



AGENDA

Corporation of the Town of Kirkland Lake
Regular Meeting of Council
Heritage North
September 22, 2020
4:40 p.m.

1. **Call to Order and Moment of Silence**

2. **Approval of the Agenda**

***BE IT RESOLVED THAT** the Agenda for the Regular Meeting of Council held on September 22, 2020 beginning at 4:40 p.m. be approved as circulated to all Members of Council.*

3. **Declaration of Pecuniary Interest**

4. **Petitions and Delegations**

4.1 MPP John Vanthof

***BE IT RESOLVED THAT** the delegation by MPP John Vanthof be received.*

5. **Acceptance of Minutes and Recommendations**

***BE IT RESOLVED THAT** Council accept the minutes of the following meetings:*

- *Minutes of the Regular Meeting of Council held September 8, 2020*

6. **Reports of Municipal Officers and Communications**

6.1 COVID-19 Update, Verbal
Ric McGee, CAO

***BE IT RESOLVED THAT** the verbal update titled "**COVID-19 Update**" be received.*

6.2 By-Law Enforcement Policy Review
Ashley Bilodeau, Director of Development Services

***BE IT RESOLVED THAT** Report Number 2020-DEV-040 entitled "**By-law Enforcement Policy Review**", be received,*

***THAT** Council for the Corporation of the Town of Kirkland Lake hereby approves the revised By-law Enforcement Policy as presented, and*

PLEASE NOTE: All items on this Agenda are for Council's consideration and will be voted on at the meeting.

THAT staff be directed to insert the approved policy into the Corporate Policy Manual and upload the By-law Enforcement Policy to the Town's website.

6.3 Municipal Law Enforcement Officer – Appointment
Ashley Bilodeau, Director of Development Services

BE IT RESOLVED THAT Report Number 2020-DEV-050 entitled “***Municipal Law Enforcement Officer - Appointment***”, be received, and

THAT a By-law to Appoint Tracy Barbe as a Municipal Law Enforcement Officer be presented to Council.

6.4 Draft Consent Application No. 54-C-209966: Jamieson, Grenfell Road
Ashley Bilodeau, Director of Development Services

BE IT RESOLVED THAT Report Number 2020-DEV-048 entitled “***Draft Consent Application No. 54-C-209966: Jamieson, Grenfell Road***”, be received, and

THAT staff be directed to respond to the Ministry of Municipal Affairs and Housing on behalf of the Town of Kirkland Lake to advise the Ministry that the Town opposes any new development in unorganized townships as it contravenes the PPS and until such time as the following recommendations are addressed:

1. *THAT the Province conduct a comprehensive review to determine whether development in the unorganized townships places an undue strain on public service facilities and infrastructure of surrounding municipalities; and*
2. *THAT the Province meet with Local Roads Boards and the Town of Kirkland Lake to determine the potential of developing a “Planning Area”.*

6.5 RFT-558-20 Lakeshore Road and McCamus Avenue Resurfacing Tender Award
Michel Riberdy, Director of Public Works

BE IT RESOLVED THAT Report Number 2020-PW-007 entitled “***RFT-558-20 Lakeshore Road and McCamus Avenue Resurfacing Tender Award***”, be received,

THAT Council hereby awards RFT-558-20 Lakeshore Road and McCamus Avenue Resurfacing to Miller Paving Limited in the amount of \$124,712.87 plus a 5% contingency not to exceed \$130,948.51 (HST excluded), and

THAT staff is hereby authorized to execute the necessary documents to complete the terms of RFT-558-20.

FOLLOW-UP MOTION:

BE IT RESOLVED THAT staff be directed to negotiate (at the same unit prices) additional resurfacing of loose top gravel sections of asphalt roads within the municipality on a priority basis determined by the Director of Public Works utilizing the remaining funds in Budget Account Number B2020-0042 not to exceed \$180,878.00.

6.6 Kirkland Lake – Municipal Drinking Water Licence Renewal Application
Michel Riberdy, Director of Public Works

BE IT RESOLVED THAT Report Number 2020-PW-006 entitled “**Kirkland Lake – Municipal Drinking Water Licence Renewal Application**”, be received,

THAT Council for the Corporation of the Town of Kirkland Lake hereby accepts the Corporation of the Town of Kirkland Lake Drinking Water System Financial Plan as presented,

THAT staff be directed to submit the updated Kirkland Lake Drinking Water System Financial Plan - Number 214-301 (2019 to 2025) in accordance with O. Reg. 453/07 to the Ministry of Environment, Conservation and Parks (MECP) for the Kirkland Lake – Municipal Drinking Water Licence Renewal, and

THAT staff be directed to upload a copy of the Corporation of the Town of Kirkland Lake Drinking Water System Financial Plan to the Town’s Website.

6.7 Swim Pass Donation Request
Bonnie Sackrider, Director of Community Services

BE IT RESOLVED THAT Memorandum Number 2020-CS-001 entitled “**Swim Pass Donation Request**”, be received, and

THAT staff be directed to prepare 200 swim passes for the Chamber of Commerce Halloween Scavenger Hunt and expense the cost of the donation to the Community Grants Fund Account.

6.8 Municipal Asset Management Program Funding Application
Keith Gorman, Director of Corporate Services

BE IT RESOLVED THAT Report Number 2020-FIN-006 entitled “**Municipal Asset Management Program Funding Application**”, be received,

THAT staff be directed to apply for a grant from the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance the Town’s Asset Management Program, and

THAT the Town of Kirkland Lake allocate up to \$15,000 in the 2021 Budget as the Town’s contribution to the costs of this project.

7. **Consideration of Notices of Motion**

8. **Introduction, Reading and Consideration of By-Laws**

By-Law 20-076 Being a by-law to Authorize the Mayor and Clerk to Execute Documents Related to the Sale of a Property Located to the North of 4 Summerset Drive to Marc Bronson

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;

By-law Number 20-076, being a by-law to Authorize the Mayor and Clerk to Execute Documents Related to the Sale of a Property Located to the North of 4 Summerset Drive to Marc Bronson

By-Law 20-077 Being a by-law to Deem Lot 1 of Registered Plan M-218T Not to be Registered (North of 4 Summerset Drive, Marc Bronson)

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;

By-law Number 20-077, being a by-law to Deem Lot 1 of Registered Plan M-218T Not to be Registered (North of 4 Summerset Drive, Marc Bronson)

By-Law 20-078 Being a by-law to Appoint Municipal Law Enforcement Officers for the Purpose of Enforcing By-Laws in the Town of Kirkland Lake

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;

By-law Number 20-078, being a by-law to Appoint Municipal Law Enforcement Officers for the Purpose of Enforcing By-Laws in the Town of Kirkland Lake

9. **Questions from Council to Staff**

10. **Notice(s) of Motion**

11. **Councillor's Reports**

11.1 Council Meeting Locations
Pat Kiely, Mayor

BE IT RESOLVED THAT Memorandum Number 2020-CNL-005 entitled “**Council Meeting Location**” be received, and

THAT future Council Meetings will resume in Council Chambers beginning October 6, 2020 or sooner at the Call of the Chair should the need arise for a Special Meeting of Council.

11.2 Councillor Updates

BE IT RESOLVED THAT the verbal updates from members of Council be received.

12. Additional Information

12.1 Royal Canadian Legion – Request to Hang Banners

BE IT RESOLVED THAT the correspondence from The Royal Canadian Legion dated September 14, 2020 be received,

THAT Council approve the request to have staff hang banners on Government Road for an additional 3 seasons, and

THAT staff be directed to present a Banner Policy

13. Closed Session

BE IT RESOLVED THAT Council move into a Closed Session pursuant to Section 239(2) to discuss 1 litigation matter, 1 land disposition matter, 1 potential litigation matter, and 1 matter involving identifiable individuals.

13.1 Minutes of the Closed Session of Council held September 8, 2020

13.2 Statement of Claim – 9775706 Canada Inc. vs TKL, TKL Solar Inc., Energie Kapuskasing Energy Inc., 2325524 Ontatio Inc., 2325524 Ontario Inc. O/A Sentinel Solar, Sentinel Solar Corp., Sentinel Solar Holdings Ltd. Richard McGee, CAO

13.3 Request to Purchase – Calbeck Avenue
Ashley Bilodeau, Director of Development Services

13.4 Encroachment – Kirkland Avenue
Ashley Bilodeau, Director of Development Services

13.5 Executive Director Hiring
Keith Gorman, Director of Corporate Services

14. Matters from Closed Session

15. Confirmation By-law

By-law 20-079 Being a by-law to confirm the proceedings of Council at its meeting held September 22, 2020

***BE IT RESOLVED THAT** the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;*

By-law Number 20-079, being a by-law to confirm the proceedings of Council at its meeting held September 22, 2020.

16. Adjournment

***BE IT RESOLVED THAT** Council adjourn the September 22, 2020 Regular Meeting of Council.*



MINUTES

Corporation of the Town of Kirkland Lake
Regular Meeting of Council
Heritage North
September 8, 2020
4:40 p.m.

Attendance

Mayor: Pat Kiely
Councillors: Casey Owens
Stacy Wight
Patrick Adams
Eugene Ivanov
Rick Owen
Dennis Perrier
Staff: Chief Administrative Officer: Ric McGee
Municipal Clerk: Meagan Elliott
Director of Corporate Services: Keith Gorman
Director of Development Services: Ashley Bilodeau
Director of Community Services: Bonnie Sackrider
Director of Public Works: Michel Riberdy
Fire Chief: Rob Adair
Waste Management Manager: Richard Charbonneau

1. Call to Order and Moment of Silence

Mayor Pat Kiely requested a moment of silence.

2. Approval of the Agenda

Moved by: Rick Owen

Seconded by: Eugene Ivanov

BE IT RESOLVED THAT the Agenda for the Regular Meeting of Council held on September 8, 2020 beginning at 4:40 p.m. be approved as circulated to all Members of Council with the addition of a delegation by Bernadine Cozac to be listed as 4.2 to speak to staff report 6.4 - 26 Dixon and the addition of a Closed Session item to be listed as 13.6 - PL200066 – Laing v. Kirkland Lake: Status Update.

CARRIED

3. Declaration of Pecuniary Interest

Mayor Pat Kiely requested those present to declare any pecuniary interest with matters appearing on the agenda. Councillor Eugene Ivanov and Councillor Patrick Adams declared a pecuniary interest on Closed item 13.2 – Heritage North Request to Purchase.

4. Petitions and Delegations

4.1 Northern College

Moved by: Casey Owens
Seconded by: Patrick Adams

BE IT RESOLVED THAT the presentation by Northern College be received.

CARRIED

4.2 Bernadine Cozac – 26 Dixon

Moved by: Eugene Ivanov
Seconded by: Rick Owen

BE IT RESOLVED THAT the delegation and documents provided by Bernadine Cozac be received.

CARRIED

5. Acceptance of Minutes and Recommendations

Moved by: Dennis Perrier
Seconded by: Stacy Wight

BE IT RESOLVED THAT Council accept the minutes of the following meetings:

- Minutes of the Special Meeting of Council held August 11, 2020
- Minutes of the Regular Meeting of Council held August 11, 2020
- Minutes of the Special Meeting of Council held August 25, 2020
- Minutes of the Committee of Management Meeting held May 28, 2020
- Minutes of the Economic Committee Meeting held August 26, 2020

CARRIED

6. Reports of Municipal Officers and Communications

6.1 COVID-19 Update, Verbal
Ric McGee, CAO

Moved by: Stacy Wight
Seconded by: Casey Owens

BE IT RESOLVED THAT the verbal update titled “**COVID-19 Update**” be received.

CARRIED

6.2 Corporate Policy Manual
Meagan Elliott, Clerk

Moved by: Eugene Ivanov
Seconded by: Rick Owen

BE IT RESOLVED THAT Report Number 2020-CLK-004 entitled “**Corporate Policy Manual**” be received,

THAT report 2020-CLK-004 be referred back to staff to include reasons for repealing those on the list and to provide the policy as an attachment for review, and **THAT** policy HS2020-033 be moved to the repealed list.

CARRIED

6.3 Request to Purchase Land – North of 4 Summerset Drive
Ashley Bilodeau, Director of Development Services

Moved by: Stacy Wight

Seconded by: Patrick Adams

BE IT RESOLVED THAT Report Number 2020-DEV-041 entitled “**Request to Purchase Land – North of 4 Summerset Drive**”, be received, **THAT** Council declare the property surplus to the needs of the Municipality and authorize the Corporation of the Town of Kirkland Lake to enter into an agreement of purchase and sale to sell the land to the north of 4 Summerset Drive to Marc Bronson for a sale price of \$2,000.00, and **THAT** staff be directed to present a by-law to deem Lot 1, Plan M-218 not to be on a Plan of Subdivision, to merge the two properties on title.

CARRIED

6.4 Request to Purchase Land – East of 26 Dixon Avenue
Ashley Bilodeau, Director of Development Services

Moved by: Rick Owen

Seconded by: Dennis Perrier

BE IT RESOLVED THAT Report Number 2020-DEV-040 entitled “**Request to Purchase Land – East of 26 Dixon Avenue**”, be received, and **THAT** report 2020-DEV-040 be referred back to staff for the first meeting of November to allow time for Ms. Cozac to provide any additional documents.

CARRIED

6.5 Community Improvement Plan Application Recommendations – Economic Development Committee
Ashley Bilodeau, Director of Development Services / Meagan Elliott, Clerk

Moved by: Stacy Wight

Seconded by: Eugene Ivanov

BE IT RESOLVED THAT Memorandum Number 2020-DEV-006 entitled “**Community Improvement Plan Application Recommendations – Economic Development Committee**”, be received, **THAT** Council approve \$5,000 for building renovations and \$2,500 for facade improvements for the application submitted by Dr. Marc Bronson for 29 Government Road West, and **THAT** Council approve \$5,000 for building renovations and rebate \$1,000 for landfill fees for the application submitted by Michael Rawley for 98B Government Road West.

CARRIED

7. **Consideration of Notices of Motion**

None noted.

8. **Introduction, Reading and Consideration of By-Laws**

Moved by: Dennis Perrier

Seconded by: Casey Owens

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;

By-law Number 20-070, being a by-law to Authorize the Mayor and Clerk to Execute Documents Related to a Site Plan Control Agreement at 11 Station Road South with Beth and Kevin Crema.

CARRIED

Moved by: Rick Owen

Seconded by: Eugene Ivanov

BE IT RESOLVED THAT By-law Number 20-072, being a by-law to Authorize the Mayor and Clerk to Execute Documents Related to the sale of Part 1 54R-6159, a Property Located Adjacent to 26 Dixon Avenue to Theadore and Brenda Bukowski be deferred.

CARRIED

Moved by: Patrick Adams

Seconded by: Dennis Perrier

BE IT RESOLVED THAT the following bylaw be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;

By-law Number 20-074, being a by-law to Authorize the Mayor and Clerk to Execute an Agreement with DST Consulting Engineers Inc. for the Supply and Installation of Monitoring Wells at the Kirkland Lake Landfill Site

CARRIED

9. **Questions from Council to Staff**

9.1 **Protesters**

Councillor Patrick Adams

Moved by: Patrick Adams

Seconded by: Eugene Ivanov

BE IT RESOLVED THAT the question from Councillor Adams titled "**Protesters**" be received, and

THAT the question be referred to the September 2020 Police Services Board Meeting

CARRIED

10. Notice(s) of Motion

None noted.

11. Councillor's Reports

11.1 Ensuring that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council Councillor Patrick Adams

Moved by: Patrick Adams

Seconded by: Rick Owen

BE IT RESOLVED THAT Memorandum Number 2020-CNL-004 entitled "Ensuring that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council", be received

CARRIED

11.2 Councillor Updates

Moved by: Eugene Ivanov

Seconded by: Casey Owens

BE IT RESOLVED THAT the verbal updates from members of Council be received.

CARRIED

12. Additional Information

12.1 COVID-19 Funding Correspondence
Steve Clark, Minister of Municipal Affairs and Housing

Moved by: Rick Owen

Seconded by: Stacy Wight

BE IT RESOLVED THAT the correspondence from Minister Steve Clark regarding COVID-19 funding be received.

CARRIED

13. Closed Session

Moved by: Eugene Ivanov

Seconded by: Dennis Perrier

BE IT RESOLVED THAT Council move into a Closed Session pursuant to Section 239(2) to discuss 5 land disposition matters.

CARRIED

Council moved into Closed Session at 6:18pm

- 13.1 Minutes of the Closed Session of Council held August 11, 2020
Minutes of the Closed Session of Council held August 25, 2020
- 13.2 Heritage North Request to Purchase
Wilfred Hass, Director of Economic Development
- 13.3 Request to Purchase – Premier Ave East
Ashley Bilodeau, Director of Development Services
- 13.4 Request to Purchase – Main Street
Ashley Bilodeau, Director of Development Services
- 13.5 Request to Lease – Queen Street
Ashley Bilodeau, Director of Development Services

Council rose from Closed Session at 7:23pm

14. Matters from Closed Session

None noted.

15. Confirmation By-law

Moved by: Casey Owens

Seconded by: Dennis Perrier

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto

By-law Number 20-075, being a by-law to confirm the proceedings of Council at its meeting held September 8, 2020.

CARRIED

16. Adjournment

Moved by: Eugene Ivanov

Seconded by: Patrick Adams

BE IT RESOLVED THAT Council adjourn the September 8, 2020 Regular Meeting of Council.

CARRIED

The meeting adjourned at: 7:25pm

Pat Kiely, Mayor

Meagan Elliott, Clerk



REPORT TO COUNCIL

Meeting Date: 9/22/2020	Report Number: 2020-DEV-040
Presented by: Ashley Bilodeau	Department: Development Services

REPORT TITLE

By-law Enforcement Policy Review

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2020-DEV-040 entitled “**By-law Enforcement Policy Review**”, be received,

THAT Council for the Corporation of the Town of Kirkland Lake hereby approves the revised By-law Enforcement Policy as presented, and

THAT staff be directed to insert the approved policy into the Corporate Policy Manual and upload the By-law Enforcement Policy to the Town’s website.

BACKGROUND

The current By-law Enforcement Policy was passed on April 2, 2019, reflecting the contracted service being provided by Turtle Island Protection Services (TIPS), now Protection and Detection Services (PADS). The resolution passed at Council required staff to review the Policy with Council, within a timeframe of one year. This report is presented in accordance with that guideline

RATIONALE

As identified in Attachment 1, very minor changes are proposed to the Policy. Upgrades to the Town’s reporting system has eliminated the need for a “By-law Enforcement Complaint Form”. A generalized form is now accessible online, on the Town’s website. Staff is also able to collect data by phone or e-mail, and add the information into the reporting system using CGIS. This feature supports better quarterly reporting.

Staff also removed reference to Council throughout this Policy to remain in line with the motion passed on April 21st, 2020, which states that an unencumbered municipal law enforcement process is hereby adopted.

There is one other modification reflecting the need to request permission to enter onto a landowner or tenant's property. The Community Standards By-law does provide By-law Enforcement Officer's the authority to enter without permission, if there are reasonable and probable grounds to believe a violation exists. This statement is no longer required in the Policy.

OTHER ALTERNATIVES CONSIDERED

Council may choose to maintain the Policy as is; however, the Policy would not reflect the updates to the complaint process. Additionally, the Policy would not be consistent with the Community Standards By-law.

FINANCIAL CONSIDERATIONS

There are no financial implications.

RELATIONSHIP TO STRATEGIC PRIORITIES

The Strategic Plan identifies a need to review 1 - 2 policies per Council meeting, to bring the municipality's policies up-to-date to ensure consistency with other municipal and Provincial legislation.

ACCESSIBILITY CONSIDERATIONS

There are no accessibility considerations.

CONSULTATIONS

Katrina Fillion, By-law Enforcement Officer

ATTACHMENTS

Attachment 1 – Proposed Modifications to the By-law Enforcement Policy

[BACK
TO TOP](#)



POLICY	
Policy Number:	Date Approved: April 2, 2019
Department: Development Services	Date Reviewed: September 22, 2020
By-law Enforcement Policy	

1. Policy Statement

The objective of the By-law Enforcement Policy is to obtain compliance with municipal by-laws through effective enforcement based on consistency, education and fairness. This policy describes the procedures related to by-law enforcement, including the issues of confidentiality as set out in the *Municipal Freedom of Information & Protection of Privacy Act*, the setting of priorities for action, and includes provisions for further enforcement.

2. Purpose

The purpose of the policy is to provide a formal policy and procedure governing the handling enforcement of municipal by-law infractions and to ensure a consistent, standardized, thorough, prompt and courteous receipt, processing, investigation and resolution thereof.

This policy applies to all by-laws of the Town of Kirkland Lake and any requests for enforcement received by the Town. The scope of the policy is limited to the geographical boundaries of the Town of Kirkland Lake.

3. Definitions

Administrator means the Chief Administrative Officer of the Municipal Corporation of the Town of Kirkland Lake or his/her designate.

Complainant means a person, group, or company that has an issue that contravenes a Municipal by-law and submits a formal complaint to the Municipality.

Complaint means a Complaint received by the Municipality, wherein the Complainant provides their full name, address, phone number and nature of Complaint that can be verified by the Municipal Law Enforcement personnel, in writing, using the required form submitted to the Municipality.

By-law Enforcement Personnel means a person or firm appointed or contracted by the Municipality by by-law for the purposes of municipal law enforcement.

Comment [AB1]: No longer needs to be in writing.

By-law Enforcement Manager means the individual responsible for the day-to-day management of any contracted by-law enforcement personnel.

Municipality means the Municipal Corporation of the Town of Kirkland Lake.

Spite Complaint, also known as a Frivolous and Vexatious Complaint, means a Complaint submitted with ill will or with intention of malice towards another person or entity and may include retaliatory Complaints and civil disputes. A Spite Complaint may also be defined as a Complaint that is part of a pattern of conduct by the Complainant that amounts to an abuse of the Complaint process. Such Complaints will be brought to the attention of the Administrator and the Administrator shall, at their sole discretion, determine if the Complaint shall be investigated or rejected.

3.4. Scope

The safety of staff and/or agents of the Municipality is of the utmost importance. If staff are verbally or physically threatened while ~~administering-enforcing~~ by-laws, then no further investigative action shall be carried out until a police officer accompanies the ~~officer~~.

The Municipality is committed to the delivery of municipal law enforcement services in a timely and effective manner.

By-law enforcement is both proactive as well as reactive in nature:

- By-law Enforcement Personnel may undertake an investigation on their own initiative upon observation of a possible situation of a by-law violation;
- The Municipality may act upon complaints received from the public.

By-law Enforcement Personnel have ~~in the absence of Council direction to the contrary~~, discretion to determine the appropriate response to a Complaint. This may include decisions to act on some, all or none of the Complaint, assign priority between Complaints; immediately issue an offence notice/ticket, or an emergency order to remedy a violation as determined at the staff's sole discretion. This discretion is to be exercised on the basis of the following criteria:

- Safety factors;
- History of attempts for compliance made by the Municipality and/or its agents;
- Available resources, including financial resources;
- Potential impact of not responding;
- Offer for formal mediation;
- Coordinating involvement with other relevant agencies;
- Likelihood of achieving compliance;
- Municipal jurisdiction and authority;

Formatted: Highlight

- Other enforcement avenues including civil processes.

Notwithstanding the above, the goal of by-law enforcement is to achieve compliance with municipal by-laws through education and cooperation as opposed to enforcement. All violations should be approached with this intent, and the cooperation of the offender should be sought first in every instance.

Spite Complaints, as determined by the Administrator, shall not be investigated by a By-law Enforcement ~~Personnel~~Officer.

The Municipality is not obliged to enforce any by-law or to pursue law enforcement action on any by-law infraction. Where a decision is made not to enforce compliance with a by-law, the decision will be documented on the by-law infraction file.

Any decision made under this policy, including a decision not to respond to a Complaint or enforce a by-law or a decision by the Administrator, may at any time be revisited by the Administrator.

~~At any stage of the enforcement process, if, in the opinion of the Administrator the matter is of significant consequence, the matter may be brought before Council for direction.~~

The Ontario Provincial Police are responsible for emergency situations and should be contacted to deal with issues, including but not limited to loitering, trespassing, noise related neighbour or domestic disputes, possible drug activity, vandalism or other ~~possible~~ criminal activity.

Failure to comply with any provision of this policy shall not invalidate any proceeding or any step, document or order in a proceeding otherwise in accordance with any municipal by-law, provincial or federal legislation.

4. Definitions

~~**Administrator** means the Chief Administrative Officer of the Municipal Corporation of the Town of Kirkland Lake or his/her designate.~~

~~**Complainant** means a person, group, or company that has an issue that contravenes a Municipal by-law and submits a formal complaint to the Municipality.~~

~~**Complaint** means a Complaint received by the Municipality, wherein the Complainant provides their full name, address, phone number and nature of Complaint that can be verified by the Municipal Law Enforcement personnel, in writing, using the required form submitted to the Municipality.~~

~~**By-law Enforcement Personnel** means a person or firm appointed or contracted by the Municipality by by-law for the purposes of municipal law enforcement.~~

Comment [AB2]: No longer needs to be in writing.

~~**By-law Enforcement Manager** means the individual responsible for the day-to-day management of any contracted by-law enforcement personnel.~~

~~**Municipality** means the Municipal Corporation of the Town of Kirkland Lake.~~

~~**Spite Complaint**, also known as a Frivolous and Vexatious Complaint, means a Complaint submitted with ill will or with intention of malice towards another person or entity and may include retaliatory Complaints and civil disputes. A Spite Complaint may also be defined as a Complaint that is part of a pattern of conduct by the Complainant that amounts to an abuse of the Complaint process. Such Complaints will be brought to the attention of the Administrator and the Administrator shall, at their sole discretion, determine if the Complaint shall be investigated or rejected.~~

5. Policy & Procedures

Roles and Responsibilities

Council:

- Adopts by-laws and policies and any amendment thereto. Regulatory by-laws shall identify the enforcement jurisdiction and the person and/or agent authorized to enforce those regulations.
- All Council inquiries related to by-law enforcement shall be directed to the Administrator. Individual members of Council shall not sanction, direct, investigate, assess or interfere with a complaint or investigation.

Chief Administrative Officer, or designate:

- Serve as the Administrator of this policy, or appoint a designate.
- Make recommendations to Council for policy amendments.
- Shall keep the Council advised of any significant enforcement actions that have direct legal or significant financial implications for the Municipality (\$5,000 and above).

By-law Enforcement Manager:

- The Manager shall coordinate all regulatory by-law enforcement actions and shall act as the contact for contracted By-law Enforcement Personnel engaged in carrying out enforcement.
- The Manager may attend or accompany By-law Enforcement Personnel on site investigations when a situation warrants it or when requested by Enforcement Personnel.

- The Manager shall maintain a detailed reporting of enforcement activity in a database format, and submit a quarterly report on enforcement activity to the Administrator.

By-law Enforcement Personnel:

- By-law Enforcement Personnel shall investigate complaints and carry out enforcement actions.
- Where By-law Enforcement Personnel have reasonable and probable grounds to believe that a violation exists, he or she may request the landowner or tenant's permission to enter upon private property to further an investigation or resolve any violation. By-law Enforcement Personnel will only conduct business on the property related to the issue of the complaint.
- By-law Enforcement Personnel shall maintain a detailed reporting of enforcement activity in a database format, and submit a monthly report on enforcement activity to the By-law Enforcement Manager.

Comment [AB3]: Based on by-law, they don't need permission.

General Principles

Submission of a Complaint

Complaints regarding perceived by-law infractions shall be reported to the Administrator. Complaints may be initiated by phone, although a formal written complaint will be required using the Complaint Form in Schedule "A". Verbal complaints, anonymous and/or incomplete complaints, and complaints communicated through third parties, including Members of Councilors, shall not be acted upon unless the alleged infraction is a life, safety or environment matter.

Comment [AB4]: Updated the process online. No longer a need to reference the form.

Complaints shall be assessed by the Administrator and, at the Administrator's sole discretion, forwarded to the By-law Enforcement Manager for follow up.

CONFIDENTIALITY

Formatted: Font: Bold

Complainants and persons who are the subject of a Complaint are protected under the *Municipal Freedom of Information and Protection of Privacy Act* and every Complainant will be kept completely confidential and not be intentionally divulged to any member of Council, non-essential municipal staff, the public or media unless so ordered by a court or other tribunal body of competent jurisdiction.

Pursuant to the above; once a Complaint has been filed, no follow up, involvement, information or correspondence regarding the Complaint shall be provided to the Complainant as the process is protected by the *Municipal Freedom of Information and Protection of Privacy Act*.

It is important to note ~~however~~ that the anonymity and confidentiality afforded Complainants and alleged violators by this Policy cannot be assured if the investigation results in court proceedings as the Complainant may be required to act as a witness for the prosecution.

Issue Priority

Infractions will first be ordered on the basis of the date the complaint was received, and will then be assigned a priority level of:

- Low Priority: A by-law violation unlikely to cause life, health and/or safety issues and/or negatively impact the community or the environment.
- Medium Priority: Multiple low priority violations or a by-law violation with potential to cause life, health and/or safety issues and/or negatively impact the community or the environment.
- High Priority: Multiple by-law violations or a by-law violation currently causing or imminently threatening to cause life, health and/or safety issues and/or negatively impact the community or the environment.

The priority level will determine the resources assigned to the resolution of an alleged infraction, and the flexibility with which the Municipality may ~~negotiate~~ achieve a resolution with the named person. In high priority cases, warnings and extended remedy times may be waived.

Processing Procedure

All Complaints will be logged, recorded, and actioned within five to ten business days of receipt.

All Complaints and subsequent investigations will be kept on file in accordance with the Municipality's Records Retention ~~P~~policy.

Upon receipt of a Complaint, a preliminary review of the Complaint will be undertaken to set a priority to verify the information provided and research any supporting documentation which may be available in municipal records. If necessary, a site visit shall be completed to determine if a contravention exists.

If Enforcement Personnel are unclear of a possible contravention, they will report the issue to the Enforcement Manager who will in turn seek the advice of the Administrator.

The Enforcement Manager shall notify any municipal departments and outside agencies that may need to be aware of an issue, or be required to assist (Fire, Public Works,

provincial ministries). A record of conversation will be kept by the Manager and submitted with the quarterly reports.

At the By-law Enforcement Personnel's discretion:

- the named individual(s) will be notified by phone call, in-person, by email, or by registered letter and given the opportunity to provide their perspective and any supporting evidence.
- the named individual(s) will be given the opportunity ~~achieve-to~~ voluntarily comply ~~ance~~ within a set timeframe, identified on a case-by case basis, before further action is taken. Individuals may also be requested to cease the activity until compliance is achieved.

By-law Enforcement Personnel may issue an emergency order to remedy a violation in lieu of an initial warning when such violation poses an immediate threat to health or safety.

When compliance with the warning and/or order is confirmed, the By-law Enforcement Manager shall close the file.

If the warning and/or order has not been complied with ~~within-by~~ the specified time, the issue will be reviewed with the Administrator to determine whether to attempt a second written warning or proceed with the actions in accordance with municipal by-laws ~~or otherwise~~.

Any enforcement action that would result in the Municipality expending additional public monies in excess of \$5,000 in support of enforcement efforts shall be reported to Council prior to such action being undertaken. The exception would be circumstances which do not afford sufficient time to have a matter presented to Council, in which ~~case the case the~~ CAO may, at their discretion, proceed as ~~determined to be necessary~~.

6. Summary

This Policy guides Town staff and By-law Enforcement Personnel on the processing of by-law enforcement matters.

REPORT TO COUNCIL

Meeting Date: 9/22/2020	Report Number: 2020-DEV-050
Presented by: Ashley Bilodeau	Department: Development Services

REPORT TITLE

Municipal Law Enforcement Officer - Appointment

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2020-DEV-050 entitled “**Municipal Law Enforcement Officer - Appointment**”, be received, and

THAT a By-law to Appoint Tracy Barbe as a Municipal Law Enforcement Officer be presented to Council.

BACKGROUND

An Animal Control service contract was entered into with Tracy Barbe in 2015. As part of the contract, enforcement of By-law Number 06-053 is required. The *Municipal Act* requires all individuals who perform by-law enforcement services are required to be appointed by the Corporation. Although tickets have been issued by Ms. Barbe, the tickets could legally be argued as they were not issued by a duly appointed municipal law enforcement officer. The appointment of Tracy Barbe will remedy this oversight.

RATIONALE

Section 15 of the *Police Services Act* authorizes Council to pass by-laws for the appointing of municipal law enforcement officers. Section 227 of the *Municipal Act* also authorizes Council to pass by-laws for appointing such officers and employees as may be necessary for the purpose of the Corporation, for carrying into effect the provisions of any by-law of the Council.

An Animal Control By-law was passed by Council in 2006, with enforcement provisions. In order to legally enforce the By-law, Ms. Tracy Barbe must be appointed as a municipal law enforcement officer.

OTHER ALTERNATIVES CONSIDERED

Should Council decide not to pass the Appointment By-law, the Animal Control By-law will not be legally enforceable by the Animal Control Officer. All other appointed municipal law enforcement officers are authorized to enforce By-law Number 06-053.

FINANCIAL CONSIDERATIONS

Financially, the municipality would lose revenue from citations that normally would have been issued by the Animal Control Officer.

RELATIONSHIP TO STRATEGIC PRIORITIES

The proposed Appointment By-law authorizes the enforcement of the Animal Control By-law by the Animal Control Officer. This is consistent with the Town's Mission Statement: *"Our Corporation is a model of public service done right, and taxpayers have the confidence in what we do and the value they are getting for their taxes."*

ACCESSIBILITY CONSIDERATIONS

None.

CONSULTATIONS

Tracy Barbe, Animal Control Contractor

ATTACHMENTS

None.

**BACK
TO TOP**

REPORT TO COUNCIL

Meeting Date: 9/22/2020	Report Number: 2020-DEV-048
Presented by: Ashley Bilodeau	Department: Development Services

REPORT TITLE

Draft Consent Application No. 54-C-209966: Jamieson, Grenfell Road

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2020-DEV-048 entitled “**Draft Consent Application No. 54-C-209966: Jamieson, Grenfell Road**”, be received, and

THAT staff be directed to respond to the Ministry of Municipal Affairs and Housing on behalf of the Town of Kirkland Lake to advise the Ministry that the Town opposes any new development in unorganized townships as it contravenes the PPS and until such time as the following recommendations are addressed:

1. **THAT** the Province conduct a comprehensive review to determine whether development in the unorganized townships places an undue strain on public service facilities and infrastructure of surrounding municipalities; and
2. **THAT** the Province meet with Local Roads Boards and the Town of Kirkland Lake to determine the potential of developing a “Planning Area”.

BACKGROUND

Correspondence was received from the Ministry of Municipal Affairs and Housing identifying that a consent application has been submitted for a new lot in Grenfell Township (Attachment 1). The land is accessible by the private extension of Grenfell Road and fronts onto Kenogami Lake and Hotchkin Lake. The Ministry has requested the Corporation’s comments regarding the application, to assist them in evaluating the consistencies with the Provincial Policy Statement 2020.

In June of 2016, a severance in Otto Township was considered at Council. Council passed a motion that staff be directed to not comment to the Ministry, as Council did not want to involve the Town of Kirkland Lake in a decision outside of the municipality.

R A T I O N A L E

New lot creation in an unorganized township, especially when a large number of new lots are proposed, can be looked at as benefiting and challenging to the neighbouring municipality. From a benefits perspective, the new lots would result in added support for the local businesses and programs available in Kirkland Lake. These new residents however, utilize public infrastructure such as roads, recreation facilities, etc., and do not contribute to the costs nor the municipal tax base.

In the Report to Council that was presented in 2016, staff recommended that the Province conduct a comprehensive review to determine whether development in an unorganized township places undue financial strain on public service facilities in a neighbouring municipality. Staff also recommended that the Province, local services boards and the Town of Kirkland Lake meet to discuss the potential for developing a “Planning Area”, which can be included in the Town of Kirkland Lake’s Official Plan. This could result in added revenue for the Town and better control over subdivision development in the unorganized townships. Staff recommend that the correspondence to the Ministry pertaining to consent applications include these comments, moving forward and until such time as the issue of development in unorganized townships is addressed, that the Town of Kirkland Lake opposes any new development in unorganized townships.

O T H E R A L T E R N A T I V E S C O N S I D E R E D

Council could provide no comment. This is discouraged as the Ministry looks to the municipality for comment to ensure consistency with the Provincial Policy Statement (PPS 2020).

F I N A N C I A L C O N S I D E R A T I O N S

By permitting the consent, there may be a minimal amount of added costs associated with the use of public infrastructure. There will likely be added value in the economic catchment area as a result of a new lot being created. There are no direct financial considerations to bring forward to Council’s attention without quantification of the impact of new development in unorganized territories.

R E L A T I O N S H I P T O S T R A T E G I C P R I O R I T I E S

This recommendation is in line with the objective of “achieving sustainable operational excellence” and “finding and implementing efficiencies”.

ACCESSIBILITY CONSIDERATIONS

None.

CONSULTATIONS

Richard McGee, Chief Administrative Officer

ATTACHMENTS

Attachment 1 – Correspondence from MAH
Attachment 2 – Consent Application
Attachment 3 – Map

[BACK
TO TOP](#)

**Ministry of
Municipal Affairs
and Housing**

Municipal Services Office
North (Sudbury)

159 Cedar Street, 4th Floor
Sudbury ON P3E 6A5
Tel.: 705 564-0120
Toll-free: 1 800 461-1193

**Ministère des
Affaires municipales
et du Logement**

Bureau des services aux
municipalités du Nord (Sudbury)

159, rue Cedar, 4^e étage
Sudbury ON P3E 6A5
Tél.: 705 564-0120
Sans frais: 1 800 461-1193



August 31, 2020

via e-mail only

Meagan Elliott
Clerk
Town of Kirkland Lake
3 Kirkland Street West, Postal Bag 1757
Kirkland Lake ON P2N 3P4
E-mail: Meagan.elliott@tkl.ca

Subject: Draft Consent Application
MMAH File: 54-C-209966
Owner: Lynn Miles
Agent: Jack Jamieson (J.F.T. Developments Ltd.)
Location: PIN 61229-0599 and PIN 61229-0258, Grenfell Road, Grenfell unorganized township, Timiskaming District.

Dear Meagan Elliott,

The Ministry of Municipal Affairs and Housing (MMAH) has received one draft application for consent on lands in Grenfell unincorporated township, Timiskaming District.

MMAH determined that the Town of Kirkland Lake, as a nearby municipality, may have an interest in this draft consent application. We would be grateful for correspondence from you indicating whether you have any concerns about this proposal. Your responses to the questions below will help to inform our feedback to the applicant.

Summary of Draft Application Proposal

The purpose of this application is to sever one new lot for resource-based recreational use.

The proposed severed lot would be approximately 11.8 hectares in size, have 942 metres of frontage on Hotchkin Lake, and would be irregularly shaped. The proposed retained lot would be approximately 26.8 hectares in size, have 1296 metres of frontage on Kenogami Lake, and would be irregularly shaped. The draft application indicates that the lands are currently vacant and that no new buildings or structures are currently proposed. The proposed use for the new lot would be seasonal residential so it is

anticipated that a recreational dwelling would be constructed in the future. There is no hydro service, water would be drawn from the lakes, and individual on-site septic would be used.

The lands are accessed by Grenfell Road which connects to Highway 11. The draft application indicates the Grenfell Road is maintained year-round by the Grenfell/Eby Local Roads Board to a point approximately 3 kilometres east of the subject property. Between this point and the subject property, the application indicates that the road is informally referred to as the Grenfell Road Extension, and is maintained year-round by a private association of land owners who use the road. Part of the Grenfell Road Extension is located on the proposed retained parcel, and any formal application would include an easement to formalize continued use of the road by the severed lot.

The lands immediately surrounding the subject lands are mostly vacant and wooded. Much of the land west of the subject lands is Crown Land. There are several private cottage-lots south of the subject lands and across Kenogami Lake east of the subject lands.

The Provincial Policy Statement, 2020 (PPS) guides land use planning decisions in unincorporated townships. Pursuant to section 1.1.6.4 of the PPS, development adjacent to and surrounding municipalities is limited to sustainable management or use of resources or resource-based recreational uses, including recreational dwellings. Other types of development, such as residential development, are not permitted unless criteria set out in section 1.1.6.4 of the PPS are met.

Questions

Your answers to the following questions will assist MMAH in its formal review of this consent application, with respect to PPS policies:

- Do you have any concerns that the proposed new lot for resource-based recreational use in Grenfell unincorporated township could place an undue strain on your public service facilities and infrastructure?
- Do you have any other general land use planning concerns or comments about the proposed development?

We would appreciate your feedback by September 30, 2020. Please feel free to contact me at michelle.lawrence@ontario.ca if you have any questions. Thank you very much for your assistance in this matter.

Sincerely,

Michelle Lawrence, A/Assistant Planner

Attachments: Draft Application, Sketches (proposed severance and vicinity)

Fields marked with an asterisk (*) are required under Ontario Regulation 547/06.

1. Application Information
1.1 Owner Information

First Name of Owner 1*

LYNN

Last Name of Owner 1*

MILES

First Name of Owner 2

Last Name of Owner 2

Company Name (if applicable)

Home Telephone Number*

Business Telephone Number

Fax Number

Email Address

Address

Unit Number

Street Number*

Street Name*

PO Box

City/Town*

Province*

Postal/Zip Code*

1.2 Agent/Applicant: Name of the person who is to be contacted about the application, if different than the owner.

(This may be a person or firm acting on behalf of the owner.)

First Name of Contact Person

JACK

Last Name of Contact Person

JAMIESON

Company Name (if applicable)

J.F.T. DEVELOPMENTS LTD.

Home Telephone Number

Business Telephone Number

Fax Number

807-627-6395

Email Address

JAMIESON@TBAYTEL.NET

Address

Unit Number

Street Number

Street Name

PO Box

1914

OLIVER ROAD

City/Town

Province

Postal/Zip Code

THUNDER BAY

ON

P7G 1P1

1.3 Name of owner(s) of the sub-surface rights if different from the surface right owner(s)

First Name

Last Name

2. Type and Purpose of Application/Transaction (highlight appropriate dropdown box)
2.1 Is this application for:*

Transfer Creation of a new lot

Other Purpose

2.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.

First Name

Last Name

UNKNOWN

2.3 If a lot addition, provide the legal description of the lands to which the parcel will be added.

What is the existing land use of the receiving parcel?

What is the purpose of the lot addition request?

3. Description/Location of the Subject Land (complete applicable boxes)

3.1 District TIMISKAMING		Municipality (in an area without municipal organization, select District)*		
Former Municipality		Geographic Township in Territory without Municipal Organization GRENFELL		Section or Mining Location No. 13650, 13239
Concession Number(s)		Lot Number(s)	Registered Plan Number	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Property Identification Number 612290599, 0258	Name of Street/Road GRENFELL RD	Street Number

3.2 Description

	Severed	Retained	Lot Addition (if applicable)
Frontage (m)	942.00	1,296.00	LAKE SHORE
Depth (m)	175.00	200.00	IRREGULAR
Area (ha)	11.80	26.80	

3.3 Buildings and Structures

	Severed	Retained
Existing (construction date)	NONE	NONE
Proposed	NONE	NONE

3.4 Are there any easements or restrictive covenants affecting the subject land?*

Yes No

If yes, describe each easement or covenant and its effect. Use a separate page, if necessary.

4. Designation of Subject Lands / Current and Proposed Land Use

4.1 Name of the official plan
N/A

4.2 What is the current designation(s), if any, of the subject land in the applicable official plan?*

4.3 What is the present zoning, if any, of the subject land?
N/A

4.4 If the land is covered by a Minister's Zoning Order (MZO), what is the regulation number?

4.5 If the land is covered by a Minister's Zoning Order (MZO), what uses are permitted by the order?

4.6 Use of Property	Severed	Retained
Existing use(s)	VACANT	VACANT
Proposed use(s)	SEASONAL RESIDENTIAL	VACANT

4.7 What are the surrounding land uses?

East
WATER

West
VACANT

North
VACANT

South
VACANT

5. Former Uses of Site and Adjacent Land (History)

5.1 Has there been an industrial or commercial use, or an orchard, on the subject land or adjacent lands?

Yes No Unknown

If yes, specify the uses.

5.2 Has the grading of the subject land been changed by adding earth or other material(s)?

Yes No Unknown

5.3 Has a gas station been located on the subject land or adjacent land at any time?

Yes No Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent land?

Yes No Unknown

5.4 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?

Yes No Unknown

5.5 What information did you use to determine the answers to the above questions on former uses?

TITLE SEARCH, SATELLITE IMAGERY AND VISUAL INSPECTION

5.6 If yes to any of (5.1), (5.2), (5.3) or (5.4) an inventory of previous uses of the subject land or, if appropriate, of the adjacent land(s), is needed.

Is the inventory of previous uses attached?

Yes No

If the inventory is not attached, why not?

5.7 If yes to any of (5.1), (5.2), (5.3) or (5.4) was an Environmental Site Assessment (ESA) conducted under the *Environmental Assessment Act* or has a Record of Site Condition (RSC) been filed? Refer to Appendix A

Yes No Unknown

If no, why not? Explain on a separate page, if necessary.

6. Consultation with the Planning Approval Authority (check boxes where applicable)

6.1 Has there been consultation with the Ministry of Municipal Affairs prior to submitting this application?

Yes No

If yes, and if known, indicate the file number.

6.2 Have you consulted with the municipality/planning board on the application's conformity to the official plan?

Yes No

If yes, attach a letter/documentation from the municipality/planning board on the proposal's conformity to the official plan.

Attached

6.3 Have you discussed with the municipality/planning board the official plan submission requirements for a consent?

Yes No

6.4 Have you provided with this application a list, accompanied by the related materials, identified in the official plan as submission requirements for development applications?

Yes No Attached

If no, why not? Please explain.

Note: All materials required in the official plan for complete application must be provided at the time of submitting an application.

7. Status of Current and Other Applications under the *Planning Act*

7.1 Current

Is this application a re-submission of a previous consent application?

Yes No Unknown

If yes, and if known, describe how it has been changed from the original application:

7.2 Has the subject land ever been severed from the parcel originally acquired by the owner of the subject land?*

Yes No Unknown

If yes, provide (below) the date of transfer, the name of the transferee and the land use. (for multiple transfers attach a separate sheet)

Severed parcel	Date of transfer (yyyy/mm/dd)	Name of transferee	Use of severed parcel

Other Planning Applications

Has the subject land ever been the subject of any other planning application, including applications before the Ontario Municipal Board (OMB), for approval of either:

(For each if yes and if known, indicate i) file number ii) status of the application iii) OMB file number, if applicable and iv) OMB status)

7.3 Official Plan Amendment*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status

7.4 Plan of Subdivision*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status

7.5 Consent*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status

7.6 Site Plan*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status

7.7 Minor Variance*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status

7.8 Zoning By-law Amendment*

Yes No

i) File Number	ii) Status	iii) OMB File Number	iv) OMB Status

7.9 Minister's Zoning Order Amendment*

Yes No

If yes and if known, what is the Ontario Regulation number? _____

Note: Please provide list(s) of the relevant applications on a separate page and attach to this form

8. Provincial Policy

8.1 Is the proposal consistent with the **Provincial Policy Statement (PPS)** issued under subsection 3(1) of the *Planning Act*?*

Yes No

8.2 Explain how the application is consistent with the PPS. Attach a separate page if necessary.

S. 1.1.6.1 PROVIDES THAT FOR RURAL LANDS IN TERRITORY WITHOUT MUNICIPAL ORGANIZATION, THE FOCUS OF DEVELOPMENT SHALL INCLUDE RESOURCE BASED RECREATIONAL USES INCLUDING RECREATIONAL DWELLINGS AND SO THE PROPOSED USE IS COMPATIBLE

- 8.3 Table A** is a checklist (not a substitute for the Provincial Policy Statement) to assist in identifying areas of provincial interest that may apply to your application.
Please fill in the appropriate rows in **Table A**, if any apply.

Table A - Features Checklist

Use or Feature	On the Subject Land	Within 500 Metres of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation including livestock facility or stockyard	<input type="checkbox"/>	
An industrial or commercial use {specify the use(s)}		
A landfill site (closed or active)	<input type="checkbox"/> Closed <input type="checkbox"/> Active	
A sewage treatment plant or waste stabilization pond	<input type="checkbox"/>	
A provincially significant wetland within 120 metres of the subject land	<input type="checkbox"/>	
Significant coastal wetlands	<input type="checkbox"/>	
Significant wildlife habitat and significant habitat of endangered species and threatened species	<input type="checkbox"/>	
Fish habitat	<input checked="" type="checkbox"/>	
Flood plain	<input type="checkbox"/>	
A rehabilitated mine site, abandoned mine site or mine hazards	<input type="checkbox"/>	
An operating or a non-operating mine site within 1000 metres of the subject land	<input type="checkbox"/>	
An active mine site or aggregates operation site within 1000 metres of the subject land	<input type="checkbox"/>	
A contaminated site	<input type="checkbox"/>	
Provincial highway	<input type="checkbox"/>	
An active railway line	<input type="checkbox"/>	
A municipal or federal airport	<input type="checkbox"/>	
Utility corridors	<input type="checkbox"/>	
Electricity generating station, hydro transformer, railway yard, etc.	<input type="checkbox"/>	
Crown land (identified by the Ministry of Natural Resources and Forestry as being of special interests, such as lake access points)	<input type="checkbox"/>	

9. Provincial Plans

- 9.1** Is the subject land for the proposed development located within an area of land designated in any provincial plan?*

Yes No

- 9.2** If yes, identify which provincial plan(s) and explain the current designation(s) of the subject land(s).

- 9.3** If yes, does the proposal conform/not conflict with the policies contained in the provincial plan(s)?*

Yes No

If yes, please explain. Attach a separate page, if necessary. Submit a copy of the planning report, if applicable.

10. Archaeology

10.1 Does the subject land contain any known archaeological resources or areas of archaeological potential?

Yes No Unknown

If yes, does the plan propose to develop lands within the subject lands that contain:

- Known archaeological resources? Yes No
 - Areas of archaeological potential? Yes No
-

10.2 If yes, contact the regional Municipal Services Office-MMA staff to discuss whether any reports may be needed.

11. Servicing

11.1 Indicate in a) and b) the proposed type of servicing for the subject land. Select the appropriate type of servicing from Table B.

11.1 a) Indicate the proposed type of sewage disposal system - whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system or other means?*

Private Services

11.1 b) Indicate the proposed type of water supply system - whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means?*

Private Services

11.2 Hauled Sewage

If development is proposed on privately owned and operated individual or communal septic system, provide confirmation that there is adequate reserve sewage treatment capacity for hauled sewage (septage) resulting from the proposed development. See Table B below.
CONFIRMATION FROM LICENSED HAULER TO BE PROVIDED

Table B - Sewage Disposal and Water Supply

	Type of Servicing	Reports/Information Needed
Sewage Disposal	a) Publicly owned and operated sanitary sewage system	Applicants must provide evidence in their application that there is municipal confirmation of sufficient uncommitted reserve sewage system capacity to service the development at the time of conditional consent.
	b) Public communal septic	Development generating effluent of more than 4,500 litres per day may need a servicing options study and hydrogeological report.
	c) Privately owned and operated individual septic system	If the requested change would permit development on individual or communal septic system and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report may be needed. If proposal would produce effluent less than 4,500 litres per day, a hydrogeological report may be needed.
	d) Privately owned and operated communal septic system	If the requested change would permit development on individual or communal septic system and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report may be needed. If proposal would produce effluent less than 4,500 litres per day, a hydrogeological report may be needed.
	e) Privy	Provide details on location and size of out-houses.
	f) Other	Please describe
Hauled Sewage		If development is proposed on privately owned and operated individual or communal septic systems, applicant must provide evidence in the application showing either: i) municipal confirmation of sufficient uncommitted reserve sewage system capacity for treatment of septage resulting from the proposed development; OR ii) confirmation (i.e., letter) from a commercial enterprise (private provider) for hauled sewage (septage) indicating that capacity is available to accommodate the specific proposal.
Water Supply	a) Publicly owned and operated piped water system	Applicants must provide evidence in their application that there is municipal confirmation of sufficient reserve water system capacity to service the development at the time of conditional consent.
	b) Privately owned and operated individual well	Development on communal or individual well system may need a servicing options report and a hydrogeological report. Non-residential development on communal well system may need a hydrogeological report.
	c) Privately owned and operated communal well	Development on communal or individual well system may need a servicing options report and a hydrogeological report. Non-residential development on communal well system may need a hydrogeological report.
	d) Lake	A Permit to Take Water may be required. Contact your regional Municipal Services Office and the Ministry of the Environment and Climate Change office for guidance.
	e) Other water body	Please describe
	f) Other means	Please describe

Notes:

1. To facilitate review of the application, submit a letter from the municipality to show concurrence (or not) with the recommendations in the servicing options report.
2. Before undertaking a hydrogeological report, consult MMA for advice given the location of the subject land.
3. Where communal services are proposed (water and/or sewage), ownership of these services must be assumed by the municipality or a public body through a signed letter of acceptance.
4. To facilitate review of the application, submit a letter from the local health unit indicating that the site is developable and could accommodate the proposal.
5. A building permit is required for septic systems under Part 8 of the Building Code. See Appendix A.

12. Access

12.1 The proposed road access would be by:

Other public road

Note: (See **Appendix A** for information on MTO Access Permits)

Certain type of development is not permitted on seasonally maintained roads.

Early consultation with your regional MSO is recommended.

12.2 Additional details on "other public road" and "right-of-way"

Would proposed road access be by:

Crown road Local roads board Private road

12.3 If access to the subject land is by "other public road" or "right-of-way", or private road, indicate:

i) The owner of the land or road

CROWN

ii) Who is responsible for maintenance

GRENFELL ROAD IS MAINTAINED BY A LOCAL ROADS BOARD TO A POINT 3 KM EAST OF THE PROPERTY AND THEREAFTER BY A PRIVATE ASSOCIATION OF USERS OF THE ROAD. SEE COVERING LETTER ATTACHED FOR MORE DETAILS.

iii) Whether maintenance is seasonal or year round

YEAR ROUND

Note: Access by right-of-ways and/or private roads are not usually permitted, except as part of a condominium.

12.4 Is water access ONLY proposed?*

Yes No

If yes, on a separate page, describe i) the parking and ii) docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road access.

Attached

You may be required to provide a letter from the owner(s) of a commercially operated parking and docking facility indicating that capacity is available to accommodate your specific proposal.

13. Proposal Waste Disposal

13.1 Garbage disposal is proposed to be by:

Garbage collection Municipal dump Crown landfill Other

13.2 Other Services Please check the other services available and the provider(s) of these services.

Services	Provider
<input type="checkbox"/> Electricity	
<input type="checkbox"/> School bussing	
<input type="checkbox"/> Other	

13.3 a) The proposed stormwater drainage would be by:

DITCHES AND SWALES

14. Sketch: Use the attached sketch sheet. To help you prepare the sketch, refer to the attached sample sketch.

14.1 The application shall be accompanied by a sketch showing, in **metric units**, the following:

- The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- The location, size and type of all existing and proposed buildings and structures on the subject land, including their setback from the front yard, rear yard, side yard and opposite side yard;
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- The approximate distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- The location of all lands previously severed from the parcel originally acquired by the current owner of the subject land;
- The approximate location of all natural and artificial features on the subject land and adjacent lands that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- The current use(s) on land that is adjacent to the subject land;
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- If access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- The location and nature of any easement affecting the subject land;
- The severed parcel, the date of transfer, the name of the transferee and the use of the land.

15. Other Information

15.1 Is there any other information that may be useful to the ministry in reviewing this application (e.g., information relating to the requirements and policies in the municipal official plan or efforts made to resolve outstanding objections or concerns by area resident(s), the municipality, other)?

If so, explain below or attach a separate page with this information.

SEE COVERING LETTER ATTACHED.

15.2 The original or certified copy of any other information and materials, as required by the official plan of the municipality/planning board, must be provided with this application.

15.3 Where applicable and relevant information is available in a planning report submitted to council, or in a technical study/report(s) prepared for the proposal, please provide the name, section and page number if you have referenced the study/report(s) in any of the questions above.

16. Affidavit or Sworn Declaration

I, _____ of the _____
Last Name, First Name* Municipality*

in the province of* _____, make oath and say (or solemnly declare) that the information required under Schedule 1 to Ontario Regulation 197/96, and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the _____ in the _____
(lower-tier municipality) (upper-tier municipality)

this* _____ day of* _____, *20 _____.

Commissioner of Oaths

Applicant

17. Authorizations

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

17.1 Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for
Last Name, First Name
consent and I authorize _____
to make this application on my behalf.

Signature of Owner

Date (yyyy/mm/dd)

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

17.2 Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for
Last Name, First Name
application for consent and for the purposes of the ***Freedom of Information and Protection of Privacy Act***.

I authorize _____, as my agent for this application, to provide any of my
Last Name, First Name
personal information that will be included in this application or collected during the processing of the application

Signature of Owner

Date (yyyy/mm/dd)

18. Consent of the Owner

Complete the consent of the owner concerning personal information set out below.

18.1 Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this application for
Last Name, First Name
application and for consent and for the purposes of the ***Freedom of Information and Protection of Privacy Act***.

I authorize and consent to the use by, or the disclosure to, any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Signature of Owner

Date (yyyy/mm/dd)

19. Submission of Application

Date of application to Ministry of Municipal Affairs (yyyy/mm/dd)*

20. Applicant's Checklist

- i) Have you remembered to attach the following:
- One original and one copy of the completed application form (ensure you have a copy for yourself), including the sketch, key plan and any reports indicated in the application form?
 - The required fee, either a certified cheque or money order, payable to the Minister of Finance?
 - A copy of the letter from the local health unit or conservation authority (as appropriate) indicating that the site is developable and could accommodate the proposed development?
- ii) Check that the application form is signed and dated by the owner/agent?

Note: Applicants will be also required to cover the ministry's cost for providing public notice (e.g. advertising).

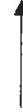
21. Sketch Sheet

▶ Sketch Accompanying Application

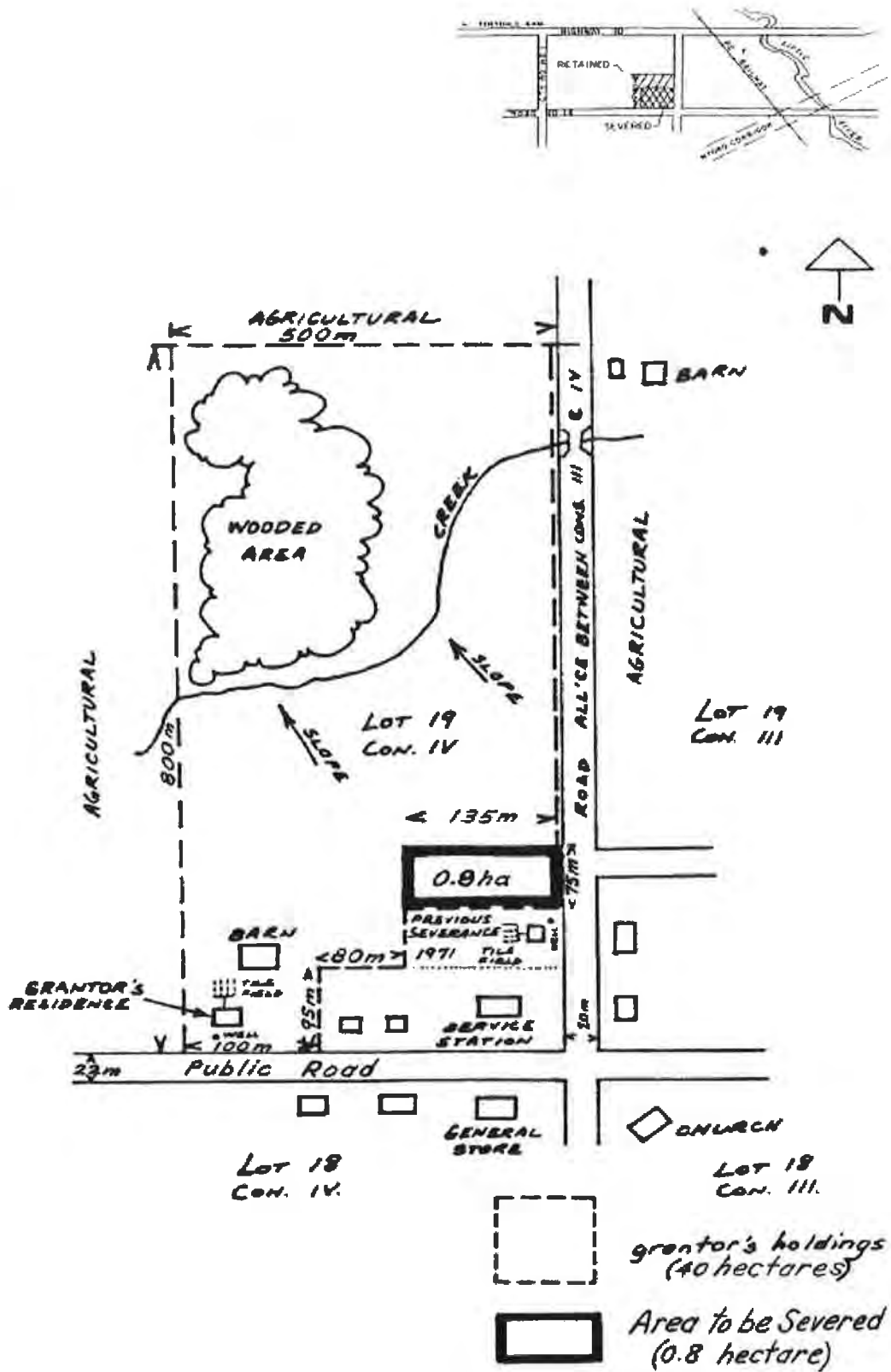
(Please use metric units and refer to section 14 for details.)

Key Plan

N



This sketch is an example only



Appendix A

Some General Requirements for Development Applications Where Ministry of Municipal Affairs is the Approval Authority

Planning Application Fees

Fees are required for permit(s) and certificate(s) of approval and set by individual permitting agencies. There is also an application processing fee for consents and other planning applications to be submitted to the Ministry of Municipal Affairs (a certified cheque or money order made out to the Minister of Finance) at the time of submission of the application.

Please see the attached Fee Schedule for more details.

Early Consultation

Prior to formally submitting an application, the applicant and/or agent(s) are strongly encouraged to contact staff of the regional Municipal Services Office (MSO) of the Ministry of Municipal Affairs (MMA) to discuss the development proposal. Early consultation is highly beneficial, as the applicant can review the proposal with ministry staff and discuss what supporting documents and information may be required.

Please contact your local Municipal Services Office (MSO) to discuss your proposed development. (Refer to Page 1 for office locations).

Consistency with the Provincial Policy Statement (PPS)

The Planning Act requires that decisions affecting planning matters “shall be consistent with” the PPS which supports a comprehensive, integrated and long-term approach to planning in Ontario, and recognizes linkages among policy areas. The PPS is intended to be read in its entirety and the relevant policies are to be applied to each situation.

For more information, visit the ministry’s website: www.mah.gov.on.ca

Conformity to Official Plan

Assessment/review of a consent application is based on land use planning legislation, policies and principles and potential social, economic and environmental impacts. A major consideration is conformity to the official plan policies.

Applicants are advised to determine if the proposed development is in conformity with official plan policies by discussing the proposal with MMA and/or the relevant municipality/planning board.

Some ‘Commonly Required’ Permits and Approvals

Part 8 Permit/Certificate of Approval for Sewage System

Consents proposed on small, private sewage servicing systems, generating 10,000 or less litres of effluent per day on one lot, would require a Part 8 permit under the Building Code issued by either the local municipality, public health unit or area conservation authority where it exists (if there is no health unit). The municipality (through the health unit or conservation authority) administers Part 8 of the Building Code that sets out the standards for locating accepted kinds of sewage/septic systems on a lot.

Prior to issuing a permit, the health unit would inspect the property, may stake the septic system site and recommend to the planning approval authority whether a servicing options report and/or a hydrogeological report is required.

Consents proposed on larger sewage systems that generate more than 10,000 litres of effluent per day on one lot would require a Certificate of Approval from the Ministry of the Environment and Climate Change under the *Environmental Protection Act*.

Some larger private or communal sewage treatment systems are also subject to the *Environmental Assessment Act* (generally where there is a surface water discharge).

For more information on larger private or communal sewage treatment systems, contact the Ministry of the Environment and Climate Change.

Communal Systems

Communal septic and communal well systems would generally require a servicing options and a hydrogeological report based on assessment of the specific circumstances.

Communal septic systems generating effluent of more than 4,500 litres per day would need a servicing options and a hydrogeological report.

Communal well systems for non-residential development may need a hydrogeological report.

Where communal services are proposed (water and/or sewage), the applicant must confirm, through a signed letter of acceptance, that the municipality or other public body would assume ownership and maintenance of these systems.

Entrance Permits

Any consent application that is proposed in close proximity to a provincial highway or has the potential to impact upon a provincial highway, would require an entrance permit from the Ministry of Transportation issued under the *Public Transportation and Highway Improvement Act*.

Contact your local Ministry of Transportation office to obtain information on permit requirements.

Record of Site Condition (RSC) for Contaminated Sites

Proposals for sensitive land uses on sites with potential soil contamination would require the completion of an environmental site assessment by a qualified person to determine the extent of contamination and to recommend actions for site remediation.

A change in activity regardless of the zoning could also trigger the need for an RSC as applicable law under the Building Code. An RSC is required when changing from industrial, commercial or community use to a more sensitive land use, such as residences or schools.

For more information on contaminated sites, refer to Ontario Regulation 153/04 (Records of Site Condition - Part XV.1) made under the *Environmental Protection Act*; and Ontario Brownfields website at www.ontario.ca/brownfields; or contact your local Ministry of the Environment and Climate Change (MOECC) office.

Permit for Alteration to Shoreline

If a proposed severance has potential to impact natural heritage areas or alteration to a shoreline, a permit would be required prior to any site alteration(s) or erecting of structures. Permits would be required from a local conservation authority or the Ministry of Natural Resources and Forestry (MNRF). Applicants are advised to discuss their proposal with the Ministry of Municipal Affairs or the municipality/planning board. You may be directed to contact your local area conservation authority or the MNRF office prior to making a formal application under the *Planning Act*.

Permit to Take Water

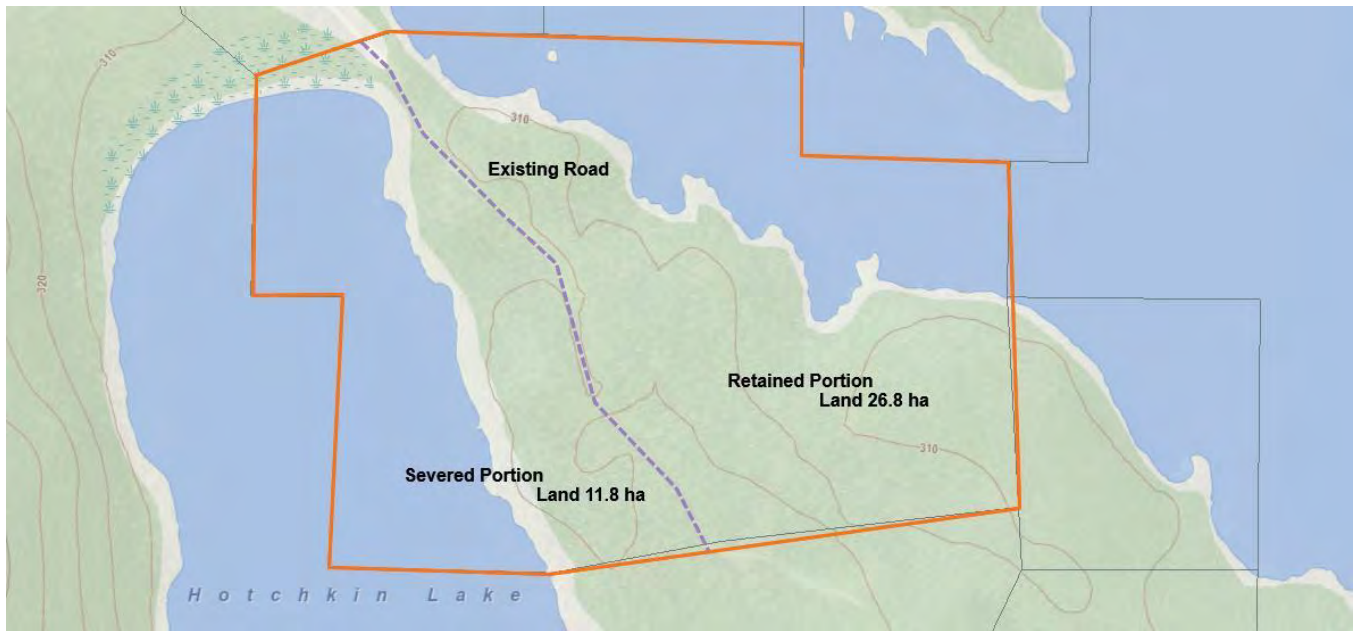
Section 34 of the *Ontario Water Resources Act* (OWRA) provides that "no person shall take more than a total of 50,000 litres of water in a day" for wells or surface water supply without a permit issued by a director of the Ministry of the Environment and Climate Change (MOECC).

Crown Lands

Certain areas of Crown lands are identified by the MNRF as being of special interests, such as lake access points.

Consult your local regional Municipal Services Office as the first point of contact for assistance in dealing with planning issues relating to proposals requiring the acquisition or use of Crown lands.

For Contact the MNRF District Office regarding the actual acquisition or use of Crown land.



REPORT TO COUNCIL

Meeting Date: 9/22/2020	Report Number: 2020-PW-007
Presented by: Michel Riberdy	Department: Public Works

REPORT TITLE

RFT-558-20 Lakeshore Road and McCamus Avenue Resurfacing Tender Award

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2020-PW-007 entitled “**RFT-558-20 Lakeshore Road and McCamus Avenue Resurfacing Tender Award**”, be received,

THAT Council hereby awards RFT-558-20 Lakeshore Road and McCamus Avenue Resurfacing to Miller Paving Limited in the amount of \$124,712.87 plus a 5% contingency not to exceed \$130,948.51 (HST excluded), and

THAT staff is hereby authorized to execute the necessary documents to complete the terms of RFT-558-20.

FOLLOW-UP MOTION

THAT staff be directed to negotiate (at the same unit prices) additional resurfacing of loose top gravel sections of asphalt roads within the municipality on a priority basis determined by the Director of Public Works utilizing the remaining funds in Budget Account Number B2020-0042 not to exceed \$180,878.00.

BACKGROUND

Water and wastewater infrastructure was replaced in 2012 on Lakeshore Road and McCamus Avenue, but the roads were not resurfaced with hot mix asphalt during the reconstruction project. There was a cost overrun in the rock removal for the installations of the services which meant that there were insufficient funds to pave the roads and no decision was made at the time to allocate additional funds to complete the projects.

The scope of the resurfacing project consists of adjusting the manhole covers and

catch basins, applying granular 'A' material and placement of Superpave 12.5 Hot Mix Asphalt. The contractor shall complete the resurfacing project by October 31, 2020 to meet the deadline specified in the tender.

R A T I O N A L E

The Town received tender submissions from Miller Paving Limited and Interpaving Limited for the resurfacing projects. Both submissions met the specifications and bonding requirements. Miller Paving Limited was the lowest bidder and the Director of Public Works recommends that Miller Paving Limited be selected to fulfill the terms of RFT-558-20 Lakeshore Road and McCamus Avenue Resurfacing Tender. The Tender submissions can be found in Attachment 1 and are summarised below.

Miller Paving Limited	\$130,948.51
Interpaving Limited	\$163,495.50

In addition, staff recommend that Council authorize the use of the residual funds in Budget Account Number B2020-0042 to renew infrastructure removed in prior years and not replaced, similar to Lakeshore Road. This will permit the Town to utilize the funds approved in the 2020 Capital Budget in their entirety to catch up and remedy infrastructure needs that have been overlooked from the past. Staff will continue to identify these needs in future Capital Budgets and will plan for asphalt restoration when asphalt has been removed due to watermain beaks, sewer rehabilitation, etc.

O T H E R A L T E R N A T I V E S C O N S I D E R E D

Not applicable.

F I N A N C I A L C O N S I D E R A T I O N S

Sufficient funds are approved in the Capital Budget in account number B2020-0042 for the Lakeshore Road and McCamus Avenue resurfacing projects in the amount of \$180,878.00. If Council passes the recommended follow-up motion, staff will utilize the entire \$180,878.00 budget to improve road infrastructure in the Town of Kirkland Lake.

R E L A T I O N S H I P T O S T R A T E G I C P R I O R I T I E S

The Town of Kirkland Lake has identified sustainable service delivery of core service as a strategic priority. The Lakeshore Road and McCamus Road resurfacing projects will improve road conditions and promote economic growth.

ACCESSIBILITY CONSIDERATIONS

Not applicable.

CONSULTATIONS

Keith Gorman, Director of Corporate Services
Richard McGee, CAO

ATTACHMENTS

Attachment 1 – Tender Submissions

[BACK
TO TOP](#)

The Corporation of the Town of Kirkland Lake
 Lakeshore Road and McCamus Avenue Resurfacing
 RFT-558-20

FORM OF TENDER

SCHEDULE OF ITEMS AND PRICES

Item No.	Spec. No.	Description	Tender Quantity	Unit	Unit Price	Amount
1		Contract Bonds	100%	L.S.	750.00	\$750.00
2		Mobilization/Demobilization	100%	L.S.	12,500.00	\$12,500.00
3	310SP	Superpave 12.5	267	t	279.45	\$74,613.15
4	314SP	Granular 'A'	548	t	32.50	\$17,810.00
5	408SP	Adjusting and Rebuilding Maintenance Holes, CB's, and Ditch Inlets	7	ea.	1,750.00	\$12,250.00
6	706SP	Traffic Control Signing	100%	L.S.	6,789.72	\$6,789.72
SUBTOTAL:						\$ 124,712.87
CONTINGENCY (5%):						\$ 6,235.64
SUBTOTAL + CONTINGENCY:						\$ 130,948.51
HST (13%):						\$ 17,023.31
COMBINED TOTAL (INCLUDING HST):						\$ 147,971.82

'SP' Denotes Special Provisions
 'SPEC NO' Refers to the Ontario Provincial Standard Specifications (OPSS)

The Corporation of the Town of Kirkland Lake
 Lakeshore Road and McCamus Avenue Resurfacing
 RFT-558-20

FORM OF TENDER

SCHEDULE OF ITEMS AND PRICES

Item No.	Spec. No.	Description	Tender Quantity	Unit	Unit Price	Amount
1		Contract Bonds	100%	L.S.	3,000. ⁰⁰	\$ 3,000. ⁰⁰
2		Mobilization/Demobilization	100%	L.S.	17,500. ⁰⁰	\$ 17,500. ⁰⁰
3	310SP	Superpave 12.5	267	t	336. ⁰⁰	\$ 89,712. ⁰⁰
4	314SP	Granular 'A'	548	t	38. ⁵⁰	\$ 21,098. ⁰⁰
5	408SP	Adjusting and Rebuilding Maintenance Holes, CB's, and Ditch Inlets	7	ea.	2,200. ⁰⁰	\$ 15,400. ⁰⁰
6	706SP	Traffic Control Signing	100%	L.S.	9,000. ⁰⁰	\$ 9,000. ⁰⁰

SUBTOTAL:\$ 155,710.⁰⁰

CONTINGENCY (5%):\$ 7,785.⁵⁰

SUBTOTAL + CONTINGENCY:\$ 163,495.⁵⁰

HST (13%):\$ 21,254.⁴²

COMBINED TOTAL (INCLUDING HST):.....\$ 184,749.⁹²

'SP' Denotes Special Provisions
 'SPEC NO' Refers to the Ontario Provincial Standard Specifications (OPSS)

REPORT TO COUNCIL

Meeting Date: 9/22/2020	Report Number: 2020-PW-006
Presented by: Michel Riberdy	Department: Public Works

REPORT TITLE

Kirkland Lake – Municipal Drinking Water Licence Renewal Application

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2020-PW-006 entitled “**Kirkland Lake – Municipal Drinking Water Licence Renewal Application**”, be received,

THAT Council for the Corporation of the Town of Kirkland Lake hereby accepts the Corporation of the Town of Kirkland Lake Drinking Water System Financial Plan as presented,

THAT staff be directed to submit the updated Kirkland Lake Drinking Water System Financial Plan - Number 214-301 (2019 to 2025) in accordance with O. Reg. 453/07 to the Ministry of Environment, Conservation and Parks (MECP) for the Kirkland Lake – Municipal Drinking Water Licence Renewal, and

THAT staff be directed to upload a copy of the Corporation of the Town of Kirkland Lake Drinking Water System Financial Plan to the Town’s Website.

BACKGROUND

The Kirkland Lake Municipal Drinking Water Licence expires on April 12, 2021 and the renewal application must be submitted to MECP no later than October 12, 2020.

There have been a number of legislative initiatives affecting water system management and operations over the past decade. These initiatives were a result of the waterborne illness tragedy in Walkerton in 2000. The Inquiry Report recommended a comprehensive approach to the delivery of safe drinking water in Ontario.

Therefore, owners of a municipal drinking water system are required to apply and obtain a Municipal Drinking Water Licence. There are five elements that must be in

place in order for the owner of a drinking water system to obtain a Licence. The Financial Plan is one of the elements required for the Municipal Drinking Water Licence renewal. The five elements are detailed in the Kirkland Lake DWS Financial Plan.

The Town of Kirkland Lake has retained the Ontario Clean Water Agency (OCWA) to update the Financial Plan for the Kirkland Lake Drinking Water System (DWS) in order to comply with the Financial Plan Regulation (O. Reg. 453/07) made under the *Safe Drinking Water Act*. This is an update of the Financial Plan that was created in 2011.

The Financial Plan has been prepared in accordance with O. Reg.453/07, as well as the provisions of the financial planning guidelines published by the Ministry of the Environment in August of 2007 entitled "Toward Financially Sustainable Drinking Water and Wastewater Systems".

The Financial Plan was prepared for the Kirkland Lake DWS based upon information supplied by the Town and OCWA operational staff, including future capital and major maintenance projects, water system financial information, as well as tangible capital asset information that the Town generated in accordance with the Public Sector Accounting Board (PSAB) standard PS 3150 requirements.

The information supplied by the Town was used to generate a financial operating plan that forecasted future annual expenditure requirements from 2020 to 2025. A revenue plan, relying mostly upon user fees was generated to support the expenditure requirements outlined in the operating plan. The information generated in the operating and revenue plans along with the tangible capital asset information was used to develop a Financial Plan for the Kirkland Lake DWS covering a study period from 2020 to 2025 in accordance with O. Reg. 453/07 requirements (minimum 6-year study period).

R A T I O N A L E

The Financial Plan for the Kirkland Lake Drinking Water System (DWS) was prepared in accordance with the guidelines to comply with the Financial Plan Regulation (O. Reg. 453/07) made under the *Safe Drinking Water Act* to satisfy MECP requirements for the Kirkland Lake Drinking Water Licence renewal.

Once a system is licenced, the municipality's Financial Plan is required to be updated every five years, in conjunction with every application for license renewal. Furthermore, the Financial Plan must be approved by resolution of Council that indicates that the drinking water system is financially viable.

O T H E R A L T E R N A T I V E S C O N S I D E R E D

Not applicable.

FINANCIAL CONSIDERATIONS

The budget implications are covered under the Water Treatment Plant Operations 2020 Budget for OCWA to complete the application package for submission to the MECP.

RELATIONSHIP TO STRATEGIC PRIORITIES

The Financial Plan is consistent with the strategic priorities and ties into the *Implementation of Sustainable Service Delivery* in accordance with the *Safe Drinking Water Act, 2002*, O. Reg. 453/07 to renew the Kirkland Lake Drinking Water Licence.

ACCESSIBILITY CONSIDERATIONS

Not applicable.


CONSULTATIONS

Richard McGee, CAO
Ontario Clean Water Agency

ATTACHMENTS

Attachment 1 – Corporation of the Town of Kirkland Lake Drinking Water System Financial Plan.

[BACK
TO TOP](#)



**Corporation of the Town of
Kirkland Lake
Drinking Water System
Financial Plan**

SUBMITTED BY

Ontario Clean Water Agency
2225 Erin Mills Parkway, Suite 1200
Mississauga, ON L5K 1T9

Date: Oct 21, 2019

Project No: Z2105P19046-000

Rev: 2

Issue and Revision Record					
Rev. No.	Date	Prepared by:	Reviewed by:	Approved by:	Rev. Description
1	July 31, 2019	Jason Younker	James Su	S Semanuik	Draft for Town review
2	Oct 17, 2019	Jason Younker	S Semanuik	S Semanuik	Final Version

Report prepared by:



Jason Younker, E.I.T.
 Project Engineer-in-Training

Report reviewed by:



Sonya Semanuik, P.Eng.
 Senior Project Engineer

STATEMENT OF CONFIDENTIALITY

OCWA’s Report to the Town of Kirkland Lake for the Drinking Water System Financial Plan

This document has been developed by the Ontario Clean Water Agency in response to the Town of Kirkland Lake’s request. Information has been provided for the express review of the Town and is not to be copied or submitted in any way or form to any person(s) or organization(s) without the written authorization of the President and CEO of the Ontario Clean Water Agency. All copyright and intellectual rights to the material provided remain in the ownership of the Ontario Clean Water Agency.

Table of Contents

Statement of Confidentiality

1 Introduction	1
1.1 Legislative Context to Financial Planning	1
1.2 Kirkland Lake Drinking Water System	3
2 Financial Operating Plan	3
2.1 Operating Expenses	3
2.2 Capital Costs	4
2.3 Debt Management	4
2.4 Lead Pipe Replacement Cost	4
2.5 Source Water Protection Costs	4
3 Funding Plan	4
3.1 Water Rates	5
3.2 Water System Reserve	5
3.3 Government Grants	6
4 Financial Plan Summary – Kirkland Lake	6
4.1 Statement of Financial Position (Table 7.1)	6
4.1.1 Net Financial Assets/(Debt)	6
4.1.2 Tangible Capital Assets	8
4.1.3 Accumulated Surplus	9
4.2 Statement of Financial Operation (Table 7.2)	9
5 Continuous Improvement	10
6 Conclusion	10
7 Financial Statements	11
8 Notes on the Kirkland Lake DWS Financial Plan	15

Appendix A: Ontario Regulation 453/07

1 Introduction

The Corporation of the Town of Kirkland Lake (the Town) has retained the Ontario Clean Water Agency (OCWA) to update the Financial Plan for the Kirkland Lake Drinking Water System (DWS) in order to comply with the Financial Plan regulation (O. Reg. 453/07) made under the Safe Drinking Water Act. The first Financial Plan was created in 2011 and this is an update to that Plan.

This Financial Plan has been prepared in accordance with O. Reg. 453/07, as well as the provisions of the financial planning guidelines published by the Ministry of the Environment (now the Ministry of the Environment, Conservation, and Parks (MECP)) in August 2007 entitled “Toward Financially Sustainable Drinking-Water and Wastewater Systems”.

The Financial Plan was prepared for the Kirkland Lake DWS based on information supplied by the Town and operational staff, including future capital and major maintenance projects, water system financial information, as well as tangible capital asset information that the Town generated in accordance with the Public Sector Accounting Board (PSAB) standard PS 3150 requirements.

The information supplied by the Town was used to generate a financial operating plan that forecasted future annual expenditure requirements from the year 2020 to 2025. A revenue plan, relying mostly on user fees was generated to support the expenditure requirements outlined in the operating plan. The information generated in the operating and revenue plans along with the tangible capital asset information was used to develop a Financial Plan for the Kirkland Lake DWS covering a study period from 2020 to 2025 in accordance with O.Reg. 453/07 requirements (minimum 6 year study period).

1.1 Legislative Context to Financial Planning

There have been a number of legislative initiatives affecting water system management and operations over the past decade. These initiatives were a result of the waterborne illness tragedy in Walkerton in 2000. Following this incident, the Government of Ontario established a public inquiry chaired by the Honourable Dennis O’Connor to look into the tragedy. The Inquiry Report recommended a comprehensive approach to the delivery of safe drinking water in Ontario.

The MECP has responded to the Inquiry recommendations by making legislative changes. One change directly related to the development of this Financial Plan was the passage of the Safe Drinking Water Act, 2002 (SDWA). It requires owners of a municipal drinking water system to apply for and obtain a Municipal Drinking Water Licence. There are five elements that must be in place in order for the owner of a drinking water system to obtain a Licence:

- 1) A Drinking Water Works Permit to establish or alter a drinking-water system.
- 2) An accepted Operational Plan. The Drinking Water Quality Management Standard (DWQMS) is the standard upon which operational plans are based. The plan documents an operating authority’s quality management system (QMS).
- 3) An Accredited Operating Authority. A third-party audit of an operating authority’s QMS will be the basis for accreditation.
- 4) A Permit to Take Water.

- 5) A Financial Plan that must be prepared and approved in accordance with the prescribed requirements in the Financial Plans Regulation.

Under section 30 of the SDWA, the Financial Plan element of the licence program must either be prepared in accordance with the Sustainable Water and Sewage System Act, 2002 (SWSSA) or in accordance with the requirements set by the Minister of the Environment. SWSSA regulations have not been published. Accordingly, the requirements set by the Minister of Environment apply as per the 2007 MECP guidelines.

Regulation 453/07 of the Safe Drinking Water Act was passed in 2007 and contains two key provisions that apply to an existing water system:

- 1) A person who makes an application under the Act for a municipal drinking water licence shall, before making the application, prepare and approve Financial Plans for the system that satisfy the requirements of Reg. 453/07. O. Reg. 453/07, S. 1(1).
- 2) As a condition in a municipal drinking water licence that is issued in response to an application made under section 33 of the Act for a municipal drinking water licence, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first licence for the system is issued, prepare and approve Financial Plans for the system that satisfy the requirements prescribed Reg. 453/07. O. Reg. 453, S. 1(3).

Several other provisions are also set out in the regulation that must be met by a municipality operating a water system:

- The Financial Plan must be approved by a resolution that is passed by the Council of the municipality.
- The Financial Plan must apply to a period of at least six years.
- The Financial Plan must be available, upon request, to members of the public at no charge and posted on the internet (if the municipality maintains a website).
- The municipality must provide notice as deemed appropriate to advise the public of the availability of the Financial Plan.

Once a system is licenced, the municipality's Financial Plan is required to be updated every five years, in conjunction with every application for license renewal. Full documentation of the Financial Plan regulation, O. Reg. 453/07 can be found in Attachment 1.

In June 2006, the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered accountants approved new municipal financial accounting and reporting standards requiring that tangible capital assets (TCA), including the assets of drinking water systems, be included in municipal financial statements. *Stat 3150* came into effect on January 1, 2009.

The Clean Water Act, 2006 targets the protection of drinking water supplies through the development of collaborative, locally driven, science and watershed-based source protection plans. According to the MECP financial planning guidelines, Financial Plans should include source water protection costs related to the provision of water services. Utilities are encouraged to have, at minimum, estimates of any current source protection costs as a separate cost item by the time that their Financial Plans are

required in order to effectively align with the anticipated approval timelines for source protection plans (2010-2012).

In June 2007, the government of Ontario proposed a lead action plan. The Financial Plans regulation requires municipalities' Financial Plans to include the costs associated with replacing lead service pipes that are part of their drinking water system.

1.2 Kirkland Lake Drinking Water System

The Kirkland Lake Drinking Water System (DWS), located in the Town of Kirkland Lake, is owned by the Corporation of the Town of Kirkland Lake and is operated by the Ontario Clean Water Agency under contract. The Town is located in northeastern Ontario and draws its water from Gull Lake on the eastern border of the Town. The DWS provides drinking water to the communities of Kirkland Lake, Chaput Hughes and Swastika.

The DWS has a rated capacity of 22,500 m³/day and an average daily flow of approximately 11,000 m³/day. The DWS consists of the following: one low lift pump station; one coagulant flash-mix tank, three treatment trains consisting of flocculation/sedimentation; four dual-media filters; one chlorine gas chemical disinfection system; a chlorine dioxide system, an on-site in-ground storage; one high lift pump station; three booster stations; one standpipe and one standby power generator.

The town is comprised of 7,981 residents (2016 census) with the DWS also servicing industrial, commercial and institutional users. The population is not anticipated to grow significantly over the next 20 years, so for the purpose of this study, a minimal growth scenario was considered.

2 Financial Operating Plan

The financial operating plan includes the full costs of operating the Kirkland Lake DWS on an on-going basis and includes capital investments, operating costs, maintenance costs, administration costs, and other miscellaneous costs.

A financial operating plan for the Kirkland Lake DWS was developed using historical financial statements, forecasted capital and major maintenance expenditures and tangible capital asset information. These aforementioned elements were used to forecast the annual expenditure requirements while taking into account contingency costs, inflation and any growth expected.

2.1 Operating Expenses

Recurring operating expenses for the Kirkland Lake DWS consist of salaries and benefits for plant operators and Town staff. It also includes financial expenses, program support, materials and supplies, and utility costs (i.e. Hydro & Gas). These costs are expected to increase 2%-5% annually over the course of the study period.

The total water operating expenses incurred in 2019 (excluding capital items, interest and amortization) for the Kirkland Lake DWS is estimated to be \$2,084,000 (refer to Statement of Financial Operations). The projected operating expenses for the remainder of the study period will fluctuate according to the variance in major maintenance costs and are expected to reach an estimated \$2,158,000 by 2022.

2.2 Capital Costs

Yearly maintenance/repair expenditures refer to the cost to upkeep certain assets to prolong their level of service. Capital expenditures are the costs involved in upgrading or acquiring an asset to be used in order to provide a service.

As part of the development of this Financial Plan, the existing capital and major maintenance plan was updated to identify future capital and maintenance needs over a 10 year (2020-2029) period.

Some of the major expenditures that are capitalized during the Financial Plan study period (2020-2025) include the following:

- Acquisition of new PLC/SCADA system during 2018-2021 for \$630,000.
- Rotork valve actuator replacements (16 in total) at the high-lift pumping station occurring between 2016-2023 with \$133,000 remaining as of 2019.
- Replacement of one filter backwash pump for approximately \$100,000.
- Recoating of the standpipe, which is estimated at \$400,000.

All capital and major maintenance cost estimates include a 15% contingency but are “Class 5” estimates based upon parametric or analogous models.

2.3 Debt Management

The Kirkland Lake DWS has a long term debt for the purchase of trucks in 2013. The principal amount of the debt was \$314,198 for a loan term of 10 years beginning in 2013. The principal amount will be paid off by the end of 2023 with a yearly payment of approximately \$27,000. It is likely that additional debt may be incurred to pay for some of the larger capital project in the immediate future.

2.4 Lead Pipe Replacement Cost

There are no costs associated with lead pipe replacement for the Kirkland Lake DWS.

2.5 Source Water Protection Costs

It is forecasted that approximately \$5,250 per year will be allocated towards source water protection works.

3 Funding Plan

A funding plan was developed to ensure that the annual expenditures forecasted in the financial operating plan can be sustained over the study period. The funding plan relies mainly on the revenues generated from the direct users of the DWS through water rates to cover forecasted capital and operating costs. The plan also considered potential infrastructure and federal/provincial grants that would help fund expenditures for the study period.

3.1 Water Rates

There are metered and non-metered users in the Kirkland Lake DWS. Non-metered customers are charged quarterly at a flat-rate that varies according to the size of the residence (i.e. the number of rooms, toilets, bathtubs). Metered customers are charged monthly using a declining block rate for every 50,000 gallons of water consumed along with a fixed rate depending on the water meter size. A \$54.31 minimum charge for metered customers applies for those who consume up to 10,000 gallons.

Forecasted rate increases to 2025 as defined by a combination of By-law 17-129 (Municipal Water and Sewer Budgets & Set Rates for 2018), 2019 water rates, and rate increases to keep the drinking water system sustainable are shown in Table 3.1. OCWA has projected an annual rate increase of 4.0% for 2020-2023, decreasing to a rate increase of 2% to keep up with yearly inflation projections.

Table 3.1 – Recommended Water Rate Increases from 2019-2025

	<i>Proposed Water Rate Increases</i>						
Year	2019	2020	2021	2022	2023	2024	2025
Total Residential & Business Water User Fees	\$2,470,978	\$2,569,817	\$2,672,610	\$2,779,514	\$2,890,695	\$2,948,509	\$3,007,479
% Increase (for all users)	18.00%	4.00%	4.00%	4.00%	4.00%	2.00%	2.00%

It is recommended that rates for a drinking water system allow it to be financially sustainable in the long-term. The proposed water rate increases of approximately 4.0% for 2020-2023 eventually yield a financially sustainable drinking water system by 2025.

As the water rates steadily increase, the revenues generated will eventually pay off accrued expenditures and outstanding debt. Any surplus obtained through the water rates would be allocated to the Water System Reserve Fund.

3.2 Water System Reserve Fund

The water system reserve fund is an account dedicated for waterworks only. It is used to set aside funds to finance future expenditures in the DWS. This account determines the financial health/sustainability of the DWS. The DWS is considered financially healthy and/or sustainable when the fund shows moderate growth over the long term. The fund’s ending balance is obtained after factoring the yearly cash inflows and outflows. This fund receives cash inflows transferred from the Town’s operating account, additional annual surplus from water rates and interest accrued (if any). The cash outflows consist of expenditures on capital and major maintenance works, and any interest paid (if any).

The reserve account at the beginning of 2019 was approximately \$48,963 and is expected to be reduced to a balance of zero by 2020. However, it is anticipated that this account will again be positive by 2022 providing no unforeseen capital work is required and the recommended water rate increases are implemented.

3.3 Government Grants

The Town is expected to receive funding for major capital works during the Financial Plan study period. Sources include the Federal Government’s development organization for Northern Ontario (FedNor), the Northern Ontario Heritage Fund Corporation (NOHFC), the Small Communities Fund (SCF), the Ontario Community Infrastructure Fund (OCIF), and the Federal Gas Tax Fund. The Town will continue to apply for available grants to cover expenditures in the drinking water system.

An assumption of 33% grant funding was assumed for all projects greater than \$100,000. It should be noted that major projects can receive funding greater than a third, but outside funding is not guaranteed.

4 Financial Plan Summary – Kirkland Lake

This section provides a summary of the principal features concerning the current and projected future state of the Kirkland Lake DWS. The financial information is contained in financial statements covering at least six years (2020-2025) in compliance with O. Reg. 453. Detailed financial statements are set out in tabular form in Section 7. Notes regarding the financial statements are presented at the end of the financial statement section of this report.

4.1 Statement of Financial Position (Table 7.1)

4.1.1 Net Financial Assets/(Debt)

An important feature of a water system is its net financial assets/(debt). A positive net financial asset indicates that the system has resources to deal with future capital and other needs. A negative number indicates that past capital and other investments must be financed from future revenues. Kirkland Lake’s DWS’s net financial assets/(Debt) are shown in Figure 4.1 below.

Figure 4.1 – Kirkland Lake DWS Net Financial Assets/(Debt)

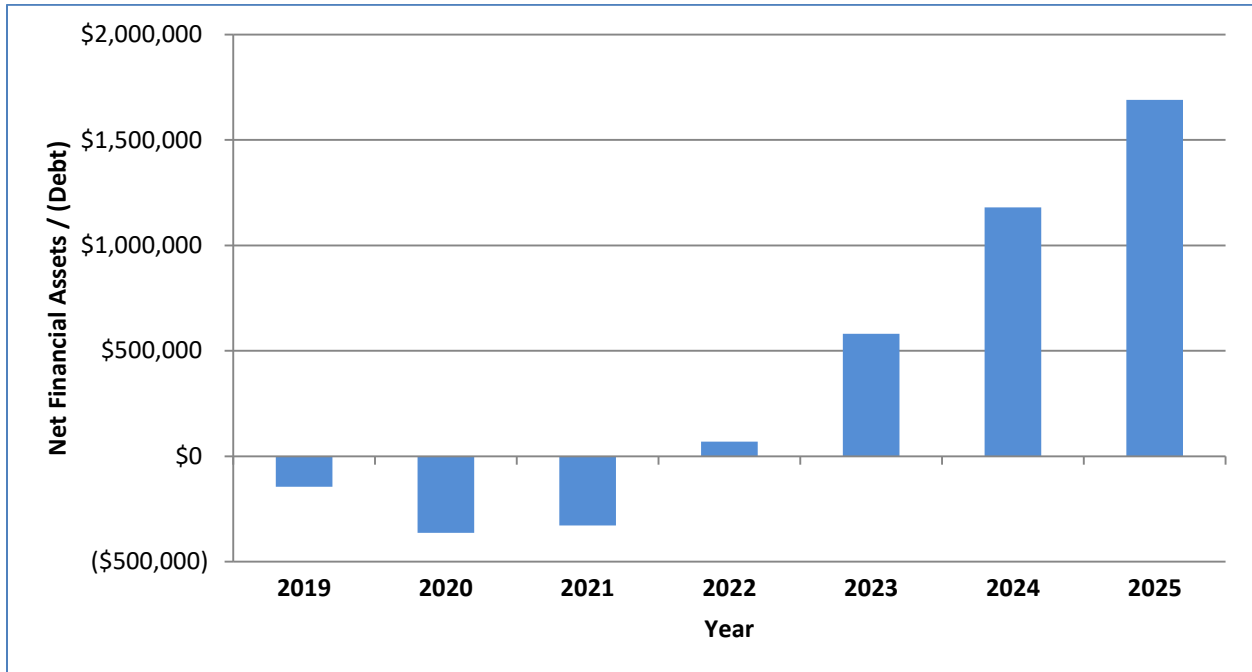


Figure 4.1 shows that the DWS’s net financial assets are in a deficit from 2019-2020. The DWS’s net financial assets are represented as a combination of the Waterworks Capital Reserve Fund and the debt(s) associated with the drinking water system. This negative financial position is attributed to the major capital and maintenance costs incurred from 2019 to 2021 and the lack of available funds from the water reserve and user fees to completely cover those costs.

The negative balance in 2019 is projected to deplete the reserve fund to a balance of zero, at which time the system must accrue debt or draw from non-DWS reserves to fund further capital and operational expenditures.

The DWS is expected to experience three years in debt from 2019 to 2021 returning to a positive financial position at the end of 2023. Table 4.1 below, shows the six-year projection of the DWS’s financial position. It should be noted, that the accounting of capital work is more comprehensive in the short term than in the long term and there may be unidentified capital work that must be added to the capital budget at a future date.

Table 4.1 – Kirkland Lake DWS Projected 6-Year Financial Position

YEAR	2019	2020	2021	2022	2023	2024	2025
Reserve/Debt Beginning of Year	\$ 48,963	\$ (45,037)	\$ (288,667)	\$ (279,006)	\$ 91,559	\$ 580,996	\$ 1,180,239
Capital & Major Maintenance Work	\$1,014,593	\$ 985,144	\$ 691,374	\$ 293,321	\$ 217,030	\$ 143,285	\$ 282,782
Transfer to Reserve From Operating	\$ 920,593	\$ 741,515	\$ 701,035	\$ 663,886	\$ 706,468	\$ 742,527	\$ 793,013
Transfer in Additional Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance End of Year	\$ (45,037)	\$ (288,667)	\$ (279,006)	\$ 91,559	\$ 580,996	\$ 1,180,239	\$ 1,690,469

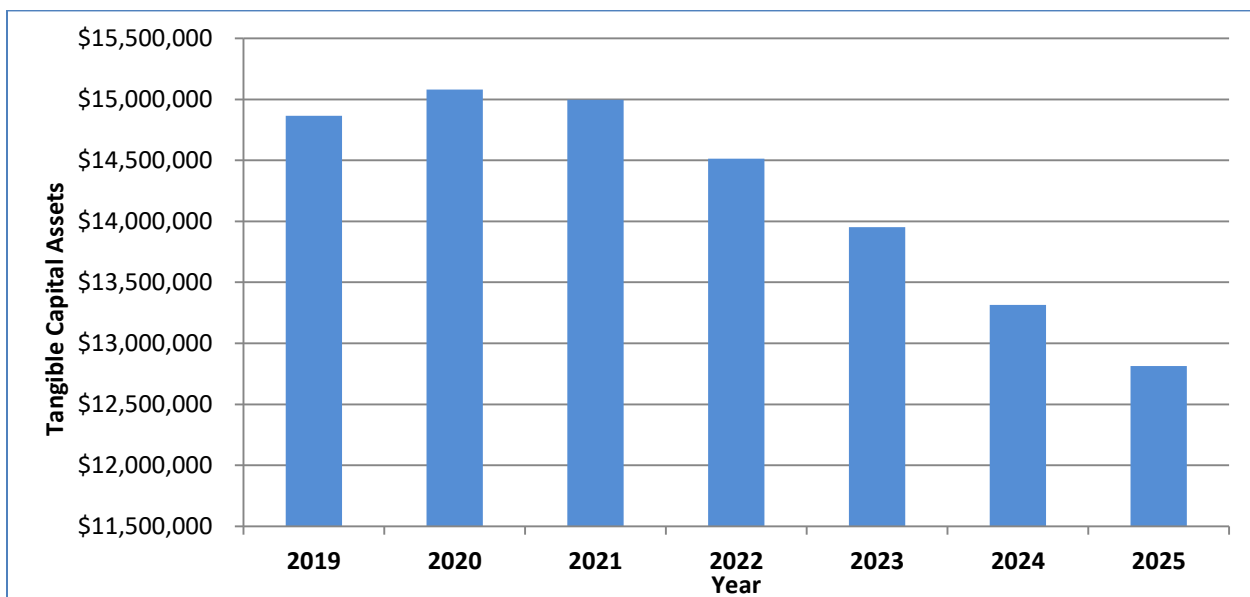
4.1.2 Tangible Capital Assets

A second feature of the water system is the total value of the system’s tangible capital assets (building, equipment, and water mains). Consideration of the value of tangible capital assets (TCA) is part of PSAB compliance. The current value of the capital assets is termed net book value (NBV). NBV is the difference between the original cost of an asset less its accumulated amortization.

Managing TCAs is critical to maintaining current and future levels of service. TCAs begin amortizing once they are installed, in other words, they start to decrease in value. A decrease in the NBV indicates that assets are being used or amortized faster than they are renewed. Conversely, an increase in the NBV of the TCAs indicates that assets are being renewed faster than are used.

The net book value of the DWS’s assets is shown in Figure 4.2. As shown, the TCA steadily decreases after 2021. The decrease is attributed to the amortization rate being greater than the replacement rate of the assets.

Figure 4.2 – Kirkland Lake DWS Tangible Capital Assets

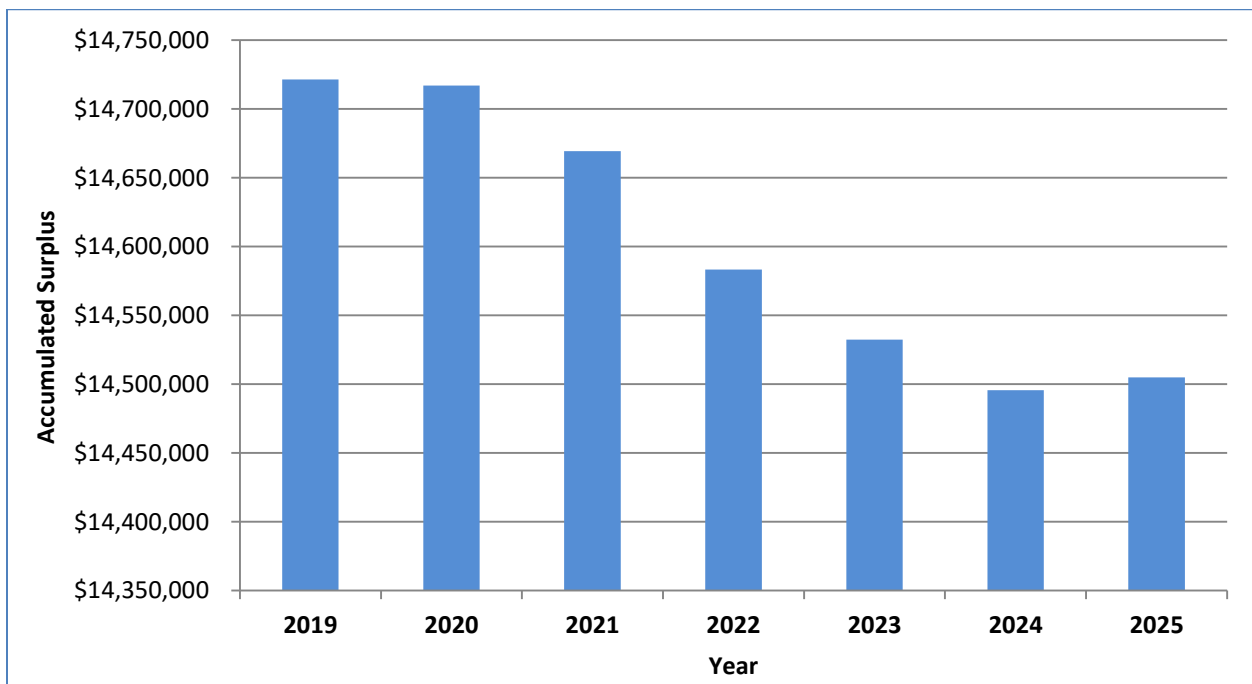


4.1.3 Accumulated Surplus

A third feature of the water system is the accumulated surplus, which represents the cash on hand plus the net book value of tangible capital assets less debt. In other words, the accumulated surplus is calculated by adding the net financial asset and non-financial assets. The accumulated surplus serves as a metric to quantify the municipality’s ability to maintain the current value of the current DWS assets. The Town’s DWS is projected to experience a steady decrease in accumulated surplus until 2024, at which time the accumulated surplus trend flattens out.

The steady decrease in the accumulated surplus is attributed to the high rate amortization rate of assets over time. There are assets added through betterments and additions that increase the value of the assets in the system, but overall, the addition/betterment of assets is occurring at a slower rate than the amortization or loss of value of the assets. This is eventually balanced out with the increasing water rates adding an equivalent amount of cash on hand to the DWS’s Reserve Fund.

Figure 4.3 – Kirkland Lake DWS Accumulated Surplus

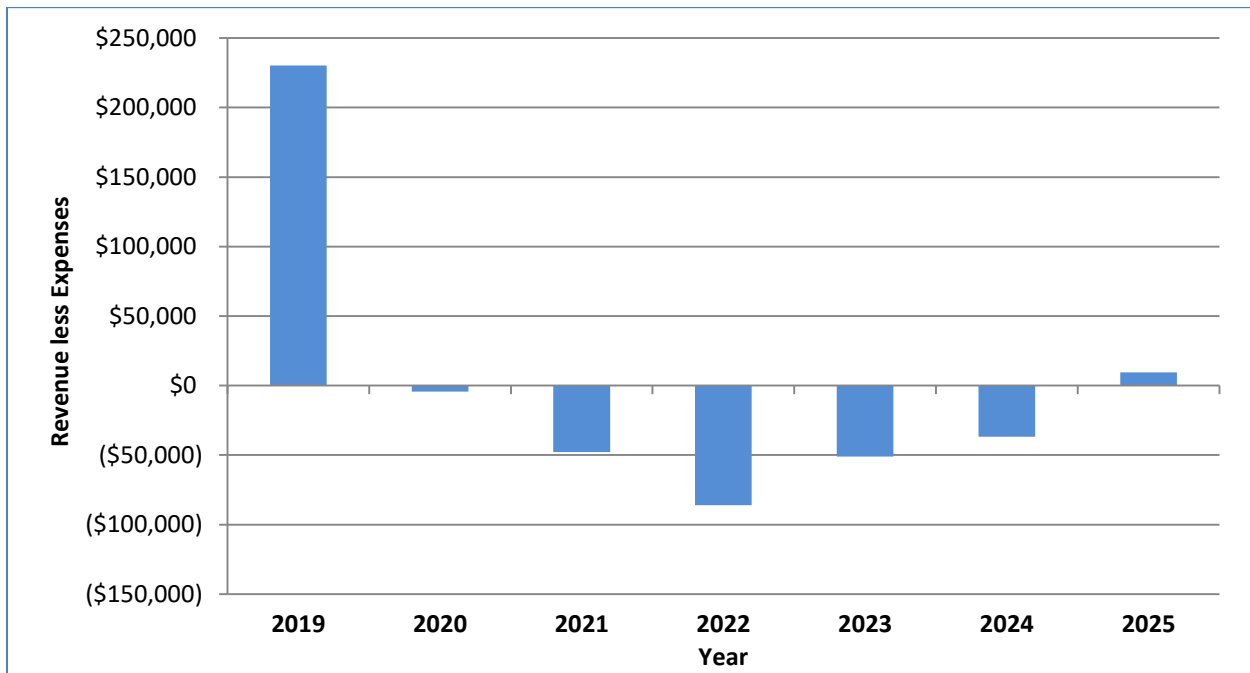


4.2 Statement of Financial Operation (Table 7.2)

The statement of financial operations summarizes the Town’s DWS revenues and expenditures over the study period. The majority of the revenue collected in the DWS comes from water user fees (residential and commercial). Revenues also include mining water user fees, interest earned on the reserve account and other user fees. Expenditures include operating costs, major maintenance costs, debt payment and annual asset amortization. A surplus is realized when yearly revenues exceed yearly expenses.

Conversely, a deficit is realized when yearly expenses exceed yearly revenues. A surplus is desirable as additional funds would be available for the purchase of capital assets and other financial activities such as debt payment and the growth of the DWS’s Reserve Fund. Figure 4.4 below shows the system’s revenues over expenses, including amortization.

Figure 4.4 – Kirkland Lake DWS Revenues less Expenses



As shown in the figure above, with the exception of 2019, expenditures incurred in the DWS are greater than revenues for the study period, with the system expenses eventually balanced out by the 2025. The yearly deficit is mainly associated with amortization expenses. It is important to note that amortization expenses are a write-off of the capital assets and not a cash expenditure itself. Amortization is included in financial statements to represent the ‘expense’ of the losing value of assets over a year of operation.

5 Continuous Improvement

The SDWA requires the Municipal Drinking Water Licence to be renewed every five (5) years. The Financial Plan regulation requires the preparation and approval of a Financial Plan before making an application for renewal of a Drinking Water Licence. Thus each Financial Plan will require updating at a minimum frequency of every five years. This on-going update will assist in re-visiting the assumptions made in the original Financial Plan, to develop the operating and funding plans as well as re-assessing the need for capital renewal and major maintenance expenditures.

6 Conclusion

The Statement of Financial Position provides a snapshot of the financial health of the DWS. It was shown that the DWS will be in a deficit position until 2022, debt until 2024. This financial statement also shows a steady decrease in TCAs, meaning that assets are amortizing faster than they are being renewed.

The Statement of Financial Operations analysis shows that the DWS’s excess revenue over expenses will be in a negative position until 2025. This indicates that by the end of 2025, the value of the DWS will start to increase. Therefore based on the existing Kirkland Lake’s Drinking Water System’s existing financial position, forecasting capital works, and rate increases, the DWS will be financially sustainable by the end of 2025.

In reviewing these statements, it is important to keep in mind that a number of assumptions were made concerning inflation, interest rates and growth projections. Actual numbers may significantly deviate from these over time. In addition, capital and major maintenance cost estimates and schedules may vary from current projections. Therefore, there is a need to monitor the progress of this plan and make adjustments as needed.

This Financial Plan has been prepared in accordance to O. Reg. 453/07 under the Safe Drinking Water Act, 2002.

7 Financial Statements

The detailed financial statements are set out in the following tables. Section 8 details the notes that correspond to the “notes” numbers on the right side of the tables.

Table 7.1 – Statement of Financial Position

Statement of Financial Position	2019	2020	2021	2022	2023	2024	2025	Notes
Financial Assets								
Cash/Cash Equivalents								
System Reserve Fund/(Debt)	\$ (45,037.25)	\$ (288,666.56)	\$ (279,006.28)	\$ 91,559.21	\$ 580,996.38	\$ 1,180,238.71	\$ 1,690,469.03	1
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Cash/Cash Equivalents	\$ (45,037.25)	\$ (288,666.56)	\$ (279,006.28)	\$ 91,559.21	\$ 580,996.38	\$ 1,180,238.71	\$ 1,690,469.03	
Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Accounts Receivable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Financial Assets	\$ (45,037.25)	\$ (288,666.56)	\$ (279,006.28)	\$ 91,559.21	\$ 580,996.38	\$ 1,180,238.71	\$ 1,690,469.03	
Liabilities								
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Debt Principal	\$ 99,562.37	\$ 74,711.36	\$ 49,022.87	\$ 22,468.67	\$ 0.00	\$ -	\$ -	2
Working Deficit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Liabilities	\$ (99,562.37)	\$ (74,711.36)	\$ (49,022.87)	\$ (22,468.67)	\$ (0.00)	\$ -	\$ -	
Net Financial Assets / (Debt)	\$ (144,599.62)	\$ (363,377.92)	\$ (328,029.14)	\$ 69,090.54	\$ 580,996.38	\$ 1,180,238.71	\$ 1,690,469.03	
Non Financial Assets								
Tangible Capital Asset Cost (Closing)	\$ 28,705,507.30	\$ 29,614,582.30	\$ 30,258,277.78	\$ 30,507,237.18	\$ 30,679,019.16	\$ 30,776,785.52	\$ 31,012,491.31	3
Changes in Tangible Capital Assets - Additions	\$ 945,198.80	\$ 909,075.00	\$ 643,695.48	\$ 248,959.40	\$ 171,781.98	\$ 97,766.36	\$ 235,705.79	4, 5
Changes in Tangible Capital Assets - Betterments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5
Changes in Tangible Capital Assets - Disposals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Accumulated Amortization (Closing)	\$(13,839,464.57)	\$(14,534,078.73)	\$(15,260,877.66)	\$(15,992,927.65)	\$(16,727,709.10)	\$(17,461,434.53)	\$(18,197,936.63)	
Total Non Financial Assets	\$ 14,866,042.73	\$ 15,080,503.57	\$ 14,997,400.12	\$ 14,514,309.53	\$ 13,951,310.06	\$ 13,315,350.98	\$ 12,814,554.68	
Accumulated Surplus / (Deficit)	\$ 14,721,443.11	\$ 14,717,125.65	\$ 14,669,370.97	\$ 14,583,400.07	\$ 14,532,306.44	\$ 14,495,589.69	\$ 14,505,023.71	

Table 7.2 – Statement of Financial Operations

Statement of Financial Operations	2019	2020	2021	2022	2023	2024	2025	Notes
Total Revenues								
Revenue from Users								
Water user fees - Residential & Business (Metered & Non-metered)	\$ 2,470,978.00	\$ 2,569,817.12	\$ 2,672,609.80	\$ 2,779,514.20	\$ 2,890,694.76	\$ 2,948,508.66	\$ 3,007,478.83	6
Penalties and Recoveries	\$ 55,030.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenue from Users	\$ 2,526,008.37	\$ 2,569,817.12	\$ 2,672,609.80	\$ 2,779,514.20	\$ 2,890,694.76	\$ 2,948,508.66	\$ 3,007,478.83	
Interest + Funding								
Interest Earned on Reserve	\$ 489.63	\$ -	\$ -	\$ -	\$ 915.59	\$ 5,809.96	\$ 11,802.39	7
Government Grants + Other Funding	\$ 370,593.00	\$ 209,220.00	\$ 132,000.00	\$ 34,650.00	\$ -	\$ -	\$ 36,300.00	8
Total Revenues	\$ 2,897,091.00	\$ 2,779,037.12	\$ 2,804,609.80	\$ 2,814,164.20	\$ 2,891,610.36	\$ 2,954,318.62	\$ 3,055,581.22	
Expenses								
Total Operating	\$ 1,944,328.00	\$ 2,008,363.26	\$ 2,067,107.11	\$ 2,114,099.98	\$ 2,162,315.23	\$ 2,211,791.46	\$ 2,262,568.70	9
Total Major Maintenance	\$ 69,394.45	\$ 76,069.05	\$ 47,678.93	\$ 44,361.15	\$ 45,248.37	\$ 45,518.49	\$ 47,076.40	10
Expenses before Interest and Amortization	\$ 2,013,722.45	\$ 2,084,432.31	\$ 2,114,786.05	\$ 2,158,461.12	\$ 2,207,563.60	\$ 2,257,309.95	\$ 2,309,645.10	
Interest Paid (Loans)	\$ 3,909.37	\$ 2,956.99	\$ 2,119.51	\$ 1,253.81	\$ 358.93	\$ -	\$ -	
Interest Paid (Water Reserve Deficit)	\$ -	\$ 1,351.12	\$ 8,660.00	\$ 8,370.19	\$ -	\$ -	\$ -	
Amortization	\$ 649,160.41	\$ 694,614.16	\$ 726,798.93	\$ 732,049.98	\$ 734,781.45	\$ 733,725.43	\$ 736,502.10	5
Total Expenses	\$ 2,666,792.23	\$ 2,783,354.58	\$ 2,852,364.49	\$ 2,900,135.10	\$ 2,942,703.99	\$ 2,991,035.38	\$ 3,046,147.20	
Excess of Revenues over Expenses	\$ 230,298.77	\$ (4,317.46)	\$ (47,754.68)	\$ (85,970.91)	\$ (51,093.63)	\$ (36,716.75)	\$ 9,434.02	
Excess of Revenues over Expenses	\$ 230,298.77	\$ (4,317.46)	\$ (47,754.68)	\$ (85,970.91)	\$ (51,093.63)	\$ (36,716.75)	\$ 9,434.02	
Annual Surplus / (Deficit), Beginning of year	\$ 14,491,144.34	\$ 14,721,443.11	\$ 14,717,125.65	\$ 14,669,370.97	\$ 14,583,400.07	\$ 14,532,306.44	\$ 14,495,589.68	
Accumulated Surplus / (Deficit), End of Year	\$ 14,721,443.11	\$ 14,717,125.65	\$ 14,669,370.97	\$ 14,583,400.07	\$ 14,532,306.44	\$ 14,495,589.68	\$ 14,505,023.70	

Table 7.3 – Statement of Cash Flow

Statement of Cash Flow	2019	2020	2021	2022	2023	2024	2025	Notes
Operating Transactions								
Cash received from Revenues	\$ 2,896,601.37	\$ 2,779,037.12	\$ 2,804,609.80	\$ 2,814,164.20	\$ 2,890,694.76	\$ 2,948,508.66	\$ 3,043,778.83	=
Cash paid for Operating Expenses	\$ (2,013,722.45)	\$ (2,084,432.31)	\$ (2,114,786.05)	\$ (2,158,461.12)	\$ (2,207,563.60)	\$ (2,257,309.95)	\$ (2,309,645.10)	
Cash paid for Financing Charges (Debt Interest)	\$ (3,909.37)	\$ (2,956.99)	\$ (2,119.51)	\$ (1,253.81)	\$ (358.93)	\$ -	\$ -	2
Excess of Operating Revenues Over Operating Expenses	\$ 878,969.55	\$ 691,647.82	\$ 687,704.25	\$ 654,449.27	\$ 682,772.23	\$ 691,198.71	\$ 734,133.73	
Working Capital Items								
Accounts Receivable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Capital Work in Progress	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cash provided by Operating Transactions	\$ 878,969.55	\$ 691,647.82	\$ 687,704.25	\$ 654,449.27	\$ 682,772.23	\$ 691,198.71	\$ 734,133.73	
Capital								
Acquisition of TCAs	\$ (945,198.80)	\$ (909,075.00)	\$ (643,695.48)	\$ (248,959.40)	\$ (171,781.98)	\$ (97,766.36)	\$ (235,705.79)	4
Proceeds on Disposal of TCA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cash used in Capital Transactions	\$ (945,198.80)	\$ (909,075.00)	\$ (643,695.48)	\$ (248,959.40)	\$ (171,781.98)	\$ (97,766.36)	\$ (235,705.79)	
Investing								
Cash Provided By / (Used In) Investing Activities	\$ 489.63	\$ (1,351.12)	\$ (8,660.00)	\$ (8,370.19)	\$ 915.59	\$ 5,809.96	\$ 11,802.39	1
Increase / (Decrease) in Cash Provided by Investing Activities	\$ 489.63	\$ (1,351.12)	\$ (8,660.00)	\$ (8,370.19)	\$ 915.59	\$ 5,809.96	\$ 11,802.39	
Financing								
Repayment of Long Term Debt (Principal)	\$ (28,260.63)	\$ (24,851.01)	\$ (25,688.49)	\$ (26,554.19)	\$ (22,468.67)	\$ -	\$ -	2
Cash Provided By / (Used In) Financing Activities	\$ (28,260.63)	\$ (24,851.01)	\$ (25,688.49)	\$ (26,554.19)	\$ (22,468.67)	\$ -	\$ -	
Increase / (Decrease) in Cash Equivalents	\$ (94,000.25)	\$ (243,629.31)	\$ 9,660.28	\$ 370,565.49	\$ 489,437.17	\$ 599,242.32	\$ 510,230.32	
Cash and Cash Equivalents at the Beginning of the Year	\$ 48,963.00	\$ (45,037.25)	\$ (288,666.55)	\$ (279,006.27)	\$ 91,559.22	\$ 580,996.39	\$ 1,180,238.71	
Cash and Cash Equivalents at the End of the Year	\$ (45,037.25)	\$ (288,666.55)	\$ (279,006.27)	\$ 91,559.22	\$ 580,996.39	\$ 1,180,238.71	\$ 1,690,469.03	

8 Notes on the Kirkland Lake DWS Financial Plan

The Kirkland Lake Drinking Water System Financial Plan represents a forecast of the financial performance of the drinking water system over a study period starting in the year 2020 to the year 2025. The following notes are intended to document and/or clarify some of the assumptions made in generating the financial information contained in the tables. The reader is cautioned that the Financial Plan contains un-audited financial information and is subject to change.

- 1) The Town sets aside reserve funds for waterworks capital projects that might take place in the future. The reserve fund has at a balance of approximately \$48,963 at the end of 2018. This account accrues interest whenever the ending year balance is positive, a 1% interest was assumed in this report. When the ending year balance is negative, interest would be paid with an assumed rate of 3%.
- 2) There is a principal debt balance of approximately \$127,823 at year-end of 2018 for the purchase of trucks. No additional debt was forecasted to be added during the study period.
- 3) Tangible Capital Assets Cost (Closing) includes changes (additions, disposals, write-downs) in tangible capital assets during the year.
- 4) Tangible Capital Assets (TCA) Additions include various capital projects that were carried out during the study period.
- 5) TCAs are assumed to have no residual value when they have reached the end of their projected useful life. The projected future costs of capital items include a 15% contingency. Amortization was determined using the straight-line method. Assets are assumed to be put into service at the beginning of the year. Amortization is therefore added as soon as the asset is put into service.
- 6) Water user fees (Residential & Commercial), and all other user fees – revenue received from users.
- 7) Interest earned on the water system reserve at the assumed rate of 1%.
- 8) Expected provincial grants already included in the cost of various capital expenditures in the 'Capital and Major Maintenance Plan. 2019 government grants were composed of approved funding. All other years are represented by a 33% funding for all individual projects greater than \$100,000.
- 9) Total Operating Expense – expenditures (Wages & Benefits, Materials, Utilities and Contracted Services) related to the DWS.
- 10) Total Capital and Major Maintenance Expense – maintenance expenditures related to the entire water system (water treatment and distribution).

APPENDIX A

Ontario Regulation 453/07

Safe Drinking Water Act, 2002
ONTARIO REGULATION 453/07
FINANCIAL PLANS

Consolidation Period: From April 1, 2008 to the [e-Laws currency date](#).

Last amendment: O. Reg. 69/08.

This is the English version of a bilingual regulation.

Requirement to prepare financial plans

[1. \(1\)](#) A person who makes an application under clause 32 (1) (b) of the Act for a municipal drinking water licence shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 2. O. Reg. 453/07, s. 1 (1).

[\(2\)](#) A person who makes an application under subsection 32 (4) of the Act for the renewal of a municipal drinking water licence shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 3. O. Reg. 453/07, s. 1 (2).

[\(3\)](#) As a condition in a municipal drinking water licence that is issued in response to an application made under section 33 of the Act for a municipal drinking water licence, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first licence for the system is issued, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 3. O. Reg. 453/07, s. 1 (3).

[\(4\)](#) The Director shall include, as a condition in a municipal drinking water licence, the requirement set out in subsection (3) in any amendments to a license made after the application, if the condition is not satisfied at the time when the amendment is made. O. Reg. 453/07, s. 1 (4).

Financial plan requirements; new systems

[2.](#) For the purposes of clause (b) of the definition of “financial plans” in subsection 30 (1) of the Act, the following requirements are prescribed for financial plans that are required by subsection 1 (1) to satisfy the requirements of this section:

1. The financial plans must be approved by a resolution that indicates that the drinking water system is financially viable and that is passed by,
 - i. the council of the municipality, if the owner of the drinking water system is a municipality, or
 - ii. the governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.
2. The financial plans,
 - i. must include a statement that the financial impacts of the drinking water system have been considered, and
 - ii. must apply for a period of at least six years.

Financial Plan

3. The first year to which the financial plan must apply is the year in which the drinking water system is expected to first serve the public.
4. For each year in which the financial plans apply, the financial plans must include details of the proposed or projected financial operations of the drinking water system itemized by,
 - i. total revenues, further itemized by water rates, user charges and other revenues,
 - ii. total expenses, further itemized by amortization expenses, interest expenses and other expenses,
 - iii. annual surplus or deficit, and
 - iv. accumulated surplus or deficit.
5. The owner of the drinking water system must,
 - i. make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,
 - ii. make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and
 - iii. provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 2.

Financial plan requirements; licence renewal

3. (1) For the purposes of clause (b) of the definition of “financial plans” in subsection 30 (1) of the Act, the following requirements are prescribed for financial plans that are required by subsection 1 (2) or a condition that is included in a municipal drinking water licence under subsection 1 (3) to satisfy the requirements of this section:

1. The financial plans must be approved by a resolution that is passed by,
 - i. the council of the municipality, if the owner of the drinking water system is a municipality, or
 - ii. the governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.
2. The financial plans must apply to a period of at least six years.
3. The first year to which the financial plans must apply must be the year determined in accordance with the following rules:
 - i. If the financial plans are required by subsection 1 (2), the first year to which the financial plans must apply must be the year in which the drinking water system’s existing municipal drinking water licence would otherwise expire.

Financial Plan

- ii. If the financial plans are required by a condition that was included in a municipal drinking water licence under subsection 1 (3), the first year to which the financial plans must apply must be the later of 2010 and the year in which the first licence for the system was issued.
4. Subject to subsection (2), for each year to which the financial plans apply, the financial plans must include the following:
 - i. Details of the proposed or projected financial position of the drinking water system itemized by,
 - A. total financial assets,
 - B. total liabilities,
 - C. net debt,
 - D. non-financial assets that are tangible capital assets, tangible capital assets under construction, inventories of supplies and prepaid expenses, and
 - E. changes in tangible capital assets that are additions, donations, write downs and disposals.
 - ii. Details of the proposed or projected financial operations of the drinking water system itemized by,
 - A. total revenues, further itemized by water rates, user charges and other revenues,
 - B. total expenses, further itemized by amortization expenses, interest expenses and other expenses,
 - C. annual surplus or deficit, and
 - D. accumulated surplus or deficit.
 - iii. Details of the drinking water system's proposed or projected gross cash receipts and gross cash payments itemized by,
 - A. operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges,
 - B. capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets,
 - C. investing transactions that are acquisitions and disposal of investments,
 - D. financing transactions that are proceeds from the issuance of debt and debt repayment,
 - E. changes in cash and cash equivalents during the year, and
 - F. cash and cash equivalents at the beginning and end of the year.
 - iv. Details of the extent to which the information described in subparagraphs i, ii and iii relates directly to the replacement of lead service pipes as defined in section 15.1- 3 of

Financial Plan

Schedule 15.1 to Ontario Regulation 170/03 (Drinking Water Systems), made under the Act.

5. The owner of the drinking water system must,
 - i. make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,
 - ii. make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and
 - iii. provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 3 (1).

[\(2\)](#) Each of the following sub-subparagraphs applies only if the information referred to in the sub-subparagraph is known to the owner at the time the financial plans are prepared:

1. Sub-subparagraphs 4 i A, B and C of subsection (1).
2. Sub-subparagraphs 4 iii A, C, E and F of subsection (1). O. Reg. 453/07, s. 3 (2).

Alternative requirements for two or more drinking water systems

[4.](#) If section 3 applies to the financial plans of two or more drinking water systems that are solely owned by the same owner, the requirements prescribed by the section may, as an alternative, be satisfied by financial plans that comply with the section but treat those systems as if they were one drinking water system. O. Reg. 453/07, s. 4.

Amendment of financial plans

[5.](#) Sections 2 and 3 do not prevent financial plans from being amended. O. Reg. 453/07, s. 5.

Additional information

[6.](#) The requirements of this Regulation do not prevent a person from providing additional information in financial plans prepared for the purpose of meeting the requirements of the Act. O. Reg. 453/07, s. 6.

MEMORANDUM TO COUNCIL

Meeting Date: 9/22/2020

Memo Number: 2020-CS-001

Presented by: Bonnie Sackrider

Department: Community Services

MEMO TITLE

Swim Pass Donation Request

RECOMMENDATION(S)

BE IT RESOLVED THAT Memorandum Number 2020-CS-001 entitled “**Swim Pass Donation Request**”, be received, and

THAT staff be directed to prepare 200 swim passes for the Chamber of Commerce Halloween Scavenger Hunt and expense the cost of the donation to the Community Grants Fund Account.

BACKGROUND

The Chamber of Commerce has requested the donation of 200 swim passes for the 2020 Halloween Scavenger Hunt. Council has the authority to approve donation requests. This report is presented to Council to obtain a decision so that staff may respond to the Chamber request.

RATIONALE

In the past, Council has approved donation requests such as this. Staff are prepared to create passes for the Chamber with expiration dates and to track their use at the facility. The Scavenger Hunt that the Chamber is proposing is very timely and will provide a safe option for families and children for a Halloween experience during the pandemic. There is alignment with the Strategic Plan initiative to offer Outstanding Service; in addition to maintaining and enhancing partnerships with local organizations continues to make good operational sense.

ATTACHMENTS

Attachment 1 - Letter from Chamber of Commerce

**BACK
TO TOP**

Meagan Elliott

From: Kirkland Lake Chamber <kirklandchamber@ntl.sympatico.ca>
Sent: September 16, 2020 3:23 PM
To: Meagan Elliott
Subject: Halloween Scavenger hunt
Attachments: halloween.docx

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from a sender outside of the organization. Do not reply, click links or open attachments unless you recognize the sender and know the content is safe.

Hello Meagan,

Please see the attached letter from The Kirkland Lake District Chamber of Commerce. We are asking if the town could donate Swim passes and museum passes to our treat bags. As you will see addressed in the letter Dinner with Santa has been cancelled. Last year town donated Swim passes for the kids. We would be requesting passes for 200 individuals.

If you have any further questions please don't hesitate to contact me.

Cheryl Savarie

Kirkland Lake District Chamber of Commerce
Tel: (705) 567-5444
Fax: (705) 567-1666
www.kirklandlakechamberofcommerce.com



Virus-free. www.avast.com



KIRKLAND LAKE DISTRICT
CHAMBER OF COMMERCE

kirklandlakechamberofcommerce.com

Dear Business Owner,

The Kirkland Lake District Chamber of Commerce will be hosting their 1st Trick or Treat Scavenger Hunt October 31st, 2020, from 10:00am until 1:00pm. The event will give children in the community the opportunity to have a fun and safe afternoon with friends and family, all while respecting the guidelines put in place by the Timiskaming Health Unit.

Trick or Treaters will visit multiple Chamber Member businesses, establishments and parks around our community. If you wish to have your business as a clue location, please let us know and we can do our best to accommodate our Members! (We cannot guarantee everyone will be chosen, but we will do our best.)

Events like these do not generally generate any profit therefore, we rely on the generous donations of local business owners to help keep events like this going every year. We are asking if you would like to sponsor this event in anyway, to please contact us and we will ensure your business is recognized. Your contribution will ensure that children will go home with a smile on their face.

At this time the decision has been made to cancel Dinner with Santa and we are hoping that this event will spread some cheer in a time of uncertainty.

If you are able to help, please get in contact with the Chamber of Commerce at kirklandchamber@ntl.sympatico.ca, or call the office at 705-567-5444.

Best regards,

Jessica Lafreniere
President

Cheryl Savarie
Administration



REPORT TO COUNCIL

Meeting Date: 9/22/2020	Report Number: 2020-FIN-006
Presented by: Keith Gorman	Department: Corporate Services

REPORT TITLE

Municipal Asset Management Program Funding Application

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2020-FIN-006 entitled “**Municipal Asset Management Program Funding Application**”, be received,

THAT staff be directed to apply for a grant from the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance the Town’s Asset Management Program, and

THAT the Town of Kirkland Lake allocate up to \$15,000 in the 2021 Budget as the Town’s contribution to the costs of this project.

BACKGROUND

The Municipal Asset Management Program (MAMP) is a five-year, \$50-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on improved asset management practices. The program offers grant funding to support capacity building activities and increase skills within municipalities and local government to sustainably maintain asset management programs now and in the future.

This program is offered by the Federation of Canadian Municipalities (FCM). The maximum MAMP contribution is \$50,000. The contribution shall not be more than 80% of the eligible project costs and can combine more than one project.

R A T I O N A L E

The Town of Kirkland Lake would like to pursue the funding with the primary objective of completing both an automated road and an automated sidewalk condition assessment. Data collection is completed with vehicles that record optical 3D camera views of the roadway surface and sidewalks. Distresses such as bumps and cracks are assessed and measured. The roadway vehicle is also equipped with a 360-degree camera which will capture other assets. The Town intends to utilize this functionality for traffic signage.

A Pavement Condition Index will be generated and in combination with other variables, a customized road repair prioritization will be generated. A Sidewalk Condition Index will also be generated.

This data will greatly assist in future asset management initiatives for the Town and aid in long-term capital planning and budgeting. The data will integrate with existing GIS applications currently utilized within the Town.

As of July 1, 2021, the Town will be required to have an approved Asset Management Plan for core assets (roads are included in this requirement). The plan must identify current levels of service and cost to maintain those levels of service. This initiative will greatly assist the Municipality with meeting this deadline.

By highlighting and identifying critical repair areas, this initiative will also help mitigate risks from an insurance perspective.

To maximize opportunity for funding, the application will also include a secondary project, Asset Management Training and Knowledge Enhancement, with monies earmarked for training internal resources to help grow and establish a culture within the organization that focuses on best asset management processes and practices.

O T H E R A L T E R N A T I V E S C O N S I D E R E D

Council may wish to not submit an application for funding and choose to self-fund the initiative.

Council may wish to not proceed with the roads and sidewalks assessment and direct staff to complete assessments using in-house resources. This option is not recommended given the extensive time and resources required to complete such a task as well as the inconsistency associated with human assessment of the conditions.

Council may wish to investigate and prioritize other potential asset management initiatives. This option is not recommended due to recently established deadlines for program funding. Should Council wish to pursue other opportunities under this funding program, the Town would not meet deadlines under this round of applications and will be required to wait until 2021 to submit a new application.

FINANCIAL CONSIDERATIONS

The estimated cost for the identified projects is \$62,500 with funding anticipated to be \$50,000 (80%) resulting in a net cost to the Town of \$12,500. The expenditures are expected to be incurred in 2021 and should be included within the 2021 Budget.

Please see Attachment 1 for project cost estimates.

RELATIONSHIP TO STRATEGIC PRIORITIES

The recommendations proposed align with various strategic priorities. Through completing these initiatives, the Town will continue to progress towards:

- Preparation of a long-term capital spend/replacement strategy;
- Creation of a capital asset management plan for Public Works; and
- Release benefits associated with software upgrades.

ACCESSIBILITY CONSIDERATIONS

Not applicable.

CONSULTATIONS

Michelle Hjort, LAS /AMO Business Services
Ashley Bilodeau, Director of Development Services
Michel Riberdy, Director of Public Works
Richard McGee, Chief Administrative Officer

ATTACHMENTS

Attachment 1 – Project Budget Summary
Attachment 2 – Road and Sidewalk Assessment Service Proposal

**BACK
TO TOP**

Asset Management - FCM Grant Application

Project 1

Roads Assessment	\$	17,129
Traffic Sign Assessment		5,986
Sidewalk Assessment		27,905
Transportation Software Module		4,900
		55,920

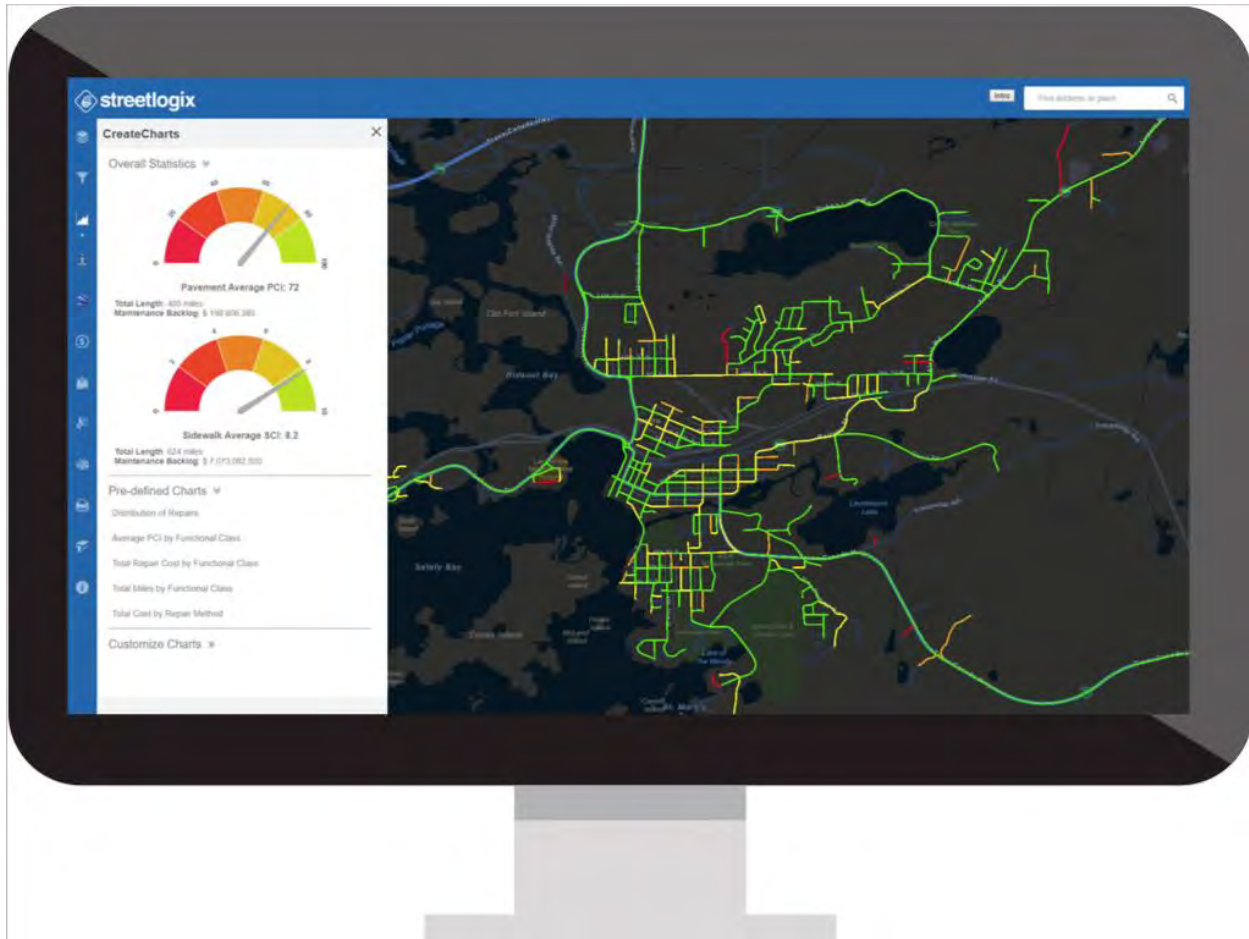
Project 2

Staff Training - Asset Management		6,580
Contingency		2,500 4%

Total Estimated Project Costs	\$	65,000
--------------------------------------	-----------	---------------

Grant Application	-	50,000
-------------------	---	--------

Net Cost - TKL	\$	15,000
-----------------------	-----------	---------------



Road and Sidewalk Assessment Service Proposal

Town of Kirkland Lake, Ontario

September 17, 2020

Proposal for the Town of Kirkland Lake

Prepared for:

Keith Gorman

Director of Corporate Services

Town of Kirkland Lake

3 Kirkland Street, Kirkland Lake, ON

P2N 3P4

Prepared by:

StreetScan Canada ULC

Michelle Hjort

Michelle.hjort@streetscan.com

September 17, 2020

Keith Gorman
Director of Corporate Services
Town of Kirkland Lake
3 Kirkland Street, Kirkland Lake, ON
P2N 3P4

Thank you for your interest in StreetScan. Municipalities worldwide are faced with aging infrastructure and limited budget resources to repair and maintain them. Having the ability to monitor the health of your street network through an abundance of data collected via multiple vehicle-mounted sensors allows your staff to properly allocate repair and maintenance budgets. This is now made possible in an affordable, objective way utilizing StreetScan's advanced mobile sensing vehicle and online web-based app.

Our service offering includes:

- Data Collection: vehicle survey of paved lane km.
- Data Processing of pavement condition and assets.
- Data Visualization: pavement monitoring system including Pavement Condition Index (PCI) Report – integrated into your existing GIS or optional cloud-based access.
- Pavement Management Plan: maintenance and budget options, suggestions and scenarios; optional cloud-based access with robust interactive planning and budgeting tools.

Also available (see Appendices for more details):

- 360° imagery Viewer
- Optional asset extractions including pavement markings, traffic signs, utility assets, street lighting, sidewalks, curbs, trees, etc.

On behalf of the team at StreetScan, we are pleased to submit this proposal for your review. We strive to be as accurate as possible in our initial projections and cost estimates, and look forward to meeting with you soon to discuss any questions you may have.

Yours truly,



Michelle Hjort
Director, Business Development – Canada

1. ABOUT STREETSCAN

At StreetScan, we come to work each day because we want to solve our clients' biggest problems when it comes to monitoring their street assets. We have a Smart City Mobile Sensing Service Offering targeted at providing clients with an intelligent, objective and affordable way to manage those assets.

Throughout the history of business, people have used data to make more informed decisions. StreetScan enables exactly this for our municipal clients.

Municipalities no longer have to send inspectors into the field for pavement surveys. Now, they can leverage the power of data to improve their decision-making abilities.

This all came about as a result of a 2009 groundbreaking project at Northeastern University that received more than \$18 million in funding over a 5-year period. This stamp of approval was due to the power of the project to end localized pavement inspections and enable continuous network-wide health monitoring of roadways.

What kind of technology made this possible? Versatile Onboard Traffic Embedded Roaming Sensors (VOTERS). A framework, prototype and blueprint were successfully designed and developed, and in 2015, StreetScan was launched as a spin-off of the project. It is our comprehensive, advanced hardware and software turn-key solution that distinguishes us from the competition. More importantly, it provides street asset monitoring at a reasonable cost for our clients.

2017 saw the emergence of our current Smart City Service Offering and we have combined this service with our pavement management offering. Clients save time, money and no longer require additional field surveys. Our ScanCars can enable municipalities and other clients to extract and monitor critical assets such as pavement condition, traffic signage, pavement markings, streetlights and other transportation infrastructure assets.

We embrace progress. In 2018, StreetScan launched Streetlogix. This extensively customizable, web-based GIS asset management software has changed the landscape for municipalities. Municipalities can now optimize their budget within a user-friendly GIS environment. The system provides objective information on the current state of their infrastructure and makes maintenance and repair recommendations, including the prioritization of roadway projects. Using unprecedented data visualization and budget optimization tools, our clients have been creating defensible data-driven Capital Improvement Plans while successfully justifying their budgeting requests.

The most important thing you need to know about StreetScan is our data-driven approach. It will change the way you monitor your street assets – for the better and for the future.



Powered by AI

2. ABOUT LAS



Local Authority Services (LAS) was created in 1992 by the Association of Municipalities of Ontario (AMO). LAS is a preferred provider of competitively-priced and sustainable business services for Ontario municipalities and the broader public sector, helping its customers “save money, make money, and build capacity.”

LAS ROADS ASSESSMENT SERVICE

Roughly one third of Ontario’s municipal roads network is in poor to very poor condition, and facing a \$30 Billion funding shortfall over the next 10 years. LAS offers a better way to assess your roads network through an automated pavement inspection and management service.

The Roads Assessment Service includes:

- Advanced mobile sensing and road condition data gathering
- Data handling, processing, algorithms and analysis
- Customizable data analysis software and visualization in a secure web-based GIS application

Pavement management engine for repair and maintenance decision making:

3. OUR TEAM



Michelle Hjort, Director of Business Development- Canada – Michelle has extensive experience in working with municipalities to coordinate infrastructure and asset management initiatives providing project management support and liaising between operations and municipal stakeholders. She is skilled at providing effective communication with and between staff, councils and citizens to understand new technologies and to quantify the benefits and value of the project. Her experience includes working with over sixty Ontario Municipalities to complete their LED street light conversions.



Rob Craig – Customer Success Manager, StreetScan – As primary point of contact, Rob brings his GIS and operations expertise to guide our municipal clients from project kickoff to delivery. He originally joined StreetScan as a field technician after completing his B.S. in Fisheries and Wildlife Science with a minor in GIS, and later became StreetScan's Operations Manager where he was responsible for all aspects of the pavement management collection. Prior to joining StreetScan, he worked on hyperspectral research with the University of Arizona at the Rocky Mountain Biological Laboratory, and as a tutor in GIS and Statistics. His interests include wildlife research, outdoor recreation, and green communities.



Charmaine Holloway – Operations Manager – Charmaine oversees data collection, data processing and result publishing for all our projects. She originally joined StreetScan as a QC Supervisor, where she led, trained and coached a team of specialists performing quality control on extracted features and assets to ensure accuracy. Charmaine has over 10 years' experience in the data collection field and has worked and volunteered for many organizations and universities collecting scientific data, including Environment Canada, the Ontario Ministry of Natural Resources and Forestry, and Esri. She holds a bachelor's degree in Science, Biology from the Memorial University of Newfoundland and has completed the GIS Application Specialist Program from Sir Sanford Fleming College.



Jim Esterbrook – Customer Success Manager, Streetlogix – Jim works closely with our customers from their onboarding of Streetlogix through the long term, ensuring they reach their goals for integrating asset management technologies to enhance their operations. Jim brings a diverse set of experience with over 16 years in the development and deployment of government and enterprise software solutions with focus on public works and asset management technologies. Jim has led and developed many GIS and asset management plans for cities and towns of all sizes. He is well versed in understanding customers' needs and goals to help tailor solutions that optimize their operations and workflows. Jim received his B.S. in GIS & Regional Planning from Salem State University and his Master of Public Administration from Anna Maria College.

4. THE STREETSCAN SYSTEM

StreetScan's automated data collection and algorithm-based roads prioritization software can help optimize your road budget and provide user-friendly analytics about the status of your roads and sidewalks.



Data Collection

StreetScan's vehicles equipped with multi-sensor systems detect pavement & sidewalk surface distresses without interrupting traffic flow.

Data Processing

Optimized algorithms evaluate and prioritize repairs of assets, including pavement, sidewalks, traffic signs, and more.

GIS Analytics

Collected data goes into Streetlogix, our unique **cloud-based application**, allowing municipalities to visualize and manage road assets in order to schedule maintenance within a user-friendly GIS environment.



5. TRANSPORTATION MANAGEMENT SOFTWARE

Streetlogix Asset Management Module is a cloud-based mapping, analysis, and decision-making tool for the public sector. Use it to create maps, analyze data and plan road repairs, sidewalk projects, traffic signs and right-of-way budgeting decisions. Your data and maps are stored in a secure and private infrastructure and can be configured to meet your mapping and IT requirements.

Transportation Management Key Features:



6. WORK ORDER MANAGEMENT SYSTEM

Streetlogix's **Work Order Management System** brings greater organization, efficiency, and accountability to your task management planning, allowing you to effectively schedule, track and manage all work orders, as well as monitor work order performance metrics in a centralized dashboard. Plus, you can track and complete work orders in the field using our app on your mobile device.

Work Order Key Features:

Intuitive Centralized Dashboard

Web-Based

Unlimited Users / Departments

Cloud Hosted

amazon web services

esri Partner Network Silver

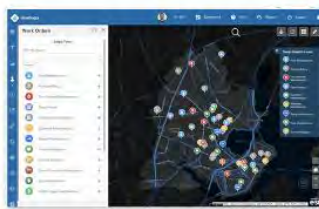
User-Friendly Smart Phone App

ios android

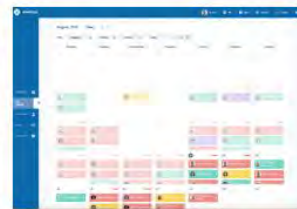
FORM LIBRARY



GIS CENTRIC



TASK CALENDAR



7. PRICING OVERVIEW


7.1 TRANSPORTATION ASSET MANAGEMENT


ASSESSMENT - PAVEMENT MANAGEMENT				
	SERVICES INCLUDED	CENTERLANE KM	\$/CL	TOTAL
STREETSCAN DATA COLLECTION	ScanVan Data Collection	77 km	\$200	\$15,400
	Data Processing			
	Pavement Facing Imagery			
	Pavement Mgmt. Plan			
Mobilization and Setup Cost				\$1,729
TOTAL				\$17,129
FCM MAMP Rebate (80% of Project Cost up to \$50,000)				(\$13,703)
TOTAL w/ FCM Rebate				\$3,426

ASSESSMENT - SIDEWALK MANAGEMENT				
	SERVICES INCLUDED	SIDEWALK KM	\$/KM	TOTAL
STREETSCAN DATA COLLECTION	ScanCart Data Collection	150 km	\$171	\$25,576
	Data Processing			
	Sidewalk Videos			
	Sidewalk Mgmt. Plan			
Mobilization and Setup Cost				\$2,329
TOTAL				\$27,905
FCM MAMP Rebate (80% of Project Cost up to \$50,000)				(\$22,324)
TOTAL w/ FCM Rebate				\$5,581

7.2 STREETLOGIX TRANSPORTATION AND WORK ORDER MODULES

(Also qualify for FCM 80% funding)

STREETLOGIX SOFTWARE MODULE PRICING				
	POPULATION	ANNUAL LICENSE	IMPLEMENTATION FEE	TOTALS
TRANSP MGMT	7,981	2,500	\$1,500	\$4,000
WORK ORDER		9,000	\$2,500	\$11,500

DATA HOSTING (AWS CLOUD)*				
	PACKAGE	DATA STORAGE	DATA TRANSACTIONS	ANNUAL COST
	25	25 GB / Year	5 GB / Month	\$500
	50	50 GB / Year	10 GB / Month	\$900
	100	100 GB / Year	20 GB / Month	\$1,600
	250	250 GB / Year	50 GB / Month	\$3,500

*Fees are based on data usage. The bolded package above is your municipality's estimated usage.

7.3 OPTIONAL SERVICES AND ASSETS FROM SCAN ASSESSMENT

(Also qualify for FCM 80% funding)

One of our unique advantages is the ability for our clients to extract, assess and obtain actionable data from other Municipal assets utilizing the same data collected for the Pavement Management Survey. Below is a list of additional assets we can process from the collected data. This is set up as an a-la-carte menu so you can pick and choose the assets to meet your asset management needs.

Assets	Unit CL=Centerline	QTY (est.)	Price (\$/Unit)	COST
Assets Extracted from ScanVan Dataset (Pavement Management Service Required)				
360 Degree Imagery Package	CL-KM	77	\$30	\$2,310
Pavement Markings	CL-KM	77	\$50	\$3,850
Sidewalk GIS Database	CL-KM	77	\$30	\$2,310
Curb GIS Database	CL-KM	77	\$40	\$3,080
Traffic Signage (5 Attributes)	Signs	998	\$4	\$3,991
Traffic Signage (9 Attributes)			\$6	\$5,986
Catch Basins	Catch Basins	1,540	\$4	\$6,160
Metal Objects (Manholes/Valves)	Metal Objects	2,310	\$1	\$2,310
Tree GIS Inventory	Trees	1,540	\$3	\$4,620
Street Lighting GIS Database	Lights	798	\$4	\$3,192
Assets Extracted from ScanCart Dataset (Sidewalk Management Service Required)				
Sidewalk Width	S-KM	150	\$40	\$6,000
Ramp Compliance	Ramp	2,250	\$8	\$18,000

Assumptions: (please let us know if you have more accurate numbers)

All asset quantities are estimated based on lane or centerlane kms except for:

- Traffic Signs are estimated at 1/8 of the municipal population
- Street Lighting is 1/10 of the municipal population
- Catch Basins are estimated at CL-KM multiplied by 20
- Metal Objects (Manholes & Valve) are estimated at CL-KM multiplied by 30
- Tree Inventory is estimated at CL-KM multiplied by 20
- Ramp Inventory is estimated at Sidewalk KM multiplied by 15

Annex

APPENDIX A – SCOPE OF WORK AND DELIVERABLES

ROAD AND SIDEWALK ASSESSMENT SERVICE

StreetScan offers a technology-based Pavement Management approach for continuous health monitoring of your road network. Combining years of R&D at Northeastern University, StreetScan's vehicles and web-based app Streetlogix save you time and make your repair dollars go further. We have developed a 4 Step process to effectively Scan, Process and Manage your Road data.

STEP 1: DATA COLLECTION

Roads

Vehicle Deployed: ScanCar



StreetScan utilizes 3D imaging technology to measure road defects, such as cracking, bumps, surface distortions and surface texture. The 3D imaging cameras provide a 8' (2.4m) of lateral road coverage and seamless road coverage in the direction of travel at speeds up to 65 mph (72kph). A 360 degree camera system provides imagery of the road surface and ROW. An Inertial Measurement Unit (IMU) enabled GNSS position system provides position location, even in the event of intermittent GPS satellite coverage.

Sidewalks

Vehicle Deployed: SideCarts



StreetScan has developed a technology stroller-based approach which captures all the necessary distress & ADA data. We currently have 5 Carts in our fleet. StreetScan utilizes 3D imaging technology to measure sidewalk defects, such as Uplifts, Bumps, Holes, Cracking & Surface Texture. An IMU mounted on the cart measures tilt, slope & accelerations. A laptop computer is used for controlling data collection. An encoder on each wheel of the ScanCart's rear wheels provides accurate linear displacement along with a GPS, providing position information.

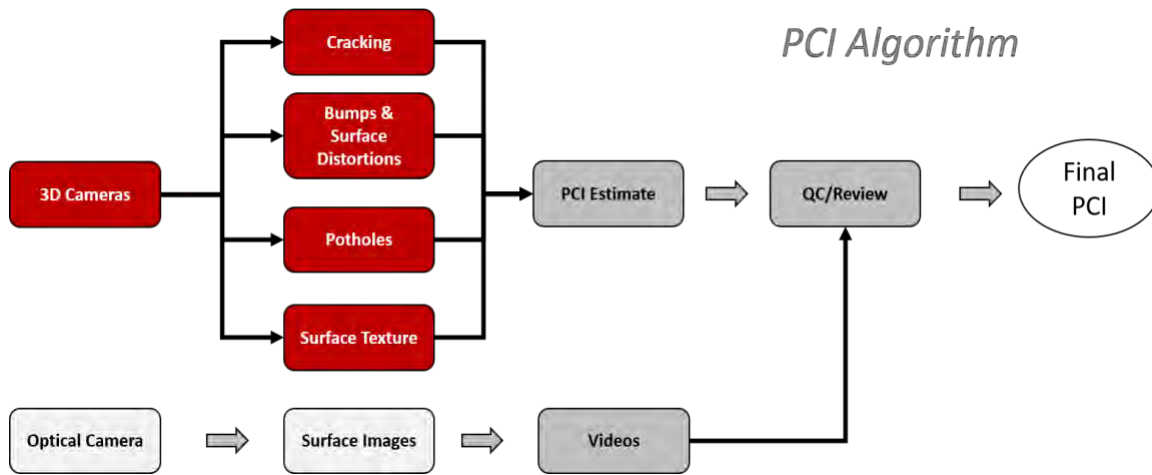
STEP 2: DATA EXTRACTION

Roads

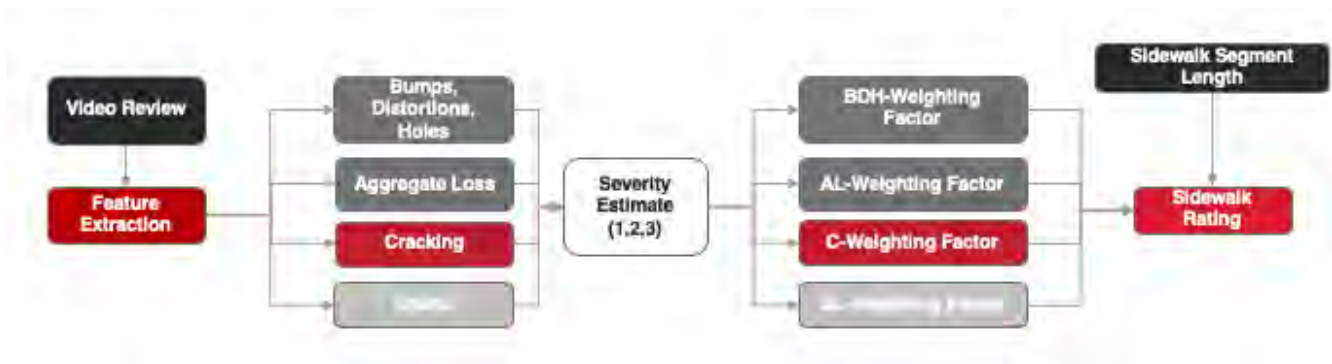
The collected data (TBs/day) is uploaded to the StreetScan server, where automated software processes the raw sensor data. Using advanced processing algorithms, the sensors' raw data is converted into meaningful parameters representing different aspects of pavement condition. Several of our key indicators are fused to determine the PCI for each road segment. StreetScan's GIS specialists segment the pavement evaluation data from intersection to intersection and populate the database allocated to the segment.

Sidewalks

StreetScan's basic approach uses a weighted failures scheme per linear distance for a given sidewalk segment. Individual failure or feature types are given various weightings depending on their contribution to perceived sidewalk condition. As an example, an uplift is considered to have more impact to the sidewalk quality than aggregate loss, so it is given a greater weighting in the rating formula.



Sidewalk Algorithm



STEP 3: DATA VISUALIZATION AND ANALYTICS

Roads

Municipal staff will be given access to Streetlogix, our GIS web-based application, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

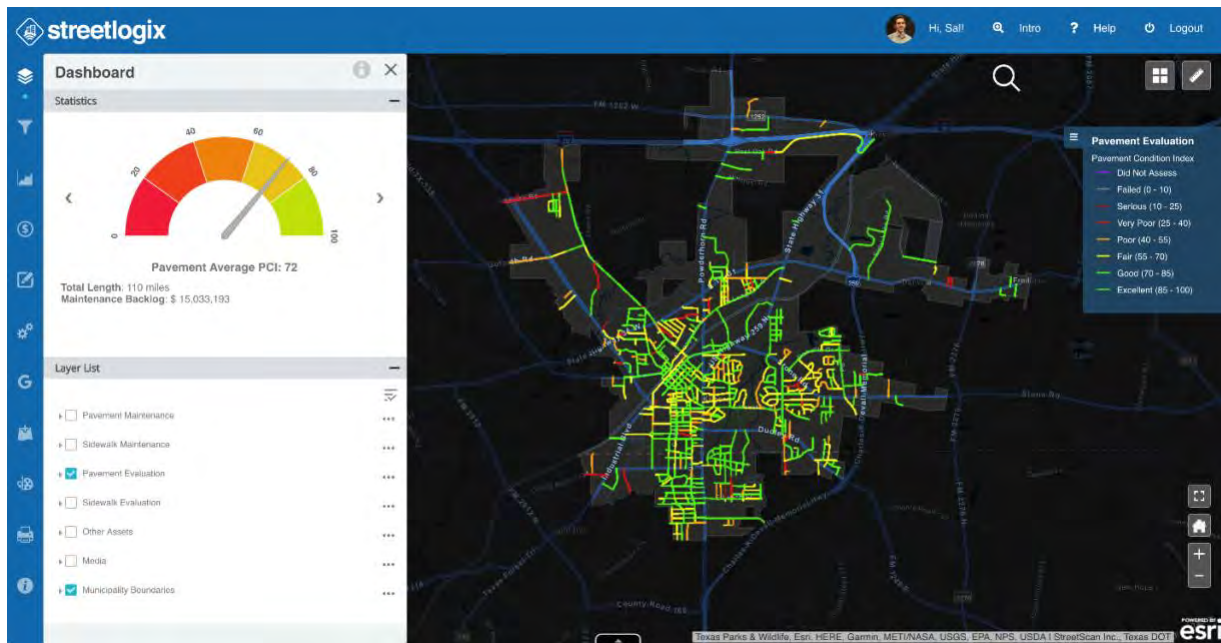
This provides staff an easy-to-use tool to quickly review PCI results, distress data and 360 images along with pavement history and other data that the city wants to be integrated. All data is hosted in the cloud, allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with Cartegraph. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (examples below).

Sidewalks

Municipalities are given access to our GIS web-based application, Streetlogix, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

This provides clients an easy-to-use tool to quickly review sidewalk condition results, distresses and sidewalk images. All data is hosted in the cloud allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with any existing GIS solution such as Cartegraph. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (examples below).

Portal view: Overall stats, available layers and PCI



STEP 4: MAINTENANCE PLANNING

Roads

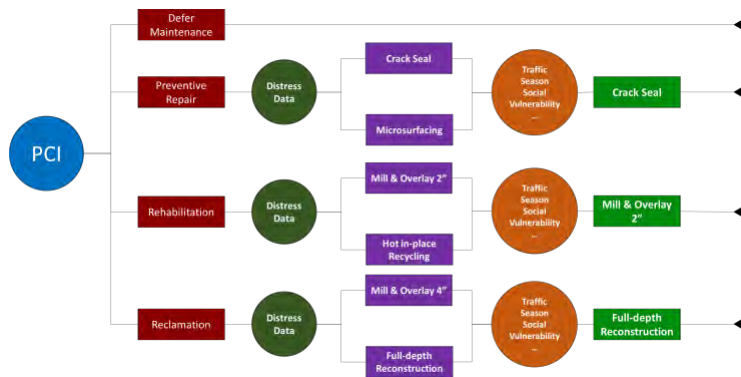
Once the inventory condition database and GIS web-app have been finalized, the work on implementing the pavement management side of the software begins. While pavement condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of condition, prediction of future condition, generation of maintenance options and pavement management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our road management modules. The results are compiled and reported to the client in our Streetlogix software and as a pdf document.

Our decision-trees are highly customizable and we work with staff to tailor it to ensure our AI will provide the necessary maintenance and repair suggestions. All decision trees & underlying data will be editable by staff.

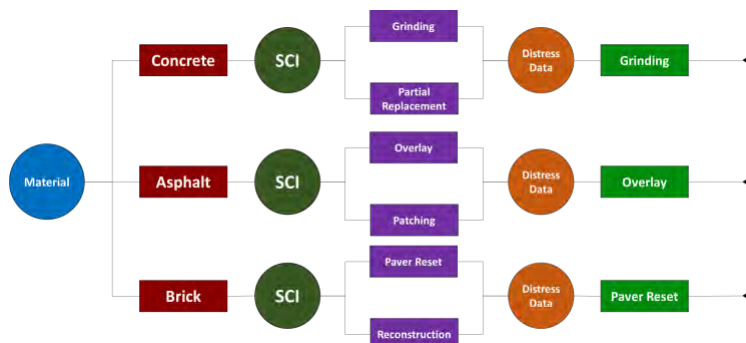
Sidewalks

Once the inventory condition database and GIS web-app have been finalized, the work on implementing the sidewalk management side of the software begins. While sidewalk condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of conditions, prediction of future conditions, generation of maintenance options and sidewalk management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our sidewalk management modules. The results are compiled and reported to the client in our Streetlogix software and as a pdf document.

Roads:



Sidewalks:



APPENDIX B – OPTIONAL SERVICES AND ASSET COLLECTION

Paving Markings

Through StreetScan’s existing collected data, our geospatial engineering team can extract pavement markings and insert them into a separate GIS layer. All data is accessible through Streetlogix. A visual review of the markings determine their current condition and whether maintenance is required.

Attributes	Description
Category	Left Turn, Right Turn, Crosswalk etc.
Condition	The analysis will be conducted from intersection to intersection and given a rating of either Good, Fair or Critical. If the length of the road is longer than 1,000 ft, the analysis will be broken up into 1,000 ft segments
Location	Global Positioning System (GPS) location (+/- 5 meters)
Pavement Marking Image	Accessible in StreetLogix Portal
Color	White, Yellow etc.

** Measurement device has a rated accuracy of 0.1 degrees. However, in practice due to variations in ground surface and location where measurement is take, measured value can typically vary +/- 1 degree.*

Sidewalk GIS Database

StreetScan provides sidewalk locations, determined from existing data sources (satellite imagery, Google StreetView or ScanVan images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS layer of sidewalk locations

Curb GIS Database

StreetScan provides curb locations, determined from front or side facing imagery. Data is provided as a GIS layer.

Deliverable: GIS layer of the linear features where curbs are present

Traffic Signage

StreetScan’s traffic sign asset management service provides a simple solution for the Municipality to quickly and efficiently manage its traffic signs. StreetScan utilizes an algorithm to automatically locate traffic signs saving you time and money. Our geospatial engineering team then undergoes a rigorous Q&A process and collects multiple unique attributes.

StreetScan will manually calculate the sidewalk width from the 3D Data collected as this feature is not automated.

Attributes	Description
Sign Category*	Regulatory, Warning, Guide, School, Recreation, Information, General
Sign Type*	Federal or State MUTCD designation or custom designation for specialized signs
Position on Post	Sign's relative position, in column and row notation, among all signs mounted on the same structure
Sign Photo*	Digital image
Post Type	U-Channel, Round, Square, Light Pole, Signal Mast, etc.
Post Material	Steel, Wood, Concrete, etc.
GPS Location*	Global Positioning System (GPS) location (+/- 5 meters)
Position	Left, Right, Overhead, Center
Sign & Post Condition*	Good, Fair, Critical rating assessed through review of daytime digital images

*Attributes included for the basic sign inventory.

Catch Basins

StreetScan provides catch basin locations, determined from existing data sources (satellite imagery, Google StreetView or ScanVan images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS Layer of catch basin

Roadway Manhole Objects (Valve & Manhole Covers)

StreetScan provides location of circular Manhole or other similar shaped access points which are visible in the road imagery data. All data is provided as a GIS layer.

Deliverable:

- GIS layer of manhole locations

Tree GIS Database

StreetScan provides tree locations which are situated in the right of way, determined from existing data sources satellite imagery, Google StreetView or ScanVan images if available. All data is provided as a GIS layer.

Deliverable:

- GIS layer of tree location
- Geotagged images of each tree

Streetlight GIS Database

Utilizing the ScanVan’s cameras, StreetScan has the ability to review already collected data and extract the necessary street lighting attributes. A new street lighting data layer will be accessible through Streetlogix.

Attributes	Description
GPS Location	Global Positioning System (GPS) location (+/- 5 meter)
Type	Cobra Head, Decorative/Ornamental
Wattage	Fixture output power (ballast not factored for non-LED lights)
Technology	LED, other
Pole Type	Wood, Metal, Concrete
Fixture Photo	Digital Image

Ramp Compliance Survey

StreetScan will determine the compliance of ADA Ramps, measuring the following attributes: ramp slope & cross slope, road slope & cross slope, flare slopes, ramp width, landing area, tactile pad (present/not present/condition). As part of this service, StreetScan provides imagery of all ramps and a GIS data layer accessible in Streetlogix, showing location of ADA ramps and all measured properties.

Deliverables:

- GIS Layer with ramp location & missing ramps
- Image of ramps/no ramp
- Compliance
- Measured Attributes (shown below)

Attributes	Description
GPS Location	Global Positioning System (GPS) location (typically +/- 1.5 meters)
Image	Image of Ramp
Ramp Slope / Cross Slope	Angle (+/- 1 Degree)*
Road Slope / Cross Slope	Angle (+/- 1 Degree)*
Flare Slopes	Angle (+/- 1 Degree)*
Ramp Width Compliance	Yes/No
Landing Area Compliance	Yes, No/Obstructed
Tactile Pad	Present/Not Present & Condition

APPENDIX C – OUR CLIENTS

REFERENCES & ADDITIONAL INFORMATION

City of Barrie, ON

Project Objective:

StreetScan was selected by the City of Barrie to assess the conditions of 593 centerline kilometers of City-maintained roads.

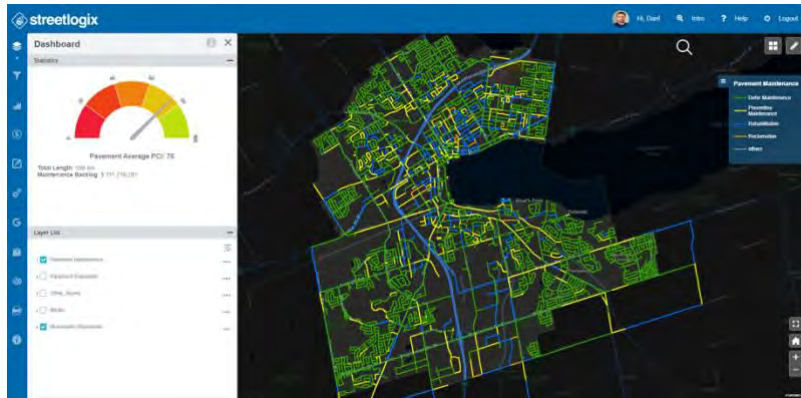
Project Description:

StreetScan employed vehicle-mounted sensing technology to assess road conditions in normal traffic flow. The system utilizes 3D imaging technology combined with optical cameras to measure the severity and extent of road defects including cracking, bumps, surface distortions, surface texture and potholes. A combination of features extracted from the 3D imaging sensors are used to identify distresses in the roadway which impact the PCI rating, generating a data-driven PCI conditions inventory for assessed road segments.

Project Outcome:

StreetScan delivered the road condition and maintenance and repair suggestion information to the City via a secure GIS web portal, Streetlogix. Barrie can use Streetlogix to visualize and export the information, as well as to adjust parameters and modify or generate new repair work plans. Streetlogix also allows visualization of PCI values, imagery for each road and detected features (e.g. potholes), statistics, and more. Staff can access Streetlogix quickly from anywhere with any computer, provided there is an internet connection. No downloads or installation needed.

Additionally, the GPR pavement thickness assessment and enhanced visualization HD video documentation were also made available in Streetlogix.



Project Contacts	
City of Barrie	<p>Municipal Contact: Michael Brown, Infrastructure Program Engineer 705-739-4220 ext. 4300 michael.brown@barrie.ca</p>
StreetScan Project Team	<p>Project Manager: Dan Kirkby, Director of Operations (519) 871-1386 daniel.kirkby@streetscan.com</p> <p>Account Manager: Michelle Hjort</p> <p>GIS Director & Data Scientist: Sal Shahini</p> <p>Lead Field Technician: Chris McGill</p>
<p>info@streetscan.com www.streetscan.com</p>	

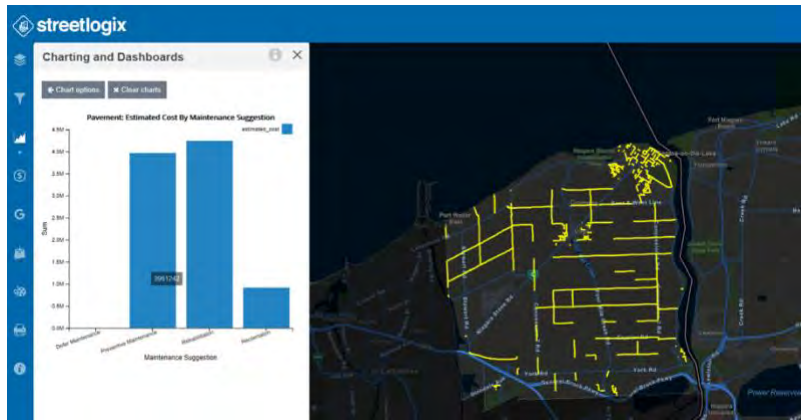
Town of Niagara-on-the-Lake, ON

Project Objective:

Perform a mobile sensing survey of the Town’s road network to assess its current condition and prepare custom Maintenance and Repair suggestions.

Project Description:

349 road lane kilometres were assessed using StreetScan’s specialized ScanVan vehicle. 3D cameras captured the severity and extent of road surface distresses and determine the pavement condition index (PCI) of each segment. Front-facing video was taken of all surveyed roads. Municipal staff provided repair and maintenance costs which are programmed into their customized web-based portal in Streetlogix.



Project Outcome:

The project was completed on April 2nd, 2019. Survey results were placed in Streetlogix, whose algorithm utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance and repair costs and prioritization per segment. Budgeting and planning tools allow for editable short and long term planning as well as level of service analysis with Target PCI. Front-facing video mages for every scanned road, along with downward, back-facing still images every two metres, allow staff to review their entire road network from any web-connected device. Staff feedback was that the van-based assessment saved a lot of staff time and the ease of software analysis is a great improvement over the former excel-based analysis.

Project Contacts	
Town of Niagara-on-the-Lake	Municipal Contact: Mike Komljenovic, Engineering Supervisor (905) 468-3061 Mike.Komljenovic@notl.com
StreetScan Project Team	Project Manager: Dan Kirkby, Director of Operations (519) 871-1386 daniel.kirkby@streetscan.com Account Manager: Michelle Hjort GIS Director & Data Scientist: Sal Shahini Lead Field Technician: Chris McGill
info@streetscan.com www.streetscan.com	

Road and Sidewalk Assessment Service Proposal
Town of Kirkland Lake

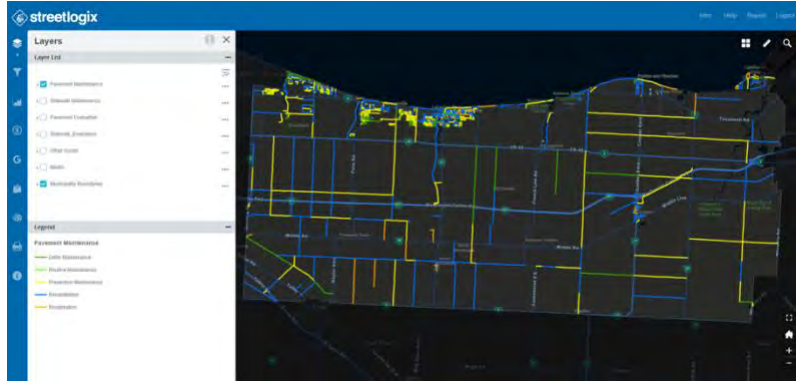
Town of Lakeshore, ON

Project Objective:

StreetScan was contracted by the Town of Lakeshore to perform a road and sidewalk assessment survey that would objectively collect pavement and sidewalk condition data and provide custom repair and maintenance recommendations.

Project Description:

Data collection included 880 road lane kilometers and 113 sidewalk kilometers.



StreetScan utilized specialized ScanVan vehicles to assess the condition of roadways and, using a pavement condition index scale which runs from 0-100, developed a Municipal-wide inventory of road condition.

For sidewalk assessments, StreetScan deployed mobile carts with high definition video capture capability. Through analysis techniques, sidewalk distresses such as cracking, aggregate loss, uplifts and surface distortion were identified, which were then used to calculate sidewalk condition ratings on a scale of 0 to 100 - with 0 being the worst and 100 being ideal.

Project Outcome:

The project was completed on January 31st, 2019.

Results from the survey were placed in Streetlogix, providing an enriched view of the Town’s street network with color-coded pavement conditions and other assets, along with images for every scanned road and a range of decision-making tools. In addition to repair suggestions and cost estimates, StreetScan prioritized repairs and developed work plans for the Town. Staff can use the software to visualize and export the information, as well as to adjust parameters and modify or generate new repair work plans.

Project Contacts	
Town of Lakeshore	Municipal Contact: Nelson Cavacas, Director of Engineering and Infrastructure Services (519) 728-2700 ext. 287 ncavacas@lakeshore.ca
StreetScan Project Team	Project Manager: Dan Kirkby, Director of Operations (519) 871-1386 daniel.kirkby@streetscan.com Account Manager: Michelle Hjort GIS Director & Data Scientist: Sal Shahini Lead Field Technician: Chris McGill
info@streetscan.com www.streetscan.com	

Road and Sidewalk Assessment Service Proposal
Town of Kirkland Lake

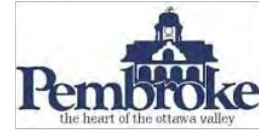
Sample of other clients:



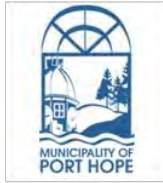
Town of Niagara-on-the-Lake, ON



Town of Lakeshore, ON



City of Pembroke, ON



Municipality of Port Hope, ON



City of Kenora, ON



Municipality of Stirling-Rawdon, ON



City of Temiskaming Shores, ON



Municipality of West Grey, ON



City of Thorold, ON



Town of Amherst, MA



City of Portland, ME



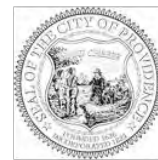
Town of Somers, CT



Washington State Parks

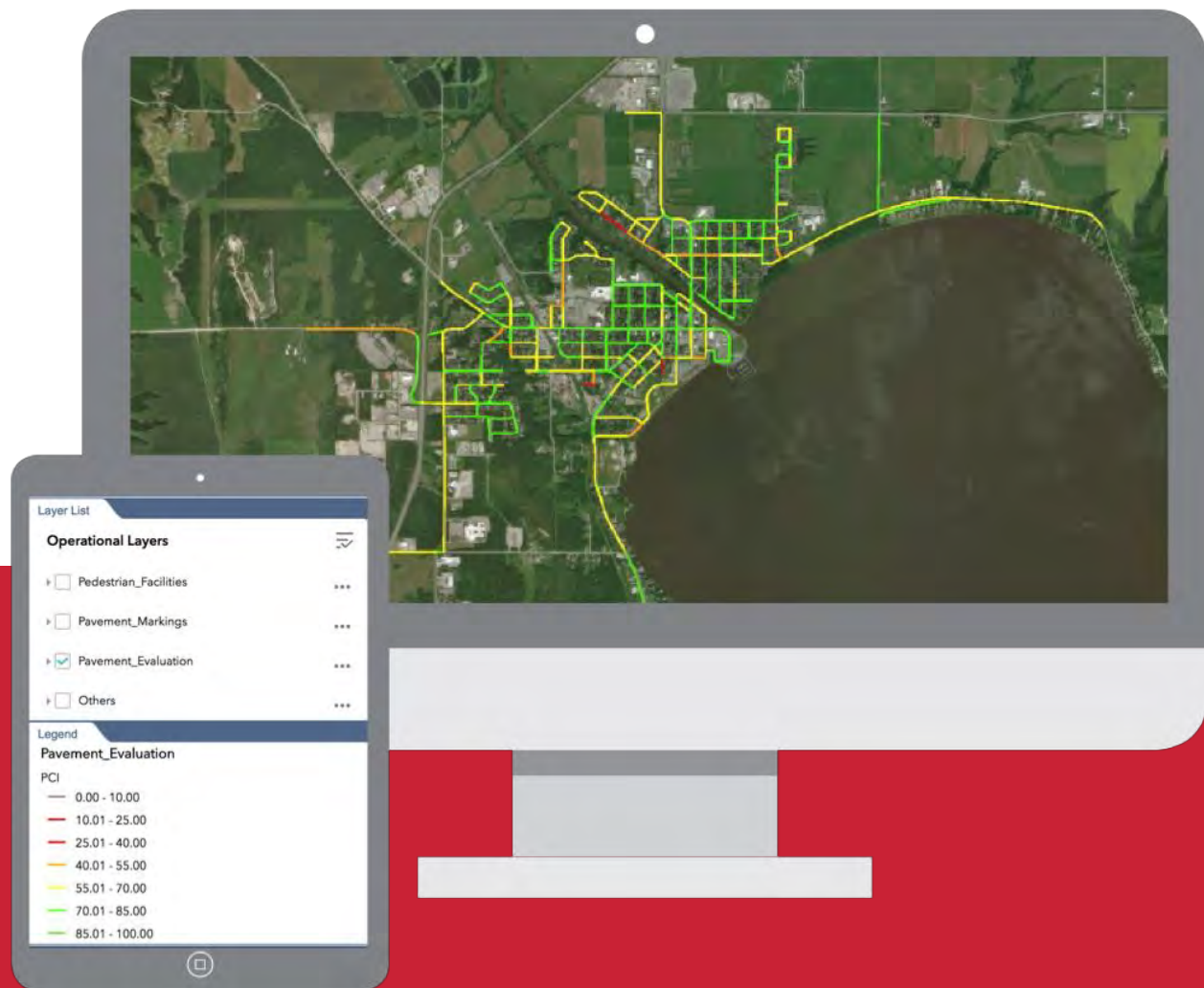


Town of Hampstead, QC



City of Providence, RI

CASE STUDY



Temiskaming Shores, Ontario, Maximizes Road Repair Budget with GIS

The City of Temiskaming Shores is a picturesque community in Northern

Ontario, Canada, offering ideal boating, hiking, skiing, snowmobiling and golfing and an exceptional place to both live and work. The recently amalgamated municipality with a population of 11,000 needed a cost-effective method to assess and repair its 114 km road infrastructure for citizens and visitors.

The Challenge

Whenever a Municipality goes through the process of amalgamating, (in this case, three former towns amalgamated) the final entity absorbs varying asset management practices and platforms challenging the decision-making process for all departments involved. The City needed a fast, objective, and transparent way to assess roadway conditions and determine

which roads needed repair, along with how and in what order they needed to be repaired. In addition to managing road maintenance, the City needed up-to-date records of its pavement markings and pedestrian facilities database.



The Partner

StreetScan, through an innovative Roads Assessment Service Program developed by Local Authority Services, (LAS) provides a fast and affordable pavement, sidewalk & right-of-way asset management service that can be deployed citywide on a frequent basis. StreetScan uses vehicle-mounted sensing technology to assess road & sidewalk conditions in normal traffic flow and displays gathered information in a geographic information system (GIS) application StreetLogix: a web app with up-to-date data and a range of tools for decision-making.

The Solution

StreetScan's mobile-sensing vehicle, ScanVan, is the physical heart of the asset management system, assessing pavements, traffic signs, pavement markings and more on every road it traverses. The ScanVan travelled Temiskaming Shores roads in normal traffic flow to gather data on the condition of the entire street network utilizing 3D imaging technology to measure road defects. Multiple optical camera systems provide imagery of the road surface and ROW to extract the additional asset features the City required to complete their asset management needs. Once scanned, a variety of technologies from StreetScan & Esri, such as ArcPy scripts, ArcGIS Desktop, and ArcGIS enterprise were leveraged to generate Streetlogix, a GIS web app with powerful visualization and budget-planning tools. This app provides road condition ratings on a scale of 0 to 100, with 0 being the worst and 100 being ideal, and prioritizes the areas to repair and remediate.

The Results

Using Streetlogix, the City can now see an enriched view of its street network with color-coded pavement conditions and other assets, along with images for every road along with tools for data-driven budget and maintenance planning. StreetScan reported that Temiskaming Shores' overall pavement condition index (PCI) was rated in 'good' condition at an average PCI of 70, with 91.2% of roads above critical PCI of 55. Only 8.8% of roads were rated as 'very poor' or 'poor'. All of this was made possible via a unique funding program called the Municipal Asset Management Program (MAMP) by the Federation of Canadian Municipalities (FCM). LAS & StreetScan assisted the City in obtaining funding for roughly 80% of the project cost allowing the City to further strengthen its Asset Management database.

“Using StreetScan has saved us significant work assessing our transportation infrastructures. Our confidence in StreetScan’s results has led us to make our largest financial investment in road improvements in years.”

Doug Walsh
DPW, City of Temiskaming Shores



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 20-076

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE DOCUMENTS RELATED TO THE SALE OF A PROPERTY LOCATED TO THE NORTH OF 4 SUMMERSET DRIVE TO MARC BRONSON

WHEREAS Council passed By-law Number 09-064; a by-law for the purposes of the sale or other disposition of real property, on August 10, 2009;

AND WHEREAS By-law Number 09-064 was in force on the date of the sale or disposition of the property described as Part 1, Plan 54R-6171 (north of 4 Summerset Drive);

AND WHEREAS Marc Bronson submitted an unsolicited offer for the purchase of Part 1, Plan 54R-6171 (north of 4 Summerset Drive) on May 4, 2020;

AND WHEREAS the Town provided public notice of the Town's intent to sell or dispose of the property on August 28, 2020;

AND WHEREAS the Town declared the property surplus at the September 8, 2020 Council Meeting;

AND WHEREAS the Purchaser is not in arrears on property taxes or been in tax registration in the last 10 years, and has no outstanding accounts owed to the Town of Kirkland Lake;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

The Mayor and Clerk are hereby authorized to execute all documents related to the sale of the lands described as Part 1, Plan 54R-6171 (north of 4 Summerset Drive) to Marc Bronson for \$2,000.00, plus legal costs.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF SEPTEMBER 2020.

Patrick Kiely, Mayor

Meagan Elliott, Clerk

**BACK
TO TOP**



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 20-077

BEING A BY-LAW TO DEEM LOT 1 OF REGISTERED PLAN M-218T NOT TO BE REGISTERED (NORTH OF 4 SUMMERSET DRIVE, MARC BRONSON)

WHEREAS Section 50(4) of the *Planning Act, R.S.O 1990, Chapter P. 13*, authorizes a municipality to designate any plan of subdivision or part thereof that has been registered for eight years or more as not being a plan of subdivision for subdivision control purposes;

AND WHEREAS Council deems it to be desirable to control the development of land in the municipality by way of a By-law passed pursuant to Section 50 of the *Planning Act, R.S.O 1990, Chapter P. 13*;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

The plans of subdivision or parts of plans of subdivision described as follows are hereby designated to be plans of subdivision or parts thereof which shall be deemed not to be registered plans of subdivision for the purposes of Subsection 3, Section 50 of the *Planning Act, R.S.O. 1990 Chapter P. 13*:

Lot 1, Plan M-218T

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF SEPTEMBER 2020.

Patrick Kiely, Mayor

Meagan Elliott, Clerk

**BACK
TO TOP**



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 20-078

BEING A BY-LAW TO APPOINT MUNICIPAL LAW ENFORCEMENT OFFICERS FOR THE PURPOSE OF ENFORCING BY-LAWS IN THE TOWN OF KIRKLAND LAKE

WHEREAS Section 15 of the *Police Services Act, R.S.O. 1990, Chapter P. 15*, authorizes Councils to pass by-laws for the appointing of municipal law enforcement officers;

AND WHEREAS Section 227 of the *Municipal Act, S.O. 2001, Chapter 25*, authorizes Councils to pass by-laws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-law of the Council;

AND WHEREAS Tracy Barbe provides by-law enforcement services for the Town of Kirkland Lake relating to animal control;

AND WHEREAS the persons named below meet the requirements of the Town and may be required to enforce Town of Kirkland Lake by-laws from time to time;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

1. **THAT** Tracy Barbe, is hereby appointed as a Municipal Law Enforcement Officer for:
 - (a) the enforcement of the Management, Protection and Identification of Animals By-law for the Corporation of the Town of Kirkland Lake; and
 - (b) the enforcement of other by-laws of the Corporation of the Town of Kirkland Lake, as designated.
2. **THAT** the Mayor and Clerk are hereby authorized to sign this By-law.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND PASSED THIS 22nd DAY OF SEPTEMBER 2020.

Patrick Kiely, Mayor

Meagan Elliott, Clerk

**BACK
TO TOP**

MEMORANDUM TO COUNCIL

Meeting Date: 9/22/2020

Memo Number: 2020-CNL-005

Presented by: Pat Kiely, Mayor

Department: Council

MEMO TITLE

Council Meeting Location

RECOMMENDATION(S)

BE IT RESOLVED THAT Memorandum Number 2020-CNL-005 entitled “**Council Meeting Location**” be received, and

THAT future Council Meetings will resume in Council Chambers beginning October 6, 2020 or sooner at the Call of the Chair should the need arise for a Special Meeting of Council.

BACKGROUND

At the August 11, 2020 Regular Meeting of Council, the following motion was passed during the verbal COVID-19 Update:

BE IT RESOLVED THAT the verbal update titled “**COVID-19 Update**” be received, and

THAT staff be directed to host future Council meetings at Heritage North abiding by Provincial Health Regulations.

CARRIED

Following the September 8, 2020 Regular Council Meeting of Council at Heritage North and discussing the logistics and location of the meeting with members of Council, the public and staff, it is recommended that Council Meetings return to the Council Chambers at Town Hall.

R A T I O N A L E

Hosting Council Meetings at Heritage North requires a lot of staff time and additional dollars spent on equipment for set up that are already available in the Council Chambers. Social distancing and masks will still be practiced. As well, while the Zoom Streaming worked extremely well at Heritage North, the physical location did not allow attendees to hear the proceedings as well as expected in the extreme rear section of the large hall. The Council Chamber is purpose built and equipped to host Town Council and public meetings. The current viewing capacity of the Council Chamber, with COVID-19 precautions in place is 34 persons and 58 at full seating capacity.

A T T A C H M E N T S

Not Applicable.

**BACK
TO TOP**

Royal Canadian Legion

KIRKLAND LAKE BRANCH No. 87

ADDRESS ALL COMMUNICATIONS TO
THE SECRETARY
BOX 323
KIRKLAND LAKE, ONTARIO
P2N 3H7



BUSINESS: (705) 567-4515
LOUNGE: (705) 567-3888

September 14, 2020

Town Council
The Corporation of the Town of Kirkland Lake
P.O. Box 1757
Kirkland Lake, Ontario
P2N 3P4

Dear Council Members:

Kirkland Lake's Royal Canadian Legion Branch 87 would like to express their gratitude towards the town and their staff for hanging the Veteran banners along Government Road. In 2017, Town Council approved our request to have the banners hung for three years. In the fall of 2017, only a couple banners were printed, and they were instead hung inside the branch. We have had over 30 banners made and those banners were hung downtown over the last two years.

Each banner is purchased by a Veteran's family member, branch staff coordinate to have the banner printed through a local company and hang them in the branch's main hall throughout the year. The branch has received many accolades for having Veterans displayed on the mile of gold, most of which were residents of Kirkland Lake.

We would once again like to ask for the town's support by hanging the banners for an additional three seasons. We have approximately 32 banners, with a few additional in preparation.

Thank you for your consideration, we look forward to a positive response.

Respectfully,

Comrade Stephane Leveille WO (Ret'd)
President
Royal Canadian Legion, Branch 87
Box 323, Kirkland Lake, ON, P2N 3H7
705-642-6672

**BACK
TO TOP**



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 20-079

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS
REGULAR MEETING HELD SEPTEMBER 22, 2020**

WHEREAS Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Town of Kirkland Lake at this meeting be confirmed and adopted by by-law;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

- 1 The actions of the Council of the Town of Kirkland Lake in respect of each motion passed and other actions taken by the Council of the Town of Kirkland Lake at this meeting are hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
- 2 The Mayor and Councillors of the Town of Kirkland Lake are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Town of Kirkland Lake referred to in the preceding section.
- 3 The Mayor and the Clerk are hereby authorized to execute all documents necessary on behalf of the Council and to affix thereto the corporate seal of the Town of Kirkland Lake.
- 4 This by-law comes into force upon adoption by Council of the Town of Kirkland Lake.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd
DAY OF SEPTEMBER, 2020.**

Pat Kiely, Mayor

Meagan Elliott, Clerk

**BACK
TO TOP**