



AGENDA

Regular Council Meeting

Tuesday, February 7, 2023

4:40 PM

Council Chambers/Zoom

Please visit the [TKL YouTube Channel](#) for the live-stream of the meeting.

We acknowledge that the Town of Kirkland Lake is located on the traditional territory of Algonquin peoples including the Beaverhouse First Nation, and unceded territory of other indigenous peoples. We recognize the presence of the Algonquin, Anishanabai, Ojibwe, Cree and Métis people in our community since time immemorial and honour their stewardship and care of these lands.

We hereby affirm our continued commitment and responsibility to reconciliation.

1. CALL TO ORDER AND MOMENT OF SILENCE

2. APPROVAL OF THE AGENDA

RECOMMENDATION:

THAT the Agenda for the Regular Meeting of Council held on Tuesday, February 7, 2023 be approved as circulated.

3. DECLARATION OF PECUNIARY INTEREST

4. PETITIONS AND DELEGATIONS

- 4.1. Municipal Property Assessment Corporation (MPAC) - Council Orientation (virtual)
Mario Levesque, Account Manager, Municipal and Stakeholder Relations

[Presentation - MPAC](#)

RECOMMENDATION:

THAT the Delegation from the Municipal Property Assessment Corporation entitled "**MPAC Council Orientation**" be received for information purposes.

- 4.2. Ontario Clean Water Agency - 2022 Highlights, MECP Inspections, Drinking Water Quality Management Standard, 2023 Planned Operations
Eric Neilson, Regional Manager for Northeastern Ontario

[Presentation - OCWA](#)

RECOMMENDATION:

THAT the Delegation from Ontario Clean Water Agency entitled "**OCWA 2022 Highlights, MECP Inspections, Drinking Water Quality Management Standards, and 2023 Planned Operations**" be received for information purposes.

5. ACCEPTANCE OF MINUTES AND RECOMMENDATIONS

- 5.1. [Minutes - Committee of Adjustment - July 14, 2022](#)
[Minutes - Special Joint Council - January 18, 2023](#)
[Minutes - Regular Council - January 24, 2023](#)

RECOMMENDATION:

THAT Council approve the minutes of the following meetings:

- Minutes of the Special Joint Meeting of Council held January 18, 2023; and
- Minutes of the Regular Meeting of Council held January 24, 2023.

RECOMMENDATION:

THAT Council adopt the minutes of the following meetings:

- Minutes of the Committee of Adjustment Meeting held July 14, 2022

6. REPORTS OF MUNICIPAL OFFICERS AND COMMUNICATIONS

- 6.1. Verbal Report - Rural Ontario Municipal Association (ROMA) 2023 Annual Conference Update
Alan Smith, Chief Administrative Officer

RECOMMENDATION:

THAT Verbal Report entitled "**ROMA 2023 Annual Conference Update**" be received for information purposes.

- 6.2. 2023 Water and Wastewater Rates
Lloyd Crocker, Treasurer
[2023-FIN-001](#)

RECOMMENDATION:

THAT Report Number 2023-FIN-001 entitled "**2023 Water and Wastewater Rates**" be received;

AND THAT Council hereby approve an increase to Water Rates of 1.7% and Wastewater Rates of 3.5% for 2023;

AND FINALLY THAT a by-law establishing the 2023 Water and Wastewater Rates for the Town of Kirkland Lake be brought forward for three readings on February 7, 2023.

- 6.3. 2023 Proposed Budget Guidelines & Schedule
Lloyd Crocker, Treasurer

[2023-FIN-002](#)

RECOMMENDATION:

THAT Report Number 2023-FIN-002 entitled “**2023 Proposed Budget Guidelines and Schedule**” be received;

AND THAT the 2023 Budget Schedule be approved;

AND FINALLY THAT Council direct the Treasurer to prepare and submit an operating, capital and rate supported Budget for 2023.

6.4. Chief Building Official Contracted Service – Contract Extension

Wilfred Hass, Director of Economic Development

[2023-DEV-002](#)

RECOMMENDATION:

THAT Report Number 2023-DEV-002 entitled “**Chief Building Official Contracted Service – Contract Extension**” be received;

AND THAT the Mayor and Municipal Clerk be authorized to execute an Contract Extension Agreement with RSM Building Consultants’ to provide Chief Building Official Services as per the Terms set out in RFP-550-20;

AND THAT Council hereby approve the appointment of Devon Staley as Chief Building Official, Grant Schwartzenruber as Building Inspector, and Barbara Mocny as Building Inspector for The Corporation of the Town of Kirkland Lake;

AND FINALLY THAT a by-law appointing a Chief Building Official and Building Inspectors be brought forward for three readings on February 7, 2023.

6.5. 2023 Annual Accessibility Report

Jennifer Montreuil, Municipal Clerk

[2023-CLK-007](#)

RECOMMENDATION:

THAT Report Number 2023-CLK-006 entitled “**2022 Annual Accessibility Status Report**” be received for information.

6.6. Council Conference Attendance Policy

Amberly Spilman, Executive Assistant to the CAO/Deputy Clerk

Jennifer Montreuil, Municipal Clerk

[2023-CLK-008](#)

RECOMMENDATION:

THAT Report Number 2023-CLK-008 entitled “**Council Conference Attendance Policy**” be received;

AND THAT Council hereby approve the Council Conference Attendance Policy as presented;

AND THAT Council hereby approve the participation of the following members to the 2023 Conferences:

- ROMA: Chief Administrative Officer, Mayor, and Director of Corporate Services
- OGRA: Chief Administrative Officer, Councillor Dickens, and Director of Public Works, or designate

- FONOM: Chief Administrative Officer, Mayor, Councillor Kiely and Councillor Shaba
- AMO: Chief Administrative Officer, Mayor, and Councillor Owen

AND FINALLY THAT CNCL2023-001 Council Conference Attendance Policy be inserted into the Corporate Policy Manual.

7. CONSIDERATIONS OF NOTICES OF MOTIONS

8. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

8.1. By-Law #23-002

[23-002 Water and Wastewater Rates By-Law](#)

RECOMMENDATION:

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 22-002, being a by-law to set the Municipal Water and Wastewater Rates for 2023 prior to the adoption of a budget.

8.2. By-Law #23-006

[23-006 Appointment of a Chief Building Official & Building Inspectors By-Law](#)

RECOMMENDATION:

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 23-006, being a by-law to appoint a Chief Building Official and Building Inspectors for The Corporation of the Town of Kirkland Lake.

9. QUESTIONS FROM COUNCIL TO STAFF

10. NOTICE(S) OF MOTION

10.1. Mayor Wight - Bill 42 Gender Affirming Healthcare Act

10.2. Mayor Wight - Request for Phlebotomy Services in the North End of the District of Timiskaming

11. COUNCIL REPORTS

11.1. Updates from Members of Council

11.2. Mayor Wight - 2023 ROMA Annual Conference & Delegation Update

11.3. Mayor Wight - Monthly Review (January): Office of the Mayor

RECOMMENDATION:

THAT the verbal updates from members of Council be received.

12. ADDITIONAL INFORMATION

13. CLOSED SESSION

RECOMMENDATION:

THAT Council adjourn in-camera pursuant to Section 239 (2) of the *Municipal Act*, 2001, as amended, to discuss proposed or pending acquisitions or dispositions of land by the municipality or local board; and personal matters about an identifiable individual, including municipal or local board employees at ____ PM for the following reason(s):

- Item 13.1 Request to Purchase 31, 33 and 35 Government Road West;
- Item 13.2 Request to Purchase 37, 41, 43 and 45 Government Road West; and
- Item 13.3 Appointments to the Kirkland Lake Tourism Development Corporation Board of Directors; and
- Item 13.4 Request to Purchase Part of 65, 69 & 73 Brant Street.

14. MATTERS FROM CLOSED SESSION

15. CONFIRMATION BY-LAW

15.1. By-Law #23-007

[23-007 Confirming Proceedings - February 7, 2023](#)

RECOMMENDATION:

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

By-Law Number 23-007, being a by-law to confirm the proceedings of Council at its meeting held Tuesday, February 7, 2023.

16. ADJOURNMENT

RECOMMENDATION:

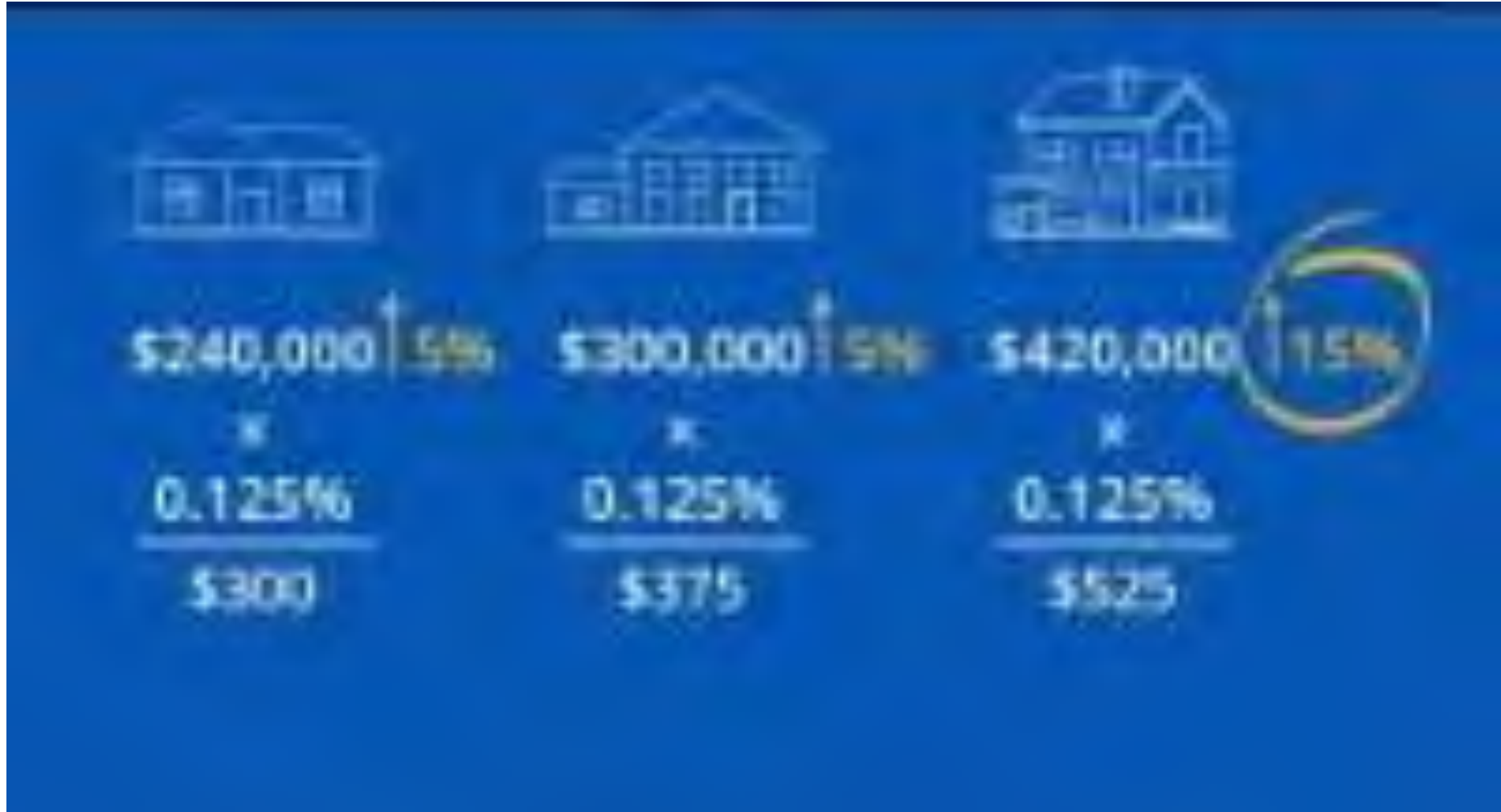
THAT this Regular Meeting of Council do now adjourn at _____.

A light blue map of the province of Ontario is centered on a dark blue background. A white dashed rectangular border frames the map. Overlaid on the map is the text 'MPAC' in large white letters, followed by 'Property Assessment' and 'in Ontario' in smaller white letters.

MPAC

Property Assessment
in Ontario

How will my Property Assessment Impact my Taxes?



Ontario's Property Experts



5.5

MILLION

MPAC's database hosts information for over 5.5 million properties across Ontario.

37

BILLION

There was more than \$37 billion of new assessment captured in 2022.

3

TRILLION

Ontario's total property value exceeds \$3 trillion.



Ontario Government

Establishes the province's assessment and taxation laws, sets the valuation date and determines education tax rates.



MPAC

Calculates, captures and distributes assessments for all properties and buildings across Ontario.



Municipalities

Determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services.



Property Owners

Pay property taxes for community services and education taxes to help fund elementary and secondary schools in Ontario.



MPAC conducts property valuation updates, referred to as **reassessments**.

Assessment Update

Property values for the **2022 and 2023 Tax Years** continue to be based on a **January 1, 2016 valuation date.**



Maintaining Ontario's Property Database



Provincial, Municipal and
Property Owner Support
& Guidance



New Assessment
Forecasting & Market
Analysis/Trends



Municipal Financial
Planning & Insights



Vacancy and Tax
Applications for
Commercial, Business
& Residential



Requests for
Reconsideration &
Appeal Processing



Processing Severances
and Consolidations



Let's Talk **Property Taxes**

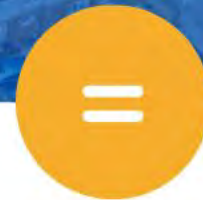
Each year, **municipalities** decide how much money they need to raise from property taxes **to pay for services** and **determine tax rates** based on that amount.



Your property's assessed value, provided by MPAC.



Municipal and education tax rates* for your property type.



Property taxes you pay.

*Education tax rates are set by the provincial government



Your Municipal Contacts

Mario Levesque

Account Manager

Mario.levesque@mpac.ca

705-419-1723

Laura Voltti

Regional Manager

Laura.voltti@mpac.ca

705-419-1085



Town of Kirkland Lake Presentation to council February 2023

By: Eric Nielson – Regional Manager
Anthony Danis – Sr. Operations Manager
Sylvie Lemieux – Business Development Manager

KL Water and Wastewater

- Meet your team
- 2022 highlights
- Swastika WWTP and Pump Station
- Water and wastewater historical flows
- Community involvement
- 2023 plans / CLI ECA legislation



KL Cluster Management, Compliance and Administrative Team



Eric Nielson

Regional
Manager



Sylvie Lemieux

Business
Development
Manager



Lee Ann Curran

Regional Hub
Business
Manager



Yvan Rondeau

Safety Process
and Compliance
Manager



Ilona Bruneau

Process and
Compliance
Technician

Operations and Technical Team



Anthony Danis

Sr. Operations
Manager



Pat Roy

Team Lead
Operator
Mechanic



Steve Gerl

Team Lead
Operator
Mechanic



Paul St. Cyr

Team Lead
Mechanic



Dan Peplinski

Instrumentation
Technician

Operations and Technical Team



Brendon Jacksic

Instrumentation
Technician



Sojung Lee

Operator
Mechanic



**Tanner
Mazzocato**
Operator
Mechanic



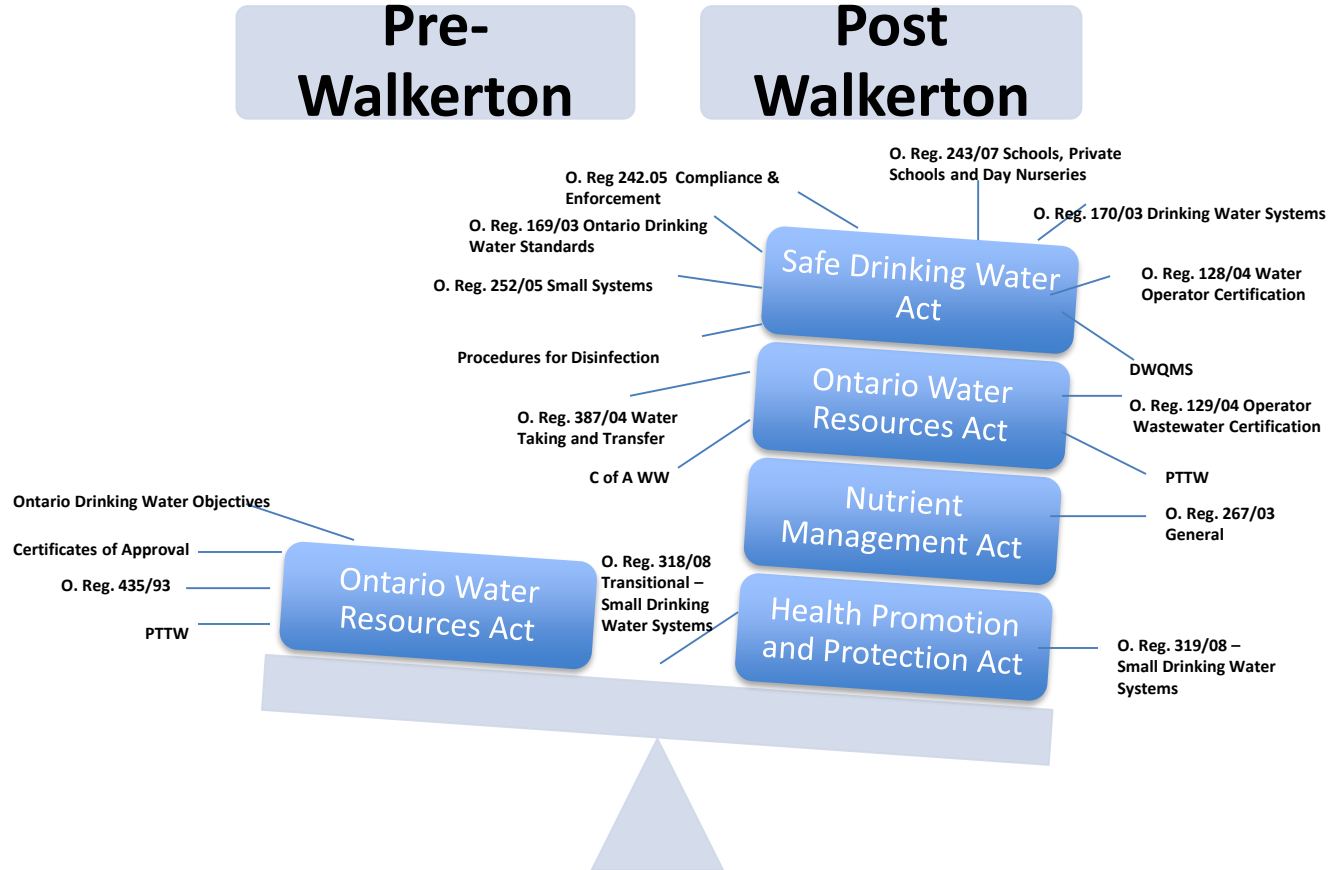
**Julien
Bernatchez**
Operator
Mechanic



Sean McCurdy

Operator
Mechanic

COMPLIANCE - Complex Legislative Environment



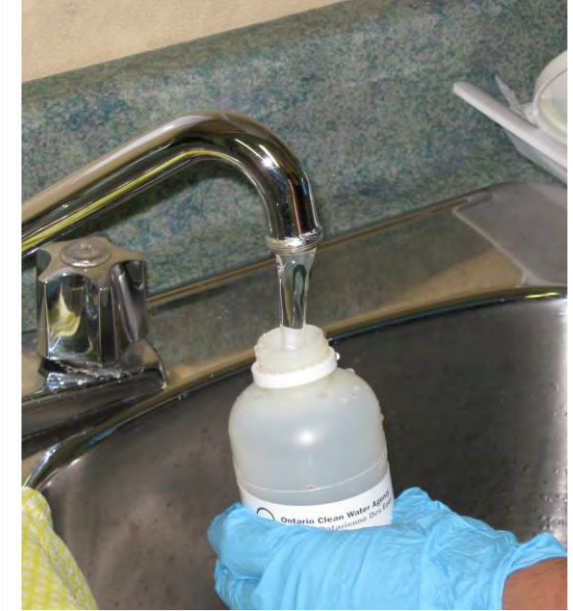
2022 highlights

- MECP inspections
- DWQMS conformance
- Capital upgrades – 2021 and 2022

2022 MECP Inspections

Drinking Water Inspections

- 2020 – 100%
 - Recommended action to purchase new chlorine analyzer at the Chaput standpipe – completed in Feb '21
- 2021 – 91.83%
 - Issues with SCADA upgrades where some alarms failed to call out operators to respond (2 findings for the same cause)
- 2022 – 87.06%
 - Disagreement with CT calculation (2 findings)
 - Communication error at Chaput tower (failed to call)
 - Logbook discrepancy (recently switched to electronic logbooks)
 - Calibration discrepancy



DWQMS Conformance

Drinking water Quality Management Standard

ISO based improvement system – started in 2010

2022 management review results

- Discussed inspection results
- Discussed AWQIs and corrective actions
- Risk assessment – added cyber security threat
- Mayor and CAO will endorse newest version in 2023
- Internal audit – found 3 updates

DWQMS Conformance - continued

Drinking water Quality Management Standard

- Emergency response testing was conducted from real life incident in municipality where lightning hit PLC panel
- Keeping an eye out for harmful Algae blooms
- Risk assessment – added cyber security threat
- Mayor and CAO will endorse newest version in 2023
- Internal audit – found three updates
- Third party audit – endorsement, records updating

Water Plant Upgrades and Maintenance

2022

- SCADA completed
- Relocated chemical tanks
- Annual replacement items
 - Analyzers, chem lines, probes
- Relocated chemical pumps
- Annual standpipe inspection
- Backwash pump motor
- Standpipe altitude valve replacement



Wastewater Plant Upgrades /Maintenance

Plant and lift stations

- Check valve at Archer Lift Station
- Goodfish LS rebuild
- Wilson LS piping and new electrical panel
- Clarifier repairs



Looking After Your Assets

Maximo work order system

- 286 preventative work orders
- 104 Corrective/Capital work orders
- 116 Calls relating to alarms



Swastika WWTP Decommissioning Project

An idea in 2015 – now commissioning

- Eliminate any environmental effect on Otto Lake through regional treatment
- Reduce long term operating costs
- Reduce RISK
- The right thing to do



Flow reduction (water and wastewater)

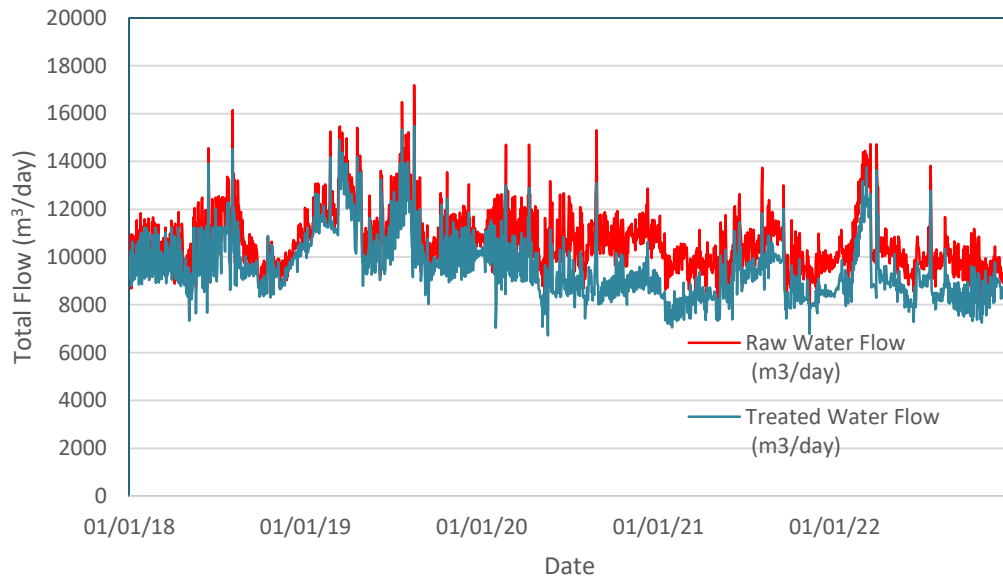
MECP finding in 2018

- MECP noted on 2018 inspection
- Report suggestions to reduce water use throughout the municipality
 - Average 890 L/person/day
 - Env Can 300 - 600 L/person/day
 - Conservation program
 - Meter program
 - Leak detection
 - Operating modifications
 - Awareness

Water Treatment Plant Flow

2018-2022

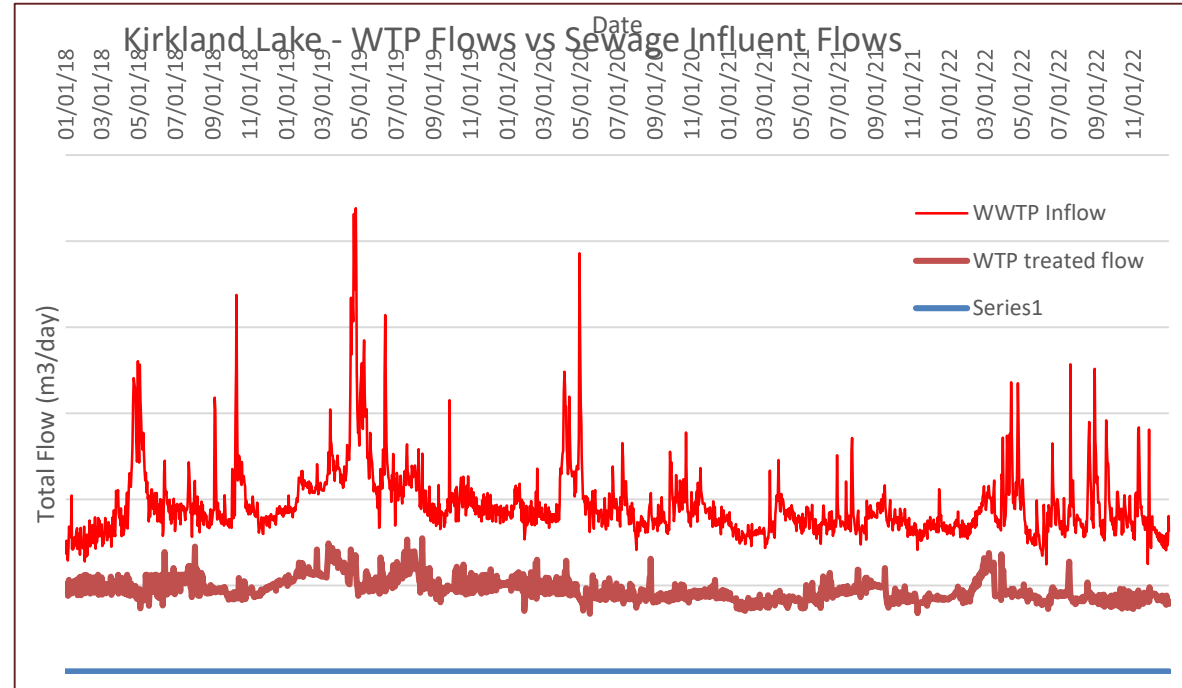
- Average Flows
 - 2018 = 9,790 m³/day
 - 2019 = 10,915 m³/day
 - 2020 = 9,254 m³/day
 - 2021 = 8,734 m³/day
 - 2022 = 8,985 m³/day
- Plant is running at 90% efficiency



Wastewater Plant Inflows

2018-2022

- Average Inflows
 - 2018 = 9,189 m³/day
 - 2019 = 11,278 m³/day
 - 2020 = 10,236 m³/day
 - 2021 = 8,627 m³/day
 - 2022 = 9,474 m³/day



Community Involvement

Grow a local base

- One Water
 - OCWA program to help raise awareness of water and wastewater treatment and challenges.
- Northern College
 - Part of Northern college advisory committee to enhance that course. Attracts students from around the globe.
 - Secures our future
- Highschools



2023 Forward

Legislation and planning

- CLI / ECA legislation
 - Storm water
 - Sewage water
 - Assessments
 - Reporting
- Upgrades
 - Genset WTP
 - Filter rebuilds – Patching since 2016
 - Now we have to do two full rebuilds in 2023
 - \$300,000



Questions



MINUTES

Corporation of the Town of Kirkland Lake
Committee of Adjustment
Electronically via Zoom
July 14, 2022
3:30 p.m.

Attendance

Members: Ed Duchene
Ray Mallette
Rick Owen, Councillor
Casey Owens, Councillor
Lad Shaba, Councillor
Staff: Jenna McNaughton, Planning Administrator
Regrets: Lorrie Irvine
Ted Assad

1. Call to Order

Ed Duchene called the meeting to order.

2. Approval of the Agenda

Moved by: Raymond Mallette
Seconded by: Rick Owen

BE IT RESOLVED THAT the Agenda, as presented to the Committee of Adjustment on July 14, 2022 be adopted.

CARRIED

3. Declaration of Pecuniary Interest

None noted.

4. Acceptance of Minutes

Moved by: Casey Owens
Seconded by: Lad Shaba

BE IT RESOLVED THAT the minutes reflecting the Committee of Adjustment meeting on March 29, 2022 be adopted.

CARRIED

5. Applications for Consent to Sever

B03-2022 – MC HR783 (L1338), HR782 (L1337), HR784 (L1339)

Moved by: Raymond Mallette

Seconded by: Casey Owens

BE IT RESOLVED THAT the consent to sever application B03-2022, to sever lands from Mining Claim L1337, L1338 & L1339 to create one new lot at Mining Claim HP25, be approved.

CARRIED

6. Applications for Minor Variance

None noted.

7. Additional Information


None noted

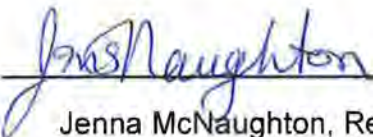
8. Adjournment

Moved by: Casey Owens

Seconded by: Rick Owen

BE IT RESOLVED THAT the meeting be adjourned.


Ted Assad, Chair


Jenna McNaughton, Recording Secretary



Special Joint Council Meeting Minutes

Wednesday, January 18, 2023

6:00 PM

Museum of Northern History, 2 Château Drive, Kirkland Lake

Council Members Present:

Town of Kirkland Lake

Mayor Stacy Wight
Councillor Janice Ranger
Councillor Lad Shaba
Councillor Casey Owens
Councillor Dolly Dickens
Councillor Rick Owen

Township of Black-River Matheson

Councillor Dave Dymont
Councillor Louise Gadoury
Councillor Kim Druer

Township of McGarry

Mayor Stephen McLean
Councillor Bonita Culhane

Municipality of Matachewan

Deputy Mayor Mike Young
Councillor Cheryl Drummond

Staff Present:

Alan Smith	Chief Administrative Officer, Town of Kirkland Lake
Chris Wray	Chief Administrative Officer, Township of Black-River Matheson
Karine Pelletier	Clerk/Treasurer, Township of McGarry
Cassandra Child	Clerk/Treasurer, Township of Black-River Matheson
Cheryl Swanson	Deputy Clerk/Treasurer, Municipality of Matachewan
Jennifer Montreuil	Municipal Clerk, Town of Kirkland Lake
Mark Brown	Public Works Foreman, Municipality of Matachewan
Jim Roman	Director of Public Works, Town of Kirkland Lake
Brian Springer	Acting Waterworks Foreman, Town of Kirkland Lake
Stephane Fortin	Manager of Operations and Engineering, Town of Kirkland Lake
Tanya Schumacher	Director of Long-Term Care and Senior Services, Town of Kirkland Lake

Guests Present:

Sylvie Lemieux	Business Development Manager, OCWA
Eric Nielson	Regional Manager, OCWA
Anthony Danis	Senior Operations Manager, OCWA
Chris Ciarrocia	Senior Operations Manager, OCWA
Tony Janssen	Trainer, Walkerton Clean Water Centre

1. CALL TO ORDER

Kirkland Lake Mayor Stacy Wight welcomed the participating municipalities and guests; read the Town of Kirkland Lake's Land Acknowledgment Statement and called the joint meeting to order at 6:05 PM.

2. ADOPTION OF AGENDA

Moved by: Councillor Casey Owens
Seconded by: Councillor Cheryl Drummond

BE IT RESOLVED THAT the Agenda for the Special Joint Council Meeting held on January 18, 2023 be approved as circulated.

CARRIED

2. DECLARATION OF PECUNIARY INTEREST

None noted.

3. CLOSED SESSION

3.1. Education/Training – Ontario Clean Water Agency Standard of Care Training

Moved by: Councillor Lad Shaba
Seconded by: Councillor Councillor Rick Owen

BE IT RESOLVED THAT we do now adjourn to a Special Joint Council Meeting in closed session at 6:07 PM to undertake Standard of Care Training offered by the Ontario Clean Water Agency (OCWA) and the Walkerton Clean Water Centre (WCWC) in accordance with Section 239(3.1) of the Municipal Act, 2001, as amended.

CARRIED

Moved by: Councillor Kim Druer
Seconded by: Councillor Louise Gaboury

BE IT RESOLVED THAT we do now reconvene the Special Joint Council Meeting in open-session at 8:24 PM.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Cheryl Drummond
Seconded by: Councillor Bonita Culhane

BE IT RESOLVED THAT the Special Joint Council Meeting adjourn at 8:25 PM.

CARRIED

Stacy Wight, Mayor
Town of Kirkland Lake (Host)

Jennifer Montreuil, Municipal Clerk
Town of Kirkland Lake (Recording Secretary)



MINUTES

Regular Council Meeting

Tuesday, January 24, 2023
4:40 PM
Council Chambers/Zoom

The Regular Meeting of Council of the Town of Kirkland Lake was called to order on Tuesday, January 24, 2023, at 4:40 PM, in the Council Chambers/Zoom, with the following members present:

Present: Mayor Stacy Wight, Councillor Lad Shaba, Councillor Casey Owens, Councillor Dolly Dickens, Councillor Rick Owen, and Councillor Pat Kiely

Absent: Councillor Janice Ranger

Staff: Director of Economic Development Wilfred Hass, Director of Community Services Bonnie Sackrider, Director of Long-Term Care and Senior Services Tanya Schumacher, Municipal Clerk Jennifer Montreuil, Executive Assistant Amberly Spilman, and Treasurer Lloyd Crocker

Guests: Andrew White, CHAR Technologies Inc. (4:42 - 4:58 PM)
Galen Cranston, CHAR Technologies Inc. (4:42 - 4:58 PM)

1. CALL TO ORDER AND MOMENT OF SILENCE

Mayor Wight called the meeting to order and requested a moment of silence.

2. APPROVAL OF THE AGENDA

Moved by: Councillor Lad Shaba
Seconded by: Councillor Casey Owens

BE IT RESOLVED THAT the Agenda for the Regular Meeting of Council held on Tuesday, January 24, 2023 be approved as amended to remove Items 6.1 and 8.2 which are being recommitted to the February 7, 2023 Regular Meeting of Council.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

Mayor Wight requested those present to declare any pecuniary interests with matters appearing on the open session agenda.

Councillor Shaba declared a conflict with Item 4.1 Status Update on CHAR CleanTech Renewable Gas Production Facility Project as *"My Engineering firm did some engineering work for CHAR Technologies."*

Having declared a conflict, Councillor Shaba removed himself from Council Chambers at 4:42 p.m.

4. PETITIONS AND DELEGATIONS

- 4.1. Status Update on CHAR CleanTech Renewable Gas Production Facility Project
CHAR Technologies Inc., Galen Cranston, Manager of Community and Government Relations

Moved by: Councillor Pat Kiely
Seconded by: Councillor Rick Owen

BE IT RESOLVED THAT the Delegation from CHAR Technologies Inc. providing a status update on the CHAR CleanTech Renewable Gas Production Facility Project be received for information.

CARRIED

Councillor Shaba returned to the Council Chambers at 4:57 PM.

At the request of the Mayor, Councillor Shaba took the Chair at 4:58 PM.

5. ACCEPTANCE OF MINUTES AND RECOMMENDATIONS

Moved by: Councillor Dolly Dickens
Seconded by: Councillor Casey Owens

BE IT RESOLVED THAT Council approve the Minutes of the following meeting:

- Minutes of the Regular Meeting of Council held December 20, 2022.

CARRIED

6. REPORTS OF MUNICIPAL OFFICERS AND COMMUNICATIONS

- 6.1. ~~2023 Water and Wastewater Rates~~
~~Lloyd Crocker, Treasurer~~

- 6.2. Award of Contract - Request for Proposal (RFP-590-22) Land Use Planning Consultancy Services
Wilfred Hass, Director of Economic Development

Moved by: Councillor Rick Owen
Seconded by: Councillor Casey Owens

BE IT RESOLVED THAT Report Number 2022-DEV-001 entitled “**Award of Contract - Request for Proposal Land Use Planning Consultancy Services (RFP-590-22)**” be received;

AND THAT Council hereby award a contract to J.L. Richards & Associates Limited as per the Terms set out in RFP-590-22 Land Use Planning Consultancy Services;

AND THAT the Mayor and Municipal Clerk be authorized to execute an Agreement for Land Use Planning Consultancy Services between The Corporation of the Town of Kirkland Lake and J.L. Richards & Associates Limited, at the satisfaction of the Chief Administration Officer and Director of Economic Development;

AND FINALLY THAT an Execution By-Law authorizing the execution of a Contract Agreement and any related sub-contracts and subsequent amendments proposed in favour of the municipality without detrimental financial impacts, be brought forward for three readings on January 24, 2023.

CARRIED

6.3. 2022 Post Municipal & School Board Elections Debrief
Jennifer Montreuil, Municipal Clerk

Moved by: Councillor Casey Owens

Seconded by: Councillor Rick Owen

BE IT RESOLVED THAT Report Number 2023-CLK-001 entitled “**2022 Post Municipal & School Board Elections Debrief**” be received for information;

AND THAT any unutilized portion of funds that were transferred from the Election Reserve to the election section of 2022 Administrative Operating Budget be recommitted to the Town’s Election Reserve Fund for the 2026 Municipal and School Board Elections;

AND THAT a Compliance Audit Reserve Fund be established to set aside money for that specified purpose;

AND THAT the Municipal Clerk bring forward a Report in Quarter 1 of 2023 presenting a proposed election sign by-law that excludes cost-prohibitive size limitations, clearer definitions, timing of sign placement parallel with regulations and legislation, including authority to enforce, offences, penalties and orders permissible under the *Provincial Offences Act*;

AND THAT a Public Meeting be scheduled at the Call of the Mayor in Quarter 1 of 2023 to allow the public to provide comments surrounding the said proposed election sign by-law;

AND FINALLY THAT the Municipal Clerk bring forward a Report in Quarter 1 of 2025 including remedial proposals surrounding the challenges outlined in the Report and to provide education and recommendations on the preferred method of vote for the 2026 Municipal and School Board Elections.

CARRIED

6.4. 2022 Post-Election Accessibility Report
Jennifer Montreuil, Municipal Clerk

Moved by: Councillor Pat Kiely

Seconded by: Councillor Rick Owen

BE IT RESOLVED THAT Report Number 2023-CLK-002 entitled “**2022 Post-Election Accessibility Report**” be received for information.

CARRIED

- 6.5.** Request for Parade Permit – Lion’s International District Convention Parade
Jennifer Montreuil, Municipal Clerk

Moved by: Councillor Casey Owens
Seconded by: Councillor Rick Owen

BE IT RESOLVED THAT Report Number 2023-CLK-003 entitled “**Request for Parade Permit – Lion’s International District Convention Parade**” be received;

AND THAT Council direct that a Parade Permit be issued to the Lion’s Club International District A-5 (Kirkland Lake) for April 29, 2023;

AND FINALLY THAT Council hereby waive the \$100.00 permit fee requirement as outlined in By-Law 86-65.

CARRIED

7. CONSIDERATIONS OF NOTICES OF MOTIONS

None.

8. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

- 8.1 Moved by: Councillor Pat Kiely
Seconded by: Councillor 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 23-001, being a by-law to provide for Interim Tax Levy and to provide for the payment of taxes and to provide for penalty and interest.

CARRIED

- 8.2 ~~By-Law #23-002~~
~~2023 Municipal Water and Wastewater Rates~~

- 8.3 Moved by: Councillor Rick Owen
Seconded by: Councillor 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 23-003, being a by-law authorizing the Mayor and Municipal Clerk to execute a Service Agreement with J.L. Richards and Associates Limited for Land Use Planning Consultancy Services.

CARRIED

- 8.4 Moved by: Councillor Casey Owens
Seconded by: Councillor Rick Owen

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 23-004, being a by-law to amend By-Law 21-111 to establish Fees for the Kirkland Lake Cemetery.

CARRIED

9. QUESTIONS FROM COUNCIL TO STAFF

None.

10. NOTICE(S) OF MOTION

Councillor Kiely – Ukraine Request for Donations

11. COUNCILLOR'S REPORTS

11.1. Members of Council (Roundtable)

11.2. Mayor Wight - Proclamation: Bell Let's Talk Day - Mental Health Awareness (January 25, 2023)

The following items were deferred to the February 7, 2023 meeting due to technical difficulties/connectivity issues experienced by the presenting member:

11.3. ~~Mayor Wight – 2023 ROMA Annual Conference & Delegations Update~~

11.4. ~~Mayor Wight – Monthly Review: Office of the Mayor.~~

Moved by: Councillor Pat Kiely
Seconded by: Councillor Rick Owen

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

CARRIED

12. ADDITIONAL INFORMATION

None.

13. CLOSED SESSION

None.

14. MATTERS FROM CLOSED SESSION

None.

15. CONFIRMATION BY-LAW

15.1. By-Law # 23-005

Moved by: Councillor Pat Kiely
Seconded by: Councillor 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 Clerk, and the Seal of the Corporation be affixed thereto;

By-Law Number 23-005, being a by-law to confirm the proceedings of Council at its meeting held on Tuesday, January 24, 2023.

CARRIED

16. ADJOURNMENT

Moved by: Councillor Casey Owens
Seconded by: Councillor Pat Kiely

BE IT RESOLVED THAT this Regular Meeting of Council do now adjourn at 5:31 PM.

CARRIED

Stacy Wight, Mayor

Jennifer Montreuil, Municipal Clerk

APPROVED BY COUNCIL ON FEBRUARY 7, 2023

REPORT TO COUNCIL

Meeting Date: 07/02/2023

Report Number: 2023-FIN-001

Presented by: Lloyd Crocker

Departments: Corporate Services

REPORT TITLE

2023 Water and Wastewater Rates

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-FIN-001 entitled “**2023 Water and Wastewater Rates**” be received;

AND THAT Council hereby approve an increase to Water Rates of 1.7% and Wastewater Rates of 3.5% for 2023.

AND FINALLY THAT a by-law establishing the 2023 Water and Wastewater Rates for the Town of Kirkland Lake be brought forward for three readings on February 7, 2023.

INTRODUCTION

In July of 2022, the Town of Kirkland Lake approved an updated Asset Management Plan (AMP) as a tool to help address the infrastructure capital-funding gap. The AMP report included a recommendation to increase Water and Wastewater Rates annually to help remove the capital-funding gap. Council will decide on whether to implement the annual increase for 2023.

DISCUSSION

The Province implemented the Asset Management Planning for Municipal Infrastructure Ontario Regulation 588/17 (as amended by ON. Reg 193/21). The goal of this regulation is to help improve the way municipalities plan for their infrastructure. The regulation builds on the progress municipalities have made while bringing consistency and standardization to asset management plans to help spread best practices throughout the sector and enable the collection of comparable data.

The Town of Kirkland Lake had contracted PSD Citywide to prepare the required Phase 2 AMP as presented at the [July 12, 2022](#) Regular Meeting of Council. To address the capital-funding gap and to help eliminate the Town's infrastructure deficit, the new AMP provides the following recommendations:

- 1) An average annual water rate increase of 1.7% for 15 years; and
- 2) An average annual sanitary sewer rate increase of 3.5% for 20 years.

Both increases would be in addition to any rate increases required and approved through the normal budget process.

The Council of the Town of Kirkland Lake approved the update to the Asset Management Plan at the Regular Meeting of Council on [July 12, 2022](#).

FINANCIAL CONSIDERATIONS

The increase to the Water Rates of 1.7% will result in approximately \$43,250.00 and the increase to the Wastewater Rates of 3.5% will result in approximately \$63,620.00 annually. The funds will help the Town of Kirkland Lake address the capital-funding gap going forward in either the 2023 Capital Budget or as Reserves for future projects.

OTHER ALTERNATIVES CONSIDERED

Council can decide against the increase to Water and Wastewater rates and request the Chief Administrative Officer provide a supplemental Report with other Water and Wastewater Rate options to be presented at a future meeting.

ALIGNMENT TO STRATEGIC PRIORITIES

Strategic Priorities: Efficiency

Goals: Achieve Sustainable Operational Excellence

Objectives: Aim for Financial Sustainability, Better Management of Capital Assets

ACCESSIBILITY CONSIDERATIONS

Not Applicable.

CONCLUSION

The new Asset Management Plan is to be used as a tool by the Town of Kirkland Lake to help ensure the annual funding gap is decreased or eliminated and that Capital Assets are maintained or replaced in a timely matter.

As the Council had approved the new Asset Management plan in July of 2022, the recommendation is to approve an increase to Water rates of 1.7% and Wastewater rates of 3.5% for 2023.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

ATTACHMENTS

Attachment 1 – 2023 Water and Wastewater Rates – Schedule A

SCHEDULE "A" to BY-LAW 23-0xx

2023 Water & Wastewater Rates

		Water	Sewer
The flat rate for water used in private houses and apartments shall be per quarter:		2023	2023
	First room	54.00	43.97
	Each additional room	9.75	7.95
	Private toilet	18.41	14.99
	Private bathtub or shower	18.41	14.99
except that where a common toilet, bathtub or shower is provided for the use of more than one apartment, each additional apartment including the first shall pay \$18.41 water (\$14.99 sewer) for the use of the toilet and \$18.41 water (\$14.99 sewer) for the use of the bathtub or shower.			
The flat rate for water used in boarding or rooming houses shall be per quarter:			
	First room	54.00	43.97
	Each additional room	9.75	7.95
	Private toilet	46.08	37.52
	Private bathtub or shower	46.08	37.52
	Urinal	22.85	18.61
except that boarding or rooming houses with ten rooms or over shall be on a meter.			
Standard hotel and beverage rooms, business houses where water is used for manufacturing, steam baths, bottling works, wash racks, public buildings excluding churches and municipal office buildings, shall be on a meter with a minimum charge of \$67.81 (water) \$55.22 (sewer) monthly.			
Any business water user may apply for a meter.			
BUSINESS RATES		Per Quarter	
	Business houses (except where used for manufacturing)	82.55	67.22
	Toilet for above	18.80	15.30
	Urinal for above	22.85	18.61
	Office - single room	18.80	15.30
	Each additional room	9.75	7.95
	Toilet for above	18.80	15.30
	Office for doctor of medicine or dentistry (each office)	46.08	37.52
	Toilet for above	18.80	15.30
	Sink for above	46.08	37.52
	Barber shops, hairdressers, beauty salons	132.72	108.05
	Bakeries and pastry shops	132.72	108.05
	Hand laundries	522.85	425.69
	Toilet for above	18.80	15.30
	Public halls	132.72	108.05
	Theatres	132.72	108.05
	Garages and service stations	132.72	108.05
	Restaurants, grills, and lunch counters	325.72	265.19
	Toilet for above	46.08	37.52
	Urinal for above	22.85	18.61
		Per Quarter	
CONSTRUCTION CHARGE		66.98	54.53
TANKERS	per 1,000 gal	318.38	
TRAILERS-	For each trailer	109.20	88.91
Interest	1% per month applied on outstanding balances		
SPRINKLER CONNECTIONS		Per Month	
	4" Connection	29.13	

6" Connection	43.68	
8" Connection	58.24	
	0.00	
HYDRANT RENTAL - for each Municipal Hydrant - per day	7.29	
PRIVATE HYDRANT INSPECTION - for each hydrant per year	378.58	
TURN OFF OR ON ORDER - each-	0.00	
(working hours, Mon-Fri 7:00 a.m. to 4:00 p.m.)	116.47	
TURN OFF OR ON ORDER - each (after hours)	298.48	
SEALING OR UNSEALING - each-	72.81	
THAWING FROZEN WATER SERVICE		
CHARGE		
Thaw orders deemed to be the property owner's responsibility, working hours, Mon-Fri 7:00 a.m. to 4:00 p.m.	669.77	
After hours, Actual expense, minimum charge \$669.77		
METERED SERVICE CHARGE		
The metered rates for water used shall be as follows per month:		
FIRST 50,000 gallons- per 1,000 gallons	6.85	5.57
SECOND- 50,000 gallons- per 1,000 gallons	5.89	4.80
THIRD 50,000 gallons- per 1,000 gallons	4.29	3.50
BALANCE- per 1,000 gallons	3.06	2.49
Minimum Charge: (10,000) gallons	69.17	56.32
Interest: 1% per month applied on outstanding balances		
5/8" Meter at - per month	3.28	
3/4" Meter at - per month	4.44	
1" Meter at - per month	5.89	
1 1/2" Meter at - per month	9.04	
2" Meter at - per month	11.79	
3" Meter at - per month	17.33	
4" Meter at - per month	22.78	
6" Meter at - per month	34.51	
OTHER SEWER SERVICES		
1 Unblock residential sewer, working hours		273.66
2 Unblock other sewer, working hours (commercial)		407.15
3 Unblock residential sewer, after hours		493.92
4 Unblock other sewer, after hours (commercial)		547.33
5 Video Sewer Inspection, residential		200.25
6 Video Sewer Inspection, other (commercial)		400.48
Note:	1-6 Rates are Minimum charges, actual labour and material will be charged	

REPORT TO COUNCIL

Meeting Date: 07/02/2023

Report Number: 2023-FIN-002

Presented by: Lloyd Crocker

Department: Corporate Services

REPORT TITLE

2023 Proposed Budget Guidelines and Schedule

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-FIN-002 entitled “**2023 Proposed Budget Guidelines and Schedule**” be received,

AND THAT the 2023 Budget Schedule be approved;

AND FINALLY THAT Council direct the Treasurer to prepare and submit an operating, capital and rate supported Budget for 2023.

INTRODUCTION

Each year the Town of Kirkland Lake sets out a proposed set of timelines for the budget process.

DISCUSSION

The following is a proposed schedule for Council's review. Should Council approve the following timelines, staff anticipate the budget approval process will be completed April 18, 2023, however, should Council require further dates for deliberation, then approvals may be delayed.

Date (2023)	Action
Feb 3-10	Departmental Operating and Capital Budget Submissions due to the Treasurer
Feb 13-Mar 3	Public Survey
Feb 13-23	Capital/Operating Priority Meetings set with CAO and Senior Management Team

Date (2023)	Action
Feb 27-Mar 9	Proposed consolidation and finalization of 2023 Budget
March 21 4:40 pm	Regular Meeting – Operating and Capital Budget tabled
March 29 4:40 pm	Special Meeting – Open Meeting for Public Consultation, proceeded by departmental presentations
April 3 4:40 pm	Special Meeting – Capital Budget Presentation
April 11 4:40 pm	Special Meeting – Budget Deliberations commence
April 13 4:40 pm	Special Meeting – Budget Deliberations (if required)
April 18 4:40 pm	Regular Meeting – Operating, Capital, Water and Wastewater Rates Budget for Approval

The annual municipal budget is a policy document that serves as a financial plan, an operational guide, and a communications tool for Council, staff, and the public. It is a strategic planning document that provides for the allocation of resources to achieve the corporate and strategic goals and objectives through the provision of services and infrastructure. The annual tax levy is the balancing revenue source for the annual operating and capital budgets. This report recommends that the budget be tabled to Council on March 21, 2023.

During the upcoming budget cycle, finance staff will prepare the forecast using the assumptions and factors that are known at the current time. As staff continue to work through the process, assumptions will be revised as information becomes available. The budget templates and submissions will be of a form consistent with the prior year. Staff will be collaborating on their efforts to produce the 2023 proposed budgets while encompassing the municipality's values and incorporating the municipality's priorities based on the Strategic Plan.

OTHER ALTERNATIVES CONSIDERED

Council may decide on alternative dates; The Municipal Clerk should be consulted to ensure that scheduling does not conflict with other meetings or conferences where the Town has been registered to be represented.

FINANCIAL CONSIDERATIONS

Not Applicable.

ALIGNMENT TO STRATEGIC PRIORITIES

Strategic Priorities: Efficiency, Transparency

Goals: Achieve Sustainable Operational Excellence, Provide Outstanding Service

Objectives: Aim for Financial Stability, Better Management of Capital Assets, Find & Implement Efficiencies, Implement Sustainable Service Delivery

ACCESSIBILITY CONSIDERATIONS

Not Applicable.

CONCLUSION

The proposed 2023 Budget Calendar allows Administration the ability to conduct the preparatory work with established timelines for Council's review of the budget. Enhanced community engagement has also been factored into the timelines in order to obtain meaningful public input.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

ATTACHMENTS

None.

REPORT TO COUNCIL

Meeting Date: 07/02/2023

Report Number: 2023-DEV-002

Presented by: Wilfred Hass

Department: Development Services

REPORT TITLE

Chief Building Official Contracted Service – Contract Extension

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-DEV-002 entitled “**Chief Building Official Contracted Service – Contract Extension**” be received;

AND THAT the Mayor and Municipal Clerk be authorized to execute an Contract Extension Agreement with RSM Building Consultants’ to provide Chief Building Official Services as per the Terms set out in RFP-550-20;

AND THAT Council hereby approve the appointment of Devon Staley as Chief Building Official, Grant Schwartzenruber as Building Inspector, and Barbara Mocny as Building Inspector for The Corporation of the Town of Kirkland Lake;

AND FINALLY THAT a by-law appointing a Chief Building Official and Building Inspectors be brought forward for three readings on February 7, 2023.

INTRODUCTION

Section 3, subsection 2 of the *Building Code Act* states that a municipality shall appoint a Chief Building Official for the enforcement of the *Building Code Act* within the municipality’s jurisdiction.

With the departure of the Town’s Chief Building Official (CBO) in late January, a need exists to appoint a Chief Building Official who can meet the legislative requirements of the *Building Code Act* until a full-time Chief Building Official can be hired.

DISCUSSION

In February 2020, Council approved an agreement with RSM Building Consultants for the supply of Deputy Chief Building Official services, as selected through a public process, RFP-550-20 (Attachment 1).

The agreement with RSM Building Consultants was for a period of three (3) years, with an option to extend for an additional two (2) years. RSM Building Consultants were heavily involved with the Town of Kirkland Lake during the first two years of the contract as there was no Chief Building Official working at the Town. Their services have proven to be cost effective: RSM charge fees per plan review and per inspection, on an as-needed basis (Attachment 2).

With the departure of the Town's CBO, the Town finds itself in need of additional support until a new CBO is engaged. RSM can provide that support. To do so effectively, administration recommend the following:

- That the Town extends its contract with RSM for an additional two (2) years;
- That the Town appoints RSM staff members Devon Stately, etc. as Chief Building Official and Building Inspectors to ensure they have the legal authority to represent the Town;
- That the department adopt online service delivery practices to the greatest extent practical.

The contract extension will ensure that the Town has access to the expertise it requires, specifically for the short term while we seek a new CBO, but also for the longer term in regard to more complex projects.

The appointment of multiple RSM staff as Chief Building Officials and Building Inspectors will ensure that service is provided to the Town as seamlessly as possible, especially in areas where specialized knowledge may be required. These individuals will provide guidance to the Town's current Building Inspector and contribute to his continued professional development.

Submitting building permit applications digitally will reduce permit processing times, particularly when using a contracted service such as RSM Building Consultants. RSM Building Consultants can operate in Cloudpermit, the Town's permitting software, as full employees which significantly reduce their labour costs and the Town's own staffing resources as permit applications do not need to be manually forwarded to RSM Building Consultants by Town staff. To facilitate this transition, the department will advertise the move to online services, provide training as needed, and establish a workstation for public use at the Development Services offices.

OTHER ALTERNATIVES CONSIDERED

Council may choose not to extend the contract with RSM and instead defer services until a full time CBO is hired. The timeframe to hire a CBO, plus training and familiarization, will likely disrupt services and leave the Town in an extended period of non-compliance with the Act.

FINANCIAL CONSIDERATIONS

RSM Building Consultants charges fees based on set fee schedule (see Attachment 3). No retainer fee is required, the Town is charged only for the work requested. During the first three years of the contract, RSM Building Consultants has never exceeded the cost of a full-time Chief Building Official.

Expenditures would be drawn from the annual Development Services Operating Budget and would decrease after a Chief Building Official is hired full-time.

ALIGNMENT TO STRATEGIC PRIORITIES

Strategic Priority: Transparency

Goal: Provide outstanding service

Objectives: Implement sustainable service delivery

ACCESSIBILITY CONSIDERATIONS

Not Applicable.

CONCLUSION

Due to the Chief Building Official vacancy, there exists a need to extend the contract with RSM Building Consultants and appoint RSM staff as Chief Building Officials and Building Inspectors for the municipality. Doing so will ensure continued compliance with the *Building Code Act* and maintain service delivery standards.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

RSM Building Consultants

Kirkland Lake Chief Building Official and Building Inspector

ATTACHMENTS

Attachment 1 – RFP-550-20

Attachment 2 – RSM Building Consultants' RFP Submission

Attachment 3 – RSM Building Consultants updated Fee Schedule



Deputy Chief Building Official Services

Town of Kirkland Lake

Type of Document:

Request for Proposal from Consultants to Provide Professional Building and Safety Services for the Town of Kirkland Lake

RFP Number:

RFP-550-20

The Corporation of the Town of Kirkland Lake:

P.O. Box 1757, 3 Kirkland Street
Kirkland Lake, Ontario
P2N 3P4

Closing Date and Time:

2020-02-13; 2:00 PM

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Issue RFP
Deadline for Questions concerning the RFP
Response to RFP Questions
Proposal Submission Deadline 2:00pm EDT
Notification to successful Consultant

January 31, 2020
February 7, 2020
February 10, 2020
February 13, 2020
February 19, 2020

1.1 Communications

Consultants submitting a proposal in response to this RFP shall examine all instructions contained within this RFP and shall provide any questions and report any errors, omissions or ambiguities **in writing by e-mail** to:

Ashley Bilodeau, M.Pl RPP MCIP, Manager of Planning and Land Development
P.O. Bag 1757, 3 Kirkland Street
Kirkland Lake, Ontario
P2N 3P4
Email: Ashley.Bilodeau@tkl.ca

1. Introduction

The Town of Kirkland Lake invites qualified consultants to provide professional building and safety services for the Town of Kirkland Lake on an as needed basis. This includes, but is not limited to, providing professional services in all of the following areas: Chief Building Official Administrative Services, Development Review, Plan Review and Building Inspection Services.

It is the Town's intent to choose one (1) firm to provide all of the requested services, as needed.

1.1 Background

The Town of Kirkland Lake a single-tier municipality located in the District of Timiskaming, approximately 2.5 hours north of North Bay, and approximately 20 minutes off Trans-Canada Highway 11 along Trans-Canada Highway 66. The municipality comprises the townships of Teck, Bernhardt and Morrisette. The population totals approximately 8,000.

Kirkland Lake's economy is primarily based on professional services and natural resource extraction. Gold mining, the main industrial activity, is in a growth phase. Kirkland Lake Gold Inc. (KLG) is the community's largest company, employing roughly 800 people and operating three (3) mine sites including the Macassa site located in the heart of Kirkland Lake. In 2017, KLG announced it would spend \$323 million to sink a new shaft at Macassa, upgrade and expand its mill and build other required facilities to facilitate access major new finds. This work is currently taking place and scheduled for completion in 2021. It is intended to extend the life of the mine by 15-20 years. This expansion is anticipated to create additional spin off activity, especially in the mining service and supply sector.

The municipality currently has one full-time Chief Building Official who is responsible for all building and property standard related tasks for the Town of Kirkland Lake. We are searching for a professional consulting firm to assist, when required, should this individual be away from office or if added assistance is required in processing permits during certain months of the year.

1.2 Objectives

The Deputy Chief Building Official is responsible for exercising the powers and performing duties under the Ontario Building Code Act and the Ontario Building Code in connection with reviewing plans, inspecting construction and issuing orders in accordance with the Act and the Building Code and associated legislation / regulations.

This includes plans review and issuing building permits, including the administration of zoning, property standards by-laws and other municipal regulations dealing with construction on private property within the corporate limits of the Township of Kirkland Lake. The Building Official will routinely communicate with property owners, contractors, architects, engineers and other municipal departments regarding building construction/demolition, alterations and repairs.

Proponents are expected to carry out this project with minimal impact on Town staff. This agreement shall be for the term of three (3) years, commencing from the date of Council award, with the ability to extend the agreement for up to an additional two (2) years. Town Council may amend the term at their discretion.

Upon selection of a successful proposal, an agreement will be executed with the proposal attached as a description of terms and costs to provide the services.

1.3 Town Provided Office Space and Equipment

The Town will provide only the following office space and equipment for use in performing building and safety services:

1. Use of office space at Physical Services, 1 Dunfield Road;
2. Use of one computer and printer with scanner/photocopy capabilities;

3. Use of office furniture.

1.4 Proposal Content

In order to maintain uniformity with all proposals submitted, it is requested that the consultant's proposal include the following minimum information:

1. **Cover letter** – letter that serves as an executive summary of the proposal limited to no more than three (3) pages. The letter should include your firm's understanding of the work to be performed. In addition, state why your firm believes it to be the best qualified to perform the services requested. Also state the Management Contact and Project Manager.
2. **Table of Contents** – include a clear identification of the material by section and by page number.
3. **Allocation of Resources** – provide a clear conceptual plan for services to the Town that you believe are appropriate. Indicate features, skills and/or services which distinguish your firm and make it the better choice for the Town. Indicate how the resources of your firm (i.e. number and type of personnel) will be able to manage the requirements of this RFP.
4. **Scope of Services** – proposals must address all times set forth in the objectives section of this RFP. Additional information which, in your opinion, should be included must be clearly identified.
5. **Previous Relevant Projects and References** – list similar services performed for all similar organizations/entities in the last five years and when performed. Show names of organizations and names and telephone numbers of person who can be contacted with regard to the services you have provided.
6. **Experience of Proposed Personnel and Resumes of Personnel to be Used**
7. **Proposed Fee Structure Listed by Contracted Year** – The fees need to be clearly identified for each of the potential five years of the contract (initial three year term and the optional two year extension).

1.5 Selection Criteria

Proposals will be reviewed by Town staff. The proposal will be rated/ranked according to the following criteria:

1. Cost
2. Proposed Personnel
3. Project Approach
4. Project Controls
5. Client References – provide at least three (3) current references.
6. Awarding will be in accordance with the provisions of the Town's Procurement Policy. The proposals may be reviewed individually by staff members and may be reviewed through an ad hoc committee to assist in the selection process. The finalists may be requested to provide the Town with a presentation and/or oral interview. The ad hoc committee may review the RFPs as well as any requested presentations and/or oral interviews to gather information that will assist in making a recommendation to Town Council.

2. Terms and Conditions

The proposal instructions provided shall be strictly adhered to by the Consultants submitting in response to this RFP. The Town of Kirkland Lake reserves the right to disqualify any proposals that do not comply with the proposal submission requirements provided herein.

2.1 Project Timelines

Below are the relevant dates governing the timelines for this project:

Issue RFP	January 31, 2020
Deadline for Questions concerning the RFP	February 7, 2020
Response to RFP Questions	February 10, 2020
Proposal Submission Deadline 2:00pm EDT	February 13, 2020
Notification to successful Consultant	February 19, 2020

2.2 Communications

Consultants submitting a proposal in response to this RFP shall examine all instructions contained within this RFP and shall provide any questions and report any errors, omissions or ambiguities **in writing by e-mail** to:

Ashley Bilodeau, M.P.L RPP MCIP, Manager of Planning and Land Development
P.O. Bag 1757, 3 Kirkland Street
Kirkland Lake, Ontario
P2N 3P4
Email: Ashley.Bilodeau@tkl.ca

The Town of Kirkland Lake is not obligated to provide additional information to Consultants, and any information provided is at the sole discretion of the Town.

The Town of Kirkland Lake and its advisors make no representation or guarantee with respect to the accuracy of the information provided in the Request for Proposal document. Further, Consultant's shall undertake their own investigations and make their own determinations as to the additional information necessary to respond to this RFP. Consultants submitting a proposal in response to this RFP agree that the contents of the RFP shall form part of their proposal.

2.3 Proposal Submission Format

To receive consideration, three (3) hard copies of the proposal shall be submitted in a **sealed envelope** identifying the Consultant, and addressed as follows:

Corporation of the Town of Kirkland Lake
P.O. Bag 1757, 3 Kirkland Street
Kirkland Lake, Ontario,
P2N 3P4
Attention: Ms. Meagan Elliott

PROPOSAL SUBMISSION: DEPUTY CHIEF BUILDING OFFICIAL SERVICES

Proposals must be received at the above noted address no later than 10:00 AM EDT, on February 13, 2020. Bids received after this time will be returned unopened, and faxed or emailed submissions will not be accepted.

Non-public opening of the Proposals will take place on the same day at 2:00 p.m. at the Municipal Office at 3 Kirkland Street, Kirkland Lake, Ontario.

2.4 Proposal Withdrawal or Amendment

Consultants may amend or withdraw their proposal provided such withdrawal or amendment is received prior to the closing deadline. Amendments to the proposal must be submitted following the same terms and conditions as the main proposal and shall clearly identify the section(s) of the proposal that the amendment is replacing.

2.5 Period of Validity & Clarification

Proposals submitted in response to this RFP shall remain valid for a period of 60 days from the submission deadline. The Town of Kirkland Lake reserves the right to seek clarification of any aspect of proposals received in response to this RFP.

Clarifications provided by Consultants shall be deemed to form part of the proposal submitted by the Consultant.

2.6 Award of Project to Successful Consultant & Notification to Unsuccessful Consultants

The Town of Kirkland Lake will endeavour to select a consultant within 10 days of the Proposal Submission Deadline. Written notification will be provided to the successful consultant.

The successful Consultant will be required to enter into an agreement for building services using the Town of Kirkland Lake's standard agreement. The agreement will include provisions requiring the consultant to not exceed the prescribed project scope or fee upset limit without the prior written consent of the Town. The agreement will also contain provisions requiring the consultant to comply with all applicable laws in Ontario and Canada in carrying out the project. General terms and conditions are attached as Schedule "C" to this RFP.

If the successful Consultant does not execute the Agreement, or fails to comply with conditions of award within 15 business days of written notification of selection, the Town will have sole discretion to withdraw its offer to the successful Consultant, and the Town will incur no liability to the Consultant for taking such action.

When the signed Agreement is in place between the successful Consultant and the Town, written notification will be provided to the unsuccessful Consultants advising of the project award. Consultants submitting RFP's for this project agree that the selection of the successful consultant by the Town of Kirkland Lake is final and binding, and at the sole discretion of the Town.

2.7 Restrictions on Communications

Consultants participating in this RFP, shall not initiate communication regarding this RFP with any member of Town of Kirkland Lake staff (including elected officials), except for the contact identified in the RFP document. Consultants who violate this clause may be subject to disqualification at the sole discretion of the Town of Kirkland Lake.

Consultants participating in this RFP, shall treat all information regarding the RFP provided by the Town as confidential, and shall not disclose such information to third parties, including the media unless approved in writing by the Town. Consultants shall return any project information provided by the Town to the Town of Kirkland Lake if so requested.

2.8 Freedom of Information and Protection of Privacy

The Town of Kirkland Lake may at any time, make public the names of all Consultants responding to this RFP.

Additional information may be released in accordance with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended. Any consultant proprietary or confidential information contained in the proposal should be clearly identified. The Town will maintain confidentiality on such information unless ordered to release the information by the Information and Privacy Commission or a court.

2.9 Rights of the Town of Kirkland Lake

In addition to any other rights (expressed or implied) the Town of Kirkland Lake reserves the following rights:

- Request clarification or supplementary information concerning a proposal from any Consultant.
- Confirm with the consultant, a third party or references (whether provided in the proposal or not) confirmation of any information provided by the Consultant in their proposal.
- Issue addenda which may substantially change the content of this RFP.
- Waive formalities and accept any proposal that substantially meets the intent of this RFP, and which complies with the Town Purchasing Policy.
- Negotiate different or additional terms with any consultant submitting a proposal in response to this RFP.
- Reject any or all proposals submitted in response to this RFP at its sole discretion.
- Select any consultant whose proposal is not the lowest cost to the Town.
- Disqualify any consultant whose actions or proposal violates terms and conditions stated within this RFP.

The Town of Kirkland Lake will not be held responsible for Consultant or third party costs, claims, direct or indirect damages caused by the Town exercising its rights reserved in this section or otherwise expressed or implied in this RFP.

4. Conflict of Interest

Consultant submitting RFP's for this project shall disclose any perceived or actual conflict of interest relating to this assignment to the Town prior to submission of the proposal and in such circumstances, shall obtain the approval of the Town to submit a proposal.

Conflict of Interest could include, but is not limited to, any situation or circumstance where:

- The consultant has access to confidential information from the Town that is not available to other consultants.
- The consultant has undertaken an act that could be perceived as compromising the integrity of the open and competitive RFP process, resulting in the consultant having an unfair advantage.

5. Insurance Requirements

The Consultant shall maintain and pay for Comprehensive General Liability Insurance with coverage limits of no less than **Two Million Dollars (\$2,000,000.00)** inclusive per occurrence for bodily injury, death and damage to property including loss of use.

The policy shall include The Town of Kirkland Lake as an additional insured for all work performed by or on behalf of the Consultant.

The Consultant shall carry standard automobile and non-owned automobile liability insurance, providing protection against all liability arising out of the use of owned or leased vehicles, used by the Consultant, its employees or agents. The liability limits for owned and non-owned vehicles shall be a minimum of **Two Million Dollars (\$2,000,000.00) per occurrence**.

The Consultant shall carry Professional Liability Insurance with coverage of at least **Two Million Dollars (\$2,000,000) per claim**.

The Consultant shall be entirely responsible for the cost of any deductible that is required in any insurance claim.

All insurance policies referenced in this section shall be maintained in good standing throughout the duration of this project.

Schedule "A" Required Submissions

Non-Collusion Affidavit

I/ We _____ the undersigned, am fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Bid.

Such Bid is genuine and is not a collusive or sham Bid.

Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Kirkland Lake or any person interested in the proposed Bid.

The price or prices quoted in the attached Bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The Bid, Quotation or Proposal of any person, company, corporation or organization that does attempt to influence the outcome of any Town purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at _____ this _____ day of _____, 2020

Signed _____

Company Name _____

Title _____

Page 1 of 3 to be submitted

Conflict of Interest Declaration

Please check appropriate response:

- ☐ I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- ☐ The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no (strike out inapplicable portion) knowledge of or the ability to avail ourselves of confidential information of the Town (other than confidential information which may have been disclosed by the Town in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at _____ this _____ day of _____, 2020.

Firm Name

Bidder's Authorization Official

Title

Signature

Page 2 of 3 to be submitted

Accessibility for Ontarians with Disabilities Act, 2005**Compliance Agreement**

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the Accessibility for Ontarians with Disabilities Act, 2005. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: _____ Company Name: _____

Phone Number: _____ Address: _____

☐ I, _____, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005.

☐ I, _____, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario's Customer Service is available at www.gov.on.ca/mcss/serveability/splash.html.

Date: _____

Schedule B - Performance Evaluation (for Town-Use only)

Contract Description	
Town Contact/Division	
Vendor's Name	Vendor's Representative
Address	Telephone/E-Mail
Awarded Contracted Value	Actual Contracted Value
Scheduled Start Date	Scheduled Completion Date
Actual Start Date	Actual Completion Date

Performance Rating

O-Outstanding G-Good F-Fair P-Poor	Rate	Comments
1. Quality of Work Performed		
2. Ability of Employees Used for Work		
3. Scheduling and Coordination		
4. Availability of Equipment and Employees		
5. Equipment/Procurement & Delivery		
6. Condition and Suitability of Equipment		
7. Cooperation of Municipality and Employees		
8. Cooperation with Outside Agencies		
9. Conformity to Pertinent Acts and Regulations		
10. Safety (Overall)		
11. Quality of Supervision		

Project Number: RFP-550-20
Date: 01-30-20

12. General Housekeeping		
13. Responses to Unplanned Changes		
14. Other (Specify)		
Causes for Delays (if any)		
Liquidated Damages (itemize)		

Future Recommendations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments	

Schedule "C"

General Terms and Conditions of Agreement

1. General Description

The Town of Kirkland Lake seeks the services of a qualified firm to provide Chief Building Official Services on an as needed basis.

2. Clarification

It is the Proponent's responsibility to clarify any details in question before submitting a Proposal. All official correspondence in regards to the scope of work should be directed to and will be issued by the Procurement Coordinator or designate for the Town of Kirkland Lake in the form of an addendum to all Proposal Takes registered with the Town. The Town will assume no responsibility for oral instruction or suggestions.

Errors, omissions or ambiguities discovered in the contents of this Request for Proposal should be submitted, in detail to: Ashley Bilodeau, 1 Dunfield Road, (705) 567-9365 Ext. 328 or ashley.bilodeau@tkl.ca prior to February 7, 2020. No allowance for questions will be made after this date.

3. Acceptance or Rejection of Proposals

The submission of Proposals does not obligate the Town to accept any Proposal or to proceed further with the acquisition. The Town may, in its sole discretion, elect not to proceed with the acquisition in whole or in part any may elect not to accept any or all Proposal components for any reason or to cancel the acquisition without any obligation whatsoever to Proponents.

The Town reserves the right to reject any of all Proposals for reasonable cause and to accept any Proposal if considered in the best interest of the Town. The lowest or any proposal not necessarily accepted.

Should the Town not receive any Proposals satisfactory to it for any reason, it may, in its sole and absolute discretion, revise the RFP documents or negotiate an Agreement for the whole or any part of the acquisition with any of the Proponents or the lowest compliant.

Proposals which are informal, incomplete, contain qualifying conditions or otherwise fail to comply with the requirements of the RFP documents or are otherwise irregular in anyway, may at the sole and absolute discretion of the Town, be declared invalid and rejected.

The Town retains the separate right to accept or waive irregularities if, in the Town's sole discretion, such irregularities are of a minor or technical nature or, where practicable to do so, the Town may, as a condition of RFP acceptance, request a Proponent to correct a minor or technical irregularity with no change to the Proposal price.

The determination of what is, or is not, a minor or technical irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity of a Proposal, shall be at the Town's sole and absolute discretion.

Proponents expressly waive any and all rights to make any claim against the Town for any matter arising from the Town exercising its rights as stated in these General Terms and Conditions.

The Town reserves the right to view and discuss with any Proponent, the Proposal submitted by that Proponent. The Town reserves the right to negotiate with the Proponent, any reasonable changes or additions to the Agreement that the Proponent may propose. Negotiated changes or additions to the Agreement proposed by the Proponent will be included in the Agreement in the form of an Addendum and will take precedence over the RFP document and the Agreement proposed by the Proponent. If such changes or additions cannot be negotiated, the Town in its sole discretion may approach another Proponent for the supply of the goods or service.

4. Award

Any award on this Proposal is conditional upon the Successful Proponent entering into an Agreement to supply the goods and/or services as required by this Proposal. Failing this, the Town reserves the right to cancel the award and then re-award this Proposal in whole or in part to any other Proponent, without any liability to the Successful Proponent, or to cancel this Proposal in its entirety.

The Successful Proponent shall execute any documentation, drafted in accordance with the terms of the Successful Proponent's Proposal and any subsequent negotiation, within seven (7) days of the date of notification of the Successful Proponents selection.

Proponents not initially selected as the Successful Proponent hereby commit themselves, subject to notification by the Town to execute documentation as aforesaid up to sixty (60) days following the date of opening of their Proposals.

This request for Proposal is without any guarantee respecting the volume of business to be obtained from the Town.

5. Proposal

- Proposals by fax will not be accepted;
- Partial Proposals are not accepted;
- The Town reserves the right to accept or reject any or all Proposals;
- The lowest Proposal will not necessarily be accepted;
- The Town reserves the right to enter into negotiations with a supplier and any changes to the Proposal that are acceptable to both parties will be binding.

Line items and/or total proposal price must be clearly indicated. The Proposal must not be restricted by a statement added to the Proposal form or by a covering letter, or by alterations to the Proposal form, as supplied by the Town unless otherwise provided herein. Submissions or adjustments by telegram, fax or letter will not be accepted.

H.S.T. will be applicable to the supply of labour and equipment.

The Proposal must be signed in the space provided on the form, with the signature of the Proponent or responsible official of the firm submitting the proposal. If a joint Proposal is submitted, it must be signed and addressed on behalf of both of the Proponents.

The Successful Proponent shall be notified by means of written purchase order/agreement of the acceptance of his/her Proposal.

6. Original Proposal Documents

It is understood that all terms and conditions, specifications, drawings, plans, all Proposal clauses, and the complete Proposal containing all documents as originally issued by and posted in the Public Works Division of the Town shall

constitute the Proposal request. Any Proposals received that have clauses or any wording or figures, statistics, numbers, quantities or any other items that have been changed or altered in any way shall be rejected and not accepted by the Town.

7. Firm Prices

Proposals submitted and prices offered shall be irrevocable and open for acceptance for a period of not less than sixty (60) days.

All prices shall be inclusive of all costs such as but not limited to the cost of the goods/services, overhead and profit, shipping and any other costs which should be known but net of taxes. Taxes on the total costs should be shown separately.

The Town makes no allowance for an increase of individual or total prices offered for the duration of the agreement.

8. Any or all Proposals Exceed Approved Budget

In the event that any or all Proposals exceed the approved budget, and staff is not prepared to seek additional funding, the Approval Authority may, opt for one of the following:

- a) Approach the lowest Proponent to seek options to change the requirements and obtain corresponding price change for the reduced requirements.
- b) Approach the top three Proponents to seek options to change the requirements and obtain a corresponding price change from each for the reduced requirements; or
- c) Advise all Proponents that the Bid solicitation process will be cancelled, and a review of the requirements will be undertaken and that a new Bid solicitation may be issued later.

9. Legal Claims and Damages

The Town reserves the right not to accept a response from any person or Corporation which includes any non-arm's length Corporation and all related Corporations thereto who, or which, has a claim or instituted a legal proceeding against the Town or against whom the Town has a claim or instituted a legal proceeding with respect to any previous Agreements, bid/proposal submissions or business transactions who is listed as either the Proponent or Sub Proponent or any Vendor/ Provider/ Agreement or within the submitted responses.

Also, a Proponent, by submitting a Proposal, agrees that it will not claim damages, by any means, in respect to any matter relating to the Proposal, the Bidding and evaluation process or any subsequent procurement process, if any, resulting from this proposal.

10. Removal from Proponents List

The Town reserves the right to remove from its list of Proponents, for a period of 3 years, the name of any Proponent who fails to execute or accept an Agreement or purchase order or for unsatisfactory performance on any previous or current Agreement held with the Town. See schedule "B" which for Town use only, will be used to evaluate the performance of the Successful Proponent.

11. Time is of the Essence

The Town shall have the right to cancel at any time any Agreement or any part of any Agreement resulting from this Proposal in respect to the goods, materials, articles, equipment, work or services, covered thereby, not delivered or

performed by the specified time in the written document, without incurring any liability whatsoever in respect hereto.

12. Change/Amendment

At any time prior to the closing date and time, or the final award of the Agreement, the Town reserves the right to alter, delete, amend or add to, in whole or in part, any of the terms, conditions, procedures, requirements and provisions of this Proposal, in which case, a formal Addendum specifying the same in detail will be issued.

13. Agreement in Writing Only

No verbal arrangement or agreement, relating to the goods, materials, articles, equipment, work or services, specified or called for under this Proposal, will be considered binding, and every notice, advise or other communication pertaining thereto, must be in writing and signed by a duly authorized person.

14. Error & Correction

The Town will make all necessary corrections to any Proposal which is in error through addition or extension; the corrected value prevailing.

Any erasures, alterations or cross-outs must be initialed in ink by the Proponent. Failure to do so may result in the rejection of the Proponent's Proposal by the Town.

15. Standards and Legislation

The Successful Proponent may be required to provide written documentation that all materials or equipment offered in a Proponent's Proposal meet all applicable Municipal, Provincial and Federal standards, legislation and laws.

16. Municipal Conflict of Interest Act

Agreements in which a member of Council has an interest of which disclosure is required under the Municipal Conflict of Interest Act R.S.O 1990, as amended, are voidable at the instance of the Town before the expiration of two years from the date of authorization if such member fails to make such disclosure at the prescribed time.

17. Lobbying Restrictions

Suppliers, Proponents, their staff members, or anyone involved in preparing the Bids shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcome of the purchasing process or subsequent Award. This restriction extends to all of the Town's staff and members of Council.

The Town may reject any Proposal by a Supplier or Proponent that engages in such lobbying, without further consideration, and may terminate that Supplier/ Proponent's right to continue in the purchasing process. During a RFP solicitation process, all communications shall be made through the named party within the competition document. No Supplier/ Proponent or person acting on behalf of a Supplier/ Proponents or group thereof, shall contact any elected official, consultant or any employee of the Town to attempt to seek information or to influence the Award.

Elected officials shall refer any inquiries about a Bid Solicitation process to the named party within the competition document.

18. Accessibility for Ontarians with Disabilities Act (AODA) Compliance

The Proponent shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the Regulations thereunder with regard to the provision of its goods or services contemplated herein to persons with disabilities. Without limitation, if applicable, pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005, the Proponent shall ensure that all of its employees, agents, volunteers or others for whom it is at law responsible, receive training about the provision of its goods and services to persons with disabilities. The Proponent acknowledges that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the Town of Kirkland Lake must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services. The Proponent shall submit Schedule "A" – page 3, within as proof of compliance.

19. Occupational Health and Safety Requirements (O.H. & S.)

The Proponent's attention is drawn to the provisions of the Occupational Health & Safety Act, 2010. The Proponent shall be considered the "Constructor" under the terms and conditions of this Act.

20. Workplace Safety and Insurance Board (WSIB)

Note: Effective January 01, 2013, The Province of Ontario introduced and passed legislative Bill 119 as an amendment to the Workplace Safety and Insurance Act, 1997 – S.O. 1997, CHAPTER 16, Schedule A. The new rules state the Proponent must register with WSIB and obtain a clearance certificate prior to any work. If they do not have a clearance certificate, the principal may refuse entry to the job site until they have one. It will be an offence for a Proponent to perform construction work for a principal without valid clearance in place. A copy of the required clearance certificate must be attached to the Proponent's submission. Failure to do so may result in non-award of the Agreement. The Town retains the right to hire any additional equipment and Operators as is deemed necessary at its sole discretion for such cause. The Proponent shall have no right of appeal whatsoever due to non-compliance.

Clarification and more information can be obtained at Workplace Safety and Insurance Board
1-800-387-0750 or 1-416-344-1000 or www.BeRegisteredBeReady.ca

The onus is on the Proponent to comply with all applicable local and territorial standards and regulations, in effect and applicable by law in Ontario, Canada.

The Proponent must remain in good standing with the Worker's Compensation Board throughout the duration of the Agreement. The Proponent clearly understands and agrees that neither he/she nor anyone hired by him/her is covered by the Town of Kirkland Lake under the Workers Compensation Act, and the Proponent shall be responsible for and pay all dues and assessments payable under the Worker's Compensation Act, the Unemployment Insurance Act, or any other Act, whether Provincial or Federal, in respect of himself/herself, his/her employees and operations, and shall furnish the Town with satisfactory evidence that he/she has complied with the provisions of such Act. If the Proponent shall fail to do so, the Town shall have the right to withhold payment for such sum or sums of money due to the Proponent as may be required to cover such default and the Town shall have the right to make such payment.

21. Municipal Freedom of Information and Protection of Privacy Act

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and will only be used to make a decision concerning the acceptance of this Proposal. Any information including all work as described in these documents, service or product details, unit prices, statements ,

and any other information provided by the Bidder shall be kept strictly confidential and release of same, except for any details such as the name of the Successful Bidder and total price will be made public regarding this bid document stated in a report to the Council of the Town, shall only be granted in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56 as amended.

Any proprietary or confidential information contained in the Proposal should be clearly identified

22. Failure to Comply with all Proposal Terms

Failure to comply with all terms, specifications, requirements, conditions and general provisions of this Proposal, to the satisfaction of the Town, shall be just cause for the cancellation of the Agreement award. The Town shall then have the right to award this Agreement to any other Proponent or to re-issue the Proposal. The Town shall assess against the defaulting Proponent any damages whatsoever as a result of failure to comply.

23. Payment Terms

The normal payment term offered by the Town is net 30 days from receipt of Invoice. Invoices to occur on a quarterly basis. Payment terms shall only be modified at the sole discretion of the Town to take advantage of discounts for prompt payment or for other terms that shall be deemed to be in the best interests of the Town. The Proponent agrees that the Town shall be entitled to the discounted stated herein if payment of invoices for the goods specified or called for in or under this Proposal, is made within the period specified herein after receipt and acceptance of such goods or services by the Town.

Unless otherwise indicated herein, Invoices are payable in Canadian Funds at the Town of Kirkland Lake, Canada, and includes Harmonized Sales Tax or any other applicable taxes.

On December 12, 2017, the Ontario Legislation passed Bill 142, the Construction Lien Act, Amendment Act, 2017 into law. While Bill 142 passed Third Reading on December 12, almost all of the substantive provisions will not come into effect until proclaimed, and they will not be proclaimed until related regulations and forms are approved. Contract Management systems are asked to respond to adjudication review of their template contracts documents to ensure that they comply with the amendments.

24. Proposal Preparation Costs

All costs and expenses incurred by the proponent relating to its proposal will be borne by the Proponent. The Town is no liable to pay for such costs and expenses, or to reimburse or to compensate the Proponent in any manner whatsoever for such costs and expenses under any circumstances, including the rejection or any or all Proposals or the cancellation of this RFP.

25. Notification to Proponents

Any notice that the Town may be required or desired to give to the Proponent shall for all purposes be deemed to have been sufficiently and properly given if forwarded by registered mail, courier, fax or by confirmed e-mail and addressed to the Proponent at the address shown for the Proponent on his submission, and shall irrefutable be presumed to have been received by the Proponent on the third day following such delivery of notice.

26. Influence

No person, company, corporation or organization shall attempt in any way, either in private or in public, to influence the outcome of any Town purchasing or disposal process. The Bid, Proposal or Proposal of any person, company,

corporation or organization that does attempt to influence the outcome of any Town purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

27. Protection of the Town

The Successful Proponent shall at all times well and truly save, defend, keep harmless and fully indemnify the Town and its servants, employees and agents, from and against all actions, suits, claims, demands, loss, costs, charges, damages and expenses, brought or made against or incurred by the Town, its servants, employees or agents, in any way relating to goods, materials, articles or equipment, supplied pursuant to this Proposal.

28. Adherence to Requirements

The Proponent is requested to adhere strictly to all requirements and complete all sections of this Proposal Request including all appendices and Addendums. Failure to do so may be sufficient cause for rejection of the Proponent's submission.

29. Harmonized Sales Tax

Pricing shall exclude Harmonized Sales Tax (HST) or any other applicable taxes but will be considered extra.

30. Withdrawal of Proposals

Companies will be permitted to withdraw their Proposal, unopened after it has been deposited, if such a request is received by the Town Clerk or their designate in writing, prior to the time specified for the closing of Proposals.

31. Unenforceable Provisions

Should any provision of this document be deemed unenforceable by a court of law, all other provisions shall remain in effect.

32. Force Majeure

It is understood and agreed that the Proponent shall not be held liable for any losses resulting if the fulfillment of the terms of the Agreement shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other causes not within the control of the Provider and which by the exercise of reasonable diligence, the Provider is unable to prevent. Should the performance of any Agreement be delayed or prevented herein set forth, the Provider agrees to give immediate written notice and explanation of the cause and probable duration of any such delay and to provide written notice as to when Agreement obligations resume. In any case, such delay shall not exceed the length of time of the interruption/disruption.

33. Conflict Resolution

This Agreement is based upon mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, both parties, with a commitment to honesty and integrity, agree to the following:

- That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will

work diligently to fulfill its obligations; and that each will cooperate in the common endeavor of the Agreement.

- All Parties to this Agreement shall attempt to resolve all claims, disputes and other matters in question arising out of or relating to this Agreement or breach thereof first through negotiations between the Proponent or representative and the Town or representative by means of discussions built around mutual understanding and respect.
- Failing resolution by negotiations, all claims, disputes and other matters in question shall attempt to be resolved through mediation, under the guidance of a qualified mediator.
- Failing resolution by mediation, all claims, disputes and other matters in question shall be referred to arbitration.
- No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either the Town of the Provider.
- The Award of the arbitrator shall be final and binding upon the parties.
- The provisions of the *Arbitration Act*, 1991 S.O. 1991, Chapter 17, shall apply.



SERVICE PROPOSAL

Date:
February 11th, 2019

Prepared for:
The Corporation of The Town of Kirkland Lake
Building Department Support Services

Prepared by:
RSM Building Consultants
885 Glasgow Street, Unit#5
Kitchener, Ontario
(519) 585-7656

Gerald Moore, CET, CBCO, CRBO
President
Building Code Qualified #19949
gerald@rsmbuildingconsultants.com

INTRODUCTION

RSM Building Consultants is pleased to submit this proposal to the Town of Kirkland Lake. Our company will provide the necessary resources and knowledge to carry out the provincially mandated enforcement of the Building Code Act as assigned.

SERVICES REQUESTED

1. Electronic Plans Examination

RSM will provide plans examination services to the Town of Kirkland Lake, to review for compliance with the Ontario Building Code. Plans examination staff will review and identify any deficiencies by preparing a technical review letter to the applicant. Correspondence will go back and forth until RSM is satisfied with the submitted drawings and recommend approval to the chief building official. RSM will provide approved documents that can be used by inspection staff. RSM will review applicable law on each plans examination. The municipality will provide all Zoning By-Laws and guidelines from the local Conservation Authority(s) having jurisdiction in the Town of Kirkland Lakes.

2. Building Inspections

RSM will act as a building official to support the Town of Kirkland Lake. The duties will be as follows:

- Provide on-site inspections to monitor for visual building code deficiencies,
- Provide inspection reports to the site and municipality,
- Manage the general field review from the consultants to ensure compliance with the Ontario Building Code,
- Ensure the proper documentation is received from the design consultants, manufacturers and testing agencies to provide compliance with the OBC,
- Recommendations will be provided to the chief building official regarding occupancy of the building,
- Provide two inspection trips within the month of March for inspection and follow-up on projects.

3. CBO Services

For the duration of the contract, RSM will act on behalf of the Town of Kirkland Lake.

- Deputy CBO Services, to include on-site inspections.
- Electronically reviewing all permit applications,
- Checking applicable law, and
- Review technical plan reviews.

STAFF FOR PROJECT

Gerald Moore, CET, CBCO, CRBO (Project Manager)

Gerald Moore has over 25 years' experience in the building inspection field. He is a graduate of Construction Engineering Technology and has inspected thousands of buildings. He has had the role of plans examiner, inspector and chief building official for large and small municipalities. Gerald has completed several plans examinations and inspections for large and complex buildings including the South West Forensic Mental Health Facility in St Thomas Ontario. This building was over 250,000 square foot hospital/jail with many complex building systems.

Mandy Harris (Director of Plans Examination)

Mandy Harris has over 10 years' experience as a plans examiner and inspector for a large municipality. She is a graduate of Construction Engineering Technology and has inspected and examined many buildings. With her through experience in inspections and plans examination she will be leading and providing support to the team.

Rick Block, CBCO (Building Inspector)

Rick Block has over 35 years' experience in the construction industry with most of it spent in the City of Guelph and Waterloo Building Departments. Recently Rick has overseen the construction of many complex and large buildings. In addition, Rick has inspected thousands of residential buildings in his career and provides not only extensive experience but is able to share this with young staff.

Mike McKean (Building Inspector)

Mike McKean has 35+ years' experience in the construction industry which a majority of it was spent with the City of Waterloo Building Department. Mike has specialized in the inspection of many complex and large buildings. Prior to this Mike inspected residential buildings. With his extensive experience, Mike is a proven mentor for young team members in the municipalities he has worked.

Additional Plans Examination Support Staff

All plans examiners on the team are qualified and experienced in the areas that they provide services. Projects will be assigned to plans examiners based on the required qualifications and experience needed. All projects will be under the supervision of the director and project manager.

Key RSM Support Personnel

Beth Moore – Director of Operations

Sarah Kitzman – Permit Co-ordinator

Barb Gardham – Finance

Karri-Anne Read – Office Administrator

RSM will provide the necessary insurance and WSIB coverage for the staff provided for this contract.

CONSULTING FEES

RSM's consulting fee is \$ 160 per hour, including travel time from the consultant's home office to the Town's office when applicable. Please see below for individual services and fee schedules for plans examination and travel.

SERVICES REQUESTED	FEE
1. Electronic Plan Review	Plans Examination Services as per the attached price list.
2. Deputy CBO and Inspection Services	\$160/hour + Travel Fees (see chart below)

TRAVEL FEES

Travel fees are summarized in the chart below for one RSM team member to travel to Kirkland lake for a two-night stay. Two days of travel and one full day with the Building Department team. Fees are provided based on current annual prices. Please note that RSM reserves the right to increase this fee, if flight/travel charges increase throughout the timeframe of our contract.

TRAVEL ITEMS	FEE PER PERSON
Return Flights from Toronto to Timmins	\$1500.00
Transportation from Kitchener to Toronto (round trip)	
Parking at Airport when required	
Car rental and gas to drive from Timmins to Kirkland Lake (round trip)	
Two-night accommodation in Kirkland Lake	

Invoices will be submitted to the Municipality for payment at the end of each month. Payment will be due upon receipt of the invoice. HST is extra.



Schedule A: Fees and Disbursements Compensation

November 2019

**BUILDING DEPARTMENT SUPPORT
SERVICES**

Plans Examination Price List

OBC Part 9

Houses (<6458sq.ft.), Townhouses, Additions and Alterations, Sheds and Garages (>400sq.ft.)	\$485 plus \$42/100m2, plus \$246/unit.
Decks, Sheds, Garages, Res Additions (<400sq.ft.)	\$320
Residential Apartments, Units Above Another	\$648 plus \$83/100m2, plus \$246/unit.
Change of Use Part 11	\$375 in addition to renovation fee.
Non-Residential	\$648 plus \$83/100m2, plus \$411/major occ.
Large Houses (>6458sq.ft.)	\$1467 plus \$83/100m2, plus \$246/unit, plus \$246/firewall

OBC Part 3

New Building or Addition	\$1467 plus \$83/100m2, plus \$575/major occ.
Renovation or Alteration	\$648 plus \$83/100m2, plus \$575/major occ.
Change of Use Part 11	\$375 in addition to renovation fee.

Miscellaneous

Change of Use (No Construction)	\$320 plus \$83/100m2
Alternative Solution Review	\$975 plus \$83/linked pair
Hazardous Substance OBC/OFC Review	\$975
Mechanical (Plumbing, HVAC) Review	\$320 plus \$42/100m2
Sewage System Review	\$320
Farm Building Review	\$320 plus \$42/100m2
Bunker Silo Review	\$320
Life Safety Review	\$648

Prices include review, deficiency list preparation, re-submission reviews and final mark-ups.

Inspection and other services also available upon request. Please contact us for pricing.

Prices do not include HST. Pricing can change without notice.

Contact mandy@rsmbuildingconsultants.com for additional information.

APPOINTMENT BYLAW

The staff of RSM Building Consultants will need to be appointed as building officials as per Section 3-(2) of the Building Code Act. **Gerald Moore** will need to be appointed as *Deputy Chief Building Official*. The following RSM team members should be appointed as *Building Officials*. **Mandy Harris, Rick Block** and **Mike McKean**.

Respectfully submitted,

RSM BUILDING CONSULTANTS



Gerald Moore, CET, CBCO, CRBO
General Manager
BCIN Qualification No. 19949



Plans Examination Price List

OBC Part 9

Houses (<6458sf), Townhouses, Additions, Alterations,	
Sheds and Garages (>400sf)	\$385 plus \$35/100m ² , plus \$195/unit
Decks, Sheds, Garages & Res Additions (<400sf)	\$280
Residential Apartments, Units Above Another	\$515 plus \$67/100m ² , plus \$195/unit
Non-Residential	\$515 plus \$67/100m ² , plus \$325/major occ.
Change of Use Part 11	\$280 in addition to renovation fee
Large Houses (>6458sf)	\$1165 plus \$67/100m ²
Firewall	\$195 in addition to base fee
CBO Review of Municipal Plan Review	\$280

OBC Part 3

New Building or Addition	\$1165 plus \$67/100m ² , plus \$456/major occ.
Renovation or Alteration	\$515 plus \$67/100m ² , plus \$456/major occ.
Change of Use Part 11	\$280 in addition to renovation fee
CBO Review of Municipal Plan Review	\$542

Miscellaneous

Change of Use (No Construction)	\$280 plus \$67/100m ²
Alternative Solution	\$775 plus \$67/linked pair
Hazardous Substance OBC/OFC	\$770
Mechanical (Plumbing, HVAC)	\$280 plus \$35/100m ²
Sewage System, Bunker Silo	\$280
Farm Building	\$280 plus \$35/100m ²
Life Safety	\$515
Planning Application Review	\$280
Software Integration	\$80 per plan review
CBO Services	Surcharge of 70%

Prices include review, deficiency list preparation, re-submission reviews and final mark-ups.

Project fees over \$3000 will be partially billed at 50% once the status letter is sent to applicant.

Reviews deficient for 4 months will be partially billed at 80%. The remaining 20% billed at close of review.

Cancellation Policy: A. permit cancelled prior to initial review - \$280 minimum fee.

B. permit cancelled while review in progress - 80% of original fee.

Prices do not include HST. RSM reserves the right to change fees without notice.

Email info@rsmbuildingconsultants.com for additional information.

building communities together

REPORT TO COUNCIL

Meeting Date: 07/02/2023

Report Number: 2023-CLK-006

Presented by: Jennifer Montreuil

Department: Corporate Services

REPORT TITLE

2022 Annual Accessibility Status Report

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-CLK-006 entitled “**2022 Annual Accessibility Status Report**” be received for information.

INTRODUCTION

The Accessibility Status Report is an annual update that the Town of Kirkland Lake provides on the measures taken to improve accessibility and the implementation of the Province’s accessibility requirements.

DISCUSSION

The *Accessibility for Ontarians with Disabilities Act* (AODA) was passed in 2005 with the vision of creating a fully accessible Ontario by 2025.

The AODA gave the Province the mandate to create sets of standards in accessibility which applies to both public and private sector organizations.

In 2014, the Town of Kirkland Lake released its first Multi-Year Accessibility Plan, in accordance with the AODA, and the Integrated Accessibility Standards Regulation (IASR - Ontario Regulation 191/11).

The plan outlined the Town’s strategy to prevent and remove barriers to accessibility, which included how phased-in requirements under the AODA will be met.

The Town of Kirkland Lake strives to provide accessible amenities and facilities that serves its community and are committed to building inclusive and accessible public environments such as our facilities, buildings, structures and premises.

The purpose of the 2022 Annual Accessibility Status Report is to provide Council and the public with awareness of the Town's progress with regards to the Multi-Year Accessibility Plan to prevent/ remove barriers and meet requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

The Accessibility Status Report highlights the initiatives that were undertaken in 2022 by the Town with input received from the Senior Management Team.

Once received by Council, the 2022 Annual Accessibility Status Report as presented will be posted on the Town's website.

The Town's Multi-Year Accessibility Plan (last reviewed in 2018) will be reviewed again this year with administration, staff and in consultation with the new Council. It is anticipated that a revised/proposed Plan will be shared with Council in Q2-Q3 2023.

OTHER ALTERNATIVES CONSIDERED

Not Applicable.

FINANCIAL CONSIDERATIONS

The financial aspects of accessibility, including the implementation of action items stemming from the Town's Multi-Year Accessibility Plan are included within the annual budgeting process.

ALIGNMENT TO STRATEGIC PRIORITIES

Strategic Priorities: Transparency

Goals: Provide Outstanding Service

Objectives: Implement Sustainable Service Delivery, Develop Better Communications & Enhanced Openness and Transparency; Improving Health and Safety for Staff & the Public

ACCESSIBILITY CONSIDERATIONS

Not Applicable.

CONCLUSION

Administration concludes that the 2022 Annual Accessibility Status Report identifies the continued commitment of the Town of Kirkland Lake in fostering its established vision and goals in meeting the legislated accessibility requirements and relative to its Multi-Year Accessibility Plan.

The Town continues to make reasonable efforts to ensure that its policies, practices and procedures are consistent in providing quality goods and services that are accessible to all persons.

Administration and staff will continue to promote an inclusive community that is dedicated to pursuing healthy and balanced lifestyles for everyone which speaks to the Town's commitments in delivering exceptional municipal customer service standards.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

ATTACHMENTS

Attachment 1 – 2022 Annual Accessibility Status Report



Town of Kirkland Lake 2022 Annual Accessibility Status Report

Town's Commitment to Accessibility

The Town of Kirkland Lake is committed to developing an accessible community for all residents, businesses and visitors. As required by the *Accessibility for Ontarians with Disabilities Act* and the Integrated Accessibility Standards, a Multi-Year Accessibility Plan was developed to outline strategies and actions to identify, prevent and remove barriers. To complement the Plan, an Annual Status Report has been prepared to report the progress of measures taken to implement the strategies identified within the Plan.

Works Completed – Built Environment

- Paving of walking trail at multi-functional park to meet accessibility standards.
- Enhanced lighting added to overflow parking lot at Community Complex.
- Accessibility enhancements were included in plans for Library Upgrade; for example, barrier free doors, service desk to be height adjustable for staff and patrons, height adjustable tables for patrons, low height accessible shelving.
- Installation of an accessible storage container in the Public Works parking lot to facilitate safe and easy access for the public and staff to waste and recycling containers for public distribution.
- Installation of a ramp access from the Public Works parking lot to the cement walkway bordering the building to provide accessible access to the building's entry points, specifically the downstairs entrance.
- Installation of an accessible door at the downstairs entry point to the Public Works building.
- Accessible button upgrades to the Teck Pioneer Residence Terrace.
- Ongoing installation of tactile plates at pedestrian crosswalks along Government Road.
- Installation of pedestrian crosswalk on Queen Street at Woods Street.
- Audited, inspected and addressed barriers at all advanced and Election Day polling stations, including long term care homes and retirement residences.

Works Completed - Communication

- Continued efforts on disseminating standard advertising in digital and paper format related to Town Council Meetings and Town events.
- Continued standardization of Council & Committees Records (agendas, minutes, and resolutions) in physical, electronic, and virtual forms.
- Continued collaboration with the Town's Communication Coordinator to update and develop accessible forms and documents for internal use and external publication.
- Designed an Election Landing Page that allowed for personal assistive technologies and adjustment of colour and font. Information was clear and offered simple language and was placed in distinct sections to promote ease of use, accessibility, and transparency.
- Established a complaints/feedback process throughout the 2022 Municipal and School Board Elections.

Works Completed - Attitudinal

- Continue to conduct Accessibility training for new employees, including students, through the Town's orientation program.
- Conducted Accessibility training for all staff and public members appointed as members of the 2022 Election Team.
- Certain Town staff received Mental Health First Aid training and became certified to provide immediate support and guidance in a safe environment, have open and respectful conversations about mental health related issues and provide information regarding local professional supports.

Works Completed - Technological

- Deployment of CloudPermit, an online building permit software, to improve accessible access to this key municipal service.
- Continued to monitor the municipal website and supporting to conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, level AA.
- Offered the use of Automark ballot marking technology (touch screen, braille ballot and audio-tactile keypad) during the 2022 Municipal and School Board Elections offering all electors the opportunity to vote independently barrier-free.

Works Completed - Systemic

- Continued the Community Improvement Plan (Building Renovation and Improvement Grant) which provides financial support for building owners and business operators to take advantage of building and façade upgrades including accessibility improvements.
- Continual discussions and planning with the Town and community partners regarding accessibility.

Works Completed – Standard Operations

- Improvements to timing and routes for winter sidewalk maintenance.
As per standard operational practices, the following is conducted on a regular basis either through legislative or municipal policy requirements:
 - Repair, maintenance, and removal of barriers on municipal trails, sidewalks and public spaces.
 - Fire Code inspections of private, public, and municipal facilities.
 - Building Code inspections of new or renovated facilities.
 - Health and safety inspections of all municipal facilities.
 - Emergency management measures to promote the safety of the community within times of emergency.

Public Review

Members of the public are encouraged to make comments on the Annual Status Report and accessibility matters in general.

Comments can be received in person (at the office, over the telephone etc.) or writing (email, letter, fax.). Please contact the Municipal Office (Town Hall)

- in person/by mail to: Town of Kirkland Lake, 3 Kirkland Street West, Kirkland Lake, ON P2N 3P4, Attention: Municipal Clerk
- via telephone: 705-567-9361 x. 238
- via fax: 705-567-3535, or
- email: clerk@tkl.ca

RECEIVED BY COUNCIL ON: February 7, 2023
POSTED ON:

REPORT TO COUNCIL

Meeting Date: 07/02/2023

Report Number: 2023-CLK-008

Presented by: Amberly Spilman

Department: Corporate Services

REPORT TITLE

Council Conference Attendance Policy

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-CLK-008 entitled “**Council Conference Attendance Policy**” be received;

AND THAT Council hereby approve the Council Conference Attendance Policy as presented;

AND FINALLY THAT CNCL2023-001 Council Conference Attendance Policy be inserted into the Corporate Policy Manual.

INTRODUCTION

Administration is proposing the establishment of a Council Conference Attendance Policy (corporate policy) to assist and guide both members of Council and Administration in the management of annual conference/municipal governance event interest, attendance frequency and the budgetary implications related.

DISCUSSION

Elected Officials who attend conferences and municipal government-related events gain insight from expert presentations and reports of other communities that may provide new strategies to common issues.

These events also allow members of Council to network with other municipalities and promote the Town of Kirkland Lake. It is encouraged that Elected Officials attend these events to increase Council’s governing capabilities.

The adoption of a policy would allow for consistency and a cohesive process as follows:

- Establishment of a reporting mechanism in communicating options to Elected Officials (Council).
- Establishment of a specified method to receive interest/participation of Elected Officials in the spirit of fairness and transparency.
- Define “who does what” and the responsibilities of staff and Elected Officials in the management of Conference attendance.
- Simplified communication on approvals and confirmations of event attendance.
- Establishment of timelines to assist in sensible budgetary calculations.
- Establishment of expectations surrounding representation at events.
- Reiteration of financial and reporting obligations of Elected Officials post-events.

As such, Administration recommends having a Council Conference Attendance Policy (Attachment 1) in place to impose procedure and structure in the coordination of this annual undertaking.

With a procedure in place, Elected Officials will be better organized to select upcoming events that can benefit their individual development as Elected Officials which will strengthen the leading capacity of Council overall.

OTHER ALTERNATIVES CONSIDERED

Council could decide not to adopt the proposed policy.

Consequently, this will result in Administration having to bring forward a series of individualized reports seeking approvals for attendance and ‘earmarking’ those associated funds prior to annual budget approvals.

Continuing as the status quo has and may continue to jeopardize the ability for members to participate in such events due to scheduling constraints with required approvals (required by formal meeting setting) and subject the municipality to pay inflated costs associated with registration and accommodations. This is not a recommended option.

FINANCIAL CONSIDERATIONS

The proposed policy promotes fiscal responsibility in providing each Elected Official with a uniform and established annual allotment for use toward conferences and governance related events based on their representative capacities.

Additionally, in providing the list of events to members annually, and prior to the opening of registration periods, Elected Officials are provided an opportunity to select those of interest which, in turn, permits Administration to budget closer to the actual needs of the municipality rather than earmarking a large sum that may not be utilized.

The establishment of pre-paid expenses and additional costs incurred are reimbursed in accordance with the Town’s Travel Expense Policy (Attachment 2), however, the

proposed policy provides greater details based on points of clarification commonly requested from Elected Officials in years' past.

Lastly, the adoption of the policy would allow Administration the opportunity to take advantage of 'Early Bird' registration pricing and secure accommodations through pricing initiatives which solidifies the Town's fiscally responsibility.

ALIGNMENT TO STRATEGIC PRIORITIES

Strategic Priorities: Efficiency; Accountability.

Goals: Achieve Sustainable Operational Excellence; Build the Team.

Objectives: Aim for financial stability, policy development and implementation; Council initiatives for success.

ACCESSIBILITY CONSIDERATIONS

Not Applicable.

CONCLUSION

Administration concludes that the Council Conference Attendance Policy identifies the continued commitment of the Council of the Town of Kirkland Lake in fostering enhanced openness and transparency by identifying a unified process on representing and promoting the Town while being fiscally prudent and responsible.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

Treasurer

ATTACHMENTS

Attachment 1 - Proposed Policy: CNCL2023-001 Council Conference Attendance

Attachment 2 - COR2022-007 Travel Expense Policy

POLICY	
Policy Number: CNCL2023-001	Date Approved: TBD
Department: Council	Date Reviewed:
Council Conference Attendance Policy	

1. Policy Statement

The Town of Kirkland Lake encourages elected Officials (Council Members) to attend conferences and other events related to municipal governance as these functions provide opportunities for education, networking and promotion of the municipality. This policy governs event attendance while ensuring fiscal responsibility.

2. Purpose

The purpose of this policy is to establish a consistent approach to the selection of and attendance at municipal governance related events by elected Officials, along with the management of related expenditures.

3. Scope

The following details processes to be undertaken before, during and after municipal governance events attended by Council members.

4. Definitions

Council Members: meaning any members comprising the whole of the Council of The Corporation of the Town of Kirkland Lake.

Municipal Governance Related Events: may include other municipal government functions including conferences, seminars, workshops, training, annual meetings and any other deemed appropriate to enrich the capacity of Council and its members.

Office of the Mayor: meaning the Mayor or Acting Mayor or an Elected Official appointed in lieu of the Mayor in their absence.

Travel and Expense Policy: meaning the active policy in place at the Town at the time of scheduling and/or reimbursement.

Town: meaning The Corporation of the Town of Kirkland Lake

5. Policy & Procedures

I. Budget

- a) The annual budget may include an allocation of funds for each Councillor to attend up to two (2) municipal governance related events annually (\$6,000.00 each).
- b) The annual budget may include an allocation of funds for the Office of the Mayor to attend municipal governance related events annually up to \$12,000.00.
- c) Excluding the Office of the Mayor, should a member wish to attend more than two (2) municipal governance related events, this may be considered and granted upon consultation with the Chief Administrative Officer, Municipal Clerk and Treasurer for budgeting purposes.
- d) Administration shall be required to bring forward a report to Council for any attendance approval whereby a request is beyond the annually approved and established budget.

II. Eligible Events

- a) Administration shall prepare a Report to Council at year-end listing known municipal governance related events for the upcoming year that are realistic in proximity and content, including locations and approximate registration costs. This list will include, but is not limited to:
 - 1. Rural Ontario Municipal Association (ROMA) Annual Conference¹
 - 2. Economic Developers Council of Ontario (EDCO) Annual Conference
 - 3. Ontario Good Roads Association (OGRA) Annual Conference
 - 4. Ontario Small Urban Municipalities (OSUM) Annual Conference
 - 5. Federation of Northern Ontario Municipalities (FONOM) Northeastern Municipal Conference
 - 6. Federation of Canadian Municipalities (FCM) Annual Conference²
 - 7. Association of Municipalities of Ontario (AMO) Annual Conference

¹Given that the ROMA Conference typically occurs in January, communication regarding ROMA may be done in advance to capitalize on the early bird registration fees that would only be available prior to the year of this event.

² If within realistic travel range.

- b) The reported events will be confirmed annually and provided in a format entitled 'Conference Summary'. If a new event emerges, Administration will canvass the interest of Council for the additional opportunities.

III. Event Selection

- a) Each elected Official may select from the eligible events to attend at their discretion, provided they remain within budgetary constraints.
- b) No more than three (3) members of Council (including The Office of the Mayor) may attend the same event. This ensures that the local presence of elected Officials is achieved across all events.
- c) The approval process will consist of being on a 'first-come-first serve' basis. All notifications must be made in writing to remove any conflicts with the order of submission and interest.
- d) Elected Officials must submit requests for attendance to the Municipal Clerk by the second week of January of the event year to allow the Town to benefit from 'Early Bird' rates, in securing suitable accommodations, for Administration to submit for delegations, when possible, and for Administration to appropriately plan for the upcoming annual budget.
- e) If an elected Official has insufficient funds within their budget to attend an event, another elected Official may agree to transfer from their annual allocation and forfeit the same. This agreement must be made in advance of costs being incurred and submitted in writing to the Municipal Clerk.

IV. Expenditures

- a) Expenditures are managed in accordance with the Town's Travel Expense Policy.
- b) Upon receipt of interest, the Clerk's Office will complete registrations and bookings for accommodations.
- c) Travel and Transportation reservations and bookings (i.e. securing a shuttle, car rentals, airfare) will be at the sole responsibility of the elected Official.

d) The Town will pay direct or re-imburse the following event related expenses:

1. Registration fees;
2. Accommodation expenses (including parking);
3. Transportation to and from the event location;
4. Food and beverage costs in accordance with the Town's Travel Expense Policy¹;
5. Other costs if deemed necessary by the CAO and Municipal Clerk for participation at the event.

¹ Meals will not be paid for day(s) where such is included in a conference/training/meeting package.

- e) Selections on the above items must endeavor to achieve the best reasonable value at no reduction to accustomed living standards, while considering public scrutiny.
- f) Prior to incurring such an expense, research on alternative modes of transportation (car rentals, airfare, shuttles) must be identified by the elected Official's as a comparable rate and supplied to the Municipal Clerk for budgeting purposes.
- g) Additional costs associated with companion attendance (i.e., +1 banquet tickets/additional accommodation costs) will be at the sole responsibility of the elected Official and are not reimbursed by the Town.
- h) All alcoholic beverages will be at the sole responsibility of the elected Official and are not reimbursed by the Town.
- i) Elected Officials must submit receipts for approved costs incurred along with a Statement of Travelling Expenses Form identified within the Town's Travel Expense Policy within two (2) weeks from the conclusion of the event.
- j) If an elected Official chooses to cancel their attendance, all efforts will be made to either cancel registration and accommodation, or transfer arrangements to another participant. If unsuccessful, any non-reimbursable funds will be tracked as used through that elected Official's budgeted apportionment.

V. Attendance

- a) When representing the Town at events, elected Officials will adhere to The Town of Kirkland Lake Council's Code of Conduct, together with any other relevant policies and legislation.
- b) Should an election Official be involved in a delegation at an event, they will discuss the topic beforehand with the Chief Administrative Officer and Office of the Mayor to ensure understanding of Administration's viewpoint, thus allowing a united approach on issues.
- c) Upon returning to the municipality at the end of an event, and at the next Regular Meeting of Council, the elected Official will prepare a verbal summary of their experience at the event, and do so under the Council Reports section of the meeting.

6. Summary

This policy establishes principles and processes for the attendance at governance related events by elected Officials including fiscal and report management from such events.

POLICY	
Policy Number: CORP2022-007	Date Approved: January 2008
Department: Corporate	Date Reviewed: October 2022
Travel Expense Policy	

1. **Policy Statement**

This policy safeguards the appropriate use of Municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council Members, the Chief Administrative Officer (CAO) and Municipal employees in relation to municipal business.

2. **Purpose**

The purpose of the policy is to ensure that expenses incurred by Town staff and elected/appointed officials are necessary, reasonable and provide best value for the Town of Kirkland Lake.

3. **Scope**

The following regulations covers authorized out-of-town travelling expenses for elected / appointed officials and employees of the Corporation.

4. **Definitions**

Not Applicable

5. **Policy & Procedures**

Transportation

Generally, the mode of transportation which offers the best reasonable value for the Town having considered the safety and convenience of the traveller should be considered.

Receipts are required for the following:

- Public Commercial Carrier fare.
- Pullman fare.
- Airport limousine charges.

- Municipal vehicle - fuel and parking charges.
- Personal vehicle – parking charges. The applicable mileage rate will be determined by the CRA rate as of January 1st of each year. The travel expenses form will be updated with the rate on January 1st of each year.
- Cabs, transit, and other forms of transportation for municipal business purposes.

Travel

Employees may use personal vehicles for out-of-town travel in accordance with Town mileage rates provided that the use of the personal vehicle does not increase the cost to the Town.

Expenses relating to personal vehicles such as maintenance, repairs, insurance premiums (standard and extra), accident deductibles or tickets etc. will not be reimbursed. When using a personal vehicle for Town business the employee must maintain a minimum of \$1,000,000 automobile liability and statutory accident benefits insurance coverage as required on the *Ontario Insurance Act*.

Employees may use Town fleet vehicles for out-of-town travel provided that a vehicle is available, and the traveler is appropriately licensed and has obtained approval from a manager having the authority to grant such approval.

Where it is not feasible to use a fleet vehicle, a vehicle may be rented from a firm providing preferred rates to the Town as negotiated by the Program Manager, Procurement and Risk Management.

The type of vehicle rented should reflect the number of travelers, the normal weather conditions for the time of year, and be defensible under public scrutiny.

Rental vehicles may be acquired at the destination location achieved by air travel where it can be demonstrated that the vehicle rental has a justified business purpose that cannot be met at less expense by utilizing taxis.

In instances where the one-way travel distance exceeds 350 kilometres, air travel may be considered.

Air Travel

Airline selection should be based on best value for the Town of Kirkland Lake and not on the individual traveller's rewards program membership.

Every effort should be made to take advantage of early booking discounts or airline promotional seat sales.

Trips should be planned in a manner that avoids the need for change of flight charges or trip cancellation charges.

In those instances where it is necessary to cancel a flight the traveler is to advise the CAO of the cancellation in writing or by email.

The traveler will advise of the reason for cancellation and the value of the ticket remaining. The cancelled ticket value remains the property of the Town of Kirkland Lake and should be used toward the travelers next required flight.

Bus and Rail

Bus and rail fares incurred as part of Town business will be reimbursed with the provision of valid receipts.

Accommodations/Lodging

Hotel expenses for actual cost of room including any taxes and booking fees

Receipts are to be attached.

The Town of Kirkland Lake recognizes that elected officials and employees traveling away from home on Town business should not suffer a reduction in their living standards. Accommodation should be appropriate for the length of stay and business need. The standard of accommodation must also be sustainable under public scrutiny.

Accommodation should occur at or near the travel destination at which the meeting, conference or professional development is occurring.

Accommodations should be selected based on the best reasonable value for the Town and not the individual travelers reward program.

Every effort should be made to take advantage of government or web based preferred pricing.

Allowance for Meals and Associated Tips:

If traveling out of town for a 24-hour period (overnight) then the per diem rate is \$90 per day, otherwise, you claim for the meals listed below. For example, if you leave Kirkland Lake at 10:00 a.m. and return by 4:00 p.m. the following day, you will claim \$90 for the 24-hour period (10 a.m. to 10 a.m.) and then would claim an extra \$25.00 for lunch.

If traveling out of town and not staying overnight then the individual will be reimbursed at \$15 for breakfast, \$25 for lunch and \$35 for dinner (includes gratuities and HST)

Meal expenses cannot be claimed if meals are prepaid through an accommodation package or included as part of the conference or professional development seminar.

If any of the above meetings, etc. take place in Kirkland Lake, actual expenses incurred will be reimbursed upon furnishing receipts.

Alcohol costs are not reimbursed.

Other Special Disbursements

Receipts are to be attached.

- Convention, etc. registration fees (spouse, if registered).
- Telephone charges for municipal business purposes only (Name, location, and purpose to be stated).
- Occasional entertainment of officials of other Municipal, Provincial, or Federal Governments and their Agencies (Name of individuals and titles are to be shown on account).

Accounting For Advances

Funds advanced for travelling expenses shall be accounted for by the completion of approved forms within two weeks of return to the Municipality. If funds advanced are more than the total accounted for, the balance of the monies is to be refunded to the Treasurer. If expenditures accounted for are more than the advances received, a cheque for the balance will be paid by the Treasurer.

6. Summary

This policy sets out rules and principles for the reimbursement of expenses that ensure fair and reasonable practices and provide an accountability framework that guides the effective oversight of resources.

The Town of Kirkland Lake will reimburse allowable travel, meal and hospitality expenses that support its business, are of an appropriate standard and are supported by proper documentation.

This policy is consistent with the Reasonable per-kilometer allowance established by the Government of Canada issued by the Canada Review Agency.

Expenses in this policy are claimed and reimbursed in Canadian funds only.

STATEMENT OF TRAVELLING EXPENSES

Purpose of Trip or Expenditure:	
Location:	
Date:	

		Amount per receipt / Per diem		-A- Sub	-B- HST (13%)
Transportation:	\$0.61/km	\$	13%	\$	\$
Accommodation:		\$	13%	\$	\$
Meals & Associated Tips:		\$	13%	\$	\$
Out of town per diem \$90/day		\$		\$	\$
Other Disbursements: (in detail)					
		\$	13%	\$	\$
		\$	13%	\$	\$

\$	13%	\$	\$
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Line A Charge Account	\$
Line B HST (13%)	\$
SUBTOTAL <i>Lines A+B+C</i>	\$

Credit Account (Advance)	AR#	
TOTAL OWING TO ME / OWING BY ME		\$

I hereby declare that the above amounts were paid by me for Municipal services only.

Name of Claimant

Signature of Claimant

Date

Signature of Dept. Head or Authorized Official



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-002

BEING A BY-LAW TO SET THE MUNICIPAL WATER AND WASTEWATER RATES
FOR 2023 PRIOR TO THE ADOPTION OF A BUDGET

WHEREAS the *Municipal Act*, 2001, S. O. 2001 c. 25, Section 391 provides for a municipality to impose fees or charges for the consumption of Water and discharge of Wastewater,

AND WHEREAS Section 290.(1) of the *Municipal Act*, 2001, as amended, requires that the Municipality shall prepare and adopt a budget including estimates of all sums required during the year for municipal purposes,

AND WHEREAS the Budget will be adopted in 2023 as required by the *Municipal Act*, 2001, as amended;

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

- 1 **THAT** the rates provided in Schedule 'A' attached hereto are hereby imposed and levied for:
 - a. water supplied to all water users from the waterworks system, and
 - b. discharge of wastewater for all users of Kirkland Lake and Swastika.
- 2 **THAT** where payment of water and/or wastewater rates are made after the due date, an interest charge will be assessed on any outstanding balance due at the rate of 1% per month applied on the first day of each month.
- 3 **THAT** this By-Law shall come into force and take effect on the date of passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7TH DAY
OF FEBRUARY, 2023.**

Stacy Wight, Mayor

Jennifer Montreuil, Municipal Clerk

SCHEDULE "A" TO BY-LAW 23-002

2023 Water & Wastewater Rates

		Water	Sewer
The flat rate for water used in private houses and apartments shall be per quarter:		2023	2023
	First room	54.00	43.97
	Each additional room	9.75	7.95
	Private toilet	18.41	14.99
	Private bathtub or shower	18.41	14.99
except that where a common toilet, bathtub or shower is provided for the use of more than one apartment, each additional apartment including the first shall pay \$18.41 water (\$14.99 sewer) for the use of the toilet and \$18.41 water (\$14.99 sewer) for the use of the bathtub or shower.			
The flat rate for water used in boarding or rooming houses shall be per quarter:			
	First room	54.00	43.97
	Each additional room	9.75	7.95
	Private toilet	46.08	37.52
	Private bathtub or shower	46.08	37.52
	Urinal	22.85	18.61
except that boarding or rooming houses with ten rooms or over shall be on a meter.			
Standard hotel and beverage rooms, business houses where water is used for manufacturing, steam baths, bottling works, wash racks, public buildings excluding churches and municipal office buildings, shall be on a meter with a minimum charge of \$67.81 (water) \$55.22 (sewer) monthly.			
Any business water user may apply for a meter.			
BUSINESS RATES		Per Quarter	
	Business houses (except where used for manufacturing)	82.55	67.22
	Toilet for above	18.80	15.30
	Urinal for above	22.85	18.61
	Office - single room	18.80	15.30
	Each additional room	9.75	7.95
	Toilet for above	18.80	15.30
	Office for doctor of medicine or dentistry (each office)	46.08	37.52
	Toilet for above	18.80	15.30
	Sink for above	46.08	37.52
	Barber shops, hairdressers, beauty salons	132.72	108.05
	Bakeries and pastry shops	132.72	108.05
	Hand laundries	522.85	425.69
	Toilet for above	18.80	15.30
	Public halls	132.72	108.05
	Theatres	132.72	108.05
	Garages and service stations	132.72	108.05
	Restaurants, grills, and lunch counters	325.72	265.19
	Toilet for above	46.08	37.52
	Urinal for above	22.85	18.61
		Per Quarter	
CONSTRUCTION CHARGE		66.98	54.53
TANKERS	per 1,000 gal	318.38	
TRAILERS-	For each trailer	109.20	88.91
Interest	1% per month applied on outstanding balances		
SPRINKLER CONNECTIONS		Per Month	
	4" Connection	29.13	

6" Connection	43.68	
8" Connection	58.24	
	0.00	
HYDRANT RENTAL - for each Municipal Hydrant - per day	7.29	
PRIVATE HYDRANT INSPECTION - for each hydrant per year	378.58	
TURN OFF OR ON ORDER - each-	0.00	
(working hours, Mon-Fri 7:00 a.m. to 4:00 p.m.)	116.47	
TURN OFF OR ON ORDER - each (after hours)	298.48	
SEALING OR UNSEALING - each-	72.81	
THAWING FROZEN WATER SERVICE		
CHARGE		
Thaw orders deemed to be the property owner's responsibility, working hours, Mon-Fri 7:00 a.m. to 4:00 p.m.	669.77	
After hours, Actual expense, minimum charge \$669.77		
METERED SERVICE CHARGE		
The metered rates for water used shall be as follows per month:		
FIRST 50,000 gallons- per 1,000 gallons	6.85	5.57
SECOND- 50,000 gallons- per 1,000 gallons	5.89	4.80
THIRD 50,000 gallons- per 1,000 gallons	4.29	3.50
BALANCE- per 1,000 gallons	3.06	2.49
Minimum Charge: (10,000) gallons	69.17	56.32
Interest: 1% per month applied on outstanding balances		
5/8" Meter at - per month	3.28	
3/4" Meter at - per month	4.44	
1" Meter at - per month	5.89	
1 1/2" Meter at - per month	9.04	
2" Meter at - per month	11.79	
3" Meter at - per month	17.33	
4" Meter at - per month	22.78	
6" Meter at - per month	34.51	
OTHER SEWER SERVICES		
1 Unblock residential sewer, working hours		273.66
2 Unblock other sewer, working hours (commercial)		407.15
3 Unblock residential sewer, after hours		493.92
4 Unblock other sewer, after hours (commercial)		547.33
5 Video Sewer Inspection, residential		200.25
6 Video Sewer Inspection, other (commercial)		400.48
Note:	1-6 Rates are Minimum charges, actual labour and material will be charged	



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-006

BEING A BY-LAW TO APPOINT A CHIEF BUILDING OFFICIAL AND INSPECTORS

WHEREAS authority is granted to appoint a Chief Building Official and Inspectors pursuant to subsection 2 of Section 3 of the *Ontario Building Code Act*, R.S.O. 1992 Chapter 23, s.3(2) as amended;

AND WHEREAS the Council of The Corporation of the Town of Kirkland Lake deems it necessary to appoint a Chief Building Official for the purpose of enforcement of the Building Code Act and regulations thereunder, in the areas in which the corporation has jurisdiction;

AND WHEREAS Council deems it necessary and expedient to appoint Building Inspectors for the purpose of enforcement of the *Ontario Building Code Act* and regulations thereunder, in the areas in which the corporation has jurisdiction;

NOW THEREFORE the Council of The Corporation of the Town of Kirkland Lake enacts as follows:

- 1 **THAT** Devon Staley is hereby appointed as Chief Building Official for the Corporation of the Town of Kirkland Lake.
- 2 **THAT** Grant Schwartzentruber is hereby appointed as a Building Inspector for the Corporation of the Town of Kirkland Lake.
- 3 **THAT** Barbara Mocny is hereby appointed as a Building Inspector for the Corporation of the Town of Kirkland Lake.
- 4 **THAT** the duties of the Chief Building Official & Building Inspectors shall be to enforce the provisions of the *Ontario Building Code Act*, Regulations, By-Laws and all amendments pursuant thereto.
- 5 **THAT** this By-law shall come into force and take effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7TH DAY OF FEBRUARY, 2023.

Stacy Wight, Mayor

Jennifer Montreuil, Municipal Clerk



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-007

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS
REGULAR MEETING HELD FEBRUARY 7, 2023**

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

AND WHEREAS Subsection 5(3) of the 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 THAT** 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 THAT** the Mayor and Officers 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 or to obtain approvals where required as referred to in the preceding section.
- 3 THAT** the Mayor and the Municipal Clerk are hereby authorized to execute all documents necessary on behalf of the Council and to affix thereto the Corporate Seal of The Corporation of The Town of Kirkland Lake.
- 4 THAT** 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 7TH DAY
OF FEBRUARY, 2023.**

Stacy Wight, Mayor

Jennifer Montreuil, Municipal Clerk