for the City of Sault Ste. Marie***

**SECTION 2**

**TERMS OF REFERENCE**

***2.1 Purpose***

The City is requesting Proposals from qualified firms interested in providing independent claims adjusting services. The types of claims that may be assigned to the successful proponent include, but are not limited to: property damage, bodily injury, business interruption, professional liability, environmental, crime, and automobile. The term of the appointment will be for up to three (3) years with a possible extension at the City's discretion for up to an additional two (2) years. The City also reserves the right to terminate the agreement at anytime, at its sole discretion, on providing thirty (30) days written notice.

***2.2 Background***

The City of Sault Ste. Marie takes a proactive approach to claims handling. We have an experienced and well organized claims and legal department that is committed to treating all claims made against the City fairly and promptly. We consider our independent claims adjuster to be an integral part of this process. We have assets of almost 300 million dollars, an annual budget of \$175 Million, cover a very large geographic area, and have operations that are complex and diverse. The City's independent claims adjuster must have significant experience with accounts as large and complex as ours, and offer a wide range of services and expertise.

The City's Risk Management Section pro-actively manages the insurance portfolio, claims administration, risk management issues and related activities. Insurance and Risk Management is a Section of the Legal Department and has been in place since 2016. It is dedicated to effectively and cost-efficiently providing insurance and risk management program management.

Further information concerning the City's Claims History can be found in Section 3 – Appendix of this RFP.

***2.3 Proponent's Qualifications***

Proponents must be qualified Insurance Adjusting Companies, licensed in the Province of Ontario. Proponents shall supply detail as requested in the Experience of Proponent Company paragraph.

***Request for Proposal (cont'd)***  
***Independent Claims Adjusting Services for the City of Sault Ste. Marie***

**2.4 Scope of Work**

The City of Sault Ste. Marie invites proposals for the provision of the following independent claims adjusting services to include, but not limited to:

- 1 Adjustment, and/or negotiation, and/or investigation, and/or settlement, and/or damage assessment of claims against the City on a task assignment basis,
- 2 Skilled and knowledgeable staff that are available 24 hours a day, 365 days a year for services, including but not limited to, claim reporting, after hours visits to scenes of loss, respond to telephone enquiries, and after hours emergency response,
- 3 Initial reports will be required within 24 business hours, subsequent reports every 30 days. We prefer a concise and brief report style and will want the successful proponent to work with us to develop a report format that is suitable to us,
- 4 Claims Management. Where the City has claims with its insurers, the adjuster will be expected to assist with expediting the claims, including any research required,
- 5 The City is currently insured with JLT. Please describe any prior and/or existing experience with them and other municipal insurers,
- 6 Attend meetings as required with City staff, and others as may be required from time to time by the City,
- 7 Describe what resources will be available for seminars and information sessions for City employees and others that the City may want to include,
- 8 If applicable, describe your company's on-line claims service and capability and any related fees. What services will be available to the City, for example, on-line claims reporting, on-line review of claim details, reports, photographs, reserves, correspondence, etc.,
- 9 An Annual Stewardship report is required to briefly describe the services provided in the past year and what to expect in the coming year. Identify the date on which this will be provided each year and provide a sample Table of Contents for this report, and any cost associated with preparing it,
- 10 Loss Control/Prevention Services. Describe what services you offer in this regard and related fees,
- 11 Emergency, Disaster Recovery and Business Continuity Assistance. Describe how your company can assist the City with these services including related fees,

***Request for Proposal (cont'd)***

***Independent Claims Adjusting Services for the City of Sault Ste. Marie***

- 12 In addition, the Proponent may propose any other related services that it believes may be beneficial and desirable to the City, and identify any additional costs associated with these services.

**2.5 Proposal Content and Format**

Proposals are to be presented in the following format and are to be as concise as possible.

**Title Page**

Showing Proponent name, address, telephone number, and e-mail address of contact person(s).

**Table of Contents**

Include page numbers.

**Letter of Introduction/Executive Summary**

One page, introducing the proponent and summarizing the key features of the proposal, and signed by the person(s) authorized to sign on behalf of and to bind the Proponent to statements made in response to this RFP.

**Experience of Proponent**

Provide a brief description of your firm, including the following:

- proof of being duly licensed insurance adjusting company in the Province of Ontario,
- a general statement of specialization and expertise,
- the size of the firm nation-wide (province-wide, whichever is applicable), and of the service office in terms of people and businesses,
- the business carried out by the service office and the firm nationwide (province-wide, whichever is applicable) in terms of types and volume of claims adjusted, and the other services offered,
- years of local experience in providing the identified services to similar corporate clients,
- a list of current and expired large accounts serviced locally, including the types of services provided for each,
- contact names, telephone numbers, and e-mail addresses of two existing clients and two former clients of the local office of a similar size and/or complexity to the City of Sault Ste. Marie (preferably accounts of a similar size/type).

***Request for Proposal (cont'd)***  
***Independent Claims Adjusting Services for the City of Sault Ste. Marie***

**Experience of Proponent**

Provide a brief description of your firm, including the following:

- an organizational chart showing the staffing and lines of authority for the key personnel to be used in providing the services,
- the name of the individual within your firm that is proposed to have overall responsibility for the City's account, the name of the alternate to that person, and their ability to access the capabilities of the firm,
- the names, education, certifications and qualifications (or resumes) of staff proposed to offer service to the City,
- association memberships, board or like memberships,
- experience these personnel have provided to local and regional governments,
- names of any subcontractors or agents (other than employees) proposed to be used, including details of services to be contracted.

**Service**

in this section please address the items listed in Paragraph 2.4 - "Scope of Work". Include recommendations for improvements to process, adoption of best practices, etc.

**Fees**

- provide your proposed fee structure including hourly rate, expense rates, any rate differences for different types of claims, and any other relevant fees and charges applicable to the services being offered,
- describe your billing practise including payment terms, and your policy on interim billing of open files,
- identify any taxes separately – HST, etc.

**Insurance:**

- provide proof and details of your company's Commercial General Liability and Errors and Omissions insurance coverage, minimum \$10 million.

**2.6 Fee Schedule**

**A fixed fee schedule must be provided for the duration of the three (3) year agreement. HST extra. Schedule must be prepared in accordance with "Fees" paragraph above.**

***Request for Proposal (cont'd)***  
***Independent Claims Adjusting Services for the City of Sault Ste. Marie***

**2.7 Important Note**

The successful Proponent may not assign the whole or any part of the resulting contract without the prior written consent of the City.

***Request for Proposal (cont'd)***  
***Independent Claims Adjusting Services for the City of Sault Ste. Marie***

**SECTION 3**

**Appendix - Claims Summary**

2013 - 250 Claims  
2014 - 225 Claims  
2015 - 162 Claims  
2016 - 118 Claims  
2017 - 127 Claims (Year to Date as at October 2, 2017)

Totals are cumulative numbers for each year and include:

- Property damage
- General liability
- Automobile direct damage
- Automobile 3<sup>rd</sup> party liability
- Automobile Accident Benefits

Appendix "B"

## Fee Schedule

**Junior / Intermediate / Senior Adjuster**      \$115.00 per hour

**Flat Rate for \$0 to \$10,000 Property Damage:**

- February 28, 2021–February 28, 2022 \$175.00
  - February 28, 2022–February 28, 2023 \$200.00

#### **Services Performed:**

- Acknowledgment letter to claimant
  - Prompt investigation
  - Establishing value of claim
  - Establishing liability
  - Appropriate responses
  - If denial, reason stated
  - Short form reporting
  - Copies of any letters to citizen sent to Municipality

**Support Staff** \$0.00

Disbursements Mileage / KMs:	\$0.70 (first 50kms free)
Photocopies:	\$0.25 (first 50 pages free)
Photographs:	\$0.00

- Captioning and Downloading of Photos      Actual time .1 per photo, up to a maximum of one hour

# THE CORPORATION OF THE CITY OF SAULT STE. MARIE

## BY-LAW NO. 2023-11

**APPOINTMENTS TO LOCAL BOARDS:** A by-law to appoint members to various Local Boards in the City of Sault Ste. Marie.

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

### 1. APPOINTMENTS TO THE MUNICIPAL HERITAGE COMMITTEE

The following persons are hereby appointed as members of the Local Municipal Heritage Committee pursuant to the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, s. 28 and pursuant to the terms of By-law 2003-117 from January 9, 2023 to December 31, 2024:

Councillor A. Caputo and citizens  
Madison Bifano  
Joe Bumbacco  
Nicole Curry  
Johnathan Lalonde  
Stephanie Maragna  
Salvatore Marchese  
Kelly Marshall  
Luis Moreno  
Sarah Walker  
Alexander White

### 2. APPOINTMENTS TO THE FENCE VIEWERS COMMITTEE

(a) The following persons are hereby appointed as fence-viewers for the City of Sault Ste. Marie pursuant to the *Line Fences Act*, R.S.O. 1990, c. L.17 and amendments thereto from January 9, 2023 to December 31, 2024:

Katie Blunt  
Shannen Scott  
Alexander White  
Elizabeth Filice as alternate

(b) **PER DIEM RATE**

Each fence-viewer shall be paid the sum of \$50.00 for each day's work done under the *Line Fences Act*.

### **3. APPOINTMENTS TO THE COMMITTEE OF REVISION**

The following persons are hereby appointed as members of the Sault Ste. Marie Committee of Revision pursuant to Section 19 of O. Reg 586/06 filed under the *Municipal Act, 2001*, S.O. 2001, c.25 and amendments thereto from January 9, 2023 to December 31, 2024:

Katie Blunt  
Shannen Scott  
Atul Sharma  
Elizabeth Filice as alternate

### **4. APPOINTMENTS TO PROPERTY STANDARDS COMMITTEE**

The following persons are hereby appointed as members of the Sault Ste. Marie Property Standards Committee pursuant to Section 15.6 of the *Building Code Act, 1992*, S.O. 1992, c. 23 and amendments thereto and pursuant to the terms of By-law 2012-9 from January 9, 2023 to December 31, 2024:

Katie Blunt  
Jordan Derochie  
Ben Muncaster

### **5. EFFECTIVE DATE**

This by-law shall be effective from the date of its final passing.

**PASSED** in Open Council this 9<sup>th</sup> day of January, 2023.

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**MAYOR – MATTHEW SHOEMAKER**

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**CITY CLERK – RACHEL TYCZINSKI**

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**BY-LAW 2023-13**

**LOCAL BOARDS:** A by-law to appoint Frank Bruni, Joseph Greco, Wayne Greco, Melinda McGregor and Anthony Rossi to the Committee of Adjustment.

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 44 of the *Planning Act*, R.S.O. 1990, c.P.13, **ENACTS** as follows:

**1. APPOINTMENT TO THE COMMITTEE OF ADJUSTMENT**

Frank Bruni, Joseph Greco, Wayne Greco, Melinda McGregor and Anthony Rossi are hereby appointed to the Committee of Adjustment of the City of Sault Ste. Marie for a term ending November 14, 2026.

**2. EFFECTIVE DATE**

This By-law becomes effective on the day of its final passing.

**PASSED** in Open Council this 9<sup>th</sup> day of January, 2023.

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**MAYOR – MATTHEW SHOEMAKER**

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**CITY CLERK – RACHEL TYCZINSKI**