



# AGENDA

## Regular Council Meeting

Tuesday, June 18, 2024

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, June 18, 2024 be approved as circulated.

### 3. DECLARATION OF PECUNIARY INTEREST

### 4. PETITIONS AND DELEGATIONS

### 5. ACCEPTANCE OF MINUTES AND RECOMMENDATIONS

#### 5.1. Council Minutes

[Council Minutes - June 4, 2024](#)

*RECOMMENDATION:*

**THAT** Council approve the minutes of the following meeting:

- Minutes of the Regular Meeting of Council held June 4, 2024.

#### 5.2. Committee of Council Minutes

[Minutes - KLPAC - July 28, 2022](#)

[Minutes - TPR COM - April 8, 2024](#)

*RECOMMENDATION:*

**THAT** Council adopt the minutes of the following Meetings:

- Minutes of the Kirkland Lake Planning Advisory Committee held July 28, 2022; and
- Minutes of the Teck Pioneer Residence Committee of Management held April 8, 2024.

## 6. REPORTS OF MUNICIPAL OFFICERS AND COMMUNICATIONS

- 6.1. Deeming By-Law Application for Lots 251 & 252 of Registered Plan M-98T  
Brook-Lynn Rozon, Acting Planning Administrator  
[2024-DEV-014](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-DEV-014 entitled “**Deeming By-Law Application for Lots 251 & 252 of Registered Plan M-98T**” be received;

**AND THAT** Council enact a Deeming By-Law pursuant to Section 50(4) of the Planning Act, so as to deem Lots 251 and 252, Registered Plan M-98T, as not being registered lots within a Plan of Subdivision;

**AND FINALLY THAT** Council authorize the Deeming By-Law be given three readings on July 16, 2024.

- 6.2. Site Plan Control Agreement Application - 60 Goodfish Road  
Brook-Lynn Rozon, Acting Planning Administrator  
[2024-DEV-018](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-DEV-018 entitled “**Site Plan Control Agreement Application - 60 Goodfish Road**” be received;

**AND THAT** Council approve the proposed Site Plan Control Agreement for 60 Goodfish Road;

**AND THAT** Council authorize the Mayor and Municipal Clerk to execute the Site Plan Control Agreement between the The Corporation of the Town of Kirkland Lake and A. A. Breault Construction Limited for the subject property, and all appropriate documents, as may be required;

**AND FINALLY THAT** the authorizing by-law be given three readings on July 16, 2024.

- 6.3. Proposed Zoning By-Law Amendment: 39 Second St. E.  
Brook-Lynn Rozon, Acting Planning Administrator  
[2024-DEV-019](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-DEV-019 entitled “**Proposed Zoning By-Law Amendment: 39 Second St. E.**” be received;

**AND FINALLY THAT** a Public Meeting be held on Tuesday, July 16, 2024 at 4:00 PM to allow the public to provide comments on the proposed Zoning By-Law Amendment.

- 6.4. Town of Kirkland Lake Student Bursary 2024 Recipients  
Alan Smith, Chief Administrative Officer  
[2024-CAO-007](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-CAO-007 entitled “**Town of Kirkland Lake Student Bursary 2024 Recipients**” be received for information.

- 6.5. Asset Management Plan Update – Phase 3  
Shawn LaCarte, Director of Corporate Services & Lloyd Crocker, Treasurer  
[2024-CORP-033](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-CORP-033 entitled “**Asset Management Plan Update – Phase 3**” be received;

**AND THAT** Council approve the updated Asset Management Plan (AMP) as presented;

**AND FINALLY THAT** the updated AMP be posted on the Town of Kirkland Lake's Official Website.

- 6.6. Town Sponsorship Request – KLCC Grant Application to the Frog’s Breath Foundation  
Shawn LaCarte, Director of Corporate Services  
[2024-CORP-032](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-CORP-018 entitled “**Town Sponsorship Request – KLCC Grant Application to the Frog’s Breath Foundation**” be received;

**AND THAT** Council approve the request from the Kirkland Lake Curling Club (KLCC) for The Corporation of the Town of Kirkland Lake to sponsor an application to the Frog’s Breath Foundation (FBF) for a grant in the sum of \$5,000.00 to support their Condenser Replacement Project;

**AND THAT** Council authorize the Mayor and Municipal Clerk to sign a Sponsorship Agreement with the KLCC, as presented;

**AND THAT** Council authorize the Treasurer to receive any funds granted by FBF, and to forward a donation of the same value to the KLCC;

**AND FINALLY THAT** an execution by-law be brought forward for three readings on July 16, 2024.

- 6.7. Kirkland Lake Soccer Association Soccer Field Lease Agreement  
Kim Klockars, Director of Community Services  
[2024-CS-005](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-CS-005 entitled “**Kirkland Lake Soccer Association Soccer Field Lease Agreement**” be received;

**AND THAT** Council authorize the Mayor and Municipal Clerk to execute the Lease Agreement, as presented, between The Corporation of the Town of Kirkland Lake and the Kirkland Lake Soccer Association (KLSA) for use of the Soccer Fields for the 2024 and 2025 seasons with an option to extend for two (2) year terms indefinitely;  
**AND FINALLY THAT** an execution by-law be brought forward for three readings on July 16, 2024.

- 6.8. Community Grants Program: Request for Funding - Rotary Club of Kirkland Lake  
Dan Laverdure, Director of Development and Enterprise Services  
[2024-DEV-015](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-DEV-015 entitled “**Community Grants Program: Request for Funding - Rotary Club of Kirkland Lake**” be received;

**AND THAT** Council receive the Kirkland Lake Economic Development Advisory Committee (KLEDAC)’s recommendation dated April 24, 2024, surrounding the funding request made by Rotary Club of Kirkland Lake under the Community Grants Program;

**AND FINALLY THAT** Council approve Rotary Club of Kirkland Lake’s request under the Community Grant Program for an in-kind contribution of \$5,000.00 to be used to assist in updating the Downtown Photo Gallery.

- 6.9. Community Grants Program: Request for Funding Kirkland Lake Aquatics Club  
Stingrays  
Dan Laverdure, Director of Development and Enterprise Services  
[2024-DEV-016](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-DEV-016 entitled “**Community Grants Program: Request for Funding Kirkland Lake Aquatics Club Stingrays**” be received;

**AND THAT** Council receive the Kirkland Lake Economic Development Advisory Committee (KLEDAC)’s recommendation dated April 24, 2024, surrounding the funding request made by the Kirkland Lake Aquatics Club Stingrays under the Community Grants Program;

**AND FINALLY THAT** Council approve the Kirkland Lake Aquatics Club Stingrays’ request under the Community Grant Program for an in-kind contribution of \$5,000.00 to be used to offset costs related to hosting aquatic meets.

- 6.10. Supplemental: Low Speed Vehicles Pilot Program  
Dan Laverdure, Director of Development and Enterprise Services  
[2024-DEV-017](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-DEV-017 entitled “**Supplemental: Low Speed Vehicles Pilot Program**” be received;

**AND THAT** Council suspend the Town’s participation in Ontario’s Low-Speed Vehicle Pilot Program;

**AND FINALLY THAT** Administration undertake a review of the following: the Town’s

Personal Conveyance Devices By-Law; the Motorized Snow Vehicles By-Law; the Off-Road Vehicles By-Law; and the Traffic & Parking By-Law, as amended.

6.11. Municipal Weed Inspector Appointment

Jennifer Montreuil, Municipal Clerk

[2024-ADM-014](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-ADM-014 entitled “**Municipal Weed Inspector Appointment**” be received;

**AND THAT** Steve Ranta be appointed as Weed Inspector for The Corporation of the Town of Kirkland Lake;

**AND FINALLY THAT** the appointment By-Law to be brought forward for three readings on June 18, 2024.

6.12. Proposed Housekeeping to Open Air (Outdoor) Burning By-Law

Earl Grigg, Director of Emergency Services / Fire Chief

[2024-FES-001](#)

*RECOMMENDATION:*

**THAT** Report Number 2024-FES-001 entitled “**Proposed Housekeeping to Open Air (Outdoor) Burning By-Law**” be received;

**AND THAT** Council approve the proposed changes to the Open Air Burning By-Law, as presented;

**AND FINALLY THAT** the proposed by-law, as presented, be brought forward for three readings on July 16, 2024.

6.13. Proposed Housekeeping to Fireworks By-Law

Earl Grigg, Director of Emergency Services / Fire Chief

[2024-FES-002](#)

*RECOMMENDATION:*

**THAT** Report Number 2004-FES-002 entitled “**Proposed Housekeeping to Fireworks By-Law**” be received;

**AND THAT** Council approve the proposed changes to the Fireworks By-Law, as presented;

**AND FINALLY THAT** the proposed by-law, as presented, be brought forward for three readings on July 16, 2024.

## 7. CONSIDERATIONS OF NOTICES OF MOTIONS

None.

## 8. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

8.1. **By-Law # 24-046**

Alan Smith, Chief Administrative Officer

Steve Ranta, Roads Foreman

[24-046 Amending 15-017 Installation of PXO - Gov. Rd. W.](#)

*RECOMMENDATION:*

**THAT** the following by-law be read, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto;

**By-Law Number 24-046**, being a by-law amending By-Law 15-017 for the regulation of standing and stopping on highways or parts of highways under the jurisdiction of The Corporation of the Town of Kirkland Lake.

8.2. **By-Law # 24-047**

[24-047 Appointing Interim CBO \(W. Porcalla\)](#)

*RECOMMENDATION:*

**THAT** the following by-law be read, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto;

**By-Law Number 24-047**, being a by-law for appointment of an Interim Chief Building Official and Property Standards Officer.

8.3. **By-Law # 24-048**

[24-048 Appointing Interim Deputy CBO \(RSM Consulting Inc.\)](#)

*RECOMMENDATION:*

**THAT** the following by-law be read, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto;

**By-Law Number 24-048**, being a by-law for appointment of an Interim Deputy Chief Building Official, Deputy Property Standards Officer, and Building Inspectors.

8.4. **By-Law # 24-049**

[24-049 Delegated Authority - Marriage Officiants](#)

*RECOMMENDATION:*

**THAT** the following by-law be read, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto;

**By-Law Number 24-049**, being a by-law to provide for delegated authority and authorize civil marriage solemnization services.

8.5. **By-Law # 24-050**

[24-050 Deeming 772 Gov. Rd. W.](#)

*RECOMMENDATION:*

**THAT** the following by-law be read, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto;

**By-Law Number 24-050**, being a by-law to deem Lots 116 & 117 of Registered Plan M-140T not to be registered (772 & 776 Government Road West).

8.6. **By-Law # 24-051**

[24-051 Appointing Weed Inspector](#)

*RECOMMENDATION:*

**THAT** the following by-law be read, numbered, passed, signed by the Mayor and the

Municipal Clerk, and the Seal of the Corporation be affixed thereto;  
**By-Law Number 24-051**, being a by-law to appoint a Weed Inspector for The Corporation of The Town of Kirkland Lake.

## 9. QUESTIONS FROM COUNCIL TO STAFF

9.1. Councillor Shaba - Request for Update: Chaput Hughes Playground Installation

## 10. NOTICE(S) OF MOTION

## 11. COUNCILLOR'S REPORTS

11.1. Updates from Members of Council

*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 personal matters about an identifiable individual, including municipal; proposed or pending acquisition(s) or disposition(s) of land by the municipality; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality.

at \_\_\_\_ PM for the following reason: Item 13.1. Municipal Position on Land Acquisitions & Dispositions.

*RECOMMENDATION:*

**THAT** Council reconvene in open session at \_\_\_\_\_ PM.

## 14. MATTERS FROM CLOSED SESSION

## 15. CONFIRMATION BY-LAW

15.1. **By-Law # 24-052**

[24-052 Confirming Proceedings - June 18, 2024](#)

*RECOMMENDATION:*

**THAT** the following by-law be read, numbered, passed, signed by the Mayor and Municipal Clerk, and the Seal of the Corporation be affixed thereto;

**By-Law Number 24-052**, being a by-law to confirm the proceedings of Council at its meeting held Tuesday, June 18, 2024.

**16. ADJOURNMENT**

*RECOMMENDATION:*

**THAT** this Regular Meeting of Council do now adjourn at \_\_\_\_\_ PM.



# MINUTES

## Regular Council Meeting

Tuesday, June 4, 2024

4:40 PM

Council Chambers/Electronic Participation

The Regular Council Meeting of the Town of Kirkland Lake was called to order on Tuesday, June 4, 2024, 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 Patrick Kiely
- Regrets: Councillor Janice Ranger
- Staff: Chief Administrative Officer Alan Smith, Public Works Foreman, Steve Ranta (4:40-4:48 PM), Director of Emergency Services / Fire Chief Earl Grigg (5:10-7:01 PM), Director of Development & Enterprise Services Dan Laverdure, Director of Community Services Kim Klockars, Director of Long-Term Care and Senior Services Tanya Schumacher, Municipal Clerk Jennifer Montreuil, Treasurer Lloyd Crocker, Manager, Human Resources Services Kassandra Young, Strategic Initiatives & Workplace Performance Coordinator Stephanie Dell (4:40-6:01 PM), and Acting Planning Administrator Brook-Lynn Rozon (4:40-5:03 PM)
- Guest(s): Haranath Reddy, Concept Dash Inc. (4:43-4:48 PM)

### 1. CALL TO ORDER AND MOMENT OF SILENCE

Mayor Wight called the meeting to order, read the Land Acknowledgment Statement, and requested a moment of silence.

### 2. APPROVAL OF THE AGENDA

Moved by: Councillor Dolly Dickens  
Seconded by: Councillor Rick Owen

**BE IT RESOLVED THAT** the Agenda for the Regular Meeting of Council held on Tuesday, June 4, 2024 be approved as circulated.

**CARRIED**

### 3. DECLARATION OF PECUNIARY INTEREST

Mayor Wight requested those present to declare any pecuniary interests with matters appearing on the open session agenda. None noted.

### 4. PETITIONS AND DELEGATIONS

None.

## 5. ACCEPTANCE OF MINUTES AND RECOMMENDATIONS

- 5.1. Moved by: Councillor Casey Owens  
Seconded by: Councillor Rick Owen

**BE IT RESOLVED THAT** Council approve the minutes of the following meeting:

- Minutes of the Regular Meeting of Council held May 21, 2024.

**CARRIED**

- 5.2. Moved by: Councillor Rick Owen  
Seconded by: Councillor Patrick Kiely

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

- Minutes of the Kirkland Lake Committee of Adjustment held February 27, 2024; and
- Minutes of the Kirkland Lake Planning Advisory Committee held April 20, 2023.

**CARRIED**

- 5.3. Moved by: Councillor Patrick Kiely  
Seconded by: Councillor Lad Shaba

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

- Minutes of the Kirkland Lake Public Library Board held April 18, 2024;
- Minutes of the District of Timiskaming Social Services Administration Board of Directors held April 24, 2024; and
- Minutes of the Timiskaming Health Unit Board of Health held April 3, 2024.

**CARRIED**

## 6. REPORTS OF MUNICIPAL OFFICERS AND COMMUNICATIONS

- 6.1. Pedestrian Crosswalk – Connecting Links Project 2023-2024  
Alan Smith, Chief Administrative Officer

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

**BE IT RESOLVED THAT** Report Number 2024-PW-004 entitled “**Pedestrian Crosswalk – Connecting Links Project 2023-2024**” be received;

**AND THAT** Table F and Schedule F of Town of Kirkland Lake’s Parking By-Law, as amended, be further amended to incorporate the Pedestrian Crosswalk on the West Side of the intersection Burnside Drive and Highway 66, as presented;

**AND THAT** Council approve the location of a new Pedestrian Crosswalk on the West Side of the intersection Burnside Drive and Highway 66;

**AND THAT** Council approve the installation of a new 85m long sidewalk to direct pedestrian traffic from the new proposed Pedestrian Crosswalk northerly to the Toburn intersection on Burnside Drive;

**AND FINALLY THAT** the amending by-law be brought forward for three readings on June 18, 2024.

**CARRIED**

- 6.2.** Request to Purchase 185 Pollock Street  
Brook-Lynn Rozon, Acting Planning Administrator

Moved by: Councillor Patrick Kiely  
Seconded by: Councillor Lad Shaba

**BE IT RESOLVED THAT** Report Number 2024-DEV-011 entitled “**Request to Purchase 185 Pollock Street**” be received for information.

**CARRIED**

- 6.3.** Deeming By-Law Application for Lots 116 and 117 of Registered Plan M-140T  
Brook-Lynn Rozon, Acting Planning Administrator

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

**BE IT RESOLVED THAT** Report Number 2024-DEV-013 entitled “**Deeming By-Law Application for Lots 116 and 117 of Registered Plan M-140T**” be received;

**AND THAT** Council enact a Deeming By-Law pursuant to Section 50(4) of the Planning Act, so as to deem Lots 116 and 117, Registered Plan M-140T, as not being registered lots within a Plan of Subdivision;

**AND FINALLY THAT** Council authorize that a deeming by-law be given three readings on June 18, 2024.

**CARRIED**

- 6.4.** Operational Key Performance Indicators (O-KPIs) Update – 2024 Quarter One  
Stephanie Dell, Strategic Initiatives & Workplace Performance Coordinator

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

**BE IT RESOLVED THAT** Report Number 2024-ADM-012 entitled “**Operational Key Performance Indicators (O-KPIs) Update – 2024 Quarter One**” be received.

**CARRIED**

- 6.5.** Proposed Official Appointments Changes (General Housekeeping)  
Jennifer Montreuil, Municipal Clerk

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

**BE IT RESOLVED THAT** Report Number 2024-ADM-013 entitled “**Proposed Official Appointments Changes (General Housekeeping)**” be received;

**AND THAT** Council hereby repeal By-Law 22-035, being a by-law to appoint a Deputy Clerk for the Town of Kirkland Lake;  
**AND FINALLY THAT** the appropriate appointment by-laws be brought forward for three readings on June 18, 2024.

**CARRIED**

- 6.6.** Proposed Charitable Sponsorship Policy  
Lloyd Crocker, Treasurer

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

**BE IT RESOLVED THAT** Report Number 2024-CORP-030 entitled “**Proposed Charitable Sponsorship Policy**” be received;  
**AND THAT** Council approve the Charitable Sponsorship Policy, as presented;  
**AND THAT** Council direct that the Charitable Sponsorship Policy take effect immediately;  
**AND FINALLY THAT** the Charitable Sponsorship Policy be numbered and inserted into the Corporate Policy Manual.

**CARRIED**

Councillor Kiely took Chair of the Meeting at 5:21 PM.

## **7. CONSIDERATIONS OF NOTICES OF MOTIONS**

- 7.1.** Mayor Stacy Wight - Community Beautification

Moved by: Mayor Stacy Wight  
Seconded by: Councillor Rick Owen

**WHEREAS** various groups and individual members of the community have approached Council and Administration regarding town beautification, including anti-littering campaigns, annual clean-up initiatives and placing items that improve the aesthetic of our community;

**AND WHEREAS** the Town of Kirkland Lake’s Corporate Strategic Plan 2024-2026 and Beyond, identifies us as being “*a vibrant and prosperous community*” as one of its strategic priority areas;

**AND WHEREAS** one of the Plan’s strategic actions under the corporate strategic priority Vibrant and Prosperous Community is to “*provide public spaces that enhance the appearance of the town and encourage social interaction and active lifestyles for all ages*”;

**AND WHEREAS** the current Council’s Operational Aims include Community wellbeing and “*Recognition programs, including Community Grants, for volunteers and community organizations*”;

**THEREFORE BE IT RESOLVED THAT** Council direct Administration to create a public survey for residents to determine the key areas of Town they wish for inclusion in potential annual community beautification and anti-littering projects;  
**AND THAT** Administration investigate incentives for adherence to the Town’s Property Standards and Community Standards By-Laws;

**AND THAT** an annual schedule be created identifying the annual Town works conducted that adds to the beautification of the community, including but not limited to, items such as changing municipal banners, placing floral displays in the downtown core, culvert/catchment basin clearing, lawn mowing, and municipal participation in community-led clean-up initiatives, etc;

**AND FINALLY THAT** corporate branding and by-laws be presented to ensure that the community is welcoming, aesthetically pleasing, and is the “*Right Environment*” for all who live, work and play in Kirkland Lake.

**CARRIED**

**7.2.** Mayor Stacy Wight - Backyard Small Flock Hens in the Town of Kirkland Lake

Moved by: Mayor Stacy Wight

Seconded by: Councillor Rick Owen

**WHEREAS** at its May 21, 2024 Regular Meeting, Council received a Delegation and Petition requesting the allocation of backyard small flock hens for egg production be permissible in the jurisdiction of the Town of Kirkland Lake;

**THEREFORE BE IT RESOLVED THAT** Administration conduct a public survey to obtain feedback and comments on permitting backyard chickens in urban residential areas and rural residential areas within the jurisdiction of the Town of Kirkland Lake;

**AND FINALLY THAT** an information report be presented including legislative authority, zoning, enforcement, those survey results, best practices from other municipalities, and comments from consultation with local public health authorities and Ontario's Ministry of Agriculture, Food and Rural Affairs for additional feedback and recommendations.

**CARRIED AS AMENDED**

**7.3.** Mayor Stacy Wight - Kirkland Lake Mining Heritage Historical & Cultural Revitalization

Moved by: Mayor Stacy Wight

Seconded by: Councillor Rick Owen

**WHEREAS** on March 19, 2024, Council for The Corporation of the Town of Kirkland Lake unanimously passed the following Resolution:

*“Moved by: Councillor Lad Shaba*

*Seconded by: Councillor Janice Ranger*

***BE IT RESOLVED THAT*** Report Number 2024-CS-002 entitled “**Review to a Non-Core Service #2**” be received;

***AND THAT*** Council direct for the cancellation of the Lease Agreement between The Corporation of the Town of Kirkland Lake and Ontario Heritage Foundation, now Ontario Heritage Trust (OHT), for the property located at 2 Château Drive, Kirkland Lake;

***AND THAT*** Administration formally notify the OHT that The Corporation of the Town of Kirkland Lake divests itself of possession of the whole, and its interest in the management and its operations of the property legally described as

*Mining Claim L-2242 and 16635, commonly known as the Sir Harry Oakes Château and operating as the Museum of Northern History effective December 31, 2024;*

**AND THAT** Council approve the engagement of consultancy services from WSCS Consultants Inc. to provide options on the transformation of cultural services, the costs of which are born by the operational savings of the divestiture;

**AND THAT** the Chief Administrative Officer be authorized to execute the Services Agreement with WSCS Consultants Inc. in the form and content satisfactory to the Chief Administrative Officer and Director of Community Services;

**AND THAT** immediate formal notice be given to the impacted staff, the Museum Advisory Committee, and Museum Auxiliary;

**AND FINALLY THAT** Administration be directed to issue a Press Release on the divestiture for public knowledge. **CARRIED**;

**AND WHEREAS** at its May 21, 2024 Regular Meeting, Council received a Delegation requesting that Administration attend meetings that the group of concerned citizens continue to have with corporate entities who have expressed interest in ensuring that the Museum continues to operate in the Sir Harry Oakes Chateau;

**AND WHEREAS** Council of The Corporation of the Town of Kirkland Lake is desirous of supporting these local concerned individuals with their endeavor to utilize the above-mentioned building for activities and events, while at the same time ensuring Decisions of Council are upheld in the long-term financial interest of The Corporation of the Town of Kirkland Lake;

**AND WHEREAS** to date, there has been no authorized communication regarding this matter with outside entities;

**THEREFORE BE IT RESOLVED THAT** Council for The Corporation of the Town of Kirkland Lake directs Administration to facilitate a meeting with these concerned citizen members and the Ontario Heritage Trust;

**AND FINALLY THAT** Administration continue to participate in previously established meetings with outside entities on behalf of the Town.

**CARRIED**

Mayor Wight resumed as Chair of the Meeting at 5:51 PM.

7.4. DEFERRED - Councillor Dolly Dickens - Fire Organizational Review

7.5. WITHDRAWN - Councillor Lad Shaba - Alternate External Source of Museum Funding

## **8. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS**

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

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

**By-Law Number 24-042**, being a by-law to authorize the execution of a sponsorship agreement with The Kirkland Lake Curling Club in order to accept grant funding from The Temiskaming Foundation.

**CARRIED**

- 8.2 Moved by: Councillor Patrick Kiely  
Seconded by: Councillor Rick Owen

**BE IT RESOLVED THAT** the following by-law be read, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto; **By-Law Number 24-043**, being a by-law to authorize the execution of a Memorandum of Agreement with the Timiskaming Health Unit for the performance of work described in Section 7.0 Statement of Work identified in the District-Wide Community Safety and Well Being Plan (CSWBP).

**CARRIED**

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

**BE IT RESOLVED THAT** the following by-law be read, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto; **By-Law Number 24-044**, being a by-law to authorize the execution of documents related to the sale of 185 Pollock Street.

**CARRIED**

## **9. QUESTIONS FROM COUNCIL TO STAFF**

None.

## **10. NOTICE(S) OF MOTION**

None noted.

## **11. COUNCILLOR'S REPORTS**

- 11.1. Updates from Members of Council

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

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

**CARRIED**

## 12. ADDITIONAL INFORMATION

### 12.1. Proclamation - Canadian Multiculturalism Day (June 27, 2024)

Moved by: Councillor Patrick Kiely

Seconded by: Councillor Casey Owens

**BE IT RESOLVED THAT** Council sanction the Proclamation for "**Canadian Multiculturalism Day (June 27, 2024)**" in the Town of Kirkland Lake.

**CARRIED**

### 12.2. Proclamation - Elder Abuse Awareness Day (June 15, 2024)

Moved by: Councillor Lad Shaba

Seconded by: Councillor Rick Owen

**BE IT RESOLVED THAT** Council sanction the Proclamation for "**Elder Abuse Awareness Day (June 15, 2024)**" in the Town of Kirkland Lake.

**CARRIED**

### 12.3. Proclamation - Indigenous Peoples Day (June 21, 2024)

Moved by: Councillor Casey Owens

Seconded by: Councillor Patrick Kiely

**BE IT RESOLVED THAT** Council sanction the Proclamation for "**Indigenous Peoples Day (June 21, 2024)**" in the Town of Kirkland Lake.

**CARRIED**

### 12.4. Proclamation - Hope Air Day (June 7, 2024)

Moved by: Councillor Rick Owen

Seconded by: Councillor Lad Shaba

**BE IT RESOLVED THAT** Council sanction the Proclamation for "**Hope Air Day (June 7, 2024)**" in the Town of Kirkland Lake.

**CARRIED**

Council took recess at 6:03 PM and resumed the meeting at 6:18 PM.

## 13. CLOSED SESSION

Moved by: Councillor Patrick Kiely

Seconded by: Councillor Casey Owens

**BE IT RESOLVED THAT** Council adjourn in-camera pursuant to Section 239 (2) of the *Municipal Act, 2001*, as amended, to discuss: personal matters about an identifiable individual, including municipal or local board employees; a proposed or pending acquisition or disposition of land by the municipality or local board; labour relations or employee negotiations; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards; advice that is subject

to solicitor-client privilege, including communications necessary for that purpose; a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

at 6:19 PM for the following reason(s):

- Item 13.1 Direction: Unionized Employment Settlement; and
- Item 13.2 Direction: Transaction Closing Extension - 8 Lots (Property Rehab Inc.).

**CARRIED**

Moved by: Councillor Dolly Dickens  
Seconded by: Councillor Rick Owen

**BE IT RESOLVED THAT** Council reconvene in open session at 6:59 PM.

**CARRIED**

## **14. MATTERS FROM CLOSED SESSION**

Mayor Wight requested those present to declare any pecuniary interests with matters from the closed session appearing in the open session. None noted.

- 14.1.** Direction: Transaction Closing Extension - 8 Lots (Property Rehab Inc.)  
(Item 4.1)  
Dan Laverdure, Director of Development & Enterprise Services

Moved by: Councillor Dolly Dickens  
Seconded by: Councillor Patrick Kiely

**BE IT RESOLVED THAT** Council cancel the sale with Property Rehab Inc. in relation to the following municipally designated surplus lands:

- North Part Lot 141 of Plan M105T, Part 1 of RP TER365, Parcel 9711 CST (3 McKelvie Ave.);
- Lot 275 of Plan M98T, Parcel 6408 CST (7 Main St.);
- Lot 276 of Plan M98T, Parcel 12400 CST (9 Main St.);
- Lot 734 of Plan M118T, Parcel 11485 CST (11 Comfort St.);
- Lot 736 of Plan M118T, Parcel 5652 CST (15 Comfort St.);
- Part Lots 49 & 50 of Plan M120T, Part Lane, Parts 13 & 14 RP 54R-5446 (70 Balsam Ave.);
- Lot 48 & Part Lot 47 & 49 of Plan M120T, Part Lane, Parts 15 & 18 RP 54R-5446 (72 Balsam Ave.); and
- Lot 43 of Plan M120T, Parcel 8349 CST (13 Balsam Ave.);

**AND FINALLY THAT** the aforementioned surplus lands be reinstated as available to the public for purchase.

**CARRIED**

## 15. CONFIRMATION BY-LAW

### 15.1. By-Law # 24-045

Moved by: Councillor Dolly Dickens  
Seconded by: Councillor Lad Shaba

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

**By-Law Number 24-045**, being a by-law to confirm the proceedings of Council at its meeting held Tuesday, June 4, 2024.

**CARRIED**

## 16. ADJOURNMENT

Moved by: Councillor Rick Owen  
Seconded by: Councillor Dolly Dickens

**BE IT RESOLVED THAT** this Regular Meeting of Council do now adjourn at 7:01 PM.

**CARRIED**

---

Stacy Wight, Mayor

---

Jennifer Montreuil, Municipal Clerk

APPROVED BY COUNCIL ON JUNE 18, 2024



# MINUTES

Corporation of the Town of Kirkland Lake  
Planning Advisory Committee  
Physical Services Boardroom  
July 28, 2022  
3:30 p.m.

## Attendance

Members: Ed Duchene  
Ray Mallette  
Rick Owen, Councillor  
Stacy Wight, Councillor  
Secretary: Jenna McNaughton, Planning Administrator  
Regrets: Glen French Jr.  
Ken Dolmage

### 1. Call to Order

Chair called the meeting to order at 3:30pm.

### 2. Approval of the Agenda

Moved by: Ray Mallette  
Seconded by: Rick Owen

**BE IT RESOLVED THAT** the agenda, as presented to the Planning Advisory Committee on July 28, 2022 be adopted.

**CARRIED**

### 3. Declaration of Pecuniary Interest

None noted

### 4. Acceptance of Minutes and Recommendations

Moved by: Stacy Wight  
Seconded by: Rick Owen

**BE IT RESOLVED THAT** the minutes reflecting the Planning Advisory Committee meeting held on June 24, 2021 be adopted.

**CARRIED**

**5. Items for Discussion**

5.1 McDonalds Site Plan Control Agreement Amendment

Moved by: Rick Owen

Seconded by: Stacy Wight

**BE IT RESOLVED THAT** the Planning Advisory Committee recommend to Council that the proposed Site Plan Control Agreement Amendment for 155 Government Road West, be approved; with a recommendation to the applicant to relocate the accessible spaces closer to the building.

**6. Additional Information**

None noted.

**7. Adjournment**

Moved by: Ray Mallette

Seconded by: Rick Owen

**BE IT RESOLVED THAT** the meeting is now hereby adjourned.

*The meeting adjourned at: 4:05pm*

APPROVED BY COMMITTEE ON  
MAY 30, 2024

  
Raymond for Mallette Ken Dolmage, Chair

  
Brook-Lynn for Rozon Jenna McNaughton, Secretary



# KIRKLAND LAKE

THE RIGHT ENVIRONMENT

# MINUTES

Teck Pioneer Residence Committee of Management  
Monday, April 8, 2024 at 4:40 PM  
Boardroom – 145A Government Rd. E., Kirkland Lake

## Attendance

Members: Casey Owens, Chair, Council Representative  
Raymond Mallette, Community Representative  
Donna Legros, Community Representative  
Janice Ranger, Council Representative  
Rick Owen, Council Representative

Regret(s):

Staff: Tanya Schumacher, Director of Long-Term Care & Senior Services (Administrator)  
Dawn Ryan, Administrative Assistant (Secretary)

Guest(s): Lloyd Crocker

### 1. Call to Order

The Chair called the meeting to order at 4:32 PM.

### 2. Approval of the Agenda

Moved by: Janice Ranger  
Seconded by: Ray Mallette

**BE IT RESOLVED THAT** the Agenda for the Teck Pioneer Residence Committee of Management meeting held on Monday, April 8, 2024 be approved as circulated.

**CARRIED**

### 3. Declaration of Pecuniary Interest

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

None noted.

**4. Acceptance of Minutes and Recommendations**

4.1 Minutes – November 27, 2023

Moved by: Janice Ranger  
Seconded by: Donna Legros

**BE IT RESOLVED THAT** the Teck Pioneer Residence Committee of Management hereby approve the Minutes of its meeting held on November 27, 2023 as presented.

**CARRIED**

**5. Presentations**

None.

**6. Items for Discussion**

6.1 2024 TPR Operating and Capital Budget  
Lloyd Crocker, Treasure  
Tanya Schumacher, Director of Long-Term

**CARRIED**

Moved by: Ray Mallette  
Seconded by: Rick Owen

**BE IT RESOLVED THAT** the Teck Pioneer Committee of Management receive all Reports/Updates in relation to Items 6.1 for information purposes.

**CARRIED**

**7. Closed Session**

none

**8. Additional Information**

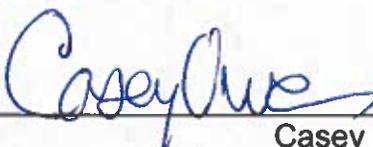
None

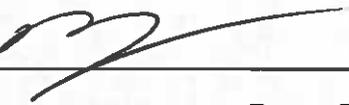
9. **Adjournment**

Moved by: Janice Ranger  
Seconded by: Donna Legos

**BE IT RESOLVED THAT** this Regular Meeting of the Teck Pioneer Residence Committee of Management do now adjourn at 4:48 PM.

**CARRIED**

  
\_\_\_\_\_  
Casey Owens, Chair

  
\_\_\_\_\_  
Dawn Ryan, Secretary

APPROVED BY COMMITTEE ON MAY 27, 2024

## REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2024-DEV-014
Presented by: Brook-Lynn Rozon	Department: Development and Enterprise Services

### REPORT TITLE

Deeming By-Law Application for Lots 251 & 252 of Registered Plan M-98T

### RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2024-DEV-014 entitled “**Deeming By-Law Application for Lots 251 & 252 of Registered Plan M-98T**” be received;

**AND THAT** Council enact a Deeming By-Law pursuant to Section 50(4) of the *Planning Act*, so as to deem Lots 251 and 252, Registered Plan M-98T, as not being registered lots within a Plan of Subdivision;

**AND FINALLY THAT** Council authorize the Deeming By-Law be given three readings on July 16, 2024.

### INTRODUCTION

The owner of lots 251 and 252 of Registered Plan M-98T (85 and 87 Government Road West) submitted an application for a Deeming By-Law to merge the lots into one conveyable parcel.

### DISCUSSION

The owner of 85 and 87 Government Road West has requested a Deeming By-Law to merge their lots to obtain a deck permit. After discussion with the owner, it appears that the existing deck encroaches into the vacant lot at 87 Government Road West. Merging of the lots would be necessary to rectify the existing encumbrance in accordance with Section 93 of the [Land Titles Act](#), 1990, and permit the replacement of the deck.

Lot 252, being 85 Government Road West, is an irregular lot with an area of 3,451.43 square feet (320.65 m<sup>2</sup>) and a frontage of 34.58 feet (10.54 m).

## DISCUSSION (CONTINUED)

Lot 251, being 87 Government Road West, is also an irregular lot with an area of 3,628.58 square feet (337.11 m<sup>2</sup>) and a frontage of 35 feet (10.67 m).

The lots are located in the “Town Centre Commercial (C1)” Zone and are considered undersized by [Zoning By-Law 21-032](#).

There is a retail building with residential units on 85 Government Road West; 87 Government Road West is vacant land.

Should the lots be deemed, the property will have a frontage of 69.58 feet (21.2 m), and an area of 7,080.01 square feet (657.75 m<sup>2</sup>).

This would also bring the lot area and frontage requirements into compliance with the Town’s Zoning By-Law.

Section 50(4) of the *Planning Act*, R.S.O 1990, Chapter P. 13, states that:

*“The council of a local municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subsection (3). R.S.O. 1990, c. P.13, s. 50 (4).”*

Plan M-98T was registered on October 14, 1927. As such, it has been registered for more than 8 years.

## OTHER ALTERNATIVES CONSIDERED

Council could consider not authorizing the by-law. This is not recommended as this would prevent the owners from replacing the deck, and the existing encumbrance on Lot 251 would not be rectified.

## FINANCIAL CONSIDERATIONS

In accordance with the Town’s User Fees and Charges By-Law, an application fee in the sum of \$835.00 is collected, for which a portion of same is to recover the legal costs of registering the Deeming By-Law on Title.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priority:

Vibrant & Prosperous Community



## **ALIGNMENT TO CORPORATE STRATEGIC PLAN (CONTINUED)**

### **Action:**

#### Vibrant & Prosperous Community

- Invest in infrastructure projects that facilitate residential growth, business expansion and increased housing options.

## **ACCESSIBILITY CONSIDERATIONS**

Not Applicable.

## **CONCLUSION**

The request to deem Lots 251 and 252, Registered Plan M-98T, as not being registered lots within a Plan of Subdivision is permissible under Section 50(4) of the *Planning Act*, R.S.O 1990, Chapter P. 13, and allows the applicant to further develop their property within the limitations of the Town's Zoning By-Law (21-032), as amended.

## **CONSULTATIONS**

Town of Kirkland Lake Senior Management Team

## **ATTACHMENTS**

Attachment 1 - Location Mapping of Subject Lands



## REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2024-DEV-018
Presented by: Brook-Lynn Rozon	Department: Development and Enterprise Services

### REPORT TITLE

Site Plan Control Agreement Application - 60 Goodfish Road

### RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2024-DEV-018 entitled “**Site Plan Control Agreement Application - 60 Goodfish Road**” be received;

**AND THAT** Council approve the proposed Site Plan Control Agreement for 60 Goodfish Road;

**AND THAT** Council authorize the Mayor and Municipal Clerk to execute the Site Plan Control Agreement between the The Corporation of the Town of Kirkland Lake and A. A. Breault Construction Limited for the subject property, and all appropriate documents, as may be required;

**AND FINALLY THAT** the authorizing by-law be given three readings on July 16, 2024.

### INTRODUCTION

The Owner, A.A. Breault Construction Limited, of 60 Goodfish Road has submitted an Application for a Site Plan Control Agreement with the Town to develop on an industrial lot within the Town’s designated Site Plan Control Area. The Application proposes the development of a 6,336 square foot (588.63m<sup>2</sup>) building to serve as a warehouse for building materials associated with the applicant’s construction business.

### DISCUSSION

Site Plans ensure development plans meet the needs of the community while guiding the development process and ensuring effective land use. This process helps the Town ensure development projects comply with the by-laws and policies enacted by the municipality.

## DISCUSSION (CONTINUED)

Site Plan Control provisions are established within the Town's [Official Plan](#), specifically, Section 6.12.

As noted in the Town's Official Plan, Site Plan Control provisions may only be applied by a municipality in accordance with Section 41(2) of the [Planning Act](#). As such, since 1985, the Town has designated, by [By-Law](#), all its lands, covered by its current Official Plan as the its Site Plan Control Area.

Section 6.12 of the Town's [Official Plan](#) goes on to identify that industrial lots are inclusive for Site Plan Control. As such, Administration is recommending that a Site Plan Control Agreement be entered into for the proposed development at 60 Goodfish Road.

### Additional Site Plan Considerations

The proposed warehouse is under 600 square meters and will not house any facilities such as washrooms or office spaces. As such, it would be considered a Part 9 building under the [Ontario Building Code](#).

## OTHER ALTERNATIVES CONSIDERED

Council can consider not authorizing the Site Plan Control Agreement. This is not recommended as this would result in the Applicant being unable to obtain a building permit for the construction and prevent any development of the site.

## FINANCIAL CONSIDERATIONS

In accordance with the Town's [User Fees and Charges By-Law](#), an application fee in the sum of \$2,190.00 was collected, for which a portion of same is to recover the legal costs of registering the Site Plan Control Agreement on Title.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priority:

Sustainable Core Services



### Action:

#### Sustainable Core Services

- Provide clear, fair, and consistent regulations and policies governing municipal operations.

## **ACCESSIBILITY CONSIDERATIONS**

Not Applicable.

## **CONCLUSION**

The execution of a Site Plan Control Agreement is required for the Applicant to develop the property located at 60 Goodfish Road within the limitations of the Town's current [Zoning By-Law](#), as amended.

## **CONSULTATIONS**

Town of Kirkland Lake Senior Management Team

J. L. Richards & Associates Limited, Town's Planning Consultants

## **CONSULTATIONS (CONTINUED)**

Development and Enterprise Services: Building Division

## **ATTACHMENTS**

Attachment 1 – Location of Subject Lands

Attachment 2 – Proposed Site Plan Control Agreement



## SITE PLAN CONTROL AGREEMENT

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_ 2024

BETWEEN

**The Corporation of the Town of Kirkland Lake**

(hereinafter called the "Town")

OF THE FIRST PART

AND

**A.A. Breault Construction Limited**

(hereinafter called the "Owner")

OF THE SECOND PART

**WHEREAS** the Town has enacted Site Plan Control Provisions being By-Law 85-94 pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, as amended;

**AND WHEREAS** the Owner is the registered owner of the lands described as 60 Goodfish Road, Town of Kirkland Lake, District of Timiskaming (Part 1 of Registered Plan 54R6432), hereinafter called the "Subject Lands" as shown on Schedule "A" attached hereto;

**AND WHEREAS** the "Subject Lands" are zoned to permit the construction of a warehouse, according to the layout shown on Schedule "B".

**AND WHEREAS** the Owner has applied to the Town for approval of the plans as received by the Department of Development and Enterprise Services on the prescribed forms and the said department has approved of said plans, subject to the Owner entering into a Site Plan Control Agreement;

**NOW THEREFORE BE IT RESOLVED** that in consideration of the promises and covenants contained herein, the parties hereto agree as follows:

1. This Agreement shall apply to the Owner's lands which are described in Schedule "A" to this Agreement.
2. The Owner covenants and agrees that no development will proceed on the Subject Lands except as shown on plans approved by the Town pursuant to Section 41 of the *Planning Act*, R.S.O. 1990, as amended, and more particularly identified in Schedule "B".
3. The Owner further agrees that the proposed building(s), structure(s) and other works as shown on the plan identified as Schedule "B" shall be completed in conformity with said plan and shall do all acts to provide for the maintenance and

use of the requirements set out in said plan. Minor variances from the plans resulting from approved Change Orders by the Town in the course of construction will be permitted.

4. The Owner further covenants and agrees, in addition to Sections 2 and 3 and without limiting the generality of Sections 2 and 3 or any other sections of this Agreement, at their own costs:
  - a. To complete the installation of all services works and facilities as shown on Schedule "B".
  - b. To provide and maintain at all times such parking and loading facilities convenient to users and ensuring orderly and safe vehicular and pedestrian movements as shown on Schedule "B".
  - c. Provide and maintain at all times such parking and loading areas as shown on Schedule "B" and shall be surfaced in gravel and/or paving stone.
  - d. To provide and construct all drainage to the satisfaction of the Town.
  - e. To construct all entrances in the location as shown on Schedule "B" and if not shown, in accordance to the specification of the Town and to the satisfaction of the Town.
  - f. To provide such walls, fences, hedges, trees, shrubs, sod, or other landscaping as shown on Schedule "B".
  - g. To provide such vaults and garbage collection points as shown on Schedule "B".
  - h. To provide grading of driveways not exceeding 2% (percent) within 30 feet of street line.
  - i. To provide such floodlighting for the safety of vehicular and pedestrian traffic and in accordance with Schedule "B".
  - j. Snow removal of all access roads, driveways, parking, loading areas and walkways shall be provided and maintained at the Owner's expense.
  - k. To place snow on property in accordance with Schedule "B" hereto.
5. The Owner covenants and agrees that the development on the Subject Lands will meet the accessibility criteria presented in the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11., as amended.
6. The Owner shall not be held responsible for damages caused by delay or failure to perform its undertakings under the terms of this Agreement when the delay or failure is due to fire, strikes, material shortages, floods, Acts of God, lawful acts of public authorities, or delays or defaults caused by common carriers, which cannot reasonable be foreseen or provided against. If the Owner is so delayed, time for performance will be extended by such reasonable period as may be necessary to overcome the effect of the delay.
7. The Owner shall contain any and all construction debris on the Subject Lands. Any debris from the project site which does spill onto any adjacent lands shall be removed forthwith by the Owner at the sole risk and expense of the Owner. The Town may give the Owner notice, or post a notice to this effect on the Subject Lands, for the Owner to remove and or clean up any such construction debris

within a reasonable period of time. In the event that any such debris remains after the expiry of such notice, the Owner hereby authorizes the Town to remove and or clean up any such construction debris and to add any Town costs therefore to the property taxes for the Subject Lands, to be collected in like manner as municipal property taxes.

8. Should the Owner default in any of its obligations as set out in the Agreement, or fail to provide or construct any of the work described in this Agreement, the Town, at its option, may enter upon the said lands and complete such obligations or works and charge the total cost thereof to the Owner and the cost shall be added to the collector's tax roll and collected in a like manner as taxes.
9. Notwithstanding anything contained in this agreement, the Owner shall comply with all applicable federal, provincial and municipal laws.
10. All works, structures and buildings referred to herein shall be constructed and maintained at the sole expense of the Owner.
11. The Release and Discharge
  - a. The Owner hereby forever releases and discharges the Town, its officers, servants and employees from any claim or demand, whether in contract or tort, for any damages, loss, injury or death arising from the designs referred to herein or which are subject of any current or subsequent approval hereunder, to the extent that such claim or demand is occasioned by the Owner or for those whom it is in law responsible therefor.
  - b. The Owner further agrees to indemnify and save harmless the Town, its officers, servants and employees from any such claims or demands.
12. The Owner agrees to the registration of this agreement against the Subject Lands to the intent that provisions hereof shall run with the land and be binding upon the Owner and any and all subsequent owners to the said lands. The Owner agrees to bear all costs associated with the preparation and registration of this Agreement against the Subject Lands.

IN WITNESS THEREOF the parties hereto have hereunto caused to be affixed their corporate seals in execution hereof duly attested by the hands of their proper officers authorized in that behalf.

THE CORPORATION OF THE  
TOWN OF KIRKLAND LAKE

A.A. BREault CONSTRUCTION  
LIMITED

Officers:

Officers:

Name: Stacy Wight, Mayor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Jennifer Montreuil, Municipal Clerk

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Seal

Seal

I/We have authority to bind the Corporation.

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

**Schedule "A"**

**Subject Lands**

Part 1 of Registered Plan 54R-6432

DRAFT

PLAN OF SURVEY OF  
**PART OF MINING CLAIM L2102**  
 GEOGRAPHIC TOWNSHIP OF TECK (UNSUBDIVIDED)  
**MUNICIPALITY OF THE TOWN OF KIRKLAND LAKE**  
 DISTRICT OF TEMISKAMING



SCALE 1 : 1000 METRES  
 SURVEYORS ON SITE INC.  
 THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH BY 457mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1000.

SCHEDULE			
PART	CLAIM	PIN	AREA (Ha)
1	PART OF MINING CLAIM L2102	PART OF PIN 61228-1325 (LT)	2.1306
GEOGRAPHIC TOWNSHIP OF TECK (UNSUBDIVIDED)			

PART 1 COMPRISES PART OF PIN 61228-1325 (LT).

**PLAN 54R-6432**

Received and deposited

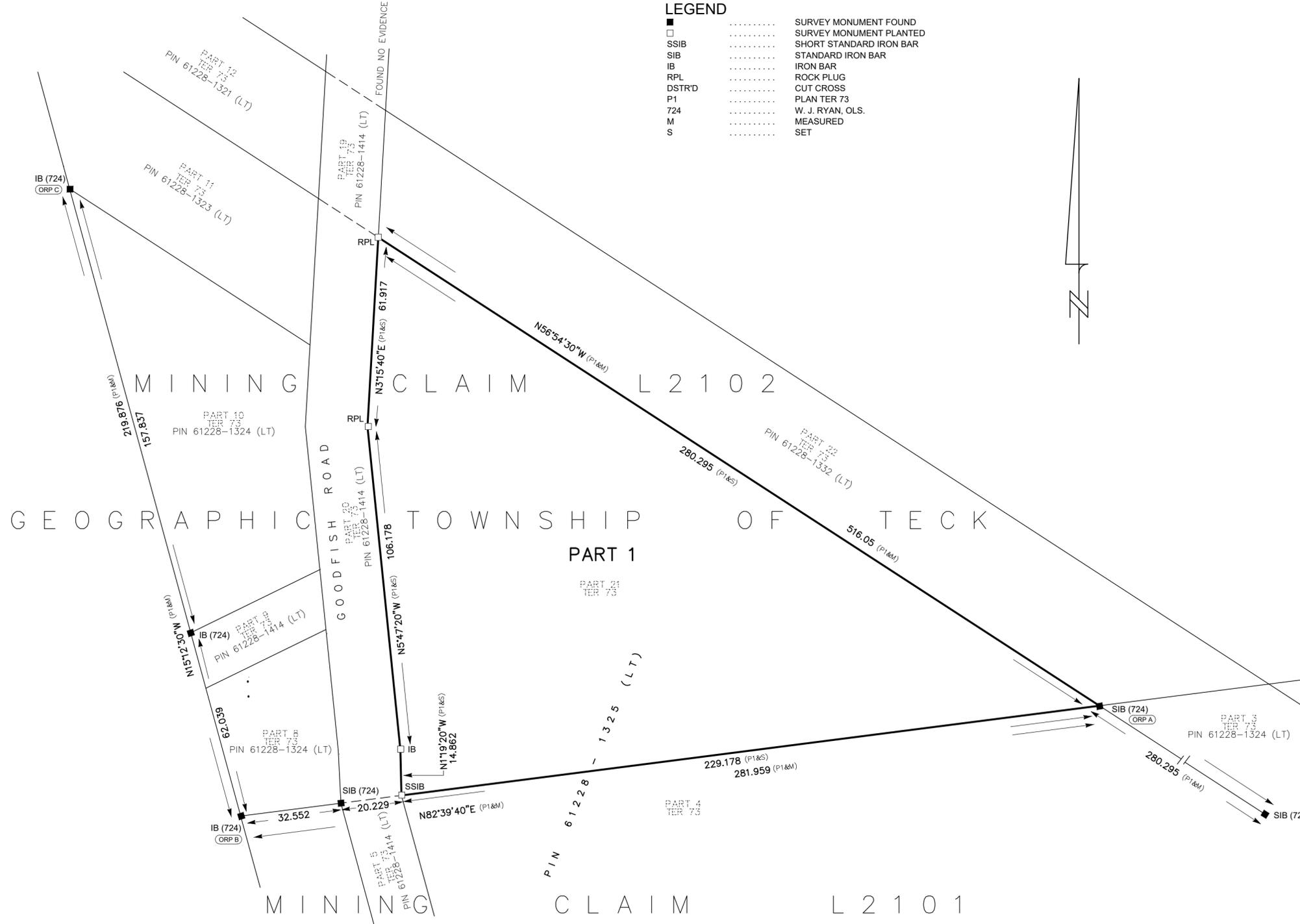
May 30<sup>th</sup>, 2024

Jamila Barrett

Representative for the  
**Land Registrar for the  
 Land Titles Division of  
 Timiskaming (No.54)**

**LEGEND**

- ..... SURVEY MONUMENT FOUND
- ..... SURVEY MONUMENT PLANTED
- SSIB ..... SHORT STANDARD IRON BAR
- SIB ..... STANDARD IRON BAR
- IB ..... IRON BAR
- RPL ..... ROCK PLUG
- DSTR'D ..... CUT CROSS
- P1 ..... PLAN TER 73
- 724 ..... W. J. RYAN, OLS.
- M ..... MEASURED
- S ..... SET



**NOTES**

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

DISTANCES ON THIS PLAN ARE HORIZONTAL GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE AVERAGE COMBINED SCALE FACTOR OF 0.99961842.

BEARINGS ARE UTM GRID AND ARE DERIVED FROM STATIC GPS OBSERVATIONS AND NRCAN PPP SERVICE ON MONUMENTS ORP A & ORP B AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS)(2010).

FOR BEARING COMPARISONS, THE FOLLOWING ROTATIONS WERE APPLIED:  
 P1 - 0°40'20" COUNTER CLOCKWISE

OBSERVED REFERENCE POINTS (ORPs) ARE DERIVED FROM STATIC AND RTK GPS OBSERVATIONS AND THE NRCAN PPP SERVICE, AND ARE REFERRED TO UTM ZONE 17, NAD83 (CSRS) (2010).

COORDINATES SHOWN HEREON HAVE A RELATIVE ACCURACY TO MEET THE REQUIREMENTS OF A RURAL AREA AT A 95% CONFIDENCE LEVEL AS PER SEC. 14 (2) OF O. REG. 216/10 UNDER THE SURVEYS ACT.

POINT ID	NORTHING	EASTING
ORP A	5334280.684	471632.078
ORP B	5334244.680	571352.535
ORP C	5334456.774	571294.874

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 24th DAY OF APRIL, 2024.

MAY 03, 2024.

*Ryan W. Seguin*  
 RYAN W. SEGUIN  
 ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-76243.



50 WHITEWOOD AVENUE  
 NEW LISKEARD, ONTARIO  
 POJ 1P0  
 705-622-0872  
 www.surveyorsonsite.com

DRAWN BY: VJP	CHECKED BY: RWS	DATE: MAY 03, 2024.	FILE: NL2024-048 RPLAN_v1
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**Schedule "B"**

**Site Plan and Details**

DRAFT

Dr. Breaugh  
June 5/24

NORTH

X TREES

ELEVATION

SNOW STORAGE

EAST

WEST  
ENTRANCE  
SNOW DUMP



## Schedule "C"

**C-1 – Elevations**

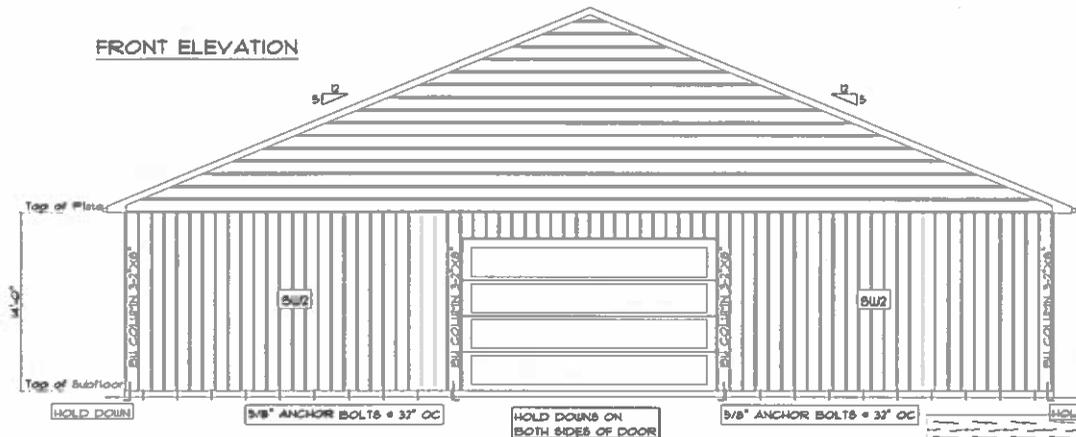
**C-2 – Foundation Plan Cross Sections**

**C-3 – Main Floor Plan Cross Sections**

**C-4 – Details**

DRAFT

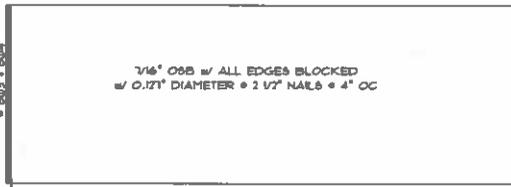
**FRONT ELEVATION**



ALL ANCHOR BOLTS ARE 5/8" @ 42" OC  
 ALL HOLD DOWN ANCHORS SHALL BE 1/8" HILTI HAS THREADED ROD  
 TYPE V-36 w/ MIN OF 8" EMBEDMENT INTO FOOTING w/ HILTI HIT.HY200 ADHESIVE

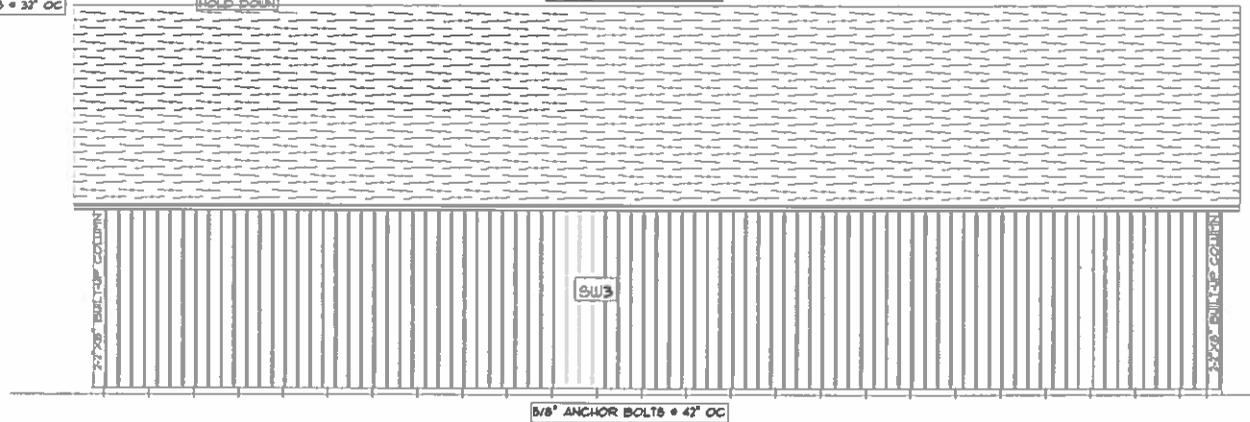
8U 1, 2, 3, 4

BUILT-UP COLUMN 3-7/8"  
 w/ HOLD DOWN 8U1 & 8U2  
 BUILT-UP COLUMN 7-3/8"  
 @ 8U3 & 8U4

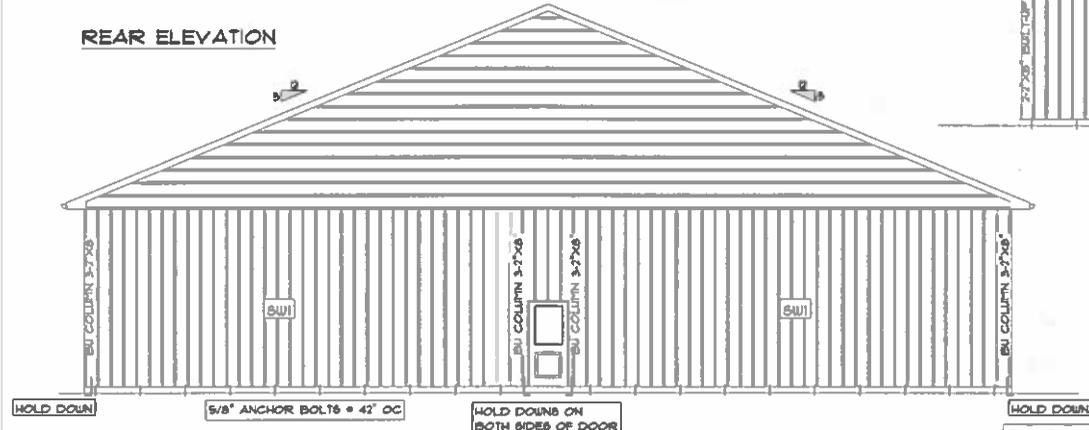


BUILT-UP COLUMN 3-7/8"  
 w/ HOLD DOWN 8U1 & 8U2  
 BUILT-UP COLUMN 7-3/8"  
 @ 8U3 & 8U4

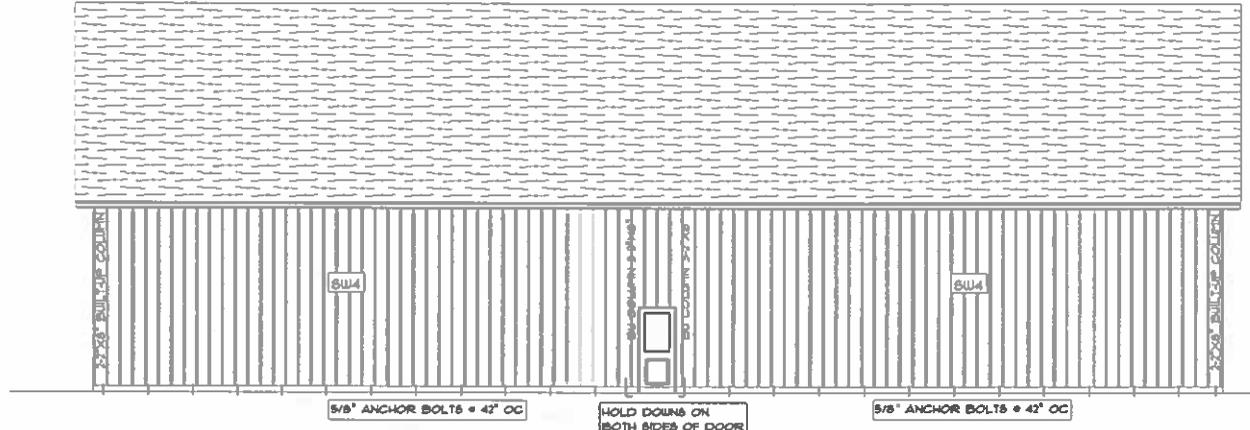
**LEFT ELEVATION**



**REAR ELEVATION**



**RIGHT ELEVATION**



DATE	REVISION
	CHANGE GARAGE AND MAIN DOOR LOCATIONS
	ADD BEAM WALL DETAILS
	CHANGE NOTES/DETAILS



**E.T. ENGINEERING INC**  
 PHONE 705-845-1109  
 ENGINEER@HIWAY11.COM

PROJECT: BREAUPT CASTLE'S  
 BUILDING CENTER  
 NEW WAREHOUSE/STORAGE  
 GOODFISH RD.  
 KIRKLAND LAKE, ON

DWG NAME: **ELEVATIONS**  
 drawn by: H.V.  
 reviewed by: EL  
 scale: 3/16" = 1'-0"  
 project no:  
 date plotted:  
 date revised:  
 deg no: **S1**









**KIRKLAND LAKE**  
THE RIGHT ENVIRONMENT

**REPORT TO COUNCIL**

Meeting Date: 18/06/2024	Report Number: 2024-DEV-019
Presented by: Brook-Lynn Rozon	Department: Development and Enterprise Services

**REPORT TITLE**

Proposed Zoning By-Law Amendment: 39 Second St. E.

**RECOMMENDATION**

**BE IT RESOLVED THAT** Report Number 2024-DEV-019 entitled “**Proposed Zoning By-Law Amendment: 39 Second St. E.**” be received;

**AND FINALLY THAT** a Public Meeting be held on Tuesday, July 16, 2024 at 4:00 PM to allow the public to provide comments on the proposed Zoning By-Law Amendment.

**INTRODUCTION**

The owners of lands municipally known as 39 Second Street East have applied for an amendment to the Town’s [Zoning By-Law](#) and [Schedules](#) (21-032) to rezone the lands from “Institutional (I)” to “Residential Medium Density - Special (R2-02)”, for the purpose of permitting four (4) residential units within the existing building.

**DISCUSSION**

The Applicants are proposing to change the zone of 39 Second Street East from "Institutional (I)" to "Residential Medium Density Special (R2-02)" to permit four (4) residential units in the building. The institutional use, church or place of worship, is no longer present on the property and the Applicants wish to convert the space for residential use.

Section 34(12) of the [Planning Act](#), R.S.O 1990, Chapter P. 13, states that:

*“at least one public meeting is held for the purpose of giving the public an opportunity to make representations in respect of the proposed by-law”.*

## **DISCUSSION (CONTINUED)**

As such, a Public Meeting is required prior to the passing of the proposed Zoning By-Law Amendment. This provides an opportunity for members of the public to make written or verbal representations either in support of, or, in opposition to, the applicants' request.

### **Property Information**

**Official Plan Designation:** Residential

**Zoning:** Institutional (I)

**Access:** Second Street East & Churchill Drive

**Lot Area:** 751.61 m<sup>2</sup>

**Frontage:** 25.9 m

**Existing Structures:** Church/Rectory

**Services:** Municipal water, sewage and storm drainage systems

### **The Provincial Policy Statement, 2020**

The [Provincial Policy Statement](#) (PPS) would see municipalities promote housing options through redevelopment where appropriate. The subject lands are within an existing residential neighbourhood, making the area suitable for residential redevelopment.

The area is considered a "settlement area" under the PPS (Section 1.1.3). Settlement areas are to be the focus of growth and development. The land use patterns for settlement areas should provide a range of uses and opportunities for intensification and redevelopment where it can be accommodated. The proposed amendment would facilitate redevelopment of existing building stock in conformity with the PPS.

### **The Town of Kirkland Lake Official Plan, 2016**

The subject lands are currently designated as "Residential" in the Town of Kirkland Lake's Official Plan (2016).

Section 2.5.2 states that the predominant use of land in this designation shall be residential dwellings units. This includes medium density housing, such as triplexes, quadraplexes (fourplexes) and townhouses.

Section 2.5.4 outlines medium and high-density residential development. It encourages development to be located near commercial nodes and community facilities to support increased pedestrian activity and mixed use developments. It also seeks to retain the character of the nearby residential area where development or redevelopment is occurring.

Section 2.5.4.2. states that all new proposed development or redevelopment shall ensure that adequate municipal services are available.

## DISCUSSION (CONTINUED)

The proposed Zoning By-Law Amendment would maintain consistency with the Town of Kirkland Lake's Official Plan regulations.

### The Town of Kirkland Lake Zoning By-Law & Schedules (21-032)

**Current Zoning:** Institutional (I)

**Proposed Zoning:** Residential Medium Density Special (R2-02)

The current zoning for the subject lands does not permit residential use except in association with a church or denominational institution and which is the principal residence of the clergy. The organization which previously used the lands for "church or place of worship" have halted said use and disposed of the property. The new owners do not have the intention nor the capacity to use the subject lands for institutional purposes.

The proposed Zoning By-Law Amendment from "Institutional (I)" to "Residential Medium Density Special (R2-02)" is required to permit the proposed use of a quadraplex.

A quadraplex (building with four dwelling units) is permitted in the "Residential Medium Density (R2)" zone. Lands under this zone are subject to the following requirements:

Minimum Lot Area	600.0 square metres
Minimum Lot Frontage	24.0 metres
Maximum Height	10.5 metres
Maximum Lot Coverage	45.0 percent
Minimum Front Yard Setback	6.0 metres
Minimum Interior Side Yard Setback	3.0 metres
Minimum Exterior Side Yard Setback	3.0 metres
Minimum Rear Yard Setback	7.5 metres
Parking Spaces	One (1) space per dwelling

The existing building would not meet the front yard, interior side yard, and rear yard setback requirements. As such, the proposed Zoning By-Law Amendment would need to recognize the deficiencies through the following special provisions:

Minimum Front Yard Setback	0.6 metres
Minimum Interior Side Yard Setback	2.0 metres
Minimum Rear Yard Setback	3.0 metres

## DISCUSSION (CONTINUED)

### Additional Considerations

The Kirkland Lake Planning Advisory Committee met on May 30<sup>th</sup>, 2024, to review the proposed amendment and make recommendations. The resolution of the Committee was as follows:

*“Moved By: Raymond Mallette*

*Seconded By: Terrence Wight*

**BE IT RESOLVED THAT** *the Kirkland Lake Planning Advisory Committee recommend to Council that the proposed Zoning By-Law Amendment Number 2, to rezone the lands from “Institutional (I)” to “Residential Medium Density (R2)” as presented to the Committee on May 30, 2024, be approved.*

**CARRIED”.**

## OTHER ALTERNATIVES CONSIDERED

Council could consider changing the date on which to hold the Public Meeting. This is not recommended as delays to the process affects the Applicants’ ability to proceed with building permit applications. The *Planning Act* also regulates the length of time in which a Decision on the application must be made and delaying the public meeting will negatively impact this timeframe.

## FINANCIAL CONSIDERATIONS

Not Applicable.

### **Priority:**

- Vibrant & Prosperous Community
- Current Council’s Operational Aims



### **Action:**

#### Vibrant & Prosperous Community

- Invest in infrastructure projects that facilitate residential growth, business expansion and increased housing options.

## **ALIGNMENT TO CORPORATE STRATEGIC PLAN (CONTINUED)**

### **Council Operational Aims:**

#### Vibrant & Prosperous Community

##### *Affordable Housing*

- Encourage housing options that cater to diverse needs, including accessibility features for people with disabilities and seniors.
- Evaluation of conditions to accommodate alternative housing models such as tiny homes, co-housing, or accessory dwelling units to increase affordable options.
- Encouragement of mixed-use developments that incorporate various housing types (e.g., apartments, townhomes, single-family homes) within neighborhoods.

## **ACCESSIBILITY CONSIDERATIONS**

Not Applicable.

## **CONCLUSION**

It is a regulation of the *Planning Act*, R.S.O 1990, Chapter P. 13, that a Public Meeting is to be held prior to a Zoning By-Law Amendment being passed. This provides an opportunity for members of the public to comment on the application before a decision is made by Council.

## **CONSULTATIONS**

Town of Kirkland Lake Senior Management Team

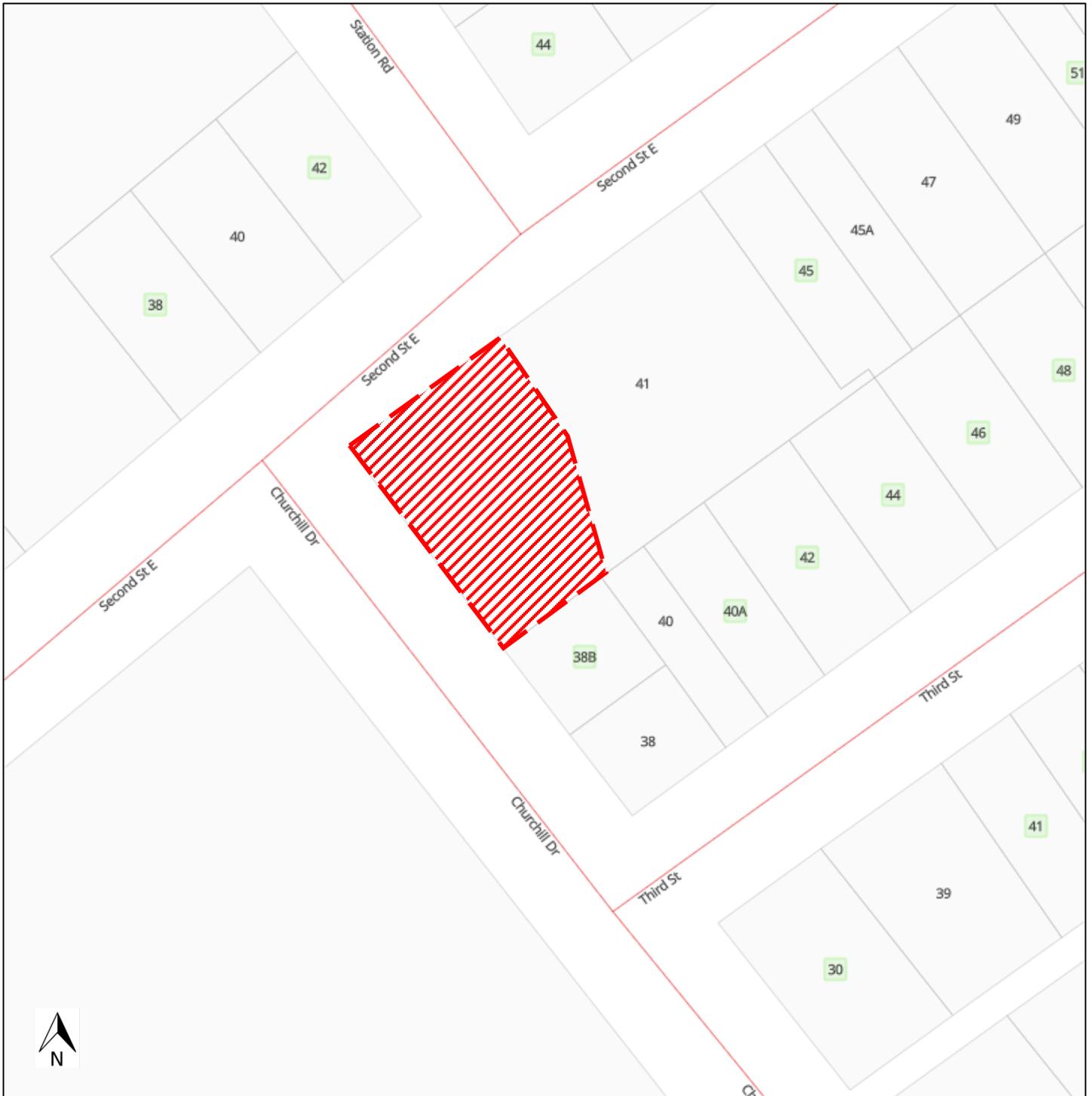
Kirkland Lake Planning Advisory Committee (KLPAC)

J. L. Richards & Associates Limited, Town's Planning Consultants

## **ATTACHMENTS**

Attachment 1 – Location of Subject Lands

Attachment 2 – Notice of Public Meeting





Respecting an application made by: D’Arcey MacKinnon and Scott Kohut (Applicants)  
Located at: 39 Second Street East, Kirkland Lake  
Legal Description: TECK MC 1635PT PCLS 6599, 6388CST  
Roll Number: 5468-000-020-05501

**TAKE NOTICE THAT** Council of The Corporation of the Town of Kirkland Lake will hold a Public Meeting in relation to the Application as per Section 34 (10.1) and 34 (10.2) of the *Planning Act*, R.S.O. 1990, Chapter P.13 (as amended), on:

**Tuesday, July 16, 2024 at 4:00 PM  
at Town Hall in Council Chambers  
3 Kirkland Street West, Kirkland Lake, Ontario**

**THE PURPOSE AND EFFECT**

The Applicants are proposing to change the zone of 39 Second Street East from "Institutional (I)" to "Residential Medium Density Special (R2-02)" to permit 4 residential units in the building. The institutional use (church or place of worship) is no longer present on the property, and the Applicants wish to convert the space for residential use. The property is currently designated as "Residential" in the Town of Kirkland Lake’s Official Plan.

**ANY PERSON OR AGENCY** may make representations (oral/written submission) either in support of, or, in opposition of the proposed Zoning By-Law Amendment.

If a person or public body does not make formal representation to the Town of Kirkland Lake before the resolution is passed, they are not entitled to appeal the decision to the Ontario Land Tribunal.

If a person or public body does not make formal representation before the resolution is passed, they may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Members of the public requesting to be notified of the Council Decision on the proposed Zoning By-Law Amendment, must make a written request to the Municipal Clerk at the address/email supplied below.

**PLEASE NOTE** that this meeting will allow for oral submissions either in-person in the Council Chambers located at 3 Kirkland St. W., Kirkland Lake, or, alternatively, in electronic format via Zoom. Any person wishing to participate electronically at the public meeting must contact the Municipal Clerk at the address/email supplied below to receive the login credentials. Registered electronic participants will be provided with priority to speak at the meeting.

Any written submissions and material in support of, or, in opposition to, the proposed Zoning By-Law Amendment are welcomed and will be received by the Municipal Clerk on or before the meeting. All written submissions (including name and qualifying address) received in advance of the meeting will be provided to Council at the meeting.

**INQUIRIES AND ADDITIONAL INFORMATION** relating to the proposed Zoning By-Law Amendment should be redirected to Brook-Lynn Rozon, (A) Planning Administrator, Development and Enterprise Services Department, either in person at 1 Dunfield Road, Kirkland Lake, ON, or via telephone by calling 705-567-9365, Ext. 343 during regular office hours (Monday to Friday 8:00 AM – 4:00 PM).

Dated and first published this 18<sup>th</sup> day of June, 2024.

Jennifer Montreuil, Dipl. M.A.  
Municipal Clerk  
The Corporation of The Town of Kirkland Lake  
P.O. Box 1757, 3 Kirkland St. W., Kirkland Lake, ON P2N 3P4  
T: 705-567-9361 Ext. 238  
E: clerk@tkl.ca

## REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2024-CAO-007
Presented by: Alan Smith	Department: CAO

### REPORT TITLE

Town of Kirkland Lake Student Bursary 2024 Recipients

### RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2024-CAO-007 entitled “**Town of Kirkland Lake Student Bursary 2024 Recipients**” be received for information.

### INTRODUCTION

As the application and selection periods for the Town’s first Student Bursary Award since incepting the policy in 2023 has concluded, Administration presents an update on this year’s successful recipients.

### DISCUSSION

Recipients of the Kirkland Lake Student Bursary Awards have been chosen and will receive their scholarship donations during this year’s respective Graduation ceremonies..

The selection process was conducted in accordance with the Town’s Student Bursary Policy [CORP2023-001](#) whereby both École Secondaire Catholique L’Énvolée du Nord (ESCEN) and Kirkland Lake District Composite School (KLDCS) were provided with the Town’s form of application, and Policy criteria for distribution and consideration by hopeful applicant candidates.

#### Scholarship Procedure

To ensure transparency and fairness, the following steps were taken in the selection process:

1. **Policy Distribution:** The Town’s Policy was distributed to both High Schools in the jurisdiction. The distribution of the policy was done through email to the Scholarship and Bursary Committee at each school.

## DISCUSSION (CONTINUED)

1. **Policy Distribution** (continued): Along with the Policy, both Committees received the application form for students to complete and return should they be interested in applying for the bursary. In addition to these two documents, the schools received a Student Bursary Intake Checklist to be completed once an award recipient was chosen.
2. **Application Process**: Students were provided with a clear and comprehensive application form, which outlined the necessary requirements for consideration. The form included sections for personal information, academic achievements, extracurricular activities, and a brief essay explaining why they should be considered for the award. The deadline for applications was in accordance with each respective School's application deadline.
3. **Eligibility Criteria**: The Policy established clear eligibility criteria for the award. These criteria included academic performance, involvement in community service, leadership qualities, and financial need. Each School's Scholarship Committee reviewed each application to ensure that all eligibility requirements were met.
4. **Recipient Selection**: Each Committee selected a TKL Student Bursary Awards recipient and forwarded same to Administration as per the Policy and Town-established Procedure Checklist (Attachment 1).

### 2024 Successful Recipients

On behalf of the Town of Kirkland Lake Administration, congratulations are in order to both Theo Kurz from KLDCS and Inelia Garand from ESCEN, both Recipients of the 2024 TKL Student Bursary Award.

The Town-issued scholarship (\$500 cheque) was mailed to the Scholarship and Bursary Committee of each school. Each Recipient will receive their scholarship award per the respective award presentation procedure during the week of June 17-21, 2024.

### Recognition of Recipients

To stimulate engagement with the Community, specifically the younger generation, award photos will be posted on the Town's social media streams. In addition to this spotlight, Recipient photos, along with their submitted essays (Attachment 2) will be displayed and available at Town Hall indefinitely.

## OTHER ALTERNATIVES CONSIDERED

Not Applicable.

## FINANCIAL CONSIDERATIONS

Not Applicable.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priorities:

- Service Excellence
- Sustainable Core Services
- Current Council's Operational Aims



### Actions:

#### Service Excellence

- Assess points of contact with residents to identify ways to streamline communications, increase stakeholder engagement, demonstrate user-friendliness, and provide optimal service.

#### Sustainable Core Services

- Provide clear, fair, and consistent regulations and policies governing municipal operations.

### Council Operational Aims:

#### Sustainable Core Services

##### *Governance*

- Clear, fair, and consistent regulations and policies governing municipal operations.
- Timely reports from staff to Council on all significant projects and initiatives.
- Regular communication with residents to explain governance structures, processes, and decisions.
- Grants, for volunteers and community organizations.

## ACCESSIBILITY CONSIDERATIONS

Not Applicable.

## **CONCLUSION**

Administration is presenting the recently chosen 2024 TKL Student Bursary Award Recipients. Highlights on the recipient selection process and promotion of the successful recipients is provided. This update ensures to keep Council informed about the annual successful recipients of the deserving of the scholarship afforded through the Town's Student Bursary Program.

## **CONSULTATIONS**

Town of Kirkland Lake Senior Management Team

KLDCS Scholarship & Bursary Committee

ESCEN Bursary Program Co-Chair

## **ATTACHMENTS**

Attachment 1 – Intake Checklist

Attachment 2 – 2024 Bursary Recipient Essays

**School Name:** \_\_\_\_\_

Please complete the form and return it to the Chief Administrative Officer (CAO) within two weeks of recipient selection. If there is no recipient, please complete the form by identifying “NONE” in the Recipient Full Name line.

Should the primary recipient decide not to proceed with post-secondary education, please notify the CAO’s Office by completing a supplemental copy of this form including the alternate recipient information.

**Bursary Committee Review**

- Criteria verified by the Committee?
- Recipient’s Full name: \_\_\_\_\_
- Cheque payable to: \_\_\_\_\_
- Mailing address of cheque payee: \_\_\_\_\_

Questions regarding the Town of Kirkland Lake Student Bursary [Policy](#) should be directed to:

The Corporation of The Town of Kirkland Lake  
P.O. Box 1757, 3 Kirkland St. W., Kirkland Lake, ON P2N 3P4  
**Facsimile:** 705-567-3535

Stephanie Dell, Strategic Initiatives &  
Workplace Performance Coordinator  
**Telephone:** 705-567-9361 Ext. 268  
**Email:** [Stephanie.Dell@tkl.ca](mailto:Stephanie.Dell@tkl.ca)

Alan Smith, Chief Administrative Officer  
**Telephone:** 705-567-9361 Ext. 236  
**Corporate Mobile:** 705-568-7835  
**Email:** [Alan.Smith@tkl.ca](mailto:Alan.Smith@tkl.ca)

**Notice of Collection**

Any personal information submitted to The Corporation of the Town of Kirkland Lake on this form is collected under the authority of the [Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA), and will solely be used for the processing of funds for successful recipients of the Town of Kirkland Lake Student Bursary Program. Questions about this collection or personal information should be directed to the Municipal Clerk, P.O. Box 1757, 3 Kirkland St. W., Kirkland Lake, ON P2N3P4; by telephone to 705-567-9361, Ext. 238, or by email to [clerk@tkl.ca](mailto:clerk@tkl.ca).

Inelia Garand



Town of Kirkland Lake,

I'm writing to apply for the Town of Kirkland Lake Bursary, in which I was informed by my teacher. As a committed high school graduate, I will be pursuing my studies in the Earth Science program at Laurentian next year, in hopes of becoming a geologist. Winning this award will help me financially with my goals and will facilitate my journey to help and improve the town of Kirkland Lake.

As a kid, I am so grateful to be growing up in Kirkland Lake and be surrounded by loving people and nature that I feel the need to repay this town. There were many times I would think about other job fields, but when those ideas were dropped quickly, due to lost of interest, I always seemed to look back at geology. There is something about that field that shows me stability and gives me homely feelings. The salary had a big impact on my interest, but there are many factors that made me kept thinking about geology like using my career to improve Kirkland Lake. I have great motivations to establish projects with mines to ensure the durability of the town and to improve the municipality by exploring different materials that we need and working in different geological fields.

During high school, I worked hard to maintain good grades, and have stable relationships between my classmates and my teachers. I like to collaborate in a team, but I am fully capable to work independently, using my own techniques. I also focus on keeping up a good and healthy lifestyle, by taking care of my body and my mental health. I try to keep myself active every day and doing physical activities such as: skating, jiu jitsu and going to the gym. I also try to stick with a healthy diet to make sure I can stay active for my future career. I've decided to go to Sudbury to pursue my post secondary education for two reasons. The first one was because Laurentian is known for having a very good earth science program for geology, and I have a higher chance on being recruited into work through the program, but secondly was because I wanted to stay close to home and stick to the northern Ontarian environment that I know and love. I'm hoping that if I can stay close enough to my hometown, I'll be able to come back to work for it.

I'm very passionate about nature and geology. Ever since I can remember, I've always been fascinated by rocks and minerals. Because of that, geology would be my primary answer when I was asked what I wanted to study after high school. As a kid, I always found myself collecting rocks that I found interesting and keeping them in a bucket to admire them later. My family has connections with some geologists and after talking to a few of them and asking them what it's like working in that field, as well as educating myself with the internet, I can now say for sure that geologist is a career that I dream of having. To this day, I still collect rocks that captures my attention, except now I started pursuing my studies to figure out what kind they are and even go as far to ask some family friends to help me.

Working for the town wasn't what I had in mind at first when I was dreaming my future life. I've always liked the idea of working in the mines since I've been motivated by many things. Growing up in a mine-based town, I was inspired by everyone. Both my parents were and still are working in mines and seeing them how they live, shows me how much stability one can get with a career working there. As exaggerated as it might sound, I wouldn't be alive if it weren't for the mines, because that's how my parents met. Before 2006, my mother lived in a country, known to be rich in copper, situated 10,719km away from Canada. She was working as a secretary on camp in the driest desert in the world, while my father, who wasn't exactly working for a mine at that time, was travelling to other countries to show new mining technology. Eventually, my father was given the opportunity to travel where my mom was living and after a year of a long-distance relationship, they both decided to migrate up to northern Ontario and have a family. By then, my father started working for Macassa. Since mining is very rich in both my northern Ontarian culture and my South American culture, it's affected my decision to keep a closer connection to it by working in it. My initial plan was to work as a mineral exploration geologist, which in a way can still help my hometown by establishing projects to expand the current mines, or even open new ones to ensure the durability of the town. I would even love to make projects between the town and the mine to improve overall both sides. However, if ever I change my mind, there are another geological field that I can take on, to help the municipal. I would love to use my degree and work as a geological consultant to improve some of the town's industry. There are many things I love about this town, however there are equally things that I think can be improve with the help my career. For instance, the roads can be problematic in town. One thing everyone in the community can agree is that the roads are terrible, and with my career of exploring different minerals and materials, I'm hoping that I can provide these necessary materials to my hometown, to better the roads. I would also like to help the town's aesthetic by providing better materials to build newer buildings and houses.

I'd like to thank the Town of Kirkland Lake for reading and considering my application. Writing this has helped me think of concrete goals and ideas on what I want to achieve. It also helped me realize how passionate I am about Kirkland Lake and about becoming a geologist. I've read many books and bought all necessary things to pursue my studies and career to ensure that I am ready. I'm looking forward into helping the town and I'd be very happy if I am ever lucky to win this award, to better my opportunities in the future.

Theo Kurz



### Why I am the Ideal Candidate for the Town of Kirkland Lake Student Bursary

I believe that I am the ideal candidate for the Town of Kirkland Lake Student Bursary because I represent the best of what Kirkland Lake has to offer and have taken advantage of every opportunity this town has given to me. I was born in Kirkland Lake and I have lived here my entire life. People often talk about what this town is lacking compared to a big city, but I only see what big cities lack when compared to Kirkland lake and the surrounding area. The main thing that stands out in this town are the outstanding people that call it home, from teachers to local business owners, and even just the next door neighbors, it seems like everyone here has given me an opportunity to learn and grow as a person. Through the people that live in Kirkland Lake, I have learned countless lessons that have made me the man I am today and as I go on to do things in other places, I will continue to value what I have learned from these incredible people and spread a bit of Kirkland Lake spirit everywhere life takes me. For me one of Kirkland Lake's highlights is KLDCS, I have attended KLDCS from grade 7 all the way through to grade 12. The majority of my peers I met at KLDCS as well as some of the finest teachers and coaches, who have all allowed me to become a happy and well rounded person. KLDCS has not only given me a wonderful education and educational experience, but it has also made learning new things and working hard, something that I find fun and enjoyable. As I move on to university and the next stage in my life, I'm sure that this drive to learn that KLDCS and Kirkland Lake has given me will set me apart from others and help me in furthering my education. Through Kirkland Lake, I have also been given the opportunity to explore future career options. After university I wish to work in the medical field, hopefully as a physician, I had the opportunity to

volunteer with Blanche River Health, filming nurses, physicians and other staff at the Kirkland lake and Englehart hospital sites for promoting Kirkland Lake as a town for physicians to practice. During this process, I was able to tour through both sites and get a grasp on what kind of work environment I could expect at the end of the educational path I'm on. This experience given to me by Kirkland Lake also reaffirmed for me that my post-secondary choice was a good one. Next year I will be at the University of Ottawa studying Biomedical Sciences and will remember everything that this experience and Kirkland Lake has taught me. Since I was young, I have been very fond of sports, my favorite one being basketball. For the last almost 10 years, I have been involved with the Kirkland Lake Swamp Donkeys basketball program, either coaching and refereeing younger kids or traveling south to represent Kirkland Lake on rep teams. This has allowed me to give back to the community as well as represent my town in other places. The majority of my professional life has been as a lifeguard and swim instructor at the community complex working for the Town of Kirkland Lake. Working for the town has allowed me to develop as a professional person and improve how I communicate with people as well as how to manage my time. These are skills that I will have and need for the rest of my life and I will always have Kirkland Lake to thank for helping develop these skills. One thing I am very passionate about is spending time outdoors, fishing and hunting. My hometown has allowed me to do this and is the reason I am passionate about these things in the first place. Being able to jump on a bike with friends and be fishing in 10 minutes or take a 15 minute four wheeler ride for a partridge hunt after school has been some of the highlights of living here. Being able to catch and kill my own food has really given me a deeper connection with the land around me and I like to take comfort in knowing where the food I eat comes from and that it lived a free-range life. Kirkland Lake has shaped me into who I am today and has given me all the opportunities, skills and ideals I need to live a happy and fulfilling life, in return I will always try my best to represent everything I have learned from this town and that is why I deserve the Town of Kirkland Lake Student Bursary.

## REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2024-CORP-033
Presented by: Lloyd Crocker & Shawn LaCarte	Department: Corporate Services

### REPORT TITLE

Asset Management Plan Update – Phase 3

### RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2024-CORP-033 entitled “**Asset Management Plan Update – Phase 3**” be received;

**AND THAT** Council approve the updated Asset Management Plan (AMP) as presented;

**AND FINALLY THAT** the updated Asset Management Plan be posted on the Town of Kirkland Lake Official Website.

### INTRODUCTION

An updated Asset Management Plan is required under O. Reg. 588/17 for Phase 3 by July 1, 2024.

### DISCUSSION

In many parts of Ontario, existing infrastructure is degrading faster than it is being repaired or replaced, putting services at risk. To help address this issue, the Province implemented the Asset Management Planning for Municipal Infrastructure [O. Reg. 588/17](#) This Regulation was amended by [O. Reg. 193/21](#) on March 15, 2021 to extend regulatory timelines for enactment of Phases 2, 3 and 4 by one year due to the COVID-19 Pandemic:

- Phase 2: July 2022 for core assets (water, wastewater and stormwater, roads, bridges, and culverts. The Town completed this phase in 2022.
- Phase 3: July 2024 to include all municipal infrastructure assets, including current levels of service and costs to maintain these levels.

## **DISCUSSION (CONTINUED)**

- Phase 4: July 2025 to build on Phase 3 where plans shift to proposed levels of service and lifecycle management.

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 has been in contract with PSD Citywide to prepare the required Phase 3 Asset Management Plan (Attachment 1). The updated AMP is being recommended for approval to meet the July 1, 2024, deadline for Phase 3.

### **Asset List Updates - CAO Direction**

The updated Asset Management Plan was completed in mid 2023. The AMP only includes 2021 assets and many of the replacement values have low estimates as they are based on an annual CPI increase instead of actual replacement values. In 2023, the Chief Administrative Officer (CAO) directed staff to continue updating assets to 2022 and improve replacement values. The intent was to have the updated AMP completed with 2022 assets and updated replacement values in time to meet the July 1, 2024 deadline. The updated AMP is nearly complete. As it is not ready to meet the deadline, Administration will continue to work with PSD Citywide on an amendment to asset list which will be brought to Council in Q3 2024. Furthermore, amendments are being made to the Town's Asset Management Plan to integrate the new Vision, Mission and Priorities established in the 2024-2026 Corporate Strategic Plan and Beyond.

## **OTHER ALTERNATIVES CONSIDERED**

Not Applicable. Phase 3 of the Asset Management Plan is a requirement by Ontario Regulation.

## **FINANCIAL CONSIDERATIONS**

The Asset Management Plan, as updated, includes an overall replacement cost of asset categories totalling \$474.2 million. Only 9% of all assets had assessed condition data so the rest rely on the age of the asset to determine condition.

The Town historically commits approximately \$3.08 million from funding and reserves each year leaving an annual funding gap of \$7.065 million for Capital assets.

## FINANCIAL CONSIDERATIONS (CONTINUED)

To address the capital-funding gap and to help eliminate the Town's infrastructure deficit, the new Asset Management Plan provides the following recommendations:

1. An average annual tax increase of 1% for 20 years.
2. An average annual water rate increase of 1.2% for 20 years.
3. An average annual sanitary sewer rate increase of 4.2% for 20 years.

These recommendations will be taken into consideration each year during the Town's Budget process.

The amount of tax or rate increase may be altered depending on what other sources of funding the Town receives for the infrastructure projects.

If the Town is successful in obtaining Government financing for the large projects the increases may be reduced in any given year.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priorities:

- Service Excellence
- Infrastructure
- Vibrant & Prosperous Community
- Current Council's Operational Aims



### Actions:

#### Service Excellence

- Develop long-term financial plans and budgets to ensure financial sustainability and value for money.

#### Infrastructure

- Prioritize infrastructure projects based on critical needs, aging systems, potential environmental risks, and community needs.
- Proactively prepare and plan projects and continue to identify and apply for additional funding opportunities.
- Establish the Asset Management Plan as a resource for the preparation of capital and operating budgets.
- Develop long-term financial plans and budgets to align with the lifecycle of assets.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN (CONTINUED)

### Vibrant & Prosperous Community

- Develop long-term financial plans and budgets to support the aim of being a vibrant and prosperous community.

### **Council Operational Aims:**

#### Service Excellence

##### *Financial Sustainability*

- Long-term financial plans and budgets aligned with the Corporation's vision and mission Increased and diversified revenue streams.

#### Infrastructure

##### *Roads and Sidewalks*

- Prioritization of repairs and upgrades based on usage, safety concerns, and community needs.
- Development of a long-term Road Reconstruction Plan that includes all roads in the Town.

##### *Water and Wastewater Systems*

- Prioritization of infrastructure projects based on critical needs, aging systems, potential environmental risks, and community needs.
- Development of a long-term Water and Wastewater Reconstruction Plan for the repair and expansion of the Town's systems.

##### *Asset Management Plan*

- Establishment of the Asset Management Plan as a tool in the preparation of capital budgets and a significant instrument for the preparation of operating budgets.
- Integration of the Fleet Management Replacement Plan into the Corporation's Asset Management Plan.
- Establishment of an equipment procurement policy based on maintenance data and analysis rather than the age of the asset.
- Implementation of a Maintenance Management program.
- Completion of Building Condition Assessments on all municipally owned buildings Implementation plan for construction of a new Fire Hall.

## **ALIGNMENT TO CORPORATE STRATEGIC PLAN (CONTINUED)**

### Vibrant & Prosperous Community

#### *Growth*

- Investment in infrastructure projects that facilitate residential growth and business expansion and greater housing options.
- Investment in public amenities such as parks, recreational facilities, and public spaces to enhance the quality of life of residents.

## **ACCESSIBILITY CONSIDERATIONS**

Not Applicable.

## **CONCLUSION**

The updated Asset Management Plan is used as a tool by the Town's Administration to help ensure the annual funding gap is decreased or eliminated, and that Capital Assets are maintained or replaced in a timely matter.

Once Phase 3 of the AMP is approved, Administration will move forward with PSD Citywide on Phase 4 of the Asset Management Plan. This will ensure the Town is in compliance with the July 1, 2025, deadline established by Municipal Infrastructure O. Reg. 588/17.

To keep the Asset Management Plan current, Administration will need to allocate many human resource hours to the Plan, therefore, Administration will be reviewing alternatives to help manage and achieve this process.

## **CONSULTATIONS**

Town of Kirkland Lake Senior Management Team

Senior Asset Management Advisor, PSD Citywide Inc.

## **ATTACHMENTS**

Attachment 1 – Updated Asset Management Plan



**KIRKLAND LAKE**  
THE RIGHT ENVIRONMENT

# Asset Management Plan

Town of Kirkland Lake | 2021

Phase 3 Revisions – July 2024

This Asset Management Plan was prepared by:



Empowering your organization through advanced  
asset management, budgeting & GIS solutions

# Key Statistics

Replacement cost of  
asset portfolio

**\$474.2 million**

Replacement cost of  
infrastructure per household

**\$109,000 (2021)**

Percentage of assets in fair  
or better condition

**51%**

Percentage of assets with  
assessed condition data

**9%**

Annual capital  
infrastructure deficit

**\$7.065 M**

Recommended  
timeframe for  
eliminating annual  
infrastructure deficit

**20 Years**

Target reinvestment  
rate

**2.14%**

Actual reinvestment  
rate

**0.63%**

# Table of Contents

Key Statistics .....	i
Table of Contents .....	i
Executive Summary .....	1
Scope .....	1
Findings .....	2
Recommendations .....	3
AM Program Recommendations .....	3
1 Introduction & Context .....	5
1.1 An Overview of Asset Management .....	6
1.2 Key Concepts in Asset Management .....	8
1.3 Ontario Regulation 588/17 .....	11
2 Scope and Methodology .....	13
2.1 Asset Categories Included in this AMP .....	14
2.2 Deriving Replacement Costs .....	14
2.3 Estimated Useful Life and Service Life Remaining .....	15
2.4 Reinvestment Rate .....	15
2.5 Deriving Asset Condition .....	16
Strategic Alignment .....	17
2.6 Link to Strategic Plan .....	17
2.7 Asset Management Success Factors .....	18
3 Portfolio Overview .....	21
3.1 Total Replacement Cost of Asset Portfolio .....	22
3.2 Target vs. Actual Reinvestment Rate .....	23
3.3 Condition of Asset Portfolio .....	25
3.4 Service Life Remaining .....	26
3.5 Forecasted Capital Requirements .....	26
4 Analysis of Tax-funded Assets .....	27
4.1 Road Network .....	28
4.2 Bridges & Culverts .....	42
4.3 Storm Water Network .....	52

4.4	Land Improvements.....	61
4.5	Fleet & Fleet Equipment.....	71
4.6	Machinery & Equipment.....	81
4.7	Airport.....	91
4.8	Facilities.....	100
5	Analysis of Rate-funded Assets.....	110
5.1	Water Network.....	111
5.2	Sanitary Sewer Network.....	120
6	Impacts of Growth.....	131
6.1	Description of Growth Assumptions.....	132
6.2	Impact of Growth on Lifecycle Activities.....	135
7	Financial Strategy.....	137
7.1	Financial Strategy Overview.....	138
7.2	Funding Objective.....	140
7.3	Financial Profile: Tax Funded Assets.....	141
7.4	Financial Profile: Rate Funded Assets.....	144
7.5	Use of Debt.....	146
7.6	Use of Reserves.....	148
8	Appendices.....	150
	Appendix A: Asset Management Success Factors.....	151
	Appendix B: Infrastructure Report Card.....	152
	Appendix C: 10-Year Capital Requirements.....	154
	Appendix D: Level of Service Maps.....	158
	Appendix E: Risk Models.....	171

# Executive Summary

Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

## Scope

This AMP identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Town can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

As defined by O. Reg. 588/17, this AMP include the following core and non-core asset categories:

### Asset Category

Core Assets:	Non-Core Assets:
 Road Network	 Land Improvements
 Storm Water Network	 Fleet
 Sanitary Sewer Network	 Machinery & Equipment
 Bridges & Culverts	 Facilities
 Water Network	 Airport

With the development of this AMP its contents is compliant with O. Reg. 588/17 July 1, 2024 requirements. There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2025.

## Findings

The overall replacement cost of the asset categories included in this AMP totals \$474.2 million. About half (51%) of all assets analysed in this AMP are in fair or better condition and assessed condition data was available for 9% of assets. For the remaining 91% of assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP uses a combination of proactive lifecycle strategies (paved roads and facilities) and replacement only strategies (all other assets) to determine the lowest cost option to maintain the current level of service.

To meet capital replacement and rehabilitation needs for *existing* infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Town’s average annual capital requirement totals \$10.1 million. Based on a historical analysis of sustainable capital funding sources, the Town is committing approximately \$3.08 million towards capital projects or reserves per year. As a result, there is currently an annual funding gap of \$7.06 million.

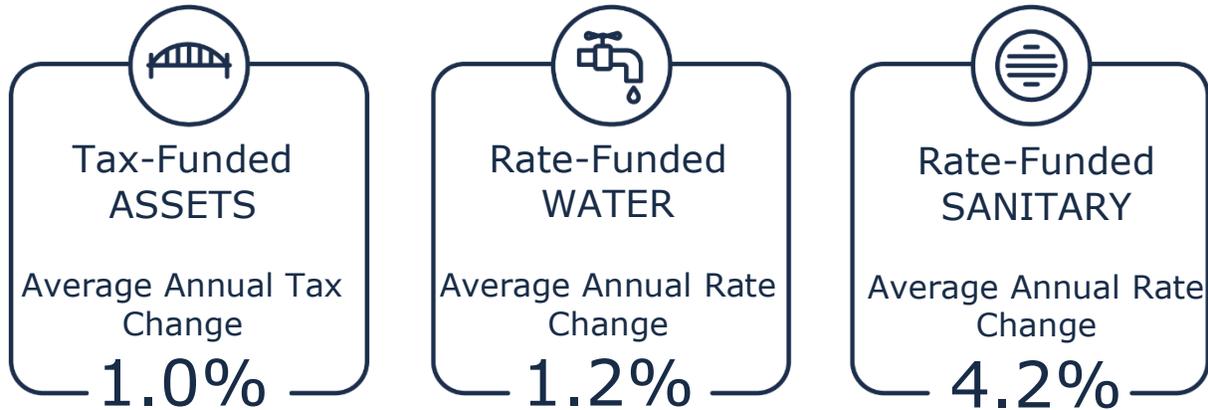
It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Town. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

Annual Deficit  
Per Household



# Recommendations

A financial strategy was developed to address the annual capital funding gap. The following graphics shows annual tax/rate change required to eliminate the Town’s infrastructure deficit based on a 20-year plan for tax-funded assets, as well as water and sanitary.



# AM Program Recommendations

The following table provides a summarized list of recommendations to further the development of the Township’s asset management program. A more detailed description of each recommendation can be found within the appropriate Asset Category.

Recommendation Category	Recommendation Details	Applicable Asset Categories
<b>Asset Inventory/Data Refinement</b>	Review Pooled Assets	Road Network- Streetlights Water-Manholes, hydrants Sanitary Sewer-Manholes
	Develop a Component-Based Inventory	Buildings
	Review Asset Inventory	Buildings Machinery & Equipment Land Improvements Fleet & Fleet Equipment
	Review Condition Assessment Schedule, Deliverables & Criteria	All Asset Categories

<b>Condition Assessment Program</b>	Procure Condition Assessments	Water Network Sanitary Sewer Network Storm Water Network
<b>Risk Management Strategies</b>	Risk-based decision making	All Asset Categories
	Risk Model Review & Data Identification	All Asset Categories
<b>Lifecycle Management Strategies</b>	Review Lifecycle Management Strategies	Road Network
	Rehabilitation Recommendations: Identify Cost & Dates	Bridges & Structural Culverts
<b>Levels of Service</b>	Measure Current Levels of Service	All Asset Categories
	Identify Proposed Levels of Service	All Asset Categories

Asset management is an ongoing practice that requires dedicated time and resources across all departments. Timelines, resources and effort for the above recommendations and all regular asset management activities should be reviewed regularly to determine sufficiency and progress made. Further details on the above recommendations are discussed in each asset category.

# 1 Introduction & Context

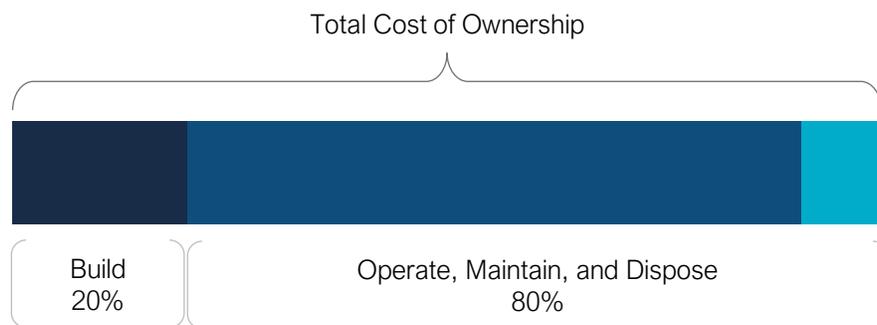
## Key Insights

- The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.
- The Town's asset management policy provides clear direction to staff on their roles and responsibilities regarding asset management.
- An asset management plan is a living document that should be updated regularly to inform long-term planning.
- Ontario Regulation 588/17 outlines 2022, 2024, and 2025 milestone and requirements for asset management plans in Ontario. This AMP addresses the 2024 requirements.

# 1.1 An Overview of Asset Management

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.

Typically, the acquisition of capital assets accounts for only about 10-20% of their total cost of ownership. The remaining costs arise from operations and maintenance. This AMP focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.



Asset ownership costs can (and often do) span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

### 1.1.1 Asset Management Policy

An asset management policy represents a statement of the principles guiding the Town's approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

The Town approved Policy Number CORP2020-004, Capital Asset Management Policy, in June 2019, in accordance with Ontario Regulation 588/17. The purpose of the policy is to guide consistent use of asset management across the organization. To facilitate this the Policy also outlines the governance framework including asset management roles and responsibilities.

### 1.1.2 Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Town plans to achieve asset management objectives through planned activities and decision-making criteria.

Several of the recommendations throughout this report highlight specific actions and practices that are expected to improve the Municipality's Asset management practices, internal capacity and cognizance, and resultant decisions. Thus, these recommendations serve informally as an Asset Management Strategy and provide a framework of planned activities to operationalize and support the delivery of the asset management objectives as defined in the policy.

### 1.1.3 Asset Management Plan

The asset management plan (AMP) presents the outcomes of the Town's asset management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- State of Infrastructure
- Asset Management Strategies
- Levels of Service
- Financial Strategies

The AMP is a living document that should be updated regularly as additional asset and financial data becomes available. This will allow the Town to re-evaluate the state of infrastructure and identify how the organization's asset management and financial strategies are progressing.

# 1.2 Key Concepts in Asset Management

Effective asset management integrates several key components, including lifecycle management, risk management, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

## 1.2.1 Lifecycle Management Strategies

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation, and replacement. The following table provides a description of each type of activity and the general difference in cost.

<b>Lifecycle Activity</b>	<b>Description</b>	<b>Example (Roads)</b>	<b>Cost</b>
Maintenance	Activities that prevent defects or deteriorations from occurring	Crack Seal	\$
Rehabilitation/ Renewal	Activities that rectify defects or deficiencies that are already present and may be affecting asset performance	Mill & Re-surface	\$\$
Replacement/ Reconstruction	Asset end-of-life activities that often involve the complete replacement of assets	Full Reconstruction	\$\$\$

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

The Town's approach to lifecycle management is described within each asset category outlined in this AMP. Developing and implementing a proactive lifecycle strategy will help staff to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

## 1.2.2 Risk Management Strategies

Municipalities generally take a 'worst-first' approach to infrastructure spending. Rather than prioritizing assets based on their importance to service delivery, assets in the worst condition are fixed first, regardless of their criticality. However, not all assets are created equal. Some are more important than others, and their failure or disrepair poses more risk to the community than that of others. For example, a road with a high volume of traffic that provides access to critical services poses a higher risk than a low volume rural road. These high-value assets should receive funding before others.

By identifying the various impacts of asset failure and the likelihood that it will fail, risk management strategies can identify critical assets, and determine where maintenance efforts, and spending, should be focused.

This AMP includes a high-level evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation, and replacement strategies for critical assets.

## 1.2.3 Levels of Service

A level of service (LOS) is a measure of what the Town is providing to the community and the nature and quality of that service. Within each asset category in this AMP, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

These measures include a combination of those that have been outlined in O. Reg. 588/17 in addition to performance measures identified by the Town as worth measuring and evaluating. The Town measures the level of service provided at two levels: Community Levels of Service, and Technical Levels of Service.

### Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories (roads, bridges and culverts, water, wastewater, stormwater) the Province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in

this AMP. For non-core asset categories, the Town has determined the qualitative descriptions that will be used to determine the community level of service provided. These descriptions can be found in the Levels of Service subsection within each asset category.

## Technical Levels of Service

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Town's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For core asset categories (roads, bridges and culverts, water, wastewater, stormwater) the Province, through O. Reg. 588/17, has provided technical metrics that are required to be included in this AMP.

## Current and Proposed Levels of Service

This AMP focuses on measuring the current level of service provided to the community. Once current levels of service have been measured, the Town plans to establish proposed levels of service over a 10-year period, in accordance with O. Reg. 588/17.

Proposed levels of service should be realistic and achievable within the timeframe outlined by the Town. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals and long-term sustainability. Once proposed levels of service have been established, and prior to July 2025, the Town must identify a lifecycle management and financial strategy which allows these targets to be achieved.

# 1.3 Ontario Regulation 588/17

As part of the *Infrastructure for Jobs and Prosperity Act, 2015*, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17). Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

The diagram below outlines key reporting requirements under O. Reg 588/17 and the associated timelines.

**2019**

Strategic Asset Management Policy

**2024**

Asset Management Plan for Core and Non-Core Assets (same components as 2022) and Asset Management Policy Update

**2022**

Asset Management Plan for Core Assets with the following components:

1. Current levels of service
2. Inventory analysis
3. Lifecycle activities to sustain LOS.
4. Cost of lifecycle activities.
5. Population and employment forecasts.
6. Discussion of growth impacts.

**2025**

Asset Management Plan for All Assets with the following additional components:

1. Proposed levels of service for next 10 years
2. Updated inventory analysis
3. Lifecycle management strategy
4. Financial strategy and addressing shortfalls.
5. Discussion of how growth assumptions impacted lifecycle and financial.

### 1.3.1 O. Reg. 588/17 Compliance Review

The following table identifies the requirements outlined in Ontario Regulation 588/17 for municipalities to meet by July 1, 2024. Next to each requirement a page or section reference is included in addition to any necessary commentary.

<b>Requirement</b>	<b>O. Reg. Section</b>	<b>AMP Section Reference</b>	<b>Status</b>
Summary of assets in each category	S.5(2), 3(i)	4.1.1 - 5.2.1	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	4.1.1 - 5.2.1	Complete
Average age of assets in each category	S.5(2), 3(iii)	4.1.3 - 5.2.3	Complete
Condition of core assets in each category	S.5(2), 3(iv)	4.1.2 - 5.2.2	Complete
Description of municipality's approach to assessing the condition of assets in each category	S.5(2), 3(v)	4.1.2 - 5.2.2	Complete
Current levels of service in each category	S.5(2), 1(i-ii)	4.1.6 - 5.2.6	Complete
Current performance measures in each category	S.5(2), 2	4.1.6 - 5.2.6	Complete
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	4.1.4 - 5.2.4	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	Appendix C	Complete
Growth assumptions	S.5(2), 5(i-ii) S.5(2), 6(i-vi)	6.1-6.2	Complete
AMP is publicly available	S.10	N/A	Pending
AMP is approved by Council	S.8 (b)	N/A	Pending
AMP is endorsed by executive lead at the Town	S.8 (a)	N/A	Pending

# 2 Scope and Methodology

## Key Insights

- This asset management plan includes ten (10) asset categories and is divided between tax-funded and rate-funded categories.
- The source and recency of replacement costs impacts the accuracy and reliability of asset portfolio valuation.
- Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

# 2.1 Asset Categories Included in this AMP

This asset management plan for the Town of Kirkland Lake is produced in compliance with Ontario Regulation 588/17. The July 2022 deadline under the regulation—the first of three AMPs—requires analysis of only core assets (roads, bridges and culverts, water, wastewater, and stormwater). The July 2024 deadline under the regulation- requires analysis to extend to all assets; for the Town of Kirkland Lake this is land improvement, fleet, machinery and equipment, and facilities assets.

The AMP summarizes the state of the infrastructure for the Town’s asset portfolio, establishes current levels of service and the associated technical and customer-oriented metrics, outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.

Asset Category	Source of Funding
Road Network	Tax Levy
Bridges & Culverts	
Storm Water Network	
Land Improvements	
Fleet & Fleet Equipment	
Machinery & Equipment	
Airport	
Facilities	User Rates
Water Network	
Sanitary Sewer Network	

# 2.2 Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. This AMP relies on two methodologies:

- User-Defined Cost and Cost/Unit:** Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience.

- **Cost Inflation/CPI Tables:** Historical cost of the asset is inflated based on Consumer Price Index or Non-Residential Building Construction Price Index

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs that the Town incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

## 2.3 Estimated Useful Life and Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Town expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset in this AMP was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset’s in-service data and its EUL, the Town can determine the service life remaining (SLR) for each asset. Using condition data and the asset’s SLR, the Town can more accurately forecast when it will require replacement. The SLR is calculated as follows:

$$\text{Service Life Remaining (SLR)} = \text{In Service Date} + \text{Estimated Useful Life (EUL)} - \text{Current Year}$$

## 2.4 Reinvestment Rate

As assets age and deteriorate they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost.

By comparing the actual vs. target reinvestment rate the Town can determine the extent of any existing funding gap. The reinvestment rate is calculated as follows:

$$\text{Target Reinvestment Rate} = \frac{\text{Annual Capital Requirement}}{\text{Total Replacement Cost}}$$

$$\text{Actual Reinvestment Rate} = \frac{\text{Annual Capital Funding}}{\text{Total Replacement Cost}}$$

# 2.5 Deriving Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Town’s asset portfolio. The table below outlines the condition rating system used most often in this AMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

Condition	Description	Criteria	Service Life Remaining (%)
Very Good	Fit for the future	Well maintained, good condition, new or recently rehabilitated	80-100
Good	Adequate for now	Acceptable, generally approaching mid-stage of expected service life	60-80
Fair	Requires attention	Signs of deterioration, some elements exhibit significant deficiencies	40-60
Poor	Increasing potential of affecting service	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration	20-40
Very Poor	Unfit for sustained service	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable	0-20

For some asset categories, the condition scale is slightly different from the above. In these cases, the condition scale used is provided.

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition.

# Strategic Alignment

## 2.6 Link to Strategic Plan

ISO 55000 defines asset management as the “*coordinated* activity of an organization to realize value from assets”. Understanding what interventions the Town’s asset require, the timing and cost of those interventions, and the risks held are central to preserving assets so that they can be used to deliver value. Using infrastructure asset to deliver value requires an understanding of what is valued—commonly this is reflected by the asset owner’s goals and objectives. In the case of the Town of Kirkland lake, their 2020-2024 Strategic Plan outlines the Town’s goals. Through the identification of strategic goals, asset management practices and decisions can be aligned to support strategic goal advancement.

The process of aligning an organization’s strategic plan and asset management activities delivered by staff is referred to by the Institute of Asset Management (IAM) as the “line of Sight”. Having a “line of sight” provides staff with an understanding of the purpose to their actions and why they are needed.

The 2020-2024 Strategic Plan is prioritizes critical programs, services and initiatives based on the needs, values, and aspirations of the community. The plan is intended to serve as a framework to guide staff in operational priorities including the allocation of human, capital, and technological resources.

The 2020-2024 Strategic Plan establishes the following vision and mission:

**Vision:** The Right Environment

**Mission:** Our Corporation is a model of public service done right, and taxpayers have the confidence in what we do and the value they are getting form their taxes

Directly connected to the vision and mission are values, identified as the “four Pillars” of the Strategic plan. These Four Pillars guide corporate actions and have the following related goals and actions:

Pillar	Related Goals/Actions
<b>Achieve Operational Excellence</b>	Aim for Financial Sustainability Policy Development & Implementation Better Management of Capital Assets Improved Communications Find & Implement Efficiencies
<b>Build the Team</b>	Improve Staff Accountability to Council & Residents

Pillar	Related Goals/Actions
	Council Initiatives for Success Improve Staff Accountability to Each other Eliminate the Gaps
<b>Outstanding Service</b>	Implement Sustainable Service Delivery Develop Better Communication & Enhance Openness & Transparency Improve Health and Safety for Staff & Public
<b>Promote Economic Growth</b>	Invest in Kirkland Lake Reduce Competition with Private Sector

The Asset Management Plan is a foundational document that contributes to the Town’s Four Pillars. For example, the pillar of achieving operational excellence is strongly supported by a data driven understanding of the Town’s most valuable assets, including their current state, future requirements, and financial strategies to meet identified requirements.

The Town’s commitment to transparency and openness (Outstanding Service Pillar) is also supported by the publication of the AMP, which comprehensively outlines key infrastructure information and in so doing provides an important communication tool for all stakeholders. Further, understanding the probability of asset failure (explored under asset risk) provides valuable information to inform improvements to health and safety of staff and the public (Outstanding Service Pillar). Lastly, the AMP is an important tool to guide investment to assets aligning with the focus of investing in Kirkland Lake and the pillar of Promoting Economic Growth.

## 2.7 Asset Management Success Factors

It takes considerable time and resources to develop an AMP and associated Asset Management Program. Implementing an AMP requires additional resources to support ongoing implementation, review, update, and continuously improvement efforts. The International Infrastructure Management Manual (IIMM) identifies three (3) critical factors to success in asset management program implementation. These factors are detailed below alongside examples of how Kirkland Lake is demonstrating the success factors and considerations for continuous improvement:

- 1 **Governance and Leadership:** To implement an AMP significant resources and cooperation across an organization are required; typically requiring leadership from the top.

Current Success:

- The Town of Kirkland Lake’s project team for both this AMP and the 2022 AMP (Core assets) had considerable involvement from leadership staff, including:
  - Director of Corporate Services
  - Treasurer
  - Director of Public Works
  - Director of Community Services
- The Town’s Strategic Plan identifies the importance of an AMP and related information inputs through action items related to operational excellence, building the team, and outstanding service. Please refer to Appendix 1 for a detailed listing.

Continuous Improvement Considerations:

- Regularly track the progress of action items and the value of their outputs.
- Ensure that action items are appropriately sequenced (e.g., appropriate resources are procured to support objectives) to facilitate their successes.

- 2 **Involving the Whole Organization:** asset management is a practice that many people within an organization affect, and that necessitates significant coordination. Asset requirements must be understood and directly considered when developing budgets, operational practices must support lifecycle maximization, capital projects require long-term cost considerations and coordination, and all decisions must seek to align with strategic objectives.

Current Success:

- In addition to the senior leadership involved in the AMP development, additional staff were directly consulted and involved.

Continue Improvement Considerations:

- Work with staff to disseminate asset management information across the organization, especially to operational staff who may not have been involved in the AMP’s development.
- Work to help staff understand the asset management “line of sight”, how their contributions relate to and affect asset management, and why they are needed.

- 3 **Resourcing the Asset Management System:** Sufficient and appropriately trained staff and system resources with the capacity to manage data, convey information, and align processes and systems is critical to the success of asset management.

Current Success:

- The Town’s Strategic Plan identifies the importance of investing in staff training and resourcing as demonstrated by the following related action items:
- ED-3: Enhance skills by increasing training and professional development of staff.

Continue Improvement Considerations:

- Align asset management training investments with operational needs. For example, if the intention is to improve asset management data practices focus on training specific to data management.
- Ensure infrastructure focused staff have the skills and training needed to utilize the asset management program.
- Review existing asset and information management systems to ensure they provide appropriate and valuable outputs. If not, explore what adjustments may be feasible to deliver stronger data and information outputs.

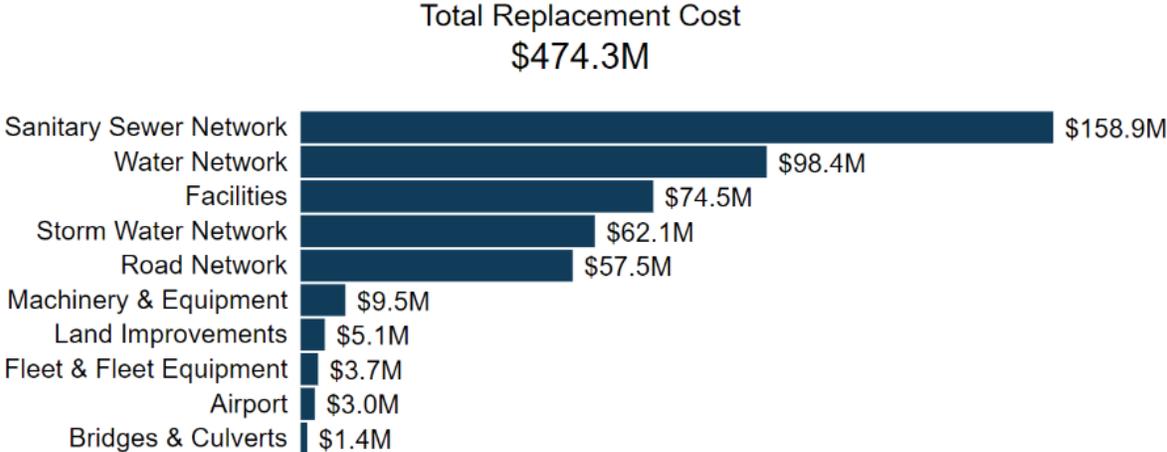
# 3 Portfolio Overview

## Key Insights

- The total replacement cost of the Town's asset portfolio is \$474.2 million.
- The Town's target re-investment rate is 2.14%, and the actual re-investment rate is .63%, contributing to an expanding infrastructure deficit.
- Weighted by replacement cost, 51% of all assets are in fair or better condition.
- Average annual capital requirements total \$10.145 million per year across all assets.

# 3.1 Total Replacement Cost of Asset Portfolio

The asset categories analyzed in this AMP have a total replacement cost of \$474.3 million based on inventory data from 2021. This total was determined based on a combination of user-defined costs and historical cost inflation. This estimate reflects replacement of historical assets with similar, not necessarily identical, assets available for procurement today.



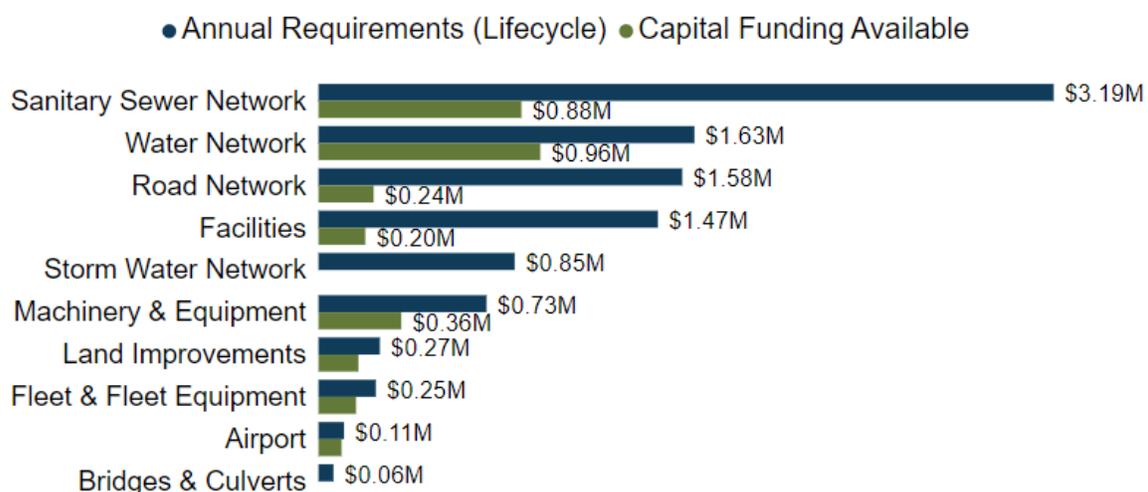
The following table identifies the methods employed to determine replacement costs across each asset category:

Asset Category	Replacement Cost Method	
	User-Defined	Notes
Road Network	92%	Almost all roads, curbs, and streetlights are defined by unit costs. Most culverts, streetlights and signals are inflated costs.
Bridges & Culverts	98%	User-defined replacement costs from the Ontario Structural Inspection Manual (OSIM) report
Storm Water Network	97%	Unit costs are provided for most storm sewerlines and all manholes
Water Network	97%	Unit Costs are provided for most waterlines and all hydrants
Sanitary Sewer Network	56%	Unit costs are provided for most sanitary sewerlines and all manholes
Land Improvements	0%	All land improvement assets rely on inflated historical cost as the replacement cost method.

Asset Category	Replacement Cost Method	
	User-Defined	Notes
Fleet & Fleet Equipment	89%	Most fleet assets have a user-defined costs. Most assets acquired in 2019 and 2020 rely on inflated historical costs.
Machinery & Equipment	39%	Most large machinery and equipment assets rely on a user-defined costs. Otherwise, assets use inflation of historical costs as the replacement cost method.
Airport	55%	All assets except the airport runway are user-defined costs.
Facilities	95%	Most facilities utilized insured building values as a user-defined costing method.
<b>Overall</b>	<b>80%</b>	

### 3.2 Target vs. Actual Reinvestment Rate

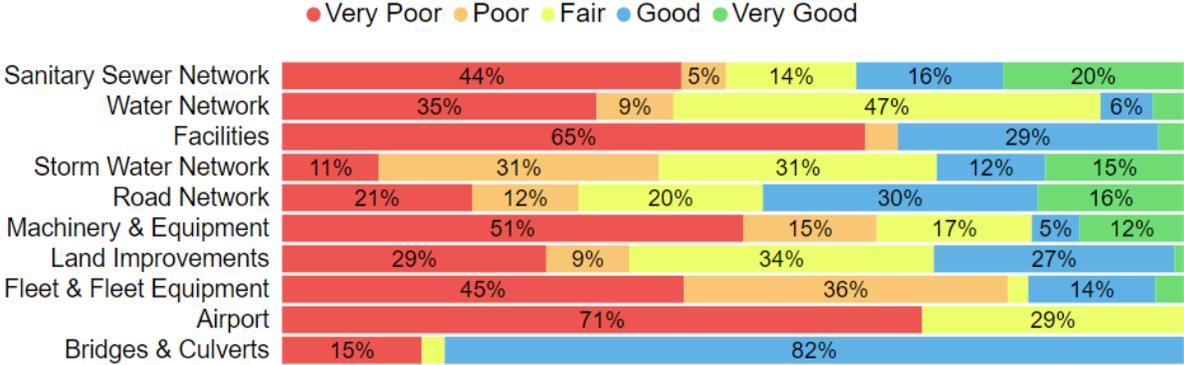
The graph below depicts funding gaps or surpluses by comparing target vs actual reinvestment rate. To meet the long-term replacement needs, the Town should be allocating approximately \$10,145,000 annually, for a target reinvestment rate of 2.14 %. Actual annual spending on infrastructure totals approximately \$3,081,000 for an actual reinvestment rate of 0.63%. Average annual requirements compared to average annual capital funding available by asset category is as follows:





# 3.3 Condition of Asset Portfolio

The current condition of the assets is central to all asset management planning. Collectively, 51% of assets in Kirkland Lake are in fair or better condition. This estimate relies on age-based condition data for 91% of the asset inventory.



This AMP relies on assessed condition data for 9% of assets; for the remaining portfolio, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. The table below identifies the source of condition data used throughout this AMP.

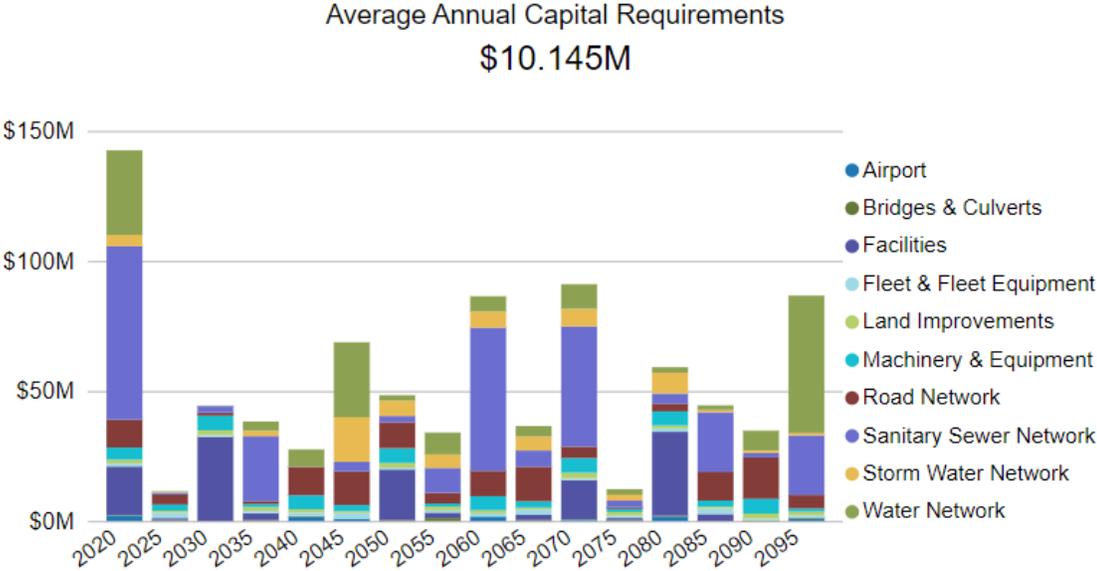
Asset Category	Asset Segment	% of Assets with Assessed Condition	Source of Condition Data
Road Network	Paved Roads	85%	Street Scan
Bridges & Culverts	Bridges & Pedestrian Bridges	100%	2021 OSIM Report
	Culverts	Age-Based	N/A
Storm Water Network	All	Age-Based	N/A
Water Network	All	Age-Based	N/A
Sanitary Sewer Network	All	Age-Based	N/A
Airport	All	Age-Based	N/A
Facilities	All	Age-Based	N/A
Fleet & Fleet Equipment	All	Age-Based	N/A
Land Improvements	All	Age-Based	N/A
Machinery & Equipment	All	Age-Based	N/A

# 3.4 Service Life Remaining

Based on asset age, available assessed condition data and estimated useful life, 38% of the Town’s assets will require replacement and/or capital rehabilitation within the next 10 years. Capital requirements over the next 10 years are identified in Appendix C.

# 3.5 Forecasted Capital Requirements

The development of a long-term capital forecast should include both asset rehabilitation and replacement requirements. With the development of asset-specific lifecycle strategies that include the timing and cost of future capital events, the Town can produce an accurate long-term capital forecast. The following graph identifies capital requirements over the next 80 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The average annual capital requirement is \$10.145 million. Also reported are the forecasted requirements aggregated into 5-year bins. As indicated below 5-year cumulative asset requirements vary significantly; backlog and requirements until 2024 are significant reflecting the aging infrastructure base. Thereafter, requirements drop for the period of 2025 but increase again and stay somewhat more consistent from 2030 onwards.



# 4 Analysis of Tax-funded Assets

## Key Insights

- Tax-funded assets are valued at \$216.89 million.
- 50% of tax-funded assets are in fair or better condition.
- The average annual capital requirement to sustain the current level of service for tax-funded assets is approximately \$5.37 million.
- Critical assets should be evaluated to determine appropriate risk mitigation activities and treatment options.

## 4.1 Road Network

The road network is a critical component of the provision of safe and efficient transportation services and represents the third highest value asset category in the Town’s asset portfolio. It includes all municipally owned and maintained roadways in addition to supporting roadside infrastructure including sidewalks, curbs, traffic signals, and streetlights.

The Town’s roads and sidewalks are maintained by the Public Works department who is also responsible for winter maintenance such as ice control and snow removal operations.

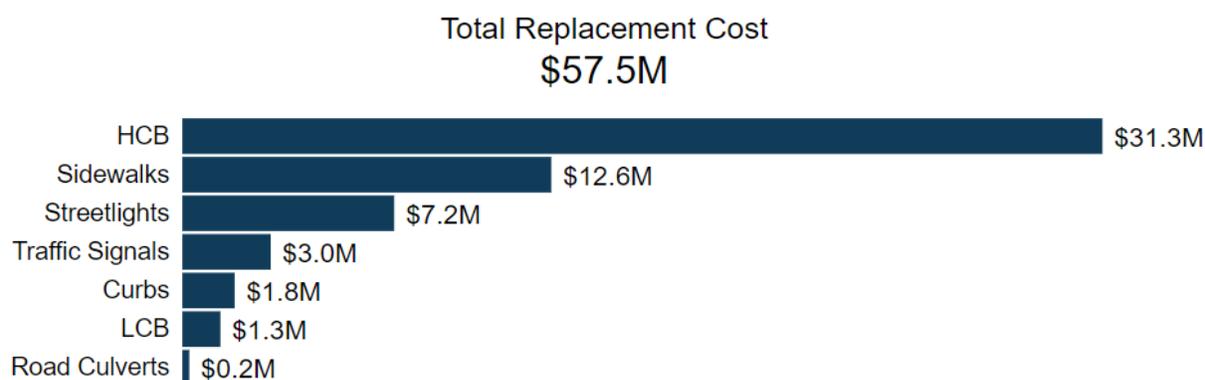
The state of the infrastructure for the road network is summarized in the following table.

Replacement Cost	Condition	Financial Capacity	
\$57 million	Fair (69.5%)	Annual Requirement:	\$1,578,000
		Funding Available:	\$239,000
		Annual Deficit:	\$1,340,000

## 4.1.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town's road network inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Curbs	22.30 kms	\$1,784,320	\$35,686
Gravel	5.41 kms	Not Planned for Replacement	
Paved Roads (HCB) <sup>1</sup>	52.64 kms	\$31,347,841	\$841,904
Paved Roads (LCB) <sup>2</sup>	3.19 kms	\$1,298,684	\$36,683
Road Culverts	2800	\$239,907	\$4,798
Sidewalks	39.83 kms	\$12,570,200	\$251,404
Streetlights	1031	\$7,219,954	\$288,898
Traffic Signals	10	\$3,011,090	\$119,420
<b>Total</b>		<b>\$57,471,996</b>	<b>\$1,578,794</b>



Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

<sup>1</sup> HCB stands for High Class Bituminous; these roads have an asphalt surface. The roads surface is smoother and more durable than LCB roads; HCB roads are also more costly.

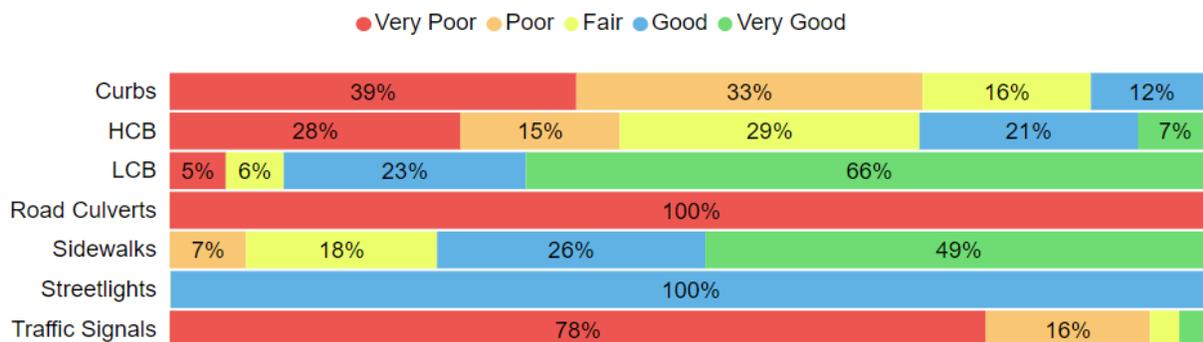
<sup>2</sup> LCB stands for Low Class Bituminous which is a surface-treated road. These roads have a hard-wearing surface.

## 4.1.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. For most paved roads and for all sidewalks condition data is based on a 2021 assessment completed by Street Scan. Otherwise, condition is age-based and the average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Curbs	50	39 Years 1 Month	Poor
Paved Roads (HCB)	35-40	59 Years 4 Months	Fair
Paved Roads (LCB)	35 Years 7 Months	35 Years 3 Months	Good
Road Culverts	50	52 Years	Very Poor
Sidewalks	50	59 Years 2 Months	Good
Streetlights	20-25	7 Years 3 Months	Good
Traffic Signals	25-50	20 Years 7 Months	Very Poor
<b>Average</b>		<b>54 Years</b>	<b>Fair</b>

The graph below visually illustrates the average condition for each asset segment on a scale of very good to very poor.



To ensure that the Town’s road network continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the roads.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data enables more accurate estimation of remaining service life of assets and the identification of cost-effective approaches to managing assets. The following describes the Town’s current approach:

- The Town conducted a Street Scan assessment in the fall of 2021 to gather accurate condition on all municipal roads. Data gathered included identification and assessment of bump and surface distortion, potholes, and patches. Road data could not be produced for a small percentage (~5 km) of the road network; in this case, age-based condition is used.
- Based on the above considerations, a Pavement Condition Index (PCI) was determined for each road asset. As well a repair priority was also provided, alongside length and width asset attribute data.
- The Street Scan project also collected a sidewalk inventory and determined a Sidewalk Condition Index (SCI) and a repair priority alongside verified lengths and widths.
- The information from the road assessments is reflected in this AMP including in long-term capital projections and the measurement of asset risk.
- Sidewalk assessment data is not reflected in the data currently; this is a recommended next step for advancement of the asset management program.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast replacement where not identified otherwise:

<b>Condition</b>	<b>Rating</b>
Very Good	85-100
Good	71-84
Fair	55-70
Poor	40-54
Very Poor	0-39

All other road network assets utilize a slightly different condition rating scale. This scale is as follows:

Condition	Rating
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-19

### 4.1.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset’s characteristics, location, utilization, maintenance history and environment.

The following lifecycle strategies have been developed as a proactive approach to managing the lifecycle of LCB and HCB roads. Paved road lifecycle event types, impact, and cost are based on recommendations from the Street Scan Study. Events are scheduled based on the repair priority as identified by Street Scan. A lifecycle strategy allows for strategic rehabilitation that is expected to extend the service life of roads at a lower total cost.

Paved Roads		
Event Name	Event Class	Event Impact
Crack Sealing	Maintenance	10% Condition Added
Shave and Pave	Rehabilitation	30% Condition Added
Reconstruction	Replacement	Condition Increased to 100%

Paved Roads	
Street Scan Repair Priority	Event Scheduled Year
= <40	2023
41-60	2025
61-80	2027

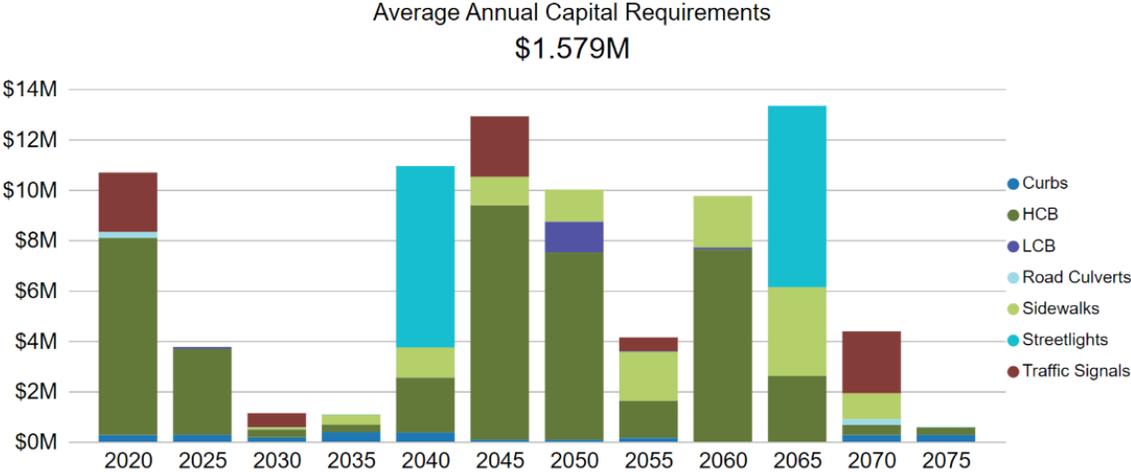
The following table outlines the Town’s current lifecycle management strategies that are not defined by the above strategies.

<b>Activity Type</b>	<b>Description of Current Strategy</b>
Maintenance	Maintenance activities include winter maintenance such as snow removal and sand for ice removal on roads and sidewalks as needed. Gravel roads are graded on a monthly basis and new gravel is added as needed. Street and sidewalk sweeping takes place on an annual basis.
Rehabilitation/ Replacement	Activities are prioritized based on asset condition, repair priority and other relevant health and safety risks.

# Forecasted Capital Requirements

Based on the lifecycle strategies identified previously for Paved Roads (HCB and LC), and assuming the end-of-life replacement of all other assets in this category, the following graph forecasts capital requirements for the road network.

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding capital rehabilitation and replacement projects. As indicated in the graph below, the average annual capital requirement is \$1, 579,000 million. When reviewing capital requirements until 2075 and grouped into 5-year aggregated bins, we see a spike between 2020-2024 (which includes backlog) with a drop in years 2025-2035 before spiking again in 2040. This projection period is used as it ensures that every asset has gone through one full iteration of replacement.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix C.

## 4.1.4 Risk & Criticality

### Risk Matrix

Risk is calculated for paved roads using 2021 asset inventory data and the following metrics and their weightings, listed in brackets:

Probability of Failure (POF)	Consequence of Failure (COF)
Assessed Condition (80%)	Replacement Cost (Financial)
Repair Prioroity (20%)	

Risk for all other road assets is based on the following model:

Probability of Failure (POF)	Consequence of Failure (COF)
Assessed Condition (80%)	Replacement Cost (Financial)

Please refer to Appendix E for a more detailed overview of the criteria used to determine the risk rating of each asset.

Using the above noted risk equation, a risk matrix is developed and detailed below. Risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for road network assets.



This is a high-level model developed for the purposes of this AMP. If there are changes in the Town's understanding of what parameters affect asset probability and consequence of failure and/or to the data available to calculate risk upon, it is best practice to adjust the model accordingly.

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Aging Infrastructure & Capital Funding**

In addition to an existing backlog, a large portion of the road network is reaching the end of its useful life. Based on the Street Scan study and asset intervention recommendations, there are significant investment requirements in the next 5 years. The Town does not have sufficient resources to address the backlog and aging roads as needed. The identification of the investment needs in a more data-driven manner may assist the Town in securing additional funding, whether through taxation or otherwise.



### **Community Expectations**

Staff have difficulty meeting public expectations as it relates to road condition. Since most taxes go towards funding the road network, users expect driving conditions to be improved. Staff will need to balance meeting expectations of users against prioritizing a critical backlog.



### **Organizational Knowledge**

The Town has noted a concern related to organizational capacity and knowledge. Staff turnover and removal of the engineering department has resulted in a loss of historical knowledge and staff resources. This has impacted the ability to complete operations and maintenance activities affordably and efficiently.

## 4.1.5 Levels of Service

The following tables identify the Town’s current level of service for the road network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the road network.

Service Attribute	Qualitative Description	Current LOS (2021)
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity	See Appendix C
Quality	Description or images that illustrate the different levels of road class pavement condition	<p>Road assets were assessed in 2021 by StreetScan. Condition scores consider asset distresses such as longitudinal, block and alligator cracking and based on this assign a condition score from 0-100. In this AMP, condition ranges are defined as follows:</p> <p>Very good (85-100): Road is well maintained and in excellent condition. Surface was newly or recently upgraded. Very limited signs of deterioration or remedial work required.</p> <p>Good (70-84): Road is in overall good condition. Few sections are starting to show signs of minimal deterioration.</p> <p>Fair (55-69): Some sections of road starting to deteriorate. Requires some remedial work and surface upgrade in near future.</p> <p>Poor (40-55): Large portions of road exhibiting deterioration with rutting, potholes, distortions, longitude, and lateral cracking. Road is mostly below standard.</p> <p>Very Poor (&lt;40): Widespread signs of deterioration. Requires remedial work to bring road up to standard. Service is affected</p>

## Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the road network.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2021)</b>
Scope	Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km <sup>2</sup> ) <sup>3</sup>	0.25
	Lane-km of local roads (MMS classes 5 and 6) per land area (km/km <sup>2</sup> )	0.41
Quality	Average pavement condition index for paved roads in the municipality	HCB: 54% LCB: 78%
Performance	Capital reinvestment rate vs Target Reinvestment Rate	0.42% vs. 3%

<sup>3</sup> Please note there are no class 1 or class 2 roads within the Town; therefore, their lane-km are not reported.

## 4.1.6 Recommendations

### Asset Inventory

- **Use Citywide Asset Segmentation:** When completing a Road Needs Study or a Street Scan Study complete it based on the existing Citywide asset segmentation so that data updates are as accurate as possible. Ensure that all asset data (i.e., road curbs) are collected with reference to a location so that the data outputs are practically useful.
- **Create Sidewalk Rehabilitation Events:** Sidewalk condition, repair priority, and repair recommendation data was collected by Street Scan and uploaded to Citywide, the asset management database. Like with roads, work to upload recommended capital interventions as an event in Citywide against each asset. Identify the date and estimated impact of each intervention activity.
- **Review Pooled Assets:** The streetlights include several pooled assets that should be segmented and updated to contain a useable location reference.
- **Regular & Ongoing Data Updates:** As assets are replaced or rehabilitated ensure that Citywide inventory is also updated to reflect changes in asset condition.

### Condition Assessment Strategies

- **Enhance Detail of Lifecycle Strategy Recommendations:** When conducting future Street Scan assessments collect information on recommended *timing* of identified maintenance and rehabilitation activities.
- **Condition Assessment Program:** Formalize the assessment schedule and program for the road network. Consider baseline standards for frequency of re-assessment and assessment protocol for other road network assets.

### Lifecycle Management Strategies

- **Incorporate Street Scan recommendations into budgets:** when making budget decisions incorporate the lifecycle management events for HCB and LCB roads. Recognizing that resourcing may be a constraint prioritize based on available resources.
- **Incorporate Asset Data into External Funding Applications:** When pursuing any external funding opportunities demonstrate the Town's need for investment through the asset inventory information reflected herein.
- **Evaluate the efficacy of the Town's lifecycle management strategies** at regular intervals to determine the actual impact, cost, and betterment to condition, and asset risk.

## Risk Management Strategies

- **Implement risk-based decision-making** as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- **Review risk models on a regular basis** and adjust according to an evolving understanding of the probability and consequences of asset failure and/or as data available for the risk model evolves.

## Levels of Service

- **Continue to measure current levels of service** in accordance with O. Reg. 588/17 mandated and additional Town selected metrics.
- Consider historical current LOS metrics when identifying and evaluating proposed levels of service as required in 2025 per O. Reg. 588/17.

## 4.2 Bridges & Culverts

Bridges and culverts represent a critical portion of the transportation services provided to the community. The Department of Public Works is responsible for the maintenance of all bridges and culverts located across municipal roads with the goal of keeping structures in an adequate state of repair and minimizing service disruptions.

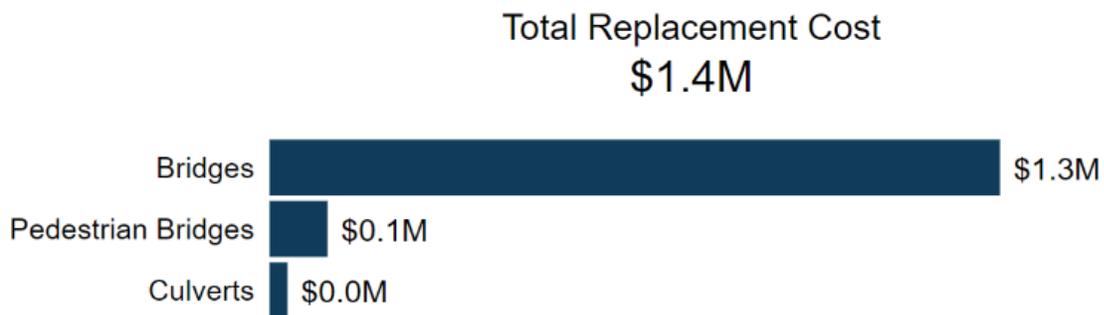
The state of the infrastructure for bridges and culverts is summarized in the following table.

<b>Replacement Cost</b>	<b>Condition</b>	<b>Financial Capacity</b>	
\$1.43 Million	Good (62%)	Annual Requirement:	\$65,000
		Funding Available:	\$0
		Annual Deficit:	\$65,000

## 4.2.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town’s bridges and culverts inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Bridges	3	\$1,300,123	\$62,000
Culverts	1	\$31,931	\$639
Pedestrian Bridges	2	\$103,532	\$2,000
<b>Total</b>		<b>\$1,435,586</b>	<b>\$65,000</b>



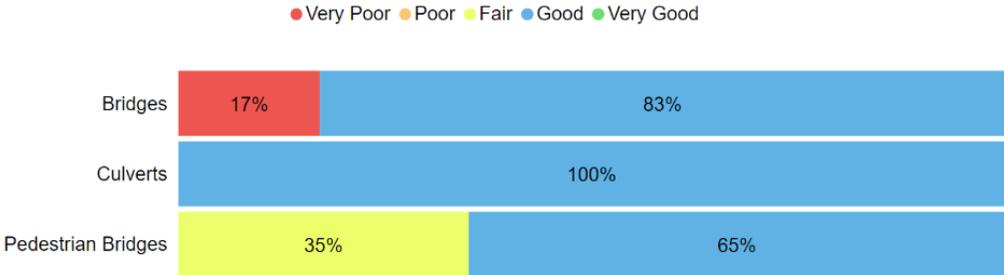
Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.2.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Bridges	8-50	41 year 6 months	Good (61%)
Culverts	50	14 years	Good (72%)
Pedestrian Bridges	50	51 years	Good (64%)
<b>Average</b>		<b>40 Years 1 Month</b>	<b>Good (62%)</b>

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale. As indicated below most assets are in good condition.



To ensure that the Town’s Bridges & Culverts continue to provide an acceptable level of service, regular condition monitoring is recommended. If the average condition declines, lifecycle management strategies may need to be adjusted to increase the overall condition of the bridges and culverts.

Each asset’s Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Town's current approach:

- Condition assessments of all bridges and culverts with a span greater than or equal to 3 meters are completed every 2 years in accordance with the Ontario Structure Inspection Manual (OSIM). The latest OSIMs was completed in 2021 by EXP engineering Services Incorporated. The data collected in that OSIMs is reflected in this AMP.
- On a more frequent basis municipal staff conduct ad-hoc visual condition assessments on bridges, culverts, and pedestrian bridges. Staff will take note of deficiencies to inform maintenance and capital planning.

In this AMP, the following rating criteria is used to determine the current condition of bridges and culverts and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80-100
Good	60-79
Fair	40-59
Poor	20-39
Very Poor	0-19

### 4.2.3 Lifecycle Management Strategy

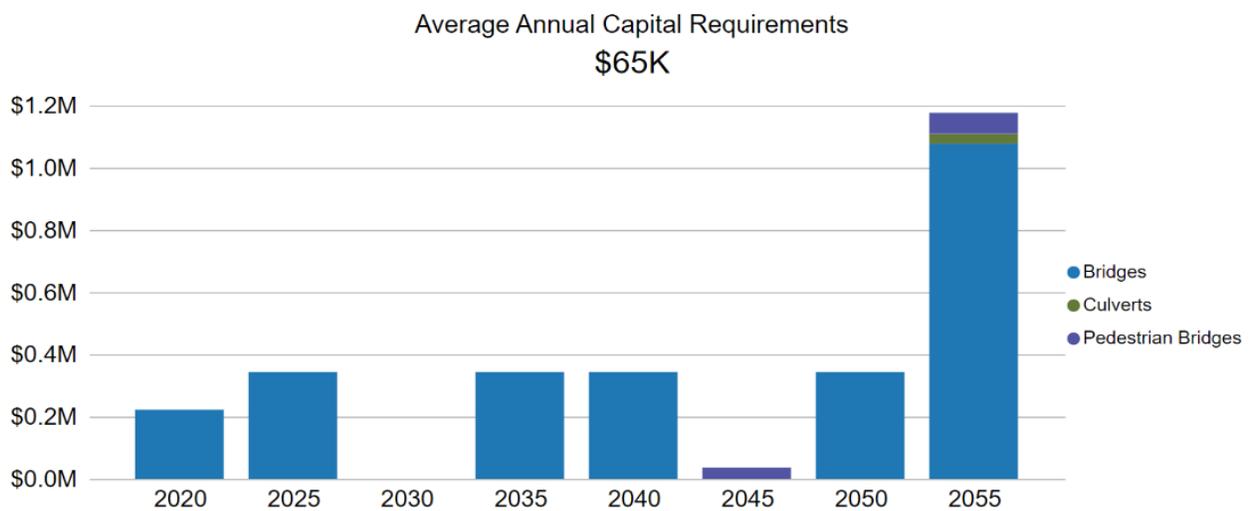
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town’s current lifecycle management strategy.

<b>Activity Type</b>	<b>Description of Current Strategy</b>
Maintenance, Rehabilitation and Replacement	All lifecycle activities are driven by the results of mandated structural inspections completed according to the Ontario Structure Inspection Manual (OSIM)
Inspection	The most recent inspection report was completed in 2021 by EXP Engineering Services Incorporated

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement is \$65,000 and represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements until 2055 when every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins. As indicated below most capital requirements are related to the bridge segment, which also hold most of the category's replacement value. For the category overall, capital requirements are generally less than \$400,000 for each five-year cumulative bin. In 2055-2060 however, capital requirements spike significantly.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix C.

## 4.2.4 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for bridge and structural culvert assets based on 2021 inventory data. See Appendix D for the criteria used to determine the risk rating of each asset.



The asset-specific attributes that municipal staff utilize to measure risk for bridges and culverts is as follows:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (Financial)

This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

# Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Aging Infrastructure & Capital Funding**

In addition to an existing backlog, a large portion of the bridges and culverts are reaching the end of its useful life. The Town does not have sufficient funding to address the backlog and aging assets. Major capital rehabilitation and replacement projects are often entirely dependant on the availability of grant funding opportunities. When grants are not available, rehabilitation and replacement projects may be deferred. An annual capital funding strategy could reduce dependency on grant funding and help prevent deferral of capital works.



### **Community Expectations & Regulatory Requirements**

Staff have difficulty meeting public expectations as it relates to bridge accessibility. The Town has considered decommissioning some bridges in the interest of saving money and remaining compliant with regulatory requirements, however, the public is generally not in favour of decommissioning due to connectivity impacts. Staff continue to prioritize regulatory compliance and are seeking to consult with the public to find an economically efficient solution.

## 4.2.5 Levels of Service

The following tables identify the Town’s current level of service for bridges and culverts. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by bridges and culverts.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2021)</b>
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists)	Bridges and structural culverts are a key component of the municipal transportation network. None of the Town's structures have loading or dimensional restrictions meaning that most types of vehicles, including heavy transport, motor vehicles, emergency vehicles and cyclists can cross them without restriction.
Quality	Description or images of the condition of bridges and culverts and how this would affect use of the bridges and culverts	See Appendix C

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by bridges and culverts.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2021)</b>
Scope	% of bridges in the Town with loading or dimensional restrictions	33%
Quality	Average bridge condition for bridges in the Town	61%
	Average bridge condition for culverts in the Town	72 %
	Average bridge condition for pedestrian bridges in the Town	64%
Performance	Capital re-investment rate vs. Target Reinvestment Rate	0% vs. 5%

## 4.2.6 Recommendations

### Data Review/Validation

- **Continue to review and validate inventory data**, assessed condition data and replacement costs for all bridges and structural culverts upon the completion of OSIM inspections every 2 years.

### Condition Assessment

- **Consider a condition assessment program for culverts**, as these structures are not covered in the OSIM inspection process. More accurate culvert information will help the Town prioritize capital work related to bridges and culverts.

### Risk Management Strategies

- **Implement risk-based decision-making** as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- As a risk and cost mitigation strategy consider the feasibility of permanent closure of old structures to reduce liabilities and costs.
- **Review risk models on a regular basis** and adjust as needed. If additional data points are deemed valuable to calculating risk, review the feasibility of collection against resultant benefit.

### Lifecycle Management Strategies

- **Obtain Rehabilitation Costs & Schedules:** This AMP only includes capital costs associated with the reconstruction of bridges and culverts. When procuring OSIM reports include in the project scope the identification of capital rehabilitation events, and the estimated cost and recommended timing of rehabilitation. Integrate these costs and schedules into long-term planning.

### Levels of Service

- **Maintain historical records of current LOS** so that performance trends can be gathered and considered when setting proposed LOS in 2025
- **Begin preparing for the 2025 LOS** requirement to establish and report on proposed levels of service as per O. Reg. 588/17. Ensure the Township understands the full reporting requirements so that preparatory work can begin.

## 4.3 Storm Water Network

The Town owns and maintains a storm water network of 65 km of storm sewer lines and numerous catch basins and manholes.

Staff are working towards improving the accuracy and reliability of their storm water network inventory to assist with long-term asset management planning.

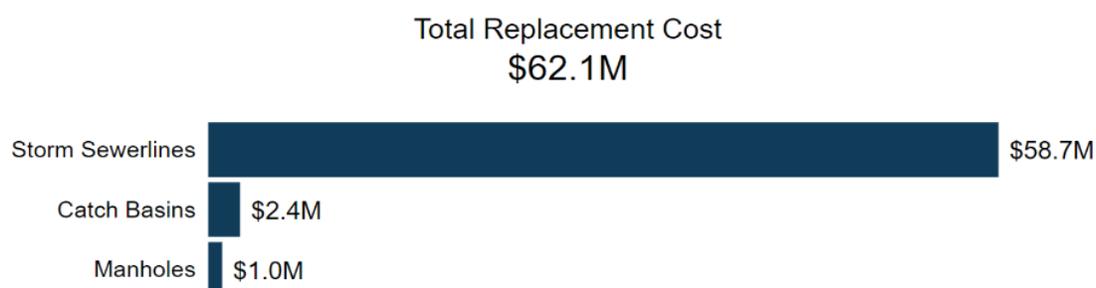
The state of the infrastructure for the storm water network is summarized in the following table.

Replacement Cost	Condition	Financial Capacity	
\$62.14 million	Fair (47%)	Annual Requirement:	\$852,000
		Funding Available:	\$0
		Annual Deficit:	\$852,000

### 4.3.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town's storm water network inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Catch Basins	795	\$2,385,000	\$48,000
Manholes	261 Assets	\$1,044,000	\$21,000
Storm Sewerlines	73.29 km	\$58,720,000	\$783,000
<b>Total</b>		<b>\$62,149,000</b>	<b>\$852,000</b>



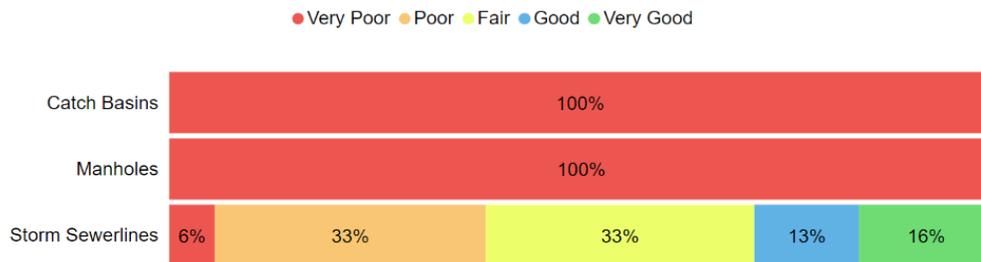
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.3.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Catch Basins	50	30.5	0% (Very Poor)
Manholes	50	51	0% (Very Poor)
Storm Sewerlines	75	38.5	50% (Fair)
<b>Average</b>		<b>38.5</b>	<b>47% (Fair)</b>

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



To ensure that the Town’s storm water network continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the storm water network.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Town's current approach:

- There are no formal condition assessment programs in place for the storm water network.
- Ah-hoc visual assessments are conducted on manholes and catch basins and deficiencies are noted to inform capital planning.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

### 4.3.3 Lifecycle Management Strategy

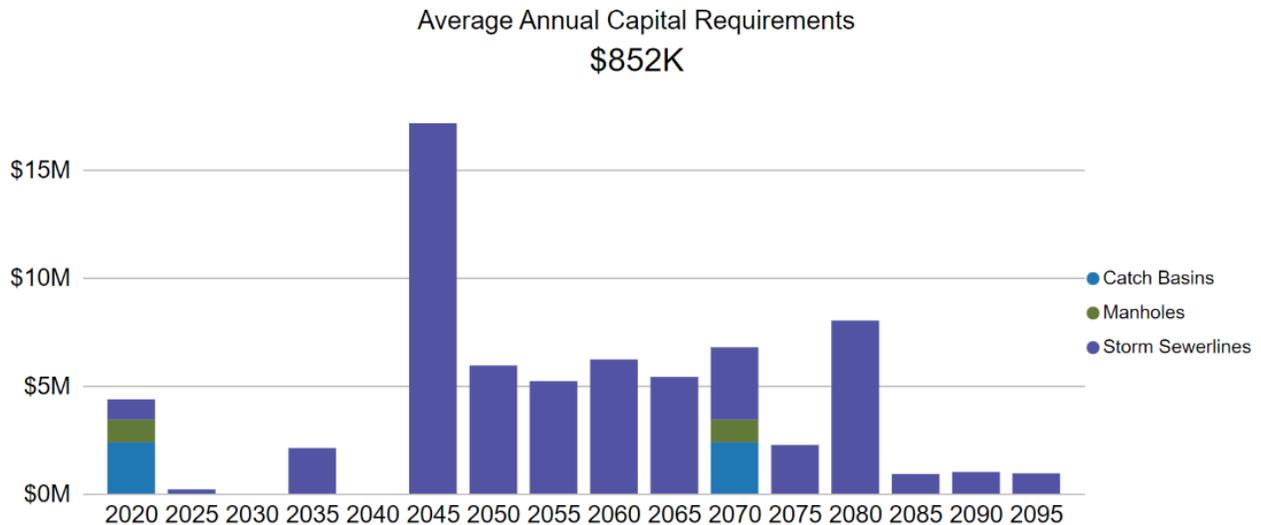
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Primary activities include catch basin cleaning and storm main flushing, but only a small percentage of the entire network is completed per year.
Rehabilitation	CCTV inspections and storm main cleaning is completed as budget becomes available and this information is used to drive forward rehabilitation and replacement plans.
Rehabilitation	Trenchless re-lining has the potential to reduce total lifecycle costs but would require a formal condition assessment program to determine viability.
Replacement	Without the availability of up-to-date condition assessment information replacement activities are mostly reactive in nature.

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement is \$852,000 and represents the average amount per year that the storm network requires for rehabilitation and replacement needs. The following graph identifies capital requirements until 2095 when every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins. Approximately one third of storm sewer lines were installed between 1971 and 1975, creating a capital renewal spike in 2045-2050. This spike may be flattened as staff distribute the work overtime.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix C.

## 4.3.4 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for stormwater assets based on 2021 inventory data. Risk is calculated for stormwater mains based on the following risk model:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (70%)	Replacement Cost (70%)
Pipe Material (30%)	Pipe Diameter (30%)

Risk is calculated for all other stormwater assets based on the following table:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (100%)	Replacement Cost (100%)

See Appendix D for a detailed listing of the criteria used to determine the risk rating of each asset.



This is a high-level model developed for the purposes of this AMP; regular review and as needed update of the model will be beneficial to the quality of its outputs.

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Infrastructure Design, Identification & Location**

Staff have identified several pipes that are undersized, resulting in occasional backups and flooding. The Town has also identified numerous open storm ditches located behind residences and in laneways, and other stormwater assets deemed very important to the network were found buried. Due to their recent discovery these assets have not been assessed or appropriately maintained for multiple decades. The combination of undersized assets, assets in locations with limited access, the recent identification of assets, and the potential to discover more unknown assets are all significant challenges. These risks are difficult especially as there is no dedicated Engineering department to focus on their remedy.



### **Organizational Structure & Project Affordability**

The Public Works department no longer has an engineering department. When the Town did have an engineering department, they were able to complete a lot of operational work with internal resources, however now they are required to use an external consultant much of the time. This creates a significant project cost that is not sustainable which in some cases may reduce the amount of work that can now be completed on stormwater infrastructure.

## 4.3.5 Levels of Service

The following tables identify the Town’s current level of service for the storm water network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the storm water network.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2021)</b>
Scope	Description, which may include map, of the user groups or areas of the municipality that are protected from flooding, including the extent of protection provided by the municipal stormwater system	The Town’s stormwater network is focused to areas of development. This primarily extends to Kirkland Lake population centre and Swastika.

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the storm water network.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2021)</b>
Scope	% of properties in municipality resilient to a 100-year storm	50% <sup>4</sup>
	% of the municipal stormwater management system resilient to a 5-year storm	85% <sup>5</sup>
Performance	Current capital reinvestment rate vs. Target reinvestment rate	0% vs. 1%

<sup>4</sup> This is based on the observations of municipal staff.

<sup>5</sup> This is based on the observations of municipal staff.

## 4.3.6 Recommendations

### Asset Inventory

- Review asset inventory for accuracy and comprehensiveness, specifically:
- Quantities of Catch basins and manholes in inventory
- Disaggregation of pooled manholes and some catch basin asset to allow for improved location markers and lifecycle strategies.
- When assets are uncovered (i.e., buried assets) gather as much asset data as possible (including location) and create an asset in Citywide.

### Condition Assessment Strategies

- **Consider procurement of a system-wide condition assessment** through CCTV inspections. If there are limitations to the percentage of the network that can be completed, begin with the most critical sections and/or sections believed to be in poorest condition.

### Risk Management Strategies

- **Implement risk-based decision-making** as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Identify assets without attribute information used to calculate risk (i.e., pipe material and diameter) and work to collect and update asset information. Consider including in scope of CCTV inspections.

### Lifecycle Management Strategies

- **Document and review lifecycle management strategies** for the storm water network on a regular basis to achieve the lowest total cost of ownership while maintaining adequate service levels.

### Levels of Service

- **Continue to regularly measure and record current levels of service** in accordance with the selected metrics. Review current level of service over time to identify performance trends.
- Prepare for 2025 requirement to report on Proposed LOS. Begin to identify reporting requirement, and responsibilities for completion.

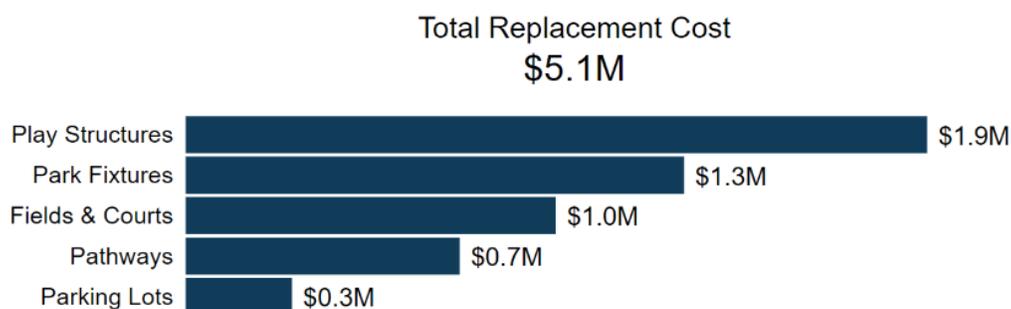
## 4.4 Land Improvements

The Town owns a variety of land improvement assets which provide and support important services to residents. The following summarizes the land improvement segments and typical assets included in each:

- **Field & Courts:** Various courts and fields for sports activities.
- **Park Fixtures:** Assets like benches, handrails, picnic tables, and garbage's that support the use and enjoyment of parks.
- **Parking Lots:** Parking lots to facilitate use of parks.
- **Pathways:** Various trails and walkways located within parks.
- **Play Structures:** a variety of parks, splash pads, and bike and skateboard parks.

Replacement Cost	Condition	Financial Capacity	
\$5.1 million	Fair (48%)	Annual Requirement:	\$266,000
		Funding Available:	\$163,000
		Annual Deficit:	\$93,000

This total replacement cost is allocated to each asset segment as follows:



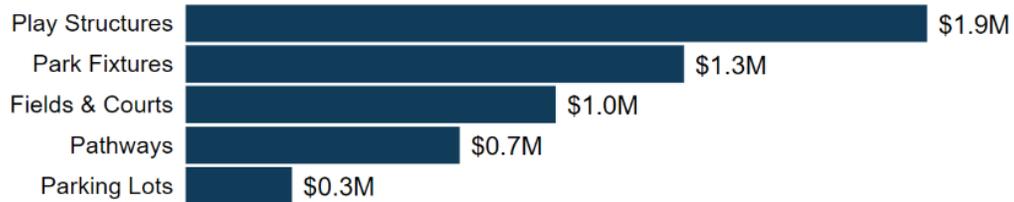
### 4.4.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town's storm water network inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Fields & Courts	2	\$957,217	\$47,861
Park Fixtures	11	\$1,289,244	\$79,301

Parking Lots	3	\$274,693	\$13,735
Pathways	5	\$708,946	\$35,447
Play Structures	12	\$1,917,985	\$89,631
<b>Total</b>		<b>\$5,148,085</b>	<b>\$265,975</b>

Total Replacement Cost  
\$5.1M



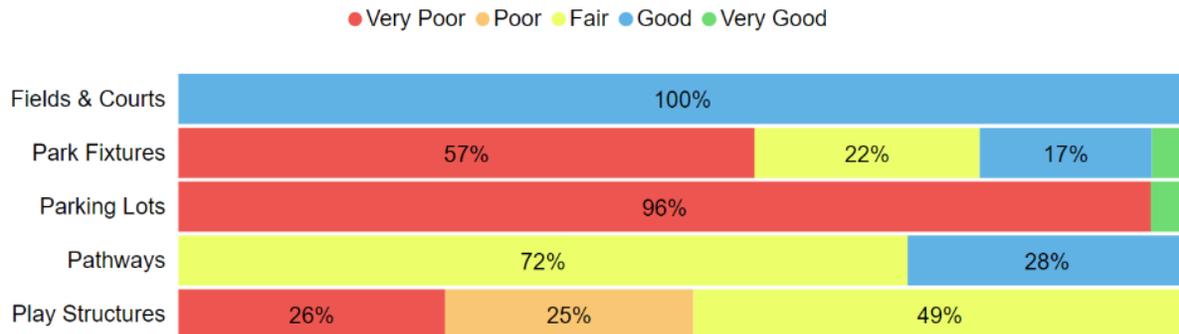
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.4.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age	Average Condition
Fields & Courts	20	6 Years	Good (70%)
Park Fixtures	10-20	15 Years 7 Months	Poor (23%)
Parking Lots	20	20 Years 8 Months	Very Poor (10%)
Pathways	20	9 Years 2 Months	Fair (51%)
Play Structures	10-50	19 Years 11 Months	Poor (29%)
<b>Average</b>		<b>16 Years 1 Month</b>	<b>Poor (37%)</b>

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



Like with all assets, the condition of land improvements requires regular monitoring and review. Without intervention assets will decline in condition. Where there is noticeable decline, lifecycle management strategies may require review and adjustment.

Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Town's current approach:

- Playgrounds are inspected for safety at the beginning of each season and thereafter once a week.
- Fields and courts are inspected monthly for deficiencies, required repairs are identified and planned out.
- Informally, mot land improvements are reviewed while conducted maintenance. Generally, severe issues are identified.
- Assessments are not currently documented.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

### 4.4.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town’s current lifecycle management strategy.

<b>Activity Type</b>	<b>Description of Current Strategy</b>
Maintenance & Inspection	Playgrounds are inspected for safety and condition at the beginning of each season and thereafter once every week.
	Town staff complete monthly inspections for fields and courts. Inspections are visual and primarily consider condition and identify any required repairs. Inspections are not formally documented. On a weekly basis informal inspections occur while grass cutting is conducted.
	The Town’s two primary walkways are reviewed weekly for their condition.
	Most maintenance and repair requirements are identified through regular inspections. In some instances, maintenance activities are triggered by public requests.
Replacement	Replacement considerations vary slightly by asset type. Playground replacements are primarily based on CSA standards. Other land improvement assets that are less standardized primarily consider asset condition and suitability.

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement is \$266,000 and represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements until 2040 when every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins. In most five-year cumulative bins capital requirements range between \$1 and \$1.5 million (over 5 years). In 2030 there is a slight spike in total capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix C.

## 4.4.4 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for land improvement assets based on 2021 inventory data and the following attributes.

<b>Probability of Failure (POF)</b>	<b>Consequence of Failure (COF)</b>
Condition (100%)	Replacement Cost (80%)
	Asset Segment (20%)

Using the risk attributes above, land improvement risk scores are summarized as follows:



Please refer to Appendix D for a more detailed breakdown of the criteria used to determine the risk rating of each asset.

This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Asset Data & Information**

Land Improvement assets have limited data and information on existing and future capital investment requirements and staff have limited expertise to accurately forecast future investment requirements. This makes it challenging to budget and plan for assets investments particularly where they may be more significant in nature. This is a risk because investment requirements may be identified only when they are needed and the funds to support may not be available.



### **Capital Funding Strategy**

The Town's land improvement assets have minimal capital budgets. In most cases, investment to land improvement assets is reliant on grant funding. Availability and eligibility requirements for grant funding vary significantly by year, therefore sustainable investment can be difficult to attain and challenging to rely on. The existing funding strategy poses risks to the long-term and sustainable management of land improvement assets.

## 4.4.5 Levels of Service

The following tables identify the Town’s current level of service for the storm water network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the storm water network.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2021)</b>
Scope	Description of replacement and rehabilitation considerations and approach	Land improvement assets are quite diverse in the asset type and function; replacement and rehabilitation decisions are based on a range of factors but generally always consider at least the assets suitability and its age and condition.
Quality	Description or images of the condition of the asset and how this could affect use	Using age-based condition land improvement assets range in condition from Very Good (82%) to Very Poor (0%) and are in average in condition Fair condition.

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the land improvement network.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2021)</b>
Scope	Average Condition of Assets	37%
Performance	Current capital reinvestment rate vs. Target Reinvestment Rate	3.3% vs. 5%

## 4.4.6 Recommendations

### Asset Inventory

- **Review Standard data Fields:** When adding new assets to Citywide inventory ensure fields (i.e., location, name, quantity) are descriptive so that similar assets (i.e., parks) are easily distinguishable from one another.
- Ensure Regular Inventory Updates:
- As assets are removed from inventory, ensure the asset is also disposed of in Citywide.
- At least on an annual basis review the asset inventory to ensure it is accurate and comprehensive.

### Condition Assessment Strategies

- **Collect playground annual condition inspection reports** and update Citywide inventory with the assessment data. Ensure assessment criteria is clearly documented and with field reference material so that results are reliable and based on uniform and agreed to parameters.

### Risk Management Strategies

- Consider risk results in asset investment decision and the budgeting processes.
- **Review risk models on a regular basis** and adjust as needed or as data available for risk calculations changes.

### Lifecycle Management Strategies

- **Append replacement and/or rehabilitation recommendations** from CSA Playground inspections to assets in Citywide.
- **Document inspections of field and court assets** and annually append condition information to assets.

### Levels of Service

- **Measure current levels of service** in accordance with the metrics that the Town has established in this AMP. Consider the results and trends when working towards establishing proposed LOS as required in 2025 by O. Reg. 588/17.

## 4.5 Fleet & Fleet Equipment

The Town owns and operates several fleet assets; these assets are integral to the Town’s daily operations. The following segments are used for fleet assets and can be described as follows:

- Community Services: Pick-up trucks primarily used to access various land improvement assets.
- Fire: Fire fighting (e.g., freightliner) and supportive (e.g., pick-up trucks) fleet assets.
- Public Works: An assortment of utility vehicles including pick-up trucks, plow trucks, and freightliner alongside other vehicles assets like cargo vans and cars.

Replacement Cost	Condition	Financial Capacity	
\$3.7 million	Poor (25%)	Annual Requirement:	\$248,000
		Funding Available:	\$163,000
		Annual Deficit:	\$85,000

### 4.5.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town’s fleet and fleet equipment inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Community Services	3	\$134,000	\$13,000
Fire	4	\$777,000	\$45,000
Public Works	25	\$2,790,00	\$190,00
<b>Total</b>		<b>\$3,701,000</b>	<b>\$248,00</b>

Total Replacement Cost  
**\$3.7M**



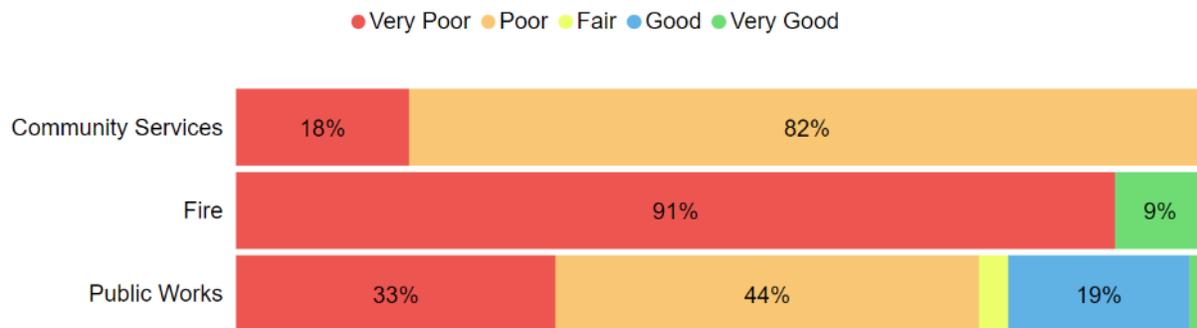
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.5.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age	Average Condition
Community Services	10	9 Years	Poor (25%)
Fire	10-20	14 Years 3 Months	Very Poor (8%)
Public Works	5-20	9 Years	Poor (30%)
<b>Average</b>		<b>9 Years 8 months</b>	<b>Poor (25%)</b>

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



To ensure that the Town's storm water network continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the storm water network.

Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Town’s current approach:

- It is the Town’s expectation that prior to each use, staff complete a circle inspection.
- The Town’s mechanic does assess fleet assets annually; this information was not available to incorporate into this AMP.
- Condition assessments consider asset age and/or hours in use, and availability of parts.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

### 4.5.3 Lifecycle Management Strategy

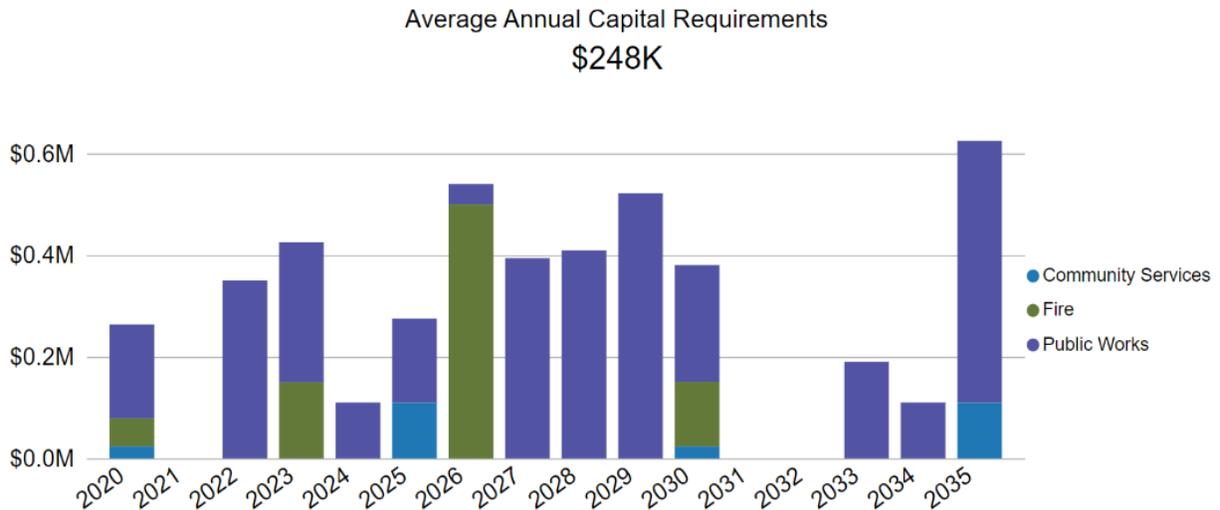
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance & Inspection	Fleet assets receive a circle inspection prior to every use.
	Almost all maintenance work is completed by a Town Staff mechanic. Work is scheduled as per manufacturer’s recommendations.
	The Town Staff mechanic assesses all fleet assets at least once a year, assessment findings are documented and inform recommendations for maintenance, rehabilitation, and replacement.
	Condition assessments consider asset age and/or hours in use, availability of parts.
	All work completed on fleet assets is documented. Currently documentation is both paper based and electronic.
Replacement	Fleet replacement decisions primary consider asset condition, asset failure, asset obsolescence. The Town is currently working to develop a 10-year capital replacement plan for their fleet assets.

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement is \$248,000 and represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 15 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix C.

## 4.5.4 Risk & Criticality

### Risk Matrix

Risk for fleet assets is calculated based on the following probability of failure and the consequence of failure metrics using 2021 inventory data.

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost (80%)
	Asset Segment (20%)

See Appendix D for a detailed overview of the criteria used to determine the risk rating of each asset.

The following risk matrix provides a visual representation of the re probability of failure and the consequence of failure and overall risk scores for fleet assets:



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

# Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:

## Organizational Capacity and Cognizance



The Town of Kirkland Lake has a relatively small staffing compliment and at times it can be challenging to dedicate resources to strategic long-term planning. For fleet assets this includes the determination of replacement standards and associated schedules and budgets. For more expensive fleet assets this lack of longer-term planning and budgeting can create affordability challenges when purchasing a new asset may required. Through the development of this AMP long-term capital requirements are better understood, so the Town is better positioned to plan for future capital requirements.

## Affordability & Public Acceptance



The Town’s capital budget for fleet assets is tax rate funded. Balancing competing demands to keep taxes low and to (usually) at least maintain existing service levels, against the reality that additional asset investment, funded through taxation, is required is a constant challenge. This is particularly acute due to the often-political nature of final decisions especially as they relate to budgets.

## 4.5.5 Levels of Service

The following tables identify the Town’s current level of service for fleet assets. These metrics include the technical and community level of service metrics that that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by fleet assets.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2021)</b>
Quality	Description or images of the condition of the asset and how this could affect use.	Using age-based condition fleet assets range in condition from Good (80) to Very Poor (0) and are in average in Fair Condition.
Sustainable	Description of replacement and rehabilitation considerations and approach.	Fleet asset replacement decisions are predominantly based on asset condition, failure, and obsolescence. This information is sourced from inspections completed annually by a on-staff mechanic. The Township is currently working to develop a 10-year capital replacement plan for fleet assets.

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by fleet assets.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2021)</b>
Scope	Average Condition of Assets	26%
Performance	Current vs. Target Capital reinvestment rate	4.4% vs. 7%

## 4.5.6 Recommendations

### Asset Inventory

- **Consider transitioning to digital fleet inspection documentation** so that information can be more easily communicated and integrated into inventory systems, including Citywide.

### Condition Assessment Strategies

- **Append staff mechanic condition assessments to assets** in Citywide so that risk and lifecycle planning data outputs are more reliable.

### Risk Management Strategies

- **Review risk models and consider results** when making budget and investments considerations.
- **Consider risk mitigation strategies** and work to implement those strategies, especially on high-risk assets.

### Lifecycle Management Strategies

- **Incorporate the staff mechanic's recommendations** for asset replacement and rehabilitation into Citywide by scheduling an event based on the recommended date of occurrence and an estimated cost for completion. This will improve the accuracy of capital projections.

### Levels of Service

- **Measure current levels of service** in accordance with the metrics that the Town has established in this AMP. Track current LOS performance and review performance trends when working to establish proposed LOS as required in 2025 by O.Reg. 588/17

## 4.6 Machinery & Equipment

The Town owns and operates numerous machinery and equipment assets which are integral to the Town's daily operations. The following segments are used for machinery and equipment assets and can be described as follows:

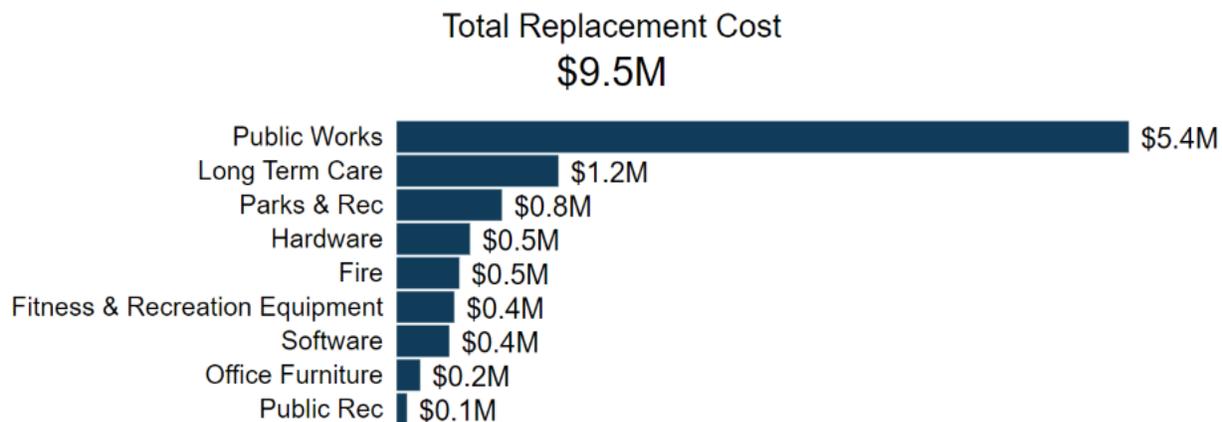
- Fire: Fire protection and extrication equipment alongside investigatory equipment like thermal imaging camera.
- Fitness & Recreation: Various fitness machines, weight machines, and weight equipment
- Hardware: Computers, printers, phone systems, and other I.T. assets.
- Long-Term care: A diverse assortment of assets used to support staff and residents of the Long-Term care home.
- Office Furniture: An assortment of chairs, desk, cabinets, and shelving units.
- Parks & Rec: Assets used to maintain land improvement assets. Commonly includes various mowers, Zambonis, and floor machines.
- Public Rec: Slides and lifeguard chairs used to deliver recreational services to the community.
- Public Works: Various assets used to support and maintain core infrastructure. Commonly includes fuel tanks and pumps, tractors, grader, and snowblowers.
- Software: An assortment of software assets used to support the Township's operations and reporting.

### 4.6.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town's machinery and equipment inventory.

<b>Asset Segment</b>	<b>Quantity</b>	<b>Replacement Cost</b>	<b>Annual Capital Requirement</b>
Fire	40	\$464,000	\$47,000
Fitness & Recreation Equipment	66	\$426,000	\$42,000
Hardware	97	\$543,000	\$90,000
Long Term Care	38	\$1,201,000	\$119,000
Office Furniture	280	\$173,000	\$17,000
Parks & Rec	33	\$780,000	\$73,000
Public Rec	3	\$75,000	\$8,000
Public Works	38	\$5,435,000	\$288,000

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Software	14	\$389,273	\$45,000
Total	609	\$9,487,000	\$729,000



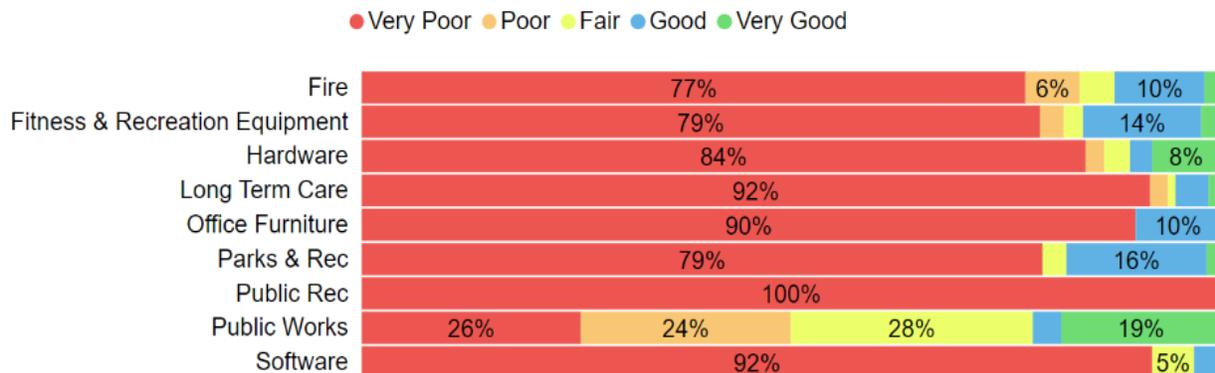
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.6.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age	Average Condition
Fire	5-20	14 Years 4 Months	Very Poor (15%)
Fitness & Recreation Equipment	10-20	13 Years 8 Months	Very Poor (15%)
Hardware	5-20	13 Years 8 Months	Very Poor (12%)
Long Term Care	10-20	8 Years 11 Months	Very Poor (6%)
Office Furniture	10	16 Years 7 Months	Very Poor (7%)
Parks & Rec	10-20	15 Years	Very Poor (13%)
Public Rec	10	29 Years	Very Poor (0%)
Public Works	10-20	13 Years 8 Months	Fair (41%)
Software	5-10	10 Years 11 Months	Very Poor (5%)
<b>Average</b>		<b>13 Years 6 Months</b>	<b>Poor (28%)</b>

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



To ensure that the Town's machinery and equipment network continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle

management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the storm water network.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Town’s current approach:

- The Town Staff mechanic assesses many machinery and equipment assets, especially larger and more complex assets, at least once a year, assessment findings are documented and inform recommendations for maintenance, rehabilitation, and replacement.
- Currently, this information is not collected in a digitized format and has therefore not been incorporated into the asset management system. Instead, assets rely on age-based condition.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

### 4.6.3 Lifecycle Management Strategy

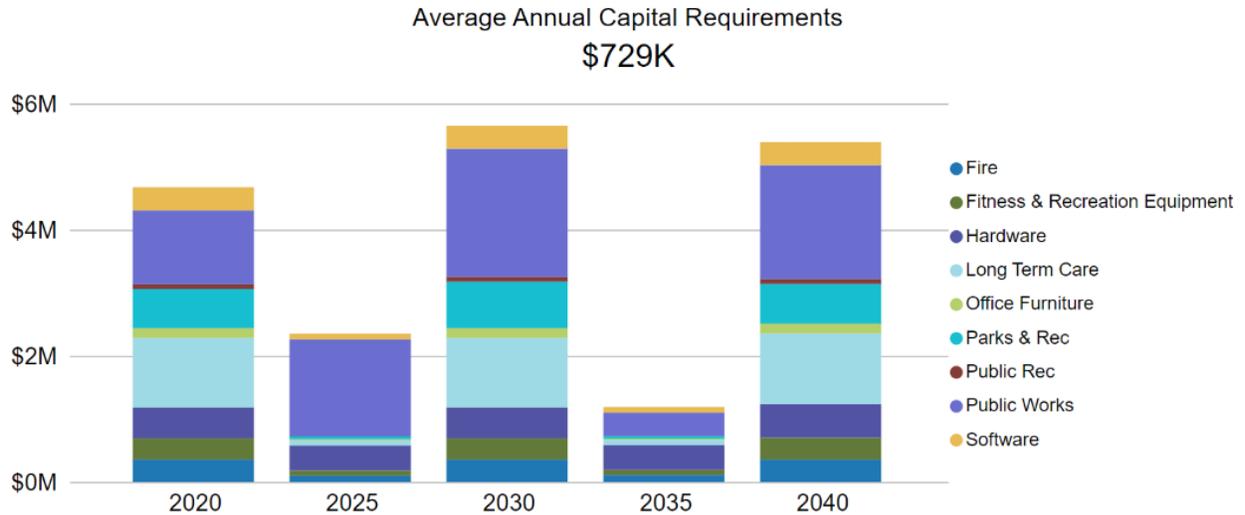
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town’s current lifecycle management strategy.

<b>Activity Type</b>	<b>Description of Current Strategy</b>
Maintenance & Inspection	Almost all maintenance work is completed by a Town Staff mechanic. Work is scheduled as per manufacturer’s recommendations.
	The Town Staff mechanic assesses many machinery and equipment assets, especially larger and more complex assets, at least once a year, assessment findings are documented and inform recommendations for maintenance, rehabilitation, and replacement.
	Asset condition considers age, hours in service, availability of parts, and historical maintenance costs.
Replacement	All work completed on machinery and equipment assets is documented. Currently documentation is both paper based and electronic.
	Machinery and equipment replacement decisions primary consider asset failure and asset obsolescence.

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement is \$729,000 and represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements until 2040 when every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins.

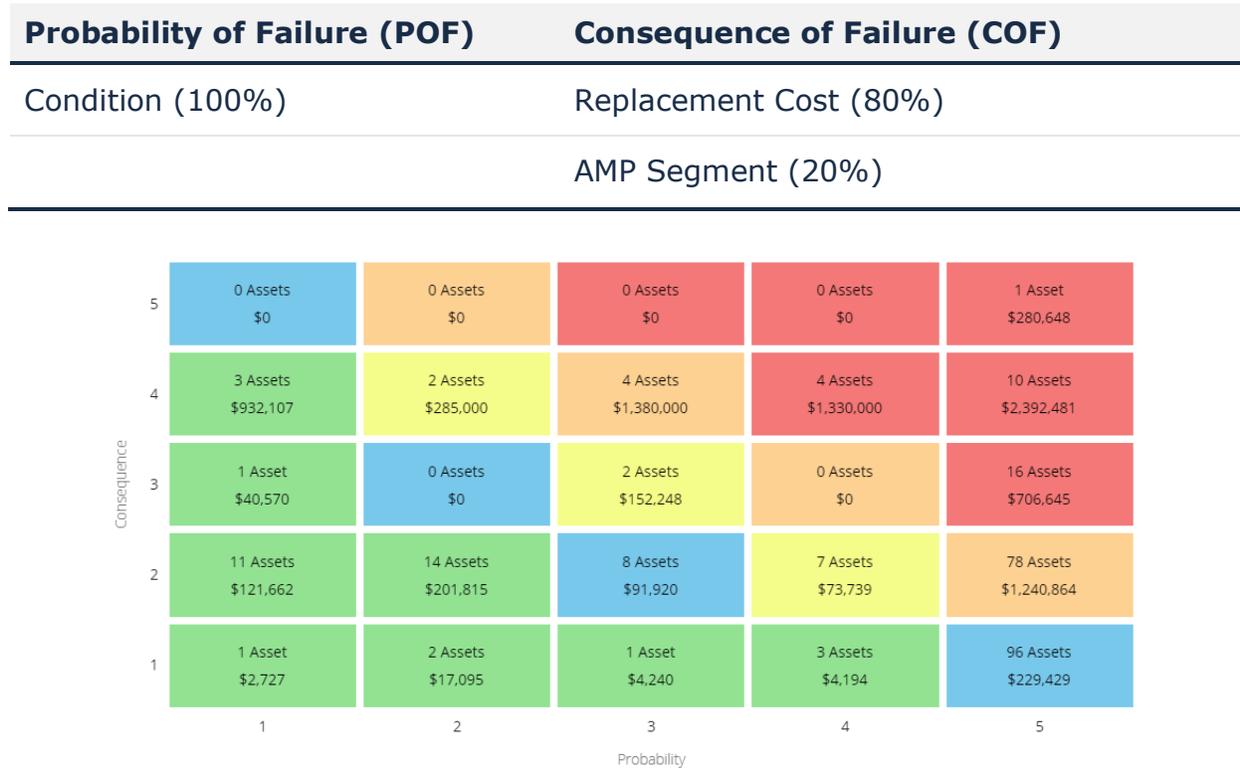


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix C.

## 4.6.4 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2021 inventory data. See Appendix D for the criteria used to determine the risk rating of each asset.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:

### **Aging &/or Obsolete Infrastructure**

A significant portion of machinery and equipment assets are approaching the end of their useful life. As equipment ages, performance tends to decline which may lead to increased operating costs.



A related risk for the Town is the obsolescence of equipment. Some equipment may remain functional but far less efficient and effective as newer technologies (e.g., zero turn mowers). This sometimes means that asset replacement may need to occur sooner than originally planned to leverage the performance benefits of newer technologies. This is a risk because it is difficult to predict or plan for and can come at significant cost.

## 4.6.5 Levels of Service

The following tables identify the Town’s current level of service for the storm water network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the storm water network.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2021)</b>
Quality	Description or images of the condition of the asset and how this could affect use	Using age-based condition machinery and equipment assets range in condition from Very Good (92%) to Very Poor and are in average in poor condition.
Sustainability	Description of replacement and rehabilitation considerations and approach	Machinery and equipment asset replacement decisions are primarily driven by mechanics findings from annual inspections with additional consideration for assets age and performance.

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by machinery and equipment assets.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2021)</b>
Quality	Average Condition of Assets	28%
Sustainability	Current capital reinvestment rate vs. Target Capital Reinvestment rate	3.78% vs. 8%

## 4.6.6 Recommendations

### Asset Inventory

- **Annually review inventory data:** Consider review conducted by departmental managers who interact with the assets.

### Condition Assessment Strategies

- **Append staff mechanic condition assessments to assets** in Citywide so that risk and lifecycle planning data outputs are more reliable.

### Risk Management Strategies

- **Review risk models and consider results** when making budget and investments considerations.
- **Consider risk mitigation strategies** and work to implement those strategies, especially on high-risk assets.

### Lifecycle Management Strategies

- **As Applicable Incorporate the staff mechanic's recommendations** for asset replacement and rehabilitation into Citywide by scheduling an event based on the recommended date of occurrence and an estimated cost for completion. This will improve the accuracy of capital projections.

### Levels of Service

- **Measure current levels of service** in accordance with the metrics that the Town has established in this AMP. Track current LOS performance and review performance trends when working to establish proposed LOS as required in 2025 by O.Reg. 588/17

## 4.7 Airport

The Town owns and operates the local airport. The following segments are used for airport assets and can be described as follows:

- Facilities: This includes the airport hanger, generating station and the terminal building.
- Runways: This includes the main airport runway.

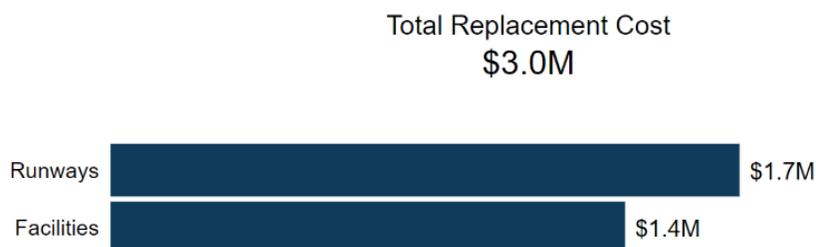
Staff are working towards improving the accuracy and reliability of their storm water network inventory to assist with long-term asset management planning.

The state of the infrastructure for the storm water network is summarized in the following table.

### 4.7.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town’s storm water network inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Facilities	3	\$1,365,000	\$27,000
Runways	1	\$1,669,000	\$83,000
<b>Total</b>	<b>4</b>	<b>\$3,034,000</b>	<b>\$110,000</b>



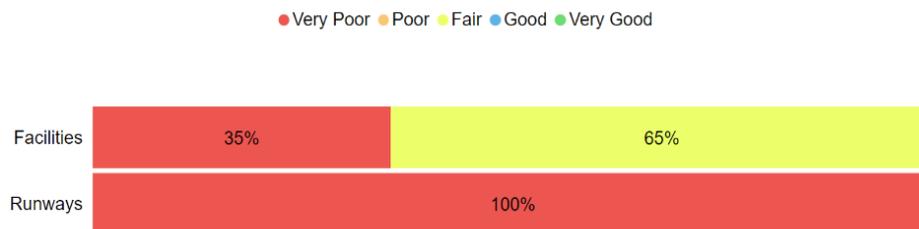
Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.7.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Facilities	50	41	Poor (33%)
Runways	20	47	Very Poor (0%)
<b>Average</b>		<b>42.5</b>	<b>Very Poor (15%)</b>

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



To ensure that the Town’s storm water network continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the storm water network.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

### Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Town’s current approach:

- There are no formal condition assessment programs in place for the storm water network

- Ah-hoc visual assessments are conducted on manholes and catch basins and deficiencies are noted to inform capital planning.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

### 4.7.3 Lifecycle Management Strategy

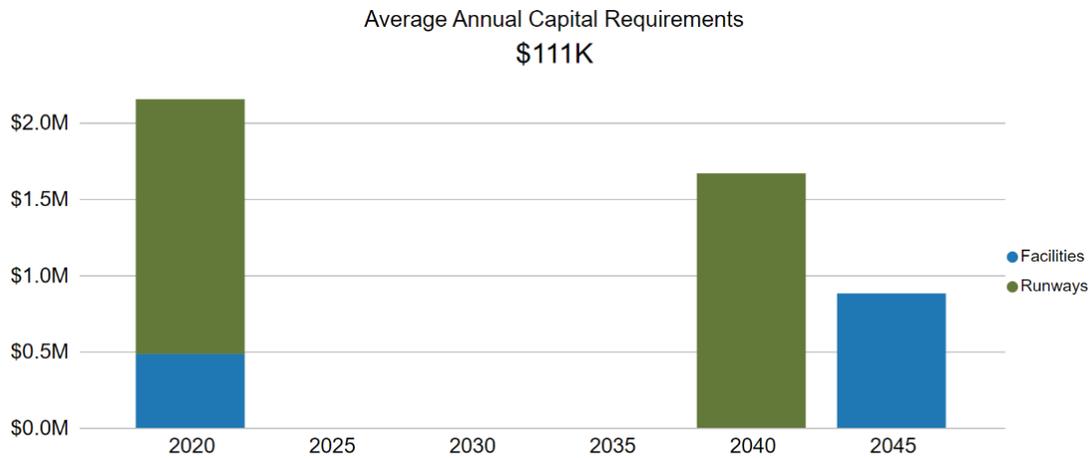
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town’s current lifecycle management strategy.

<b>Activity Type</b>	<b>Description of Current Strategy</b>
Maintenance & Inspection	<p>On a monthly basis all buildings receive a health and safety inspection which involves a building walkthrough to identify defects. Identified defects are forwarded to the Maintenance Manager for resolution.</p> <p>Wherever issues are identified by airport users, they are communicated to the Maintenance Manger for resolution. As necessary they may be escalated to upper management.</p>
Replacement & Rehabilitation	<p>Throughout the Town service contracts are in place for maintenance and inspection of major building components such as elevators, HVAC systems. With oversight from the Electrical Safety Authority (ESA), some electrical work is completed by the one of the Maintenance Manager who has basic electrical licensing.</p>

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement is \$111,000 and represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements until 2045 when every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix C.

## 4.7.4 Risk & Criticality

### Risk Matrix

The following table details the parameters used to measure the probability and the consequence of failure for airport assets based on 2021 inventory data.

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost

See Appendix D for the criteria used to determine the risk rating of each asset.

Using these parameters, risk scores for the airport assets are distributed as follows:



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

# Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:

## Aging Infrastructure & Public Investment



A significant portion of airport assets are approaching the end of their useful life. As equipment ages, performance tends to decline which may lead to increased operating costs. As well, capital investment requirements tend to also increase steadily.

Replacement of airport assets is costly and can be challenging to obtain public support of since a small number of residents regularly use the airport. The combination of the airport’s investment needs in conjunction with limited public support for investment is a risk to the long-term sustainability of airport assets.

### 4.7.5 Levels of Service

The following tables identify the Town’s current level of service for the storm water network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

#### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the storm water network.

Service Attribute	Qualitative Description	Current LOS (2021)
Scope & Performance	Description or images of the condition of the asset and how this could affect use	Using age-based condition airport assets range in condition from fair to very poor condition and are on average in very poor condition

#### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the storm water network.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2021)</b>
Scope	Average Condition of Assets	15%
Performance	Current capital reinvestment rate vs. Target Capital Reinvestment rate	3.3% vs. 4%

## 4.7.6 Recommendations

### Asset Inventory

- Work to improve the accuracy of asset inventory information, specifically:
  - Length and width quantity information for the airport runway
  - Identification of department who manages the assets.
  - Addition of asset description

### Condition Assessment Strategies

- **Consider procurement of Building Condition Assessments (BCA)** for airport building assets. Consider completing in conjunction with other Facility assets to benefit from better pricing. Complete assessments using ASTM UNIFORMAT II Standard E1557 classification of building elements. This classification system is based on major building groups and nested within that based on component groups and then specific components.
- Ensure that assessment capture at a minimum component replacement cost, recommended interventions, including dates and estimated costs (with costing inclusions and exclusions specified).
- If condition assessments continue to be conducted internally, review the assessment process, criteria, and reference information that staff use when completing assessments.

### Risk Management Strategies

- **Review risk models on a regular basis** and adjust as the understanding of factors affecting risks and/or the data available to calculate risk evolves.

### Lifecycle Management Strategies

- Work to **identify near term capital requirements** (i.e., repairs or rehabilitations) that may be needed to ensure airport assets remain safe and functional. This could be accomplished through a BCA, as noted above.
- Incorporate any identified capital requirements into lifecycle planning and associated budgeting.

### Levels of Service

- **Measure current levels of service** in accordance with the metrics that the Town has established in this AMP.
- Review current LOS performance trends when working to establish proposed LOS as required in 2025 by O.Reg. 588/17

## 4.8 Facilities

The Town owns and operates several facilities that support daily operations and provide services to the Town's residents. The following segments are used for facility assets and can be described as follows:

- Fire: Fire stations
- Corporate Services: Town Hall
- Public Works: Public works offices and garage
- Community Services: includes assets use for public recreation and education purposes. Examples include the Library, Joe Mavrinac Community Complex and the Long-term care home.

The following resources and studies were reviewed and, in some cases, used to inform capital investment requirements or to substantiate qualitative risks for facility assets.

- Structural Condition Assessment- Public Works Garage Report, 2020
- Facilities Service Delivery Review Report, 2020
- Materials Joining Innovation Centre: Structural Modifications Required in Kirkland Lake Municipal Firehall Basement- Final report, 2017
- Fire Services Master Plan, 2017
- Building Condition Assessment, Joe Mavrinac Community Centre Report, 2018

### 4.8.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment.

<b>Asset Segment</b>	<b>Quantity</b>	<b>Replacement Cost</b>	<b>Annual Capital Requirement</b>
Cemetery	4	\$1,211,910	\$24,446
Community Services	16	\$61,275,323	\$1,251,184
Corporate Services	1	\$5,218,000	\$104,360
Fire	1	\$1,832,000	\$37,700
Public Works	3	\$4,926,796	\$108,536
<b>Total</b>	<b>25</b>	<b>\$74,464,029</b>	<b>\$1,526,226</b>

Total Replacement Cost  
\$74.5M



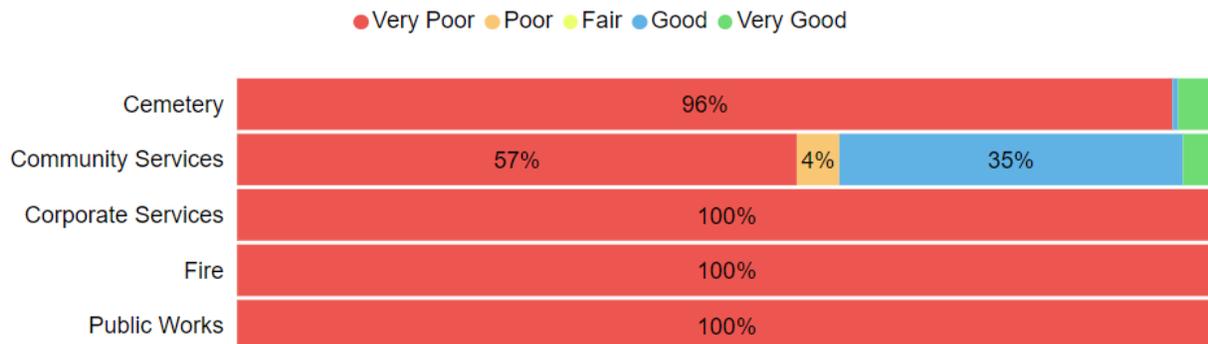
Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.8.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Cemetery	20-50	43 Years	Very Poor (4%)
Community Services	20-50	21 Years 6 Months	Poor (31%)
Corporate Services	50	117 Years	Very Poor (0%)
Fire	50	66 Years	Very Poor (0%)
Public Works	50	75 Years 4 Months	Very Poor (0%)
<b>Average</b>		<b>38 Years 4 Months</b>	<b>Poor (26%)</b>

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



To ensure that the Town's facilities continue to provide an acceptable level of service, the average condition of these assets requires regular monitoring. As noted in the recommendations a Building Condition Assessment is recommended to improve the accuracy and detail of building asset information. Completing this may indicate that overall facility assets are in a different condition than reported here. Understanding condition more accurately will improve the Town's ability to identify required capital investments including for what building components and time periods.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data is central to effective asset management planning. The following describes the Town’s current approach to condition assessments:

- In 2018 Piotrowski Consultants Inc. completed a Building Condition Assessment for the Joe Mavrinac Community Complex. The study reviewed the building systems for their current state and as required identified recommended actions to extend building service life. Recommended capital interventions were noted alongside estimated cost and recommended schedules. These have been applied to the asset and are reflected in the forecasted capital requirements.
- Other facility assets have not received comprehensive building condition assessments, but the firehall and the public works garage have received structural assessments. Recommendations from these reports are incorporated into this asset management plan and the identified capital requirements.
- Staff complete building audits, which includes assessing assets for condition, on a weekly basis.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

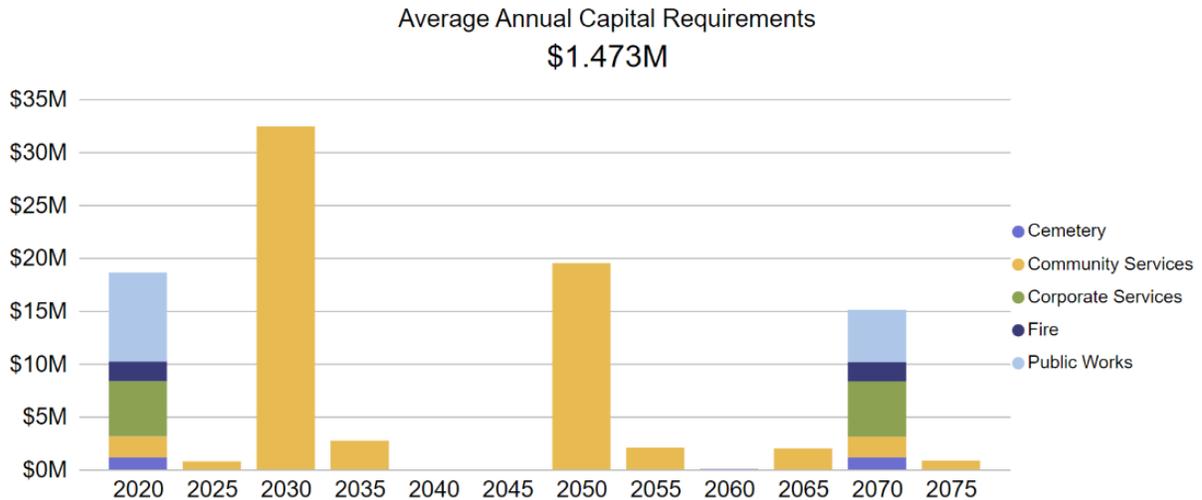
### 4.8.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Town’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance & Inspection	<p>On a monthly basis all buildings receive a health and safety inspection which involves a building walkthrough to identify defects. Identified defects are forwarded to the Maintenance Manager for resolution.</p>
	<p>In addition to the above, public facing buildings receive audits from Maintenance Managers, typically at least once per week.</p>
	<p>In 2018 a Building Condition Assessment was completed for the Joe Mavrinac Community Complex. The Town has collectively identified the need for BCA for all their facilities and are working towards bringing a formal recommendation to council.</p>
	<p>The Public Works garage received a structural condition assessment in 2020. It identified deficiencies and recommended capital interventions to rehabilitate the building. To date, all short- and medium-term actions have been completed and only long-term actions (recommended for 2023) are outstanding. These are identified against the asset and reflected in this AMP.</p>
	<p>Throughout the Town service contracts are in place for maintenance and inspection of major building components such as elevators, HVAC systems. With oversight from the Electrical Safety Authority (ESA), some electrical work is completed by the one of the Maintenance Manager who has basic electrical licensing.</p>
Rehabilitation & Replacement	<p>Generally, the operating budget is sufficient to cover the above noted maintenance and inspection activities.</p>
	<p>Using data from the BCA a 10-year capital plan has been drafted for the Joe Mavrinac Community Complex. Historically, the capital plan has not been incorporated into the capital budget, however these capital requirements are incorporated into Citywide and reflected in this AMP.</p> <p>The primary considerations for asset replacement are asset failure, availability of grant funding, and safety issues.</p>

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement is \$1,473,000 and represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs<sup>6</sup>. The following graph identifies capital requirements until 2070 when every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix C.

<sup>6</sup> The average annual capital requirement amount is reported net of a Federal Grant for numerous assets within an existing Community Services Facility.

## 4.8.4 Risk & Criticality

### Risk Matrix

Risk for facilities assets is based on the following parameters, with their weights listed in brackets:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (100%)	Replacement Cost (80%)
	Facility Type (20%)

Using these parameters, the following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for facilities based on 2021 inventory data. See Appendix D for the criteria used to determine the risk rating of each asset.



This is a high-level model developed for the purposes of this AMP based on data currently available. The risk model can be adjusted to reflect an evolving understanding of both the probability and consequences of asset failure and/or as the data parameters available to calculate risk upon changes.

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:

### **Department Structure & Staff Capacity**



Currently, Facilities are managed by the Community Services Department. The 2020 Facilities Service Delivery Review report identified the lack of a dedicated facilities department as unsustainable and recommended a dedicated Facilities department. No organizational change has occurred to date. Currently, facilities are primarily managed by two Facilities Managers with oversight from the Director of Community Services. This is a significant and unsustainable undertaking and has resulted in a predominately reactive approach to facilities management. If this continues strategic, long-term planning will become increasingly difficult and facilities management could be compromised.

### **Staff Departures**



Several persons in senior positions at the Town are likely to retire in the next five (5) or so years. This departure will result in a significant loss of knowledge, collected over a cumulative total of over 50 years. These near-term staffing changes coupled with the potential establishment of a Buildings department, indicates risk of knowledge loss and heightened change management challenges. This may affect the quality of asset information available to inform asset decisions.

## 4.8.5 Levels of Service

The following tables identify the Town’s current level of service for the storm water network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by facilities.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2021)</b>
Quality	Description or images of the condition of the asset and how this could affect use	Using age-based condition building assets range in condition from Very good (97%) to Very poor (0%) and are on average in poor condition.
Sustainability	Description of replacement and rehabilitation considerations and approach	Municipal building assets are regularly inspected for health and safety compliance. Replacement and rehabilitation of building components is usually based on asset failure, safety issues, and the availability of grant funding.

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by facilities.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2021)</b>
Scope	Average Condition of Assets	26%
Performance	Current Capital reinvestment rate vs. Target reinvestment rate	0.27% vs. 2%%

## 4.8.6 Recommendations

### Asset Inventory

- **Regularly review asset inventory** to ensure it is as accurate as possible.

### Condition Assessment Strategies

- **Consider procurement of Building Condition Assessments (BCA)** for all facility assets. Complete assessments using ASTM UNIFORMAT II Standard E1557 classification of building elements. This classification system is based on major building groups and nested within that based on component groups and then specific components.
- Ensure that assessment capture at a minimum replacement cost for each component, recommended interventions (including repairs, accessibility requirements) and intervention dates and estimated costs. Include clarification of costing inclusions and exclusions and adjust project budgets as appropriate.
- If condition assessments continue to be conducted internally, review the assessment process, criteria, and reference information that staff use when completing assessments.

### Risk Management Strategies

- **Consider risk results** when making capital investment decisions.
- **Review risk models** on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure and/or the data available to calculate risk upon. If BCAs are conducted the risk model may benefit from updates that leverage the collected asset data.

### Lifecycle Management Strategies

- **Continue to complete all regular asset maintenance and inspection activities.** Record asset condition and use this information when considering asset replacement and rehabilitation. Where BCA's have been completed work towards completing the recommended asset interventions.

### Levels of Service

- **Measure current levels of service** in accordance with selected metrics. Only consider adding more metrics if they are reliable and collectable and provide meaningful inputs into asset management planning.

# 5 Analysis of Rate-funded Assets

## Key Insights

- Rate-funded assets (water and sewer network) are valued as of December 2021 at \$257,380,000
- Weighted by replacement value, 47% of rate-funded assets are in fair or better condition.
- The average annual capital requirement to sustain the current level of service for rate-funded assets is \$4,823,000.
- Critical assets should be evaluated to determine appropriate risk mitigation activities and treatment options

## 5.1 Water Network

The water services provided by the Town are managed and operated by OCWA (Ontario Clean Water Agency) and municipal staff. The Town is responsible for just over 104 km of waterlines and OCWA manages the water treatment plant and pump stations.

The state of the infrastructure for the water network is summarized in the following table:

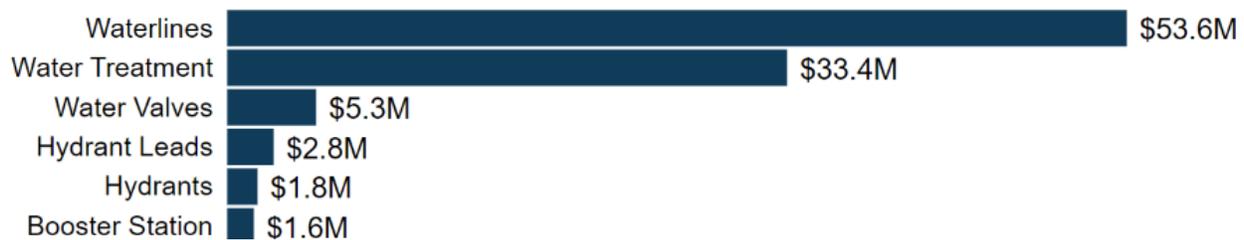
Replacement Cost	Condition	Financial Capacity	
\$98.4 million	Poor (33%)	Annual Requirement:	\$1,632,000
		Funding Available:	\$963,000
		Annual Deficit:	\$669,000

### 5.1.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method, and annual capital requirements of each asset segment in the Town's water network inventory.

Asset Segment	Quantity (# Assets)	Replacement Cost	Annual Capital Requirement
Booster Station	4	\$1,581,364	\$31,878
Hydrant Leads	1.38 kms	\$2,758,800	\$36,784
Hydrants	201	\$1,809,000	\$36,180
Water Treatment	19	\$33,380,317	\$705,767
Water Valves	2694	\$5,298,500	\$105,970
Waterlines	104.32 kms	\$53,621,478	\$714,953
<b>Total</b>		<b>\$98,449,459</b>	<b>\$1,631,532</b>

Total Replacement Cost  
\$98.4M

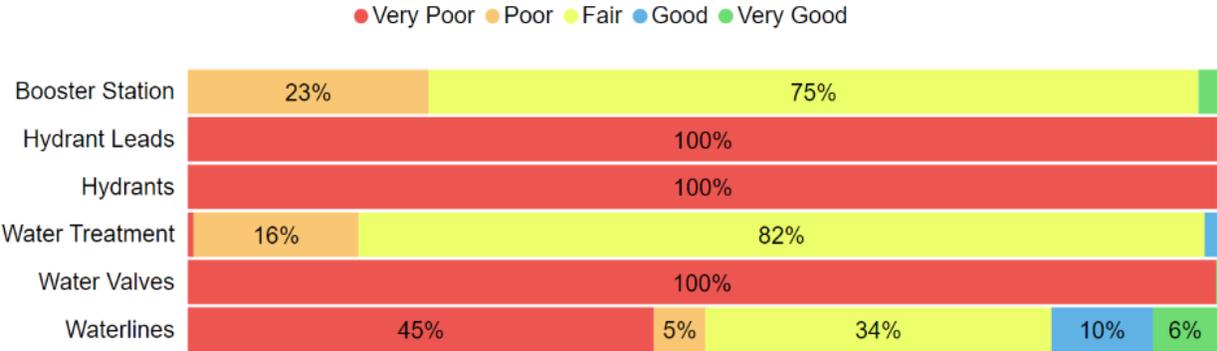


## 5.1.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost. While the treatment system is in fair condition, most of the linear distribution system is nearing the end of its service life.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Booster Station	20-50	19 Years 3 Months	Poor (39%)
Hydrant Leads	75	86 Years	Very Poor (0%)
Hydrants	50	71 Years	Very Poor (0%)
Water Treatment	10-50	10 Years 10 Months	Fair (46%)
Water Valves	50	37 Years 5 Months	Very Poor (0%)
Waterlines	75	57 Years 1 Month	Poor (31%)
<b>Average</b>		<b>64 Years 1 Month</b>	<b>Poor (33%)</b>

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Town’s water network continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the water network.

Each asset’s Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Town’s current approach:

- There are no formal condition assessment programs in place for the linear water network, assets are assessed as needed.
- The water treatment plant is assessed by OCWA staff in accordance with Drinking Water Quality Management Standard (DWQMS).
- Fire hydrants are assessed in accordance with the National Fire Protection Association (NFPA) procedures.
- Staff primarily rely on the age and material of water mains to determine the projected condition of water mains.

In this AMP the following rating criteria is used to determine the current condition of water network assets and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

### 5.1.3 Lifecycle Management Strategy

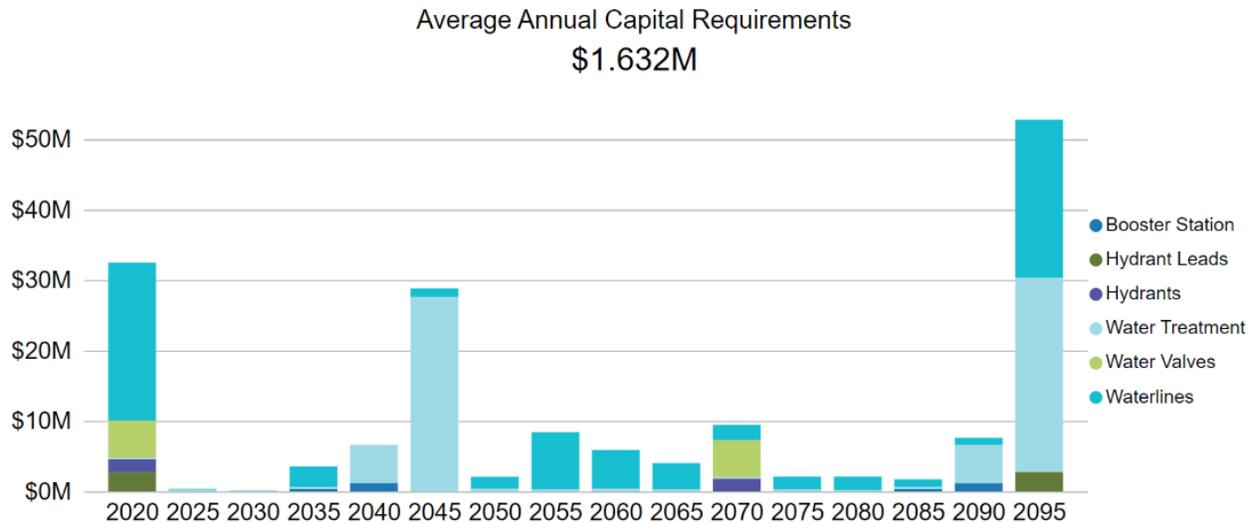
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Main flushing and valve exercising are completed on 100% of the network twice per year using in-house resources.
Rehabilitation	Trenchless re-lining of water mains presents significant challenges and is not always a viable option.
Replacement	<p>In the absence of mid-lifecycle rehabilitative events, most mains are simply maintained with the goal of full replacement once it reaches its end-of-life.</p> <p>Replacement activities are identified based on an analysis of the main break rate as well as any issues identified during regular maintenance activities.</p>

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement is \$1,632,000 and represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements until 2095 when every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix C.

# 5.1.4 Risk & Criticality

## Risk Matrix

The risk matrix below provides a visual representation of the relationship between the probability of failure and the consequence of failure for water network assets based on 2021 inventory data. Risk is calculated for water mains based on the following risk model:

Probability of Failure (PoF)	Consequence of Failure (CoF)
Condition (70%)	Replacement Cost (70%)
Asset Material (30%)	Pipe Diameter (30%)

Risk is calculated for all other water network assets based on the following parameters:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (100%)	Replacement Cost (100%)

These risk results are based on the below noted parameters. For a more detailed overview of risk parameters, please refer to Appendix D.



This is a high-level model developed for the purposes of this AMP. The model may benefit from future adjustments based on an evolving understanding of risk and/or additional data available for risk calculations.

The identification of critical assets is the first step in identifying appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:

### **Aging Infrastructure & Design**



A large portion of the water network is reaching the end of its useful life. The metal pipes that are part of the system are more susceptible to sudden breaks, corroding, and clogging. The Town is seeking to identify old metal pipes for replacement as part of long-term capital planning. As well, due to the bedrock many of the mains have a shallow bury depth and are susceptible to breaks, sometimes also due to pressure issues.

### **Extreme Weather**



The region experiences extremely cold weather which can result in main breaks. Furthermore, a higher frequency of freeze-thaw cycles can damage underground infrastructure and contribute to increased deterioration of assets. Staff have determined that the installation of new plastic pipes may reduce the impact of extremely cold weather.

### 5.1.5 Levels of Service

The following tables identify the Town’s current level of service for water network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

#### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by water network.

Service Attribute	Qualitative Description	Current LOS (2021)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system	See Appendix C
	Description, which may include maps, of the user groups or areas of the municipality that have fire flow	See Appendix C
Reliability	Description of boil water advisories and service interruptions	In 2020 there were no boil water advisories.

#### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the water network.

Service Attribute	Technical Metric	Current LOS (2021)
Scope	% of properties connected to the municipal water system	65%
	% of properties where fire flow is available	24%
Reliability	# of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system	0
	# of connection-days per year where water is not available due to water main breaks compared to the total number of properties connected to the municipal water system	0.005
Performance	Current capital re-investment rate vs. Target Reinvestment Rate	0.98% vs. 2 %

## 5.1.6 Recommendations

### Asset Inventory

- Review asset inventory for accuracy and comprehensiveness, specifically:
- Review waterlines, hydrants, and water valves inventories to confirm that all municipal assets are accounted for.
- Review the water treatment assets to ensure the full scope of treatment assets are included in the inventory.
- Some Water network linear assets do not have pipe material and/or pipe diameter information. Identify which assets do not have this information and develop a strategy to collect it.
- **Disaggregate Pooled Assets:** The hydrant inventory includes 1 pooled asset that should be broken into discrete segments to allow for more effective planning and analysis. The water valves also include several pooled assets that should be disaggregated.

### Condition Assessment Strategies

- **Consider procurement of a system-wide condition assessment** through CCTV inspections. If there are limitations to the percentage of the network that can be completed, begin with the most critical sections and/or sections believed to be in poorest condition. Consider an assessment program that covers multiple asset categories (i.e., water and storm) to gain costing efficiencies.
- In Lieu of CCTV Assessment optimize use of other attributes to approximate condition (i.e., Age, material, soil type, history of main breaks, etc.)

### Risk Management Strategies

- **Implement risk-based decision-making** as part of asset management planning and budgeting processes.
- **Review risk models** on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure and/or changes in data available to the risk model.

### Levels of Service

- **Review current LOS metrics overtime** and use this information to help inform appropriate proposed levels of service by 2025 as per O. Reg. 588/17.

## 5.2 Sanitary Sewer Network

The sanitary services provided by the Town are managed and operated by OCWA and municipal staff. OCWA manages the sanitary treatment plant and municipal staff are responsible for 109 km of waterlines and additional assets that makeup the sanitary system.

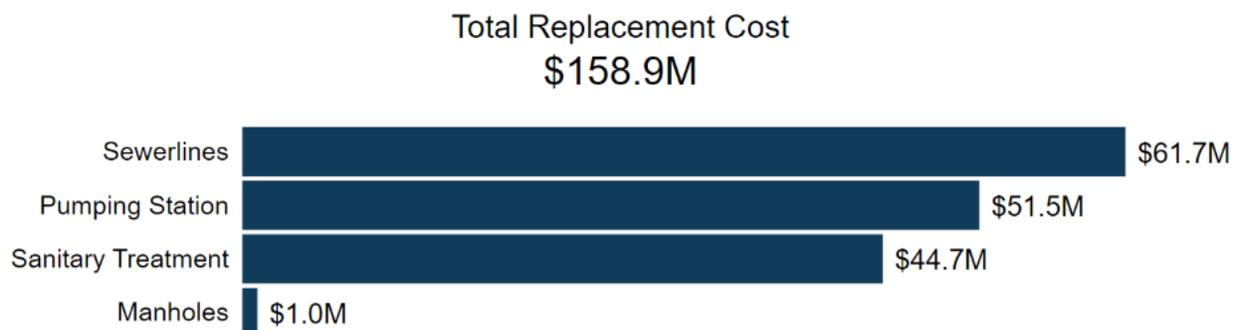
The state of the infrastructure for the sanitary sewer network is summarized in the following table.

Replacement Cost	Condition	Financial Capacity	
\$158.9 million	Poor (37%)	Annual Requirement:	\$3,191,000
		Funding Available:	\$881,000
		Annual Deficit:	\$2,310,000

### 5.2.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Town's sanitary sewer network inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Manholes	261	\$1,044,000	\$20,880
Pumping Stations	8	\$51,472,000	\$1,076,815
Sanitary Treatment	12	\$44,730,000	\$1,271,020
Sewerlines	109.32 kms	\$61,685,000	\$822,466
<b>Total</b>		<b>\$158,930,000</b>	<b>\$3,191,181</b>

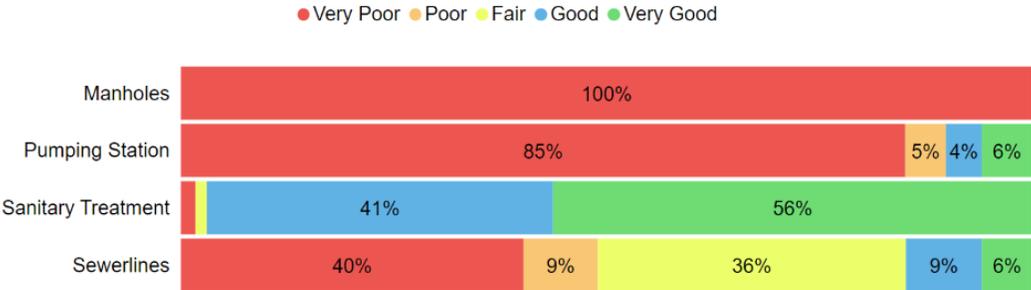


## 5.2.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age	Average Condition (%)
Manholes	50	41 Years	Poor (18%)
Pumping Stations	10-50	33 Years 2 Months	Very Poor (9%)
Sanitary Treatment	10-50	8 Years 10 Months	Good (76%)
Sewerlines	75	55 Years 10 Months	Poor (33%)
<b>Average</b>		<b>55 Years</b>	<b>Poor (37%)</b>

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Town’s sanitary sewer network continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the sanitary sewer network.

Each asset’s Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Town’s current approach:

- CCTV inspections are completed for sanitary mains as budget becomes available. The Town receives video footage of mains and manholes, but the consultant does not provide a detailed report with condition ratings.
- The sanitary treatment plant is assessed by OCWA staff in accordance with environmental compliance requirements.

In this AMP the following rating criteria is used to determine the current condition of sewer network assets and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

### 5.2.3 Lifecycle Management Strategy

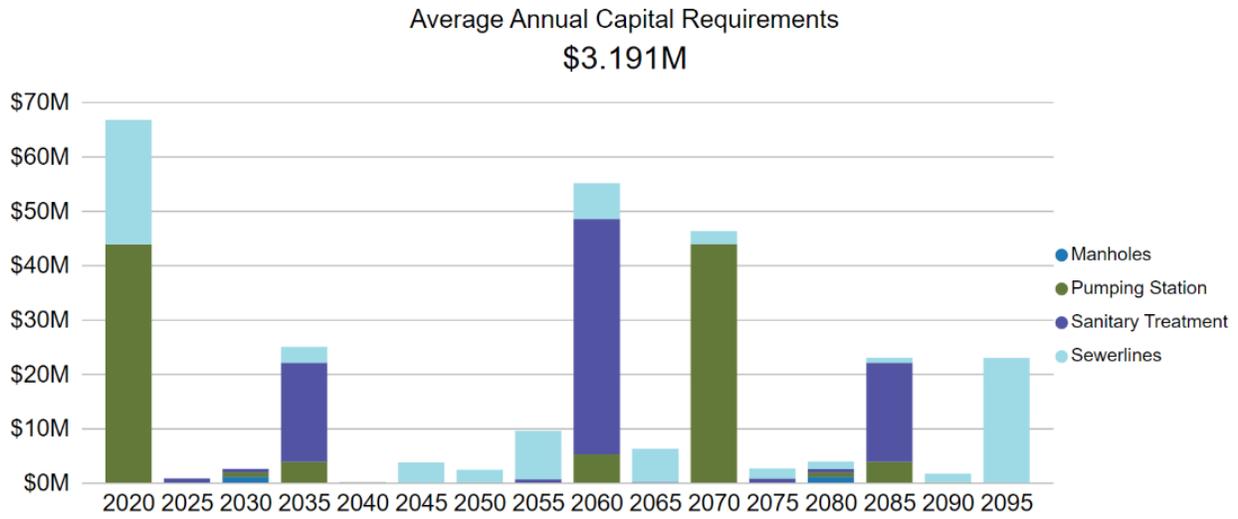
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	<p>Main flushing is completed in conjunction with CCTV assessments and when blockages occur.</p> <p>Maintenance of the treatment assets are performed by OCWA in accordance with their maintenance schedules.</p>
Rehabilitation	<p>Trenchless re-lining of sanitary mains has not been investigated network-wide, considering the cost and benefits as compared to end-of-life replacement.</p>
Replacement	<p>In the absence of mid-lifecycle rehabilitative events, most mains are simply maintained with the goal of full replacement once it reaches its end-of-life.</p> <p>Replacement activities are identified based on an analysis of the main break rate as well as any issues identified during regular maintenance activities.</p>

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement is \$3,191,000 and represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements until 2095 when every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix C.

# 5.2.4 Risk & Criticality

## Risk Matrix

The risk matrix below provides a visual representation of the relationship between the probability of failure and the consequence of failure for the sanitary sewer network assets based on 2021 inventory data. Risk is calculated for sewer mains based on the following risk model:

Probability of Failure (PoF)	Consequence of Failure (CoF)
Condition (70%)	Replacement Cost (70%)
Asset Material (30%)	Pipe Diameter (30%)

Risk is calculated for all other sanitary sewer network assets based on the following parameters:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (100%)	Replacement Cost (100%)

See Appendix D for the criteria used to determine the risk rating of each asset.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Aging Infrastructure & Design**

A large portion of the sanitary network made up of clay pipes and is reaching the end of its useful life. Furthermore, staff do not have sufficient budget to routinely determine the condition of underground assets. Staff have identified areas with aging infrastructure and are seeking to prioritize those areas for CCTV inspections and/or replacement.



### **Inflow and Infiltration (I & I)**

Throughout the Town roof drains on most buildings are connected to the sanitary sewer. In combination with heavy rains and pipe infiltration issues there are surcharge events, limiting capacity in the sanitary treatment plant. To effectively address concerns with I&I a full study is needed, including the CCTV of all pipes to determine the extent of issues with infiltration so that an appropriate strategy to address I & I can be established. This strategy would also have to include review of roof drain connections and a public relations program to manage their removal.

## 5.2.5 Levels of Service

The following tables identify the Town’s current level of service for sanitary sewer network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by sanitary sewer network.

Service Attribute	Qualitative Description	Current LOS (2021)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system	See Appendix C
	Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes	The Town does not own any combined sewers
Reliability	Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches	The Town does not own any combined sewers
	Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes	Stormwater can enter sanitary sewers due to cracks in sanitary mains or through indirect connections (e.g., weeping tiles). It is known that there are many indirect connections and that this contributes to inflow and infiltration issues. In the case of heavy rainfall events, sanitary sewers may experience a volume of water and

Service Attribute	Qualitative Description	Current LOS (2021)
Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to stormwater infiltration	<p>sewage that exceeds its designed capacity. In some cases, this can cause water and/or sewage to overflow backup into homes. the disconnection of weeping tiles from sanitary mains and the use of sump pumps and pits directing storm water to the storm drain system can help to reduce the chance of this occurring.</p>	<p>The Town follows a series of design standards that integrate servicing requirements and land use considerations when constructing or replacing sanitary sewers. These standards have been determined with consideration of the minimization of sewage overflows and backups.</p>
Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system	<p>Effluent refers to water pollution that is discharged from a wastewater treatment plant, and may include suspended solids, total phosphorous and biological oxygen demand. The Environmental Compliance Approval (ECA) identifies the effluent criteria for municipal wastewater treatment plants.</p>	

## Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the sanitary sewer network.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2021)</b>
Scope	% of properties connected to the municipal wastewater system	64%
	# of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system	N/A
Reliability	# of connection-days per year having wastewater backups compared to the total number of properties connected to the municipal wastewater system	0 <sup>7</sup>
	# of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system	0
Performance	Current capital re-investment rate vs. Target Reinvestment Rate	0.55% Vs. 2%

<sup>7</sup> In 2021, the Town has not been notified of wastewater backups related to the municipal sanitary system.

## 5.2.6 Recommendations

### Asset Inventory

- Review asset inventory for accuracy and comprehensiveness, specifically:
  - The inventory of sanitary sewer lines and manholes to confirm all municipal are accounted for. The manhole inventory includes 1 pooled asset that should be broken into discrete segments to allow for improved location markers and lifecycle strategies.
  - The treatment assets to ensure the full scope of inventory is included. Upgrades and repairs to assets should be incorporated as improvements, rather than stand-alone assets.
- **Disaggregate pooled manholes assets** to allow for improved location markers and lifecycle strategies.

### Risk Management Strategies

- **Implement risk-based decision-making** as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- **Review risk models** on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Lifecycle Management Strategies

- **Evaluate the efficacy of the Town's lifecycle management strategies** at regular intervals to determine the impact cost, condition, and risk.
- Consider the procurement of CCTV assessments to provide better reference data to support lifecycle management decisions.

### Levels of Service

- **Continue to measure current levels of service** in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- **Work towards identifying proposed levels of service** as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

# 6 Impacts of Growth

## Key Insights

- Understanding the key drivers of growth and demand will allow the Town to plan for new infrastructure and the upgrade or disposal of existing infrastructure more effectively.
- The Town has a history of moderate population and employment decreases.
- The costs of growth and/or the impact of population decline should be considered in long-term funding strategies that are designed to maintain the current level of service.

# 6.1 Description of Growth Assumptions

The demand for infrastructure and services changes over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand, or conversely population decline, provides important background and context to support infrastructure investment decisions. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

## 6.1.1 Kirkland Lake Official Plan (May 2016)

In May 2016 the Official Plan to guide the physical development of the Town of Kirkland was adopted. The Official Plan is written in accordance with the Provincial Policy Statement 2014 (PPS) and Growth Plan for Northern Ontario and is intended to encourage efficient capital investments in the Town. Serving as a planning framework, the Official Plan is intended to support Council in more detailed planning engagements for a period of 20 years (i.e., until 2036).

The Official Plan provides the basis for a resident population of up to 12,000. The distribution of land uses aims to provide employment and housing opportunities with dedicated areas for parks and open spaces, linked with efficient transportation system. This is aligned with the Town’s vision includes the achievement of long-term positive economic growth, population stability, and community vitality.

<b>Year</b>	<b>Historical Population</b>	<b>Historical Private Dwellings</b>
2006	8,248	N/A
2011	8,133	4,234
2016	7,981	4,466
2021	7,750	4,353

Since 2006, the population has on average decreased by 2% every five years. A 2012 “Population, Housing, and Employment Forecast Study” was referenced in the development of the 2016 Official Plan. Despite the historical decline in population, the study projected steady growth between 2011 and 2031. Between 2011 and 2021, 35% growth was estimated; however, over the same period census data indicated a 5% decrease.

The study projects 47% growth between 2021 and 2031. Between 2011 and 2031, employment is projected to grow by 920 new jobs and housing is projected to grow by 21%. Growth drivers in the area continue to include the mining sector as a key driver, followed by jobs in retail, business services, personal services, and the institutional sector.

## 6.1.2 Community Improvement Plan (2019)

The Community Improvement Plan (CIP) was developed in a collaborative effort by Town staff and members of the public via open house workshops, starting in December of 2018, up until the adoption of the plan, on June 11, 2019.

The Town of Kirkland Lake has identified the development of a CIP as an opportunity to stimulate commercial and industrial development. The CIP serves as a long-term framework to direct and guide community improvements through financial incentives and municipally driven projects.

The Community Improvement Plan seeks to:

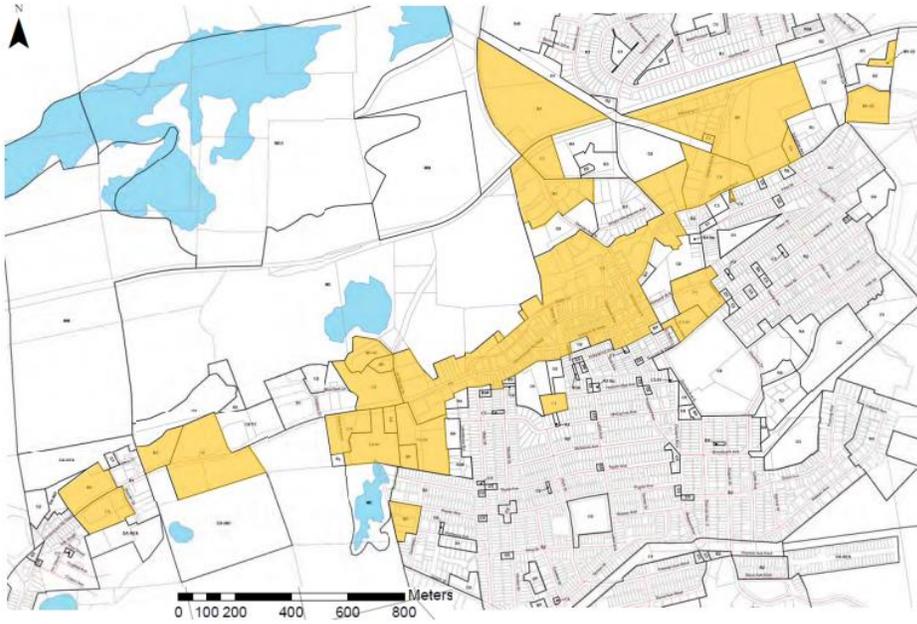
- Create employment opportunities
- Bring new industry and improve the Town's industrial base
- Stimulate commercial and industrial development
- Prioritize areas for future development
- Potentially create programs for tax relief, grants, and loan opportunities
- Provide a comprehensive implementation and monitoring program
- Align with the Town's Planning documents

With emphasis on the Town's commercial and industrial sectors, the CIP has identified the following areas as ideal for development:

- Archer Drive
- Goodfish Road
- Government Road West
- Highway 66
- The Downtown Core

Development areas can be seen below:

**Schedule A  
to By-law no. 19-058  
Community Improvement Project Area**



**Community Improvement Plan  
Town of Kirkland Lake**

**Downtown Area**

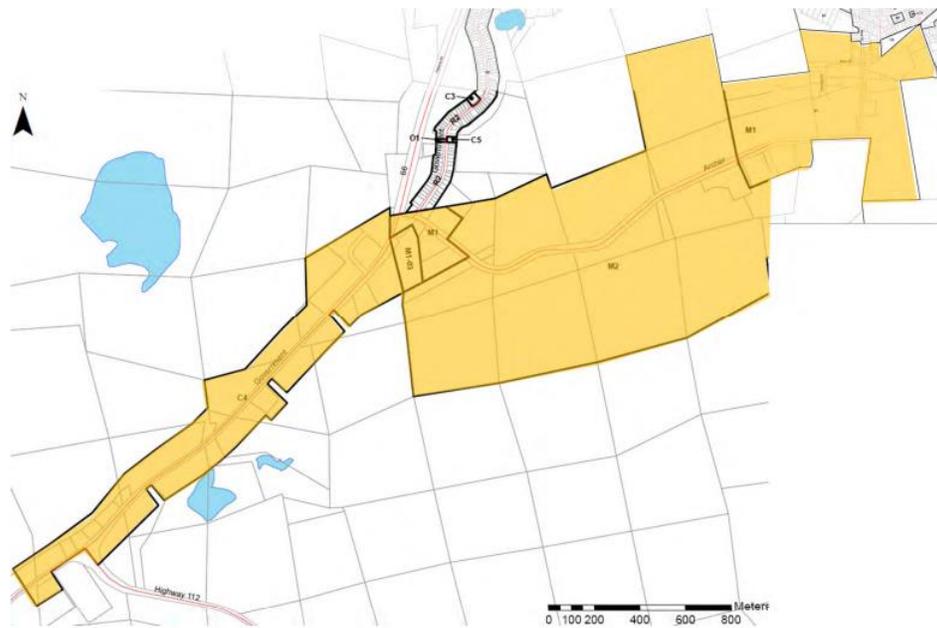
 Community Improvement Project Area\*

\*Applies to lands in the following Zones:

- Town Centre Commercial (C1);
- Shopping Centre Commercial (C2);
- Highway Commercial (C4);
- Light Industrial (M1);
- Heavy Industrial (M2); and
- Industrial Commercial (MC)

June 11, 2019

**Schedule A  
to By-law no. 19-058  
Community Improvement Project Area**



**Community Improvement Plan  
Town of Kirkland Lake**

**Archer Drive and  
Chaput Hughes Area**

 Community Improvement Project Area\*

\*Applies to lands in the following Zones:

- Town Centre Commercial (C1);
- Shopping Centre Commercial (C2);
- Highway Commercial (C4);
- Light Industrial (M1);
- Heavy Industrial (M2); and
- Industrial Commercial (MC)

June 11, 2019

**Schedule A**  
to By-law no. 19-058  
**Community Improvement Project Area**



If commercial and industrial growth is realized as intended by the community improvement plan, the priority of investment to Municipal infrastructure in these areas may also shift. This may affect how the Town’s capital requirements are prioritized.

## 6.2 Impact of Growth on Lifecycle Activities

By July 1, 2025, the Municipality’s asset management plan must include a discussion of how the assumptions regarding future changes in population and economic activity informed the preparation of the lifecycle management and financial strategy.

As the municipality’s population changes, demand will evolve, and it is likely that funding will need to be reprioritized. As assets are retired, or acquired over time and in response to population changes they should be reflected in the AMP. Furthermore, the municipality will need to review the lifecycle costs of growth-related infrastructure or the impact of asset disposal due to population decline.

These costs impacts should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

# 7 Financial Strategy

## Key Insights

- The Town is committing approximately \$3,081,000 towards capital projects per year from sustainable revenue sources.
- Given the annual capital requirement of \$10,146,000, there is currently a funding gap of \$7,065,000 annually.
- For tax-funded assets, we recommend increasing tax revenues by 1% each year for the next 20 years to achieve a sustainable level of funding.
- For the sanitary sewer network, we recommend increasing rate revenues by 4.2% respectively annually for the next 20 years to achieve a sustainable level of funding.
- For the water network, we recommend increasing rate revenues by 1.2% annually for the next 20 years to achieve a sustainable level of funding.

## 7.1 Financial Strategy Overview

For an asset management plan to be effective and meaningful, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow the Town of Kirkland Lake to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

1. The financial requirements for:
  - a. Existing assets
  - b. Existing service levels
  - c. Requirements of contemplated changes in service levels (none identified for this plan)
  - d. Requirements of anticipated growth (none identified for this plan)
2. Use of traditional sources of municipal funds:
  - a. Tax levies
  - b. User fees
  - c. Reserves
  - d. Debt
3. Use of non-traditional sources of municipal funds:
  - a. Reallocated budgets
  - b. Partnerships
  - c. Procurement methods
4. Use of Senior Government Funds:
  - a. Gas tax
  - b. Annual grants

Note: Periodic grants are normally not included due to Provincial requirements for firm commitments. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received.

If the financial plan component results in a funding shortfall, the Province requires the inclusion of a specific plan as to how the impact of the shortfall will be managed. In determining the legitimacy of a funding shortfall, the Province may evaluate a Town's approach to the following:

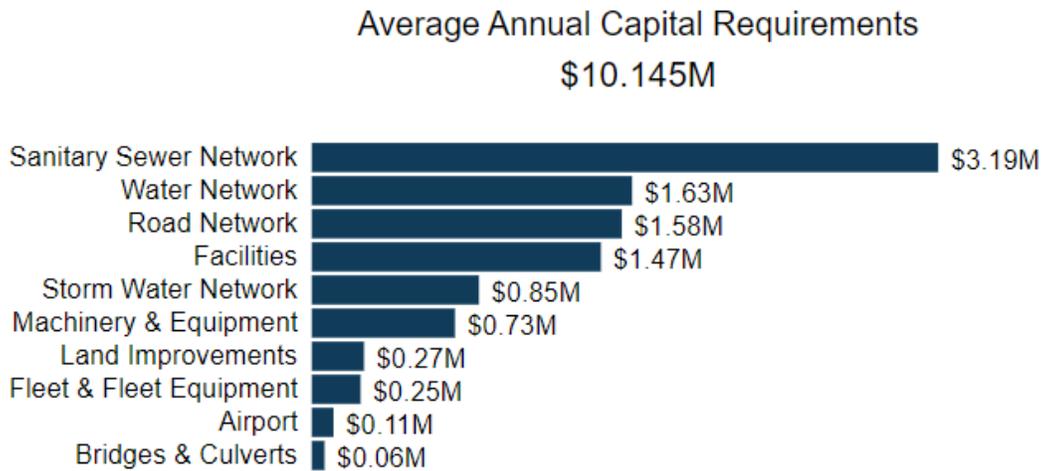
1. To reduce financial requirements, consideration has been given to revising service levels downward.

2. All asset management and financial strategies have been considered. For example:
  - a. If a zero-debt policy is in place, is it warranted? If not, the use of debt should be considered.
  - b. Do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

## 7.1.1 Annual Requirements & Capital Funding

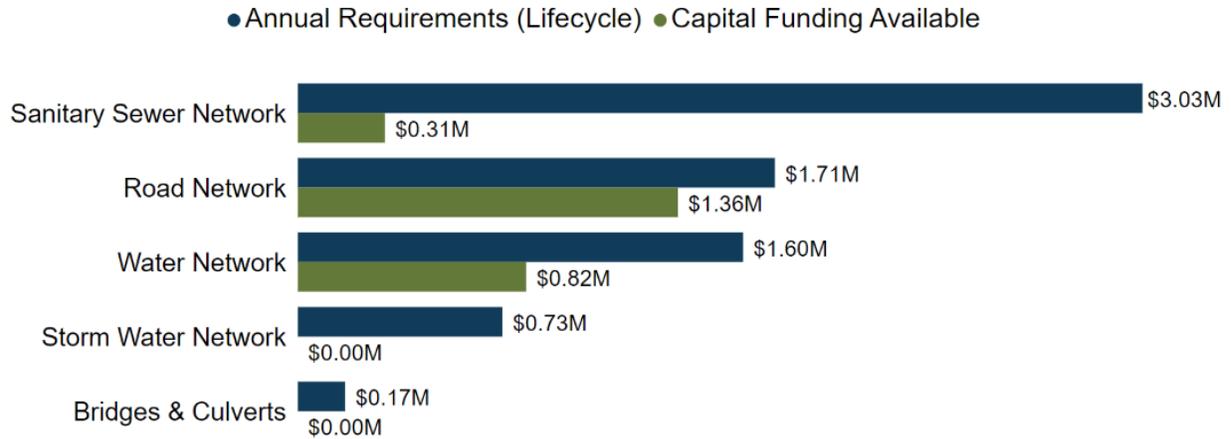
### Annual Requirements

The annual requirements represent the amount the Town should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs, and achieve long-term sustainability. In total, the Town must allocate approximately \$10,145,000 annually to address capital requirements for the Town’s asset portfolio.



### Annual Funding Available

Based on a historical analysis of sustainable capital funding sources, the Town is committing approximately \$3,081,000 towards capital projects per year from sustainable revenue sources. Given the annual capital requirement of \$10,146,000 there is currently a funding gap of \$7,065,000 annually.



## 7.2 Funding Objective

We have developed a scenario that would enable Kirkland Lake to achieve full funding within 20 years for the following assets:

1. **Tax Funded Assets:** Road Network, Bridges & Culverts, Storm Water Network, Facilities, Machinery & Equipment, Land Improvements, Fleet & Fleet Equipment, Airport
2. **Rate-Funded Assets:** Water Network, Sanitary Sewer Network

**Note:** For the purposes of this AMP, we have excluded gravel roads since they are a perpetual maintenance asset and end of life replacement calculations do not normally apply. If gravel roads are maintained properly, they can theoretically have a limitless service life.

For each scenario developed we have included strategies, where applicable, regarding the use of cost containment and funding opportunities.

## 7.3 Financial Profile: Tax Funded Assets

### 7.3.1 Current Funding Position

The following tables show, by asset category, Kirkland Lake's average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by taxes.

Asset Category	Avg. Annual Requirement	Annual Funding Available				Annual Deficit
		Taxes	Gas Tax	OCIF	Total Available	
Airport	\$111,000	100,000			100,000	11,000
Bridges & Culverts	\$65,000				0	65,000
Facilities	\$1,473,000	203,000			203,000	1,270,000
Fleet & Fleet Equipment	\$248,000	163,000			163,000	85,000
Land Improvements	\$266,000	173,000			173,000	93,000
Machinery & Equipment	\$729,000	298,000	61,000		359,000	370,000
Road Network	\$1,579,000		239,000		239,000	1,340,000
Storm Water Network	\$852,000				0	852,000
<b>Total</b>	<b>5,323,000</b>	<b>937,000</b>	<b>300,000</b>	<b>0</b>	<b>1,237,000</b>	<b>4,086,000</b>

The average annual capital expenditure requirement for the above categories is \$5,323,000. Annual revenue currently allocated to these assets for capital purposes is \$1,237,000 leaving an annual deficit of \$4,086,000. Put differently, these infrastructure categories are currently funded at 23% of their long-term requirements.

### 7.3.2 Full Funding Requirements

In 2021, Town of Kirkland Lake has annual tax revenues of \$11,040,000. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, full funding would require the following tax change over time:

Asset Category	Tax Change Required for Full Funding
Airport	0.1%

Bridges & Culverts	0.6%
Facilities	11.5%
Fleet & Fleet Equipment	0.8%
Land Improvements	0.8%
Machinery & Equipment	3.4%
Road Network	12.1%
Storm Water Network	7.7%
<b>Total</b>	<b>37.0%</b>

The following changes in costs and/or revenues over the next number of years should also be considered in the financial strategy:

- a) Kirkland Lake’s debt payments for these asset categories will be decreasing by \$255 thousand over the next 5 years, \$841 thousand over the next 10 years and 15 years respectively and 1.740 million over the next 20 years.

Our recommendations include capturing the above changes and allocating them to the infrastructure deficit outlined above. The table below outlines this concept and presents several options:

	Without Capturing Changes				With Capturing Changes			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	4,086,000	4,086,000	4,086,000	4,086,000	4,086,000	4,086,000	4,086,000	4,086,000
Change in Debt Costs	n/a	n/a	n/a	n/a	(255,000)	(841,000)	(841,000)	(1,740,000)
<b>Resulting Infrastructure Deficit:</b>	<b>4,086,000</b>	<b>4,086,000</b>	<b>4,086,000</b>	<b>4,086,000</b>	<b>3,831,000</b>	<b>3,245,000</b>	<b>3,245,000</b>	<b>2,346,000</b>
Tax Increase Required	37.0%	37.0%	37.0%	37.0%	34.7%	29.4%	29.4%	21.3%
<b>Annually:</b>	<b>6.6%</b>	<b>3.2%</b>	<b>2.2%</b>	<b>1.6%</b>	<b>6.2%</b>	<b>2.7%</b>	<b>1.8%</b>	<b>1.0%</b>

### 7.3.3 Financial Strategy Recommendations

Considering all the above information, we recommend the 20-year option. This involves full CapEx funding being achieved over 20 years by:

- a) Increasing tax revenues by 1.0% each year for the next 20 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- b) Allocating the current gas tax revenue as outlined previously.
- c) Reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
- d) Increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.
- e) When realized, reallocating the debt cost reductions of \$1.740 million to the infrastructure deficit as outlined above.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula-based funding, if applicable, since this funding is a multi-year commitment<sup>8</sup>.
2. We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves full CapEx funding on an annual basis in 20 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a capital requirement backlog of \$1.669 million for the Airport, \$5.491 million for the Road Network, \$12.011 million for Facilities, \$973 thousand for Land Improvements, \$3.982 million for Machinery & Equipment, and \$264 thousand for Fleet and Fleet Equipment.

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<sup>8</sup> The Town should take advantage of all available grant funding programs and transfers from other levels of government. While OCIF has historically been considered a sustainable source of funding, the program is currently undergoing review by the provincial government. The review's outcome may impact availability of OCIF funding.

Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

## 7.4 Financial Profile: Rate Funded Assets

### 7.4.1 Current Funding Position

The following tables show, by asset category, Kirkland Lake’s average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by rates.

Asset Category	Avg. Annual Requirement	Annual Funding Available			Annual Deficit
		Rates	To Oper	OCIF	
Water Network	\$1,632,000	2,544,000	(2,084,000)	503,000	669,000
Sanitary Sewer Network	\$3,191,000	1,818,000	(1,552,000)	615,000	2,310,000
Total	4,823,000	4,362,000	(3,636,000)	1,118,000	2,979,000

The average annual CapEx requirement for the above categories is \$4.823 million. Annual revenue currently allocated to these assets for capital purposes is \$1.844 million leaving an annual deficit of \$2.979 million. Put differently, these infrastructure categories are currently funded at 38% of their long-term requirements.

### 7.4.2 Full Funding Requirements

In 2022, Kirkland Lake has budgeted annual Water revenues of \$2.544 million and annual Sanitary revenues of \$1.818 million. As illustrated in the table below, without consideration of any other sources of revenue, full funding would require the following changes over time:

Asset Category	Tax Change Required for Full Funding
Water Network	26.3%
Sanitary Sewer Network	127.1%

In the following tables, we have expanded the above scenario to present multiple options. Due to the significant increases required, we have provided phase-in options of up to 20 years:

	Water Network				Sanitary Sewer Network			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	669,000	669,000	669,000	669,000	2,310,000	2,310,000	2,310,000	2,310,000
Tax Increase Required	26.3%	26.3%	26.3%	26.3%	127.1%	127.1%	127.1%	127.1%
<b>Annually:</b>	<b>4.8%</b>	<b>2.4%</b>	<b>1.6%</b>	<b>1.2%</b>	<b>17.9%</b>	<b>8.6%</b>	<b>5.7%</b>	<b>4.2%</b>

### 7.4.3 Financial Strategy Recommendations

Considering all the above information, we recommend the 20-year option. This involves full CapEx funding being achieved over 20 years by:

- a) Increasing rate revenues by 1.2% for water services and 4.2% for sanitary services each year for the next 20 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- b) Increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.
- c) Allocating the scheduled OCIF grant increases to the infrastructure deficit as they occur.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. This periodic funding should not be incorporated into an AMP unless there are firm commitments in place.
2. We realize that raising rate revenues for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.
3. Any increase in rates required for operations would be in addition to the above recommendations.

Although this option achieves full CapEx funding on an annual basis in 20 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a capital requirement backlog of \$31.845 million for the Water Network and \$66.136 million for the Sanitary Sewer Network.

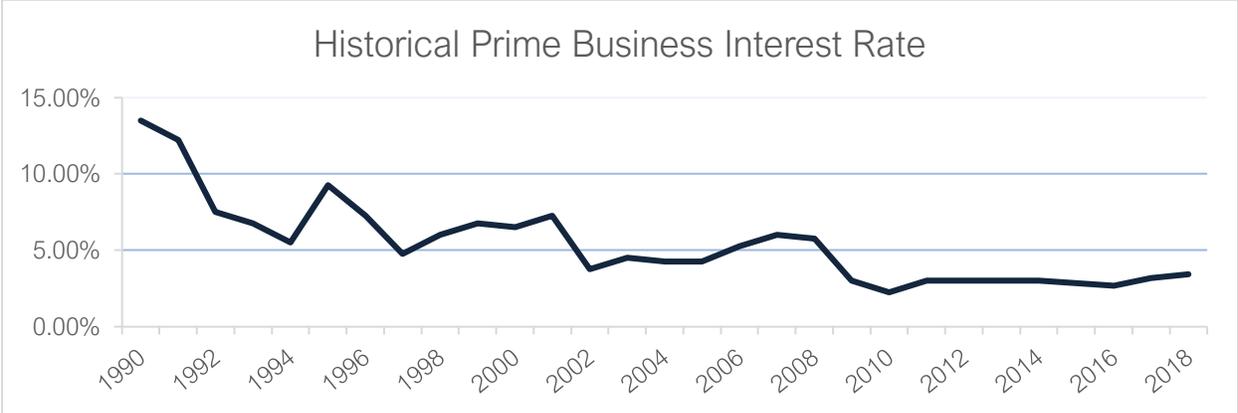
Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

# 7.5 Use of Debt

For reference purposes, the following table outlines the premium paid on a project if financed by debt. For example, a \$1M project financed at 3.0%<sup>9</sup> over 15 years would result in a 26% premium or \$260,000 of increased costs due to interest payments. For simplicity, the table does not consider the time value of money or the effect of inflation on delayed projects.

Interest Rate	Number of Years Financed					
	5	10	15	20	25	30
<b>7.0%</b>	22%	42%	65%	89%	115%	142%
<b>6.5%</b>	20%	39%	60%	82%	105%	130%
<b>6.0%</b>	19%	36%	54%	74%	96%	118%
<b>5.5%</b>	17%	33%	49%	67%	86%	106%
<b>5.0%</b>	15%	30%	45%	60%	77%	95%
<b>4.5%</b>	14%	26%	40%	54%	69%	84%
<b>4.0%</b>	12%	23%	35%	47%	60%	73%
<b>3.5%</b>	11%	20%	30%	41%	52%	63%
<b>3.0%</b>	9%	17%	26%	34%	44%	53%
<b>2.5%</b>	8%	14%	21%	28%	36%	43%
<b>2.0%</b>	6%	11%	17%	22%	28%	34%
<b>1.5%</b>	5%	8%	12%	16%	21%	25%
<b>1.0%</b>	3%	6%	8%	11%	14%	16%
<b>0.5%</b>	2%	3%	4%	5%	7%	8%
<b>0.0%</b>	0%	0%	0%	0%	0%	0%

It should be noted that current interest rates are relatively low. Sustainable funding models that include debt need to incorporate the risk of rising interest rates. The following graph shows where historical lending rates have been:



<sup>9</sup> As of February 2023, the municipal Infrastructure Ontario rates for 15-year money is 4.3%.

A change in 15-year rates from 3% to 6% would change the premium from 26% to 54%. Such a change would have a significant impact on a financial plan.

The following tables outline how Kirkland Lake has historically used debt for investing in the asset categories as listed. There is currently \$14.696 million of debt outstanding for the assets covered by this AMP with corresponding principal and interest payments of \$1.740 million, well within its provincially prescribed maximum of \$3.072 million.

Asset Category	Current Debt Outstanding	Use of Debt in the Last Five Years				
		2017	2018	2019	2020	2021
Airport						
Bridges & Culverts						
Facilities	14,280,000			12,477,000		
Fleet & Fleet Equipment	109,000	250,000			287,000	
Land Improvements						
Machinery & Equipment	248,000					
Road Network	59,000					
Storm Water Network						
<b>Total Tax Funded:</b>	<b>14,696,000</b>	<b>250,000</b>	<b>0</b>	<b>12,477,000</b>	<b>287,000</b>	<b>0</b>
Water Network						
Sanitary Sewer Network						
<b>Total Rate Funded:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Asset Category	Principal & Interest Payments in the Next Ten Years						
	2022	2023	2024	2025	2026	2027	2032
Airport	0	0	0	0	0	0	0
Bridges & Culverts							
Facilities	1,591,000	1,527,000	1,453,000	1,453,000	1,453,000	1,453,000	899,000
Fleet & Fleet Equipment	57,000	57,000	57,000	0	0	0	0
Land Improvements							
Machinery & Equipment	32,000	32,000	32,000	32,000	32,000	32,000	0
Road Network	60,000	0	0	0	0	0	0
Storm Water Network							
<b>Total Tax Funded:</b>	<b>1,740,000</b>	<b>1,616,000</b>	<b>1,542,000</b>	<b>1,485,000</b>	<b>1,485,000</b>	<b>1,485,000</b>	<b>899,000</b>
Water Network							
Sanitary Network							
<b>Total Rate Funded:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

The revenue options outlined in this plan allow Kirkland Lake to fully fund its long-term infrastructure requirements without further use of debt.

## 7.6 Use of Reserves

### 7.6.1 Available Reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

- a) the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
- b) financing one-time or short-term investments
- c) accumulating the funding for significant future infrastructure investments
- d) managing the use of debt
- e) normalizing infrastructure funding requirement

By asset category, the table below outlines the details of the reserves currently available to Kirkland Lake.

Asset Category	Balance at December 31, 2021
Airport	0
Bridges & Culverts	23,000
Facilities	533,000
Fleet & Fleet Equipment	87,000
Land Improvements	93,000
Machinery & Equipment	323,000
Road Network	2,236,000
Storm Water Network	298,000
Total Tax Funded:	<b>3,593,000</b>
Water Network	2,910,000
Sanitary Sewer Network	2,579,000
Total Rate Funded:	<b>5,489,000</b>

There is considerable debate in the municipal sector as to the appropriate level of reserves that a Town should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should take into account when determining their capital reserve requirements include:

- a) breadth of services provided
- b) age and condition of infrastructure

- c) use and level of debt
- d) economic conditions and outlook
- e) internal reserve and debt policies.

These reserves are available for use by applicable asset categories during the phase-in period to full funding. This coupled with Kirkland Lake's judicious use of debt in the past, allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short- to medium-term.

## 7.6.2 Recommendation

In 2025, Ontario Regulation 588/17 will require Kirkland Lake to integrate proposed levels of service for all asset categories in its asset management plan update. We recommend that future planning should reflect adjustments to service levels and their impacts on reserve balances.

# 8 Appendices

## Key Insights

- Appendix A outlines Strategic action items which are directly related to asset management and demonstrate good governance and leadership.
- Appendix B includes a one-page infrastructure report card with an overview of key data from each asset category.
- Appendix C identifies projected 10-year capital requirements for each asset category.
- Appendix D includes several maps that have been used to visualize the current level of service

# Appendix A: Asset Management Success Factors

The following are identified 2020-2024 Strategic Plan action items that relate to asset management and demonstrate good governance and leadership.

- OE-8: Prepare and evaluate a long-term capital spend/replacement strategy.
- OE-10,11,12: Review affordability of legacy asset; evaluate opportunities for disposal/monetization.
- OE-13: Introduce a general increase in capital levy to build reserves/reserve funds.
- OE-31: Develop and implement a reserves/reserve fund policy.
- Oe-34: Create a capital asset management plan for Public Works (roads, water, sewer).
- OE-35: Develop and implement a fleet management Plan (equipment retrofit execution).
- OE-36: Analyse benefits of introducing a Facilities Management Department
- OE-37: Create a capital asset management plan for building and facilities.
- BT-25: Analyze need for Facilities Management Position
- BT26- Analyze need for Public Works Contract Manager Position
- Os-12: Updates to Parks and Trails Plan
- OS-18: Policy to include direction on public engagement on high profile sensitive topics.

# Appendix B: Infrastructure Report Card

Asset Category	Replacement Cost (millions)	Asset Condition	Financial Capacity	
Road Network	\$46.97	Fair	Annual Requirement:	\$1,579,000
			Funding Available:	\$239,000
			<b>Annual Deficit:</b>	<b>\$1,340,000</b>
Bridges & Culverts	\$3.45	Fair	Annual Requirement:	\$65,000
			Funding Available:	\$0
			<b>Annual Deficit:</b>	<b>\$65,000</b>
Storm Water Network	\$53.42	Fair	Annual Requirement:	\$852,000
			Funding Available:	\$0
			<b>Annual Deficit:</b>	<b>\$852,000</b>
Water Network	\$95.52	Poor	Annual Requirement:	\$1,632,000
			Funding Available:	\$963,000
			<b>Annual Deficit:</b>	<b>\$669,000</b>
Sanitary Sewer Network	\$150.09	Poor	Annual Requirement:	\$3,191,000
			Funding Available:	\$881,000
			<b>Annual Deficit:</b>	<b>\$2,310,000</b>
Facilities	\$74.464	Poor	Annual Requirement:	\$1,473,000
			Funding Available:	\$203,000
			<b>Annual Deficit:</b>	<b>\$1,270,000</b>
Land Improvements	\$5.148	Poor	Annual Requirement:	\$266,000
			Funding Available:	\$173,000
			<b>Annual Deficit:</b>	<b>\$93,000</b>
Fleet & Fleet Equipment	\$3.7	Poor	Annual Requirement:	\$248,000
			Funding Available:	\$163,000
			<b>Annual Deficit:</b>	<b>\$85,000</b>
Machinery & Equipment	\$9.4	Poor	Annual Requirement:	\$729,000
			Funding Available:	\$359,000
			<b>Annual Deficit:</b>	<b>\$370,000</b>
<b>Overall</b>	<b>\$474.27</b>		Annual Requirement:	\$10,146,000
			Funding Available:	\$3,081,000

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**Annual Deficit: \$7,065,000**

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# Appendix C: 10-Year Capital Requirements

The following tables identify the capital cost requirements for each of the next 10 years to meet projected capital requirements and maintain the current level of service.

Road Network											
Segment	Backlog	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Curbs	\$264,000	\$0	\$0	\$0	\$0	\$0	\$48,000	\$0	\$48,000	\$176,000	\$0
HCB	\$2,630,400	\$0	\$0	\$5,063,275	\$129,990	\$2,083,704	\$504,000	\$270,804	\$96,000	\$462,600	\$72,600
LCB	\$0	\$0	\$0	0	0	\$6,615	\$70,000	\$0	\$0	\$0	\$0
Sidewalks	\$239,907	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Traffic Signals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$2.3 M</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5 M</b>	<b>\$130 K</b>	<b>\$2 M</b>	<b>\$622 K</b>	<b>\$271 K</b>	<b>\$144 K</b>	<b>\$639 K</b>	<b>\$73 K</b>

Bridges & Culverts											
Segment	Backlog	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Bridges	\$0	\$0	\$0	\$222,505	\$0	\$0	\$0	\$343,759	\$0	\$0	\$0
Culverts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pedestrian Bridges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$222 K</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$344 K</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Storm Water Network**

Segment	Backlog	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Catch Basins	\$0	\$2,379,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Manholes	\$0	\$1,044,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Storm Sewerlines	\$941,624	\$0	\$0	\$0	\$0	\$0	\$199,576	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$942 K</b>	<b>\$3.4 M</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$199 K</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Water Network**

Segment	Backlog	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Booster Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hydrant Leads	\$2,758,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hydrants	\$1,809,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Treatment	\$128,355	\$0	\$67,146	\$0	\$0	\$104,452	\$109,929	\$0	\$19,967	\$47,158	\$0
Water Valves	\$5,290,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Waterlines	\$21,858,786	\$0	\$0	\$0	\$573,531	\$0	\$88,243	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$31.8 M</b>	<b>\$0</b>	<b>\$67 K</b>	<b>\$0</b>	<b>\$573 K</b>	<b>\$104 K</b>	<b>\$198 K</b>	<b>\$0</b>	<b>\$20 K</b>	<b>\$47 K</b>	<b>\$0</b>

**Sanitary Sewer Network**

Segment	Backlog	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Manholes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pumping Station	\$43.7 M	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,750
Sanitary Treatment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$768,192	\$0	\$6,518
Sewerlines	\$22.3 M	\$0	\$0	\$180,000	\$426,200	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$66.1M</b>	<b>\$0</b>	<b>\$0</b>	<b>\$180 K</b>	<b>\$426 K</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$768 K</b>	<b>\$0</b>	<b>\$54 K</b>

Land Improvements											
Segment	Backlog	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Fields & Courts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Park Fixtures	\$689,531	\$8,980	\$0	\$0	\$0	\$22,126	\$304,125	\$0	\$0	\$0	\$0
Parking Lots	\$70,031	\$0	\$0	\$0	\$194,929	\$0	\$0	\$0	\$0	\$0	\$0
Pathways	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64,073
Play Structures	\$213,442	\$0	\$0	\$293,664	\$0	\$0	\$0	\$299,279	\$109,885	\$0	\$148,450
<b>Total</b>	<b>\$973 K</b>	<b>\$9 K</b>	<b>\$0</b>	<b>\$294 K</b>	<b>\$195 K</b>	<b>\$22 K</b>	<b>\$304 K</b>	<b>\$299 K</b>	<b>\$110 K</b>	<b>\$0</b>	<b>\$213 K</b>

Fleet											
Segment	Backlog	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Community Services	\$23,884	\$0	\$0	\$0	\$0	\$110,000	\$0	\$0	\$0	\$0	\$0
Fire	\$55,000	\$0	\$0	\$150,000	\$0	\$0	\$500,000	\$0	\$0	\$0	\$72,208
Public Works	\$185,000	\$0	\$350,000	\$275,000	\$110,000	\$110,000	\$95,000	\$394,142	\$409,647	\$522,005	\$44,507
<b>Total</b>	<b>\$264 K</b>	<b>\$0</b>	<b>\$350 K</b>	<b>\$425 K</b>	<b>\$110K</b>	<b>\$220 K</b>	<b>\$595 K</b>	<b>\$394 K</b>	<b>\$410 K</b>	<b>\$522 K</b>	<b>\$117 K</b>

Machinery & Equipment											
Segment	Backlog	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Fire	\$276,696	\$30,971	\$6,363	\$7,337	\$37,341	\$29,249	\$0	\$25,243	\$15,756	\$32,851	\$0
Fitness & Recreation Equipment	\$207,745	\$32,508	\$19,069	\$44,478	\$32,880	\$11,940	\$9,559	\$0	\$58,672	\$0	\$0
Hardware	\$392,878	\$0	\$53,410	\$11,791	\$28,133	\$0	\$308,056	\$46,047	\$11,791	\$30,168	\$0
Long Term Care	\$958,462	\$31,453	\$16,460	\$36,732	\$59,548	\$24,953	\$10,517	\$0	\$25,676	\$20,793	\$0
Office Furniture	\$156,005	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,542	\$6,553	\$0

<b>Machinery &amp; Equipment</b>											
Segment	Backlog	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Parks & Rec	\$592,503	\$16,084	\$9,771	\$0	\$0	\$0	\$9,294	\$12,636	\$7,865	\$14,404	\$12,569
Public Rec	\$75,283	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	\$1,010,384	\$16,576	\$20,985	\$109,835	\$16,616	\$31,506	\$180,000	\$680,000	\$200,000	\$450,000	\$530,000
Software	\$312,149	\$19,565	\$26,655	\$0	\$7,631	\$0	\$41,648	\$26,508	\$6,239	\$13,336	\$0
<b>Total</b>	<b>\$3.98 M</b>	<b>\$147K</b>	<b>\$153 K</b>	<b>\$210 K</b>	<b>\$182 K</b>	<b>\$98 K</b>	<b>\$559 K</b>	<b>\$790 K</b>	<b>\$337 K</b>	<b>\$568 K</b>	<b>\$543 K</b>

<b>Facilities</b>											
Segment	Backlog	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Cemetery	\$1,157,980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Community Services	\$1,868,000	\$0	\$114,000	\$0	\$0	\$0	\$775,000	\$0	\$0	\$0	\$0
Corporate Services	\$5,218,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire	\$1,832,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	1934796	\$0	\$0	\$3,492,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$12 M</b>	<b>\$0</b>	<b>\$114,000</b>	<b>\$3.49 M</b>	<b>\$0</b>	<b>\$0</b>	<b>\$775 K</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

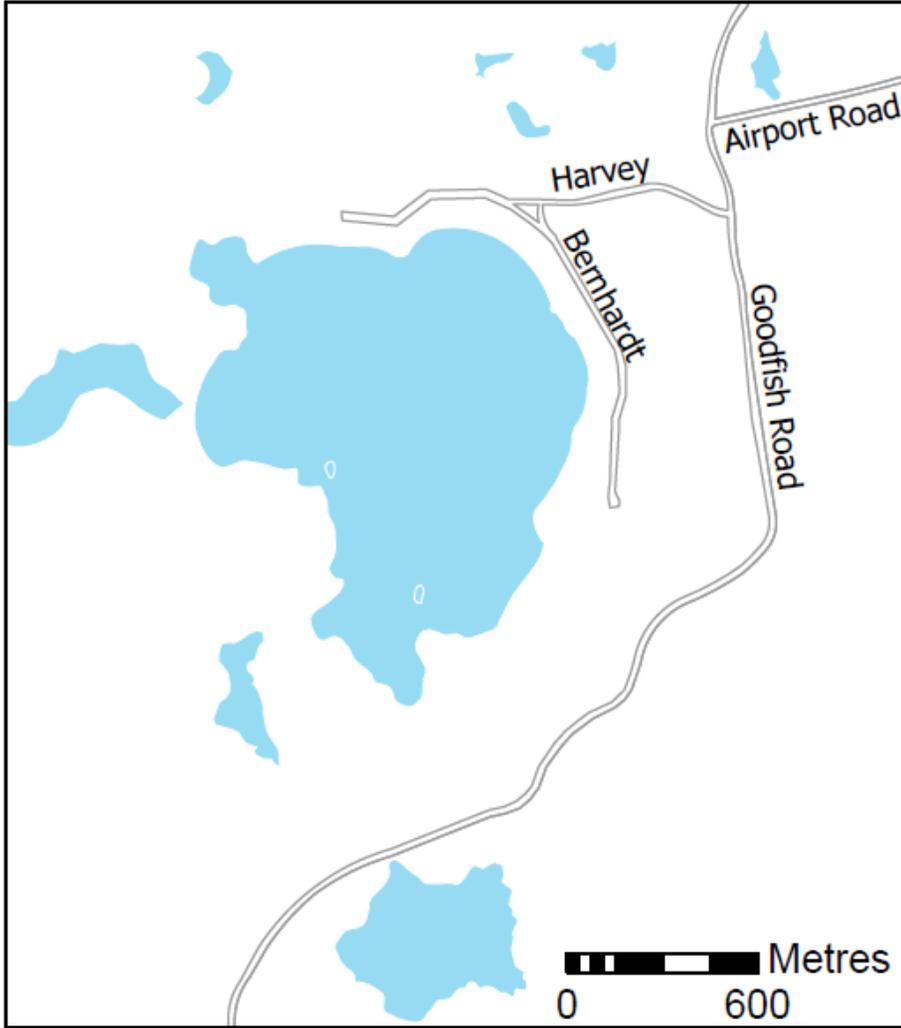
# Appendix D: Level of Service Maps

## Road Network Connectivity Map – Part 1

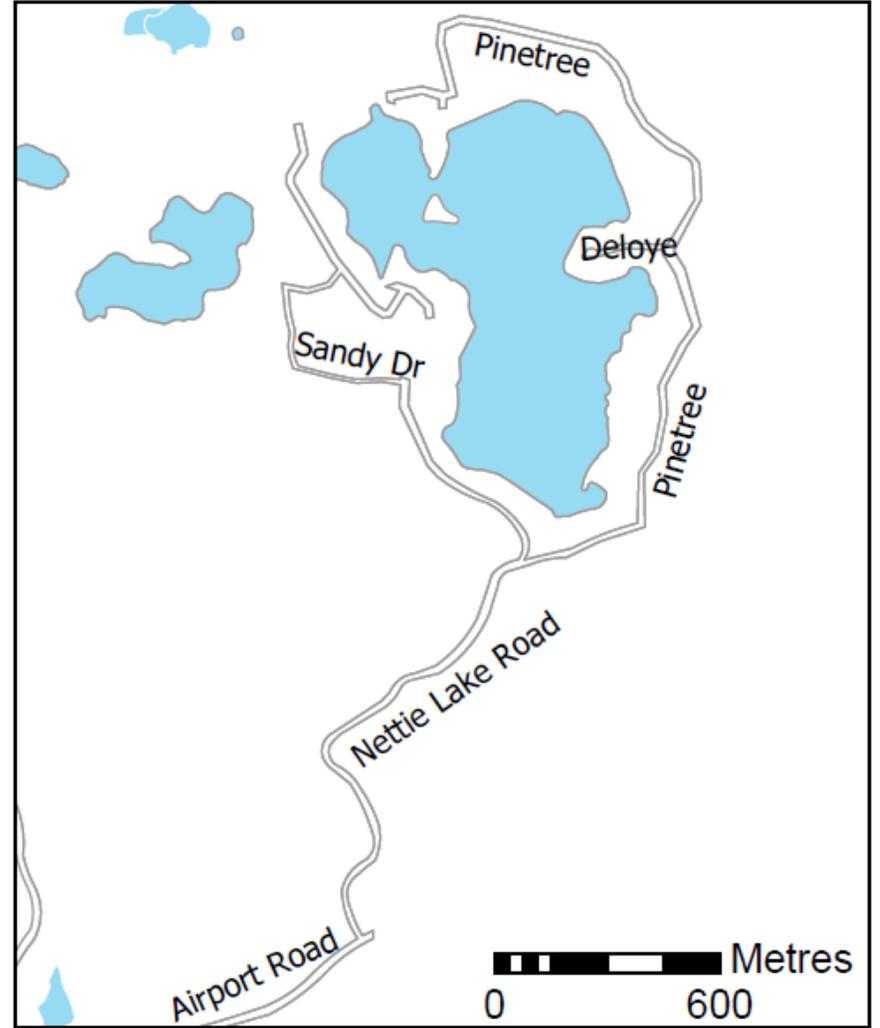




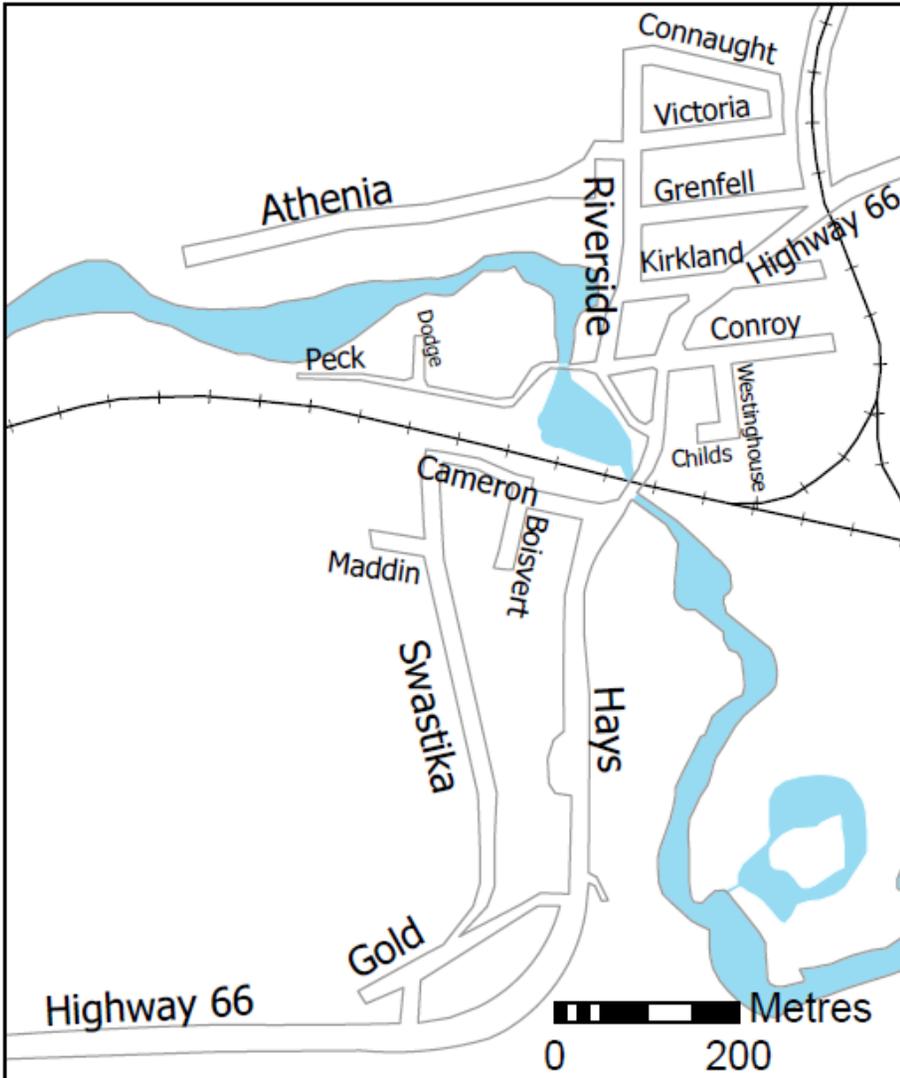
## Goodfish Lake



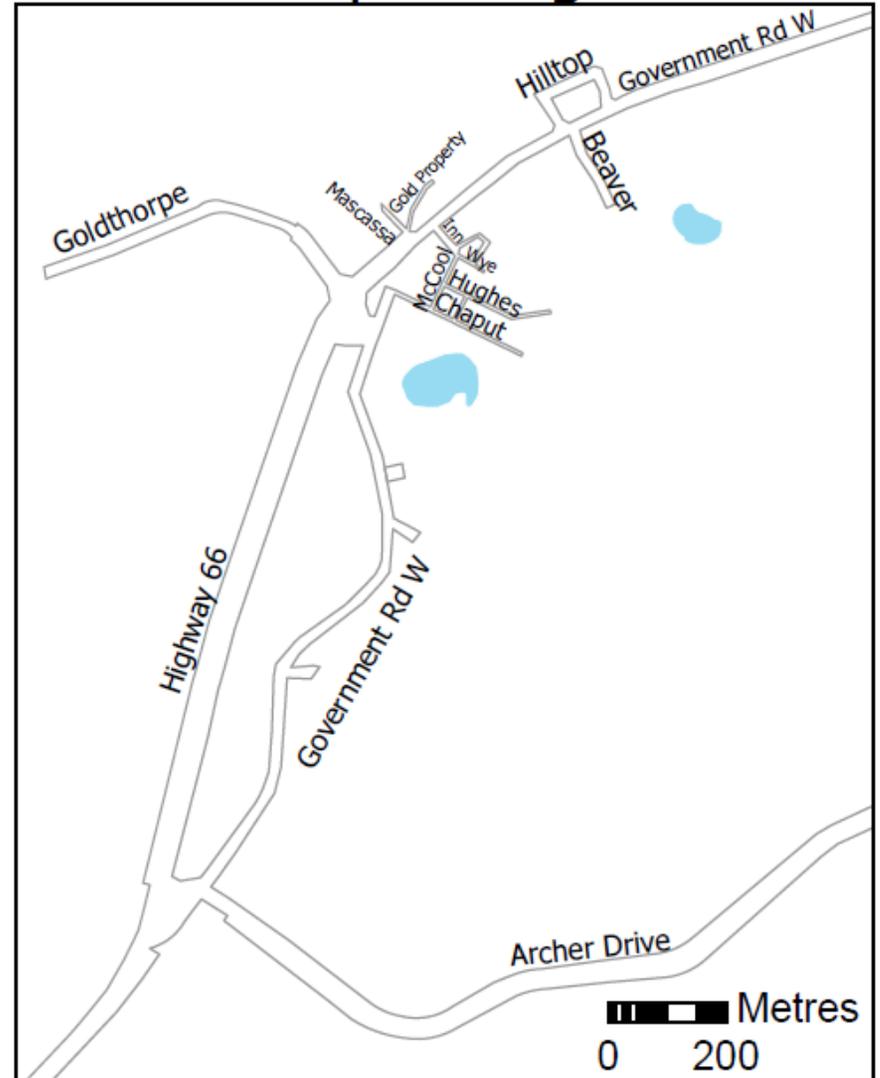
## Nettie Lake



# Swastika

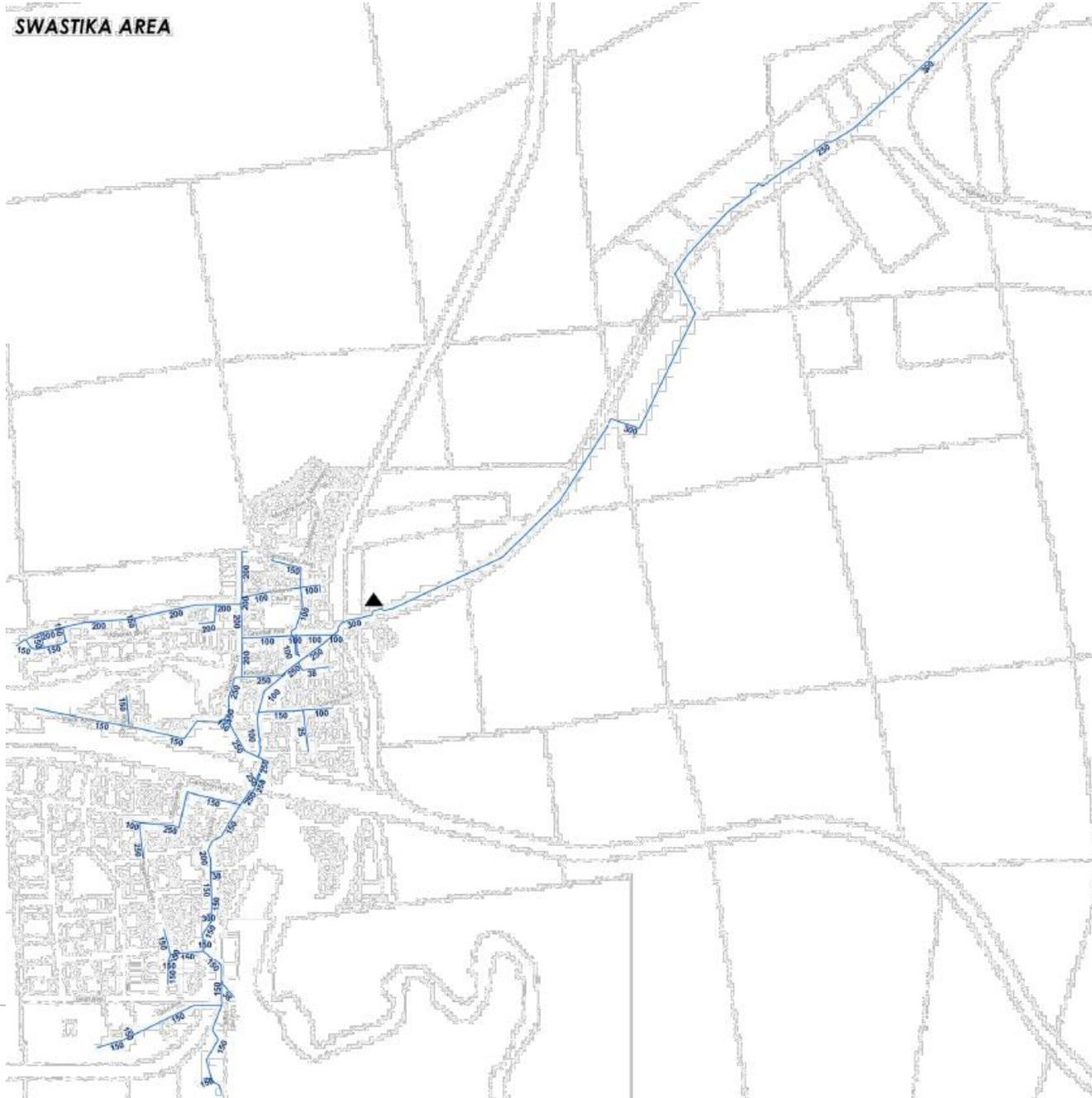


# Chaput Hughes



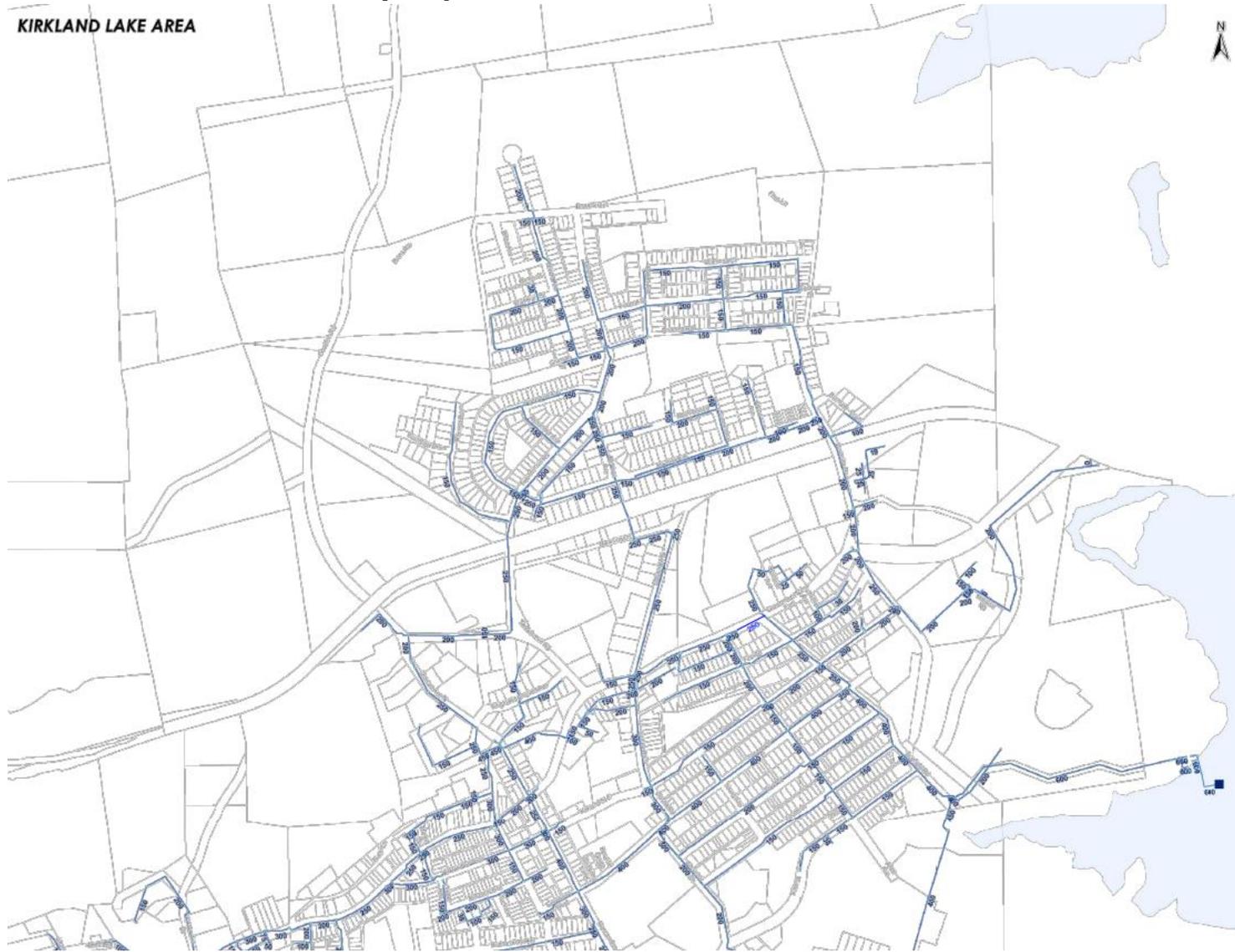
# Water Network Connectivity Map – Swastika Area

SWASTIKA AREA

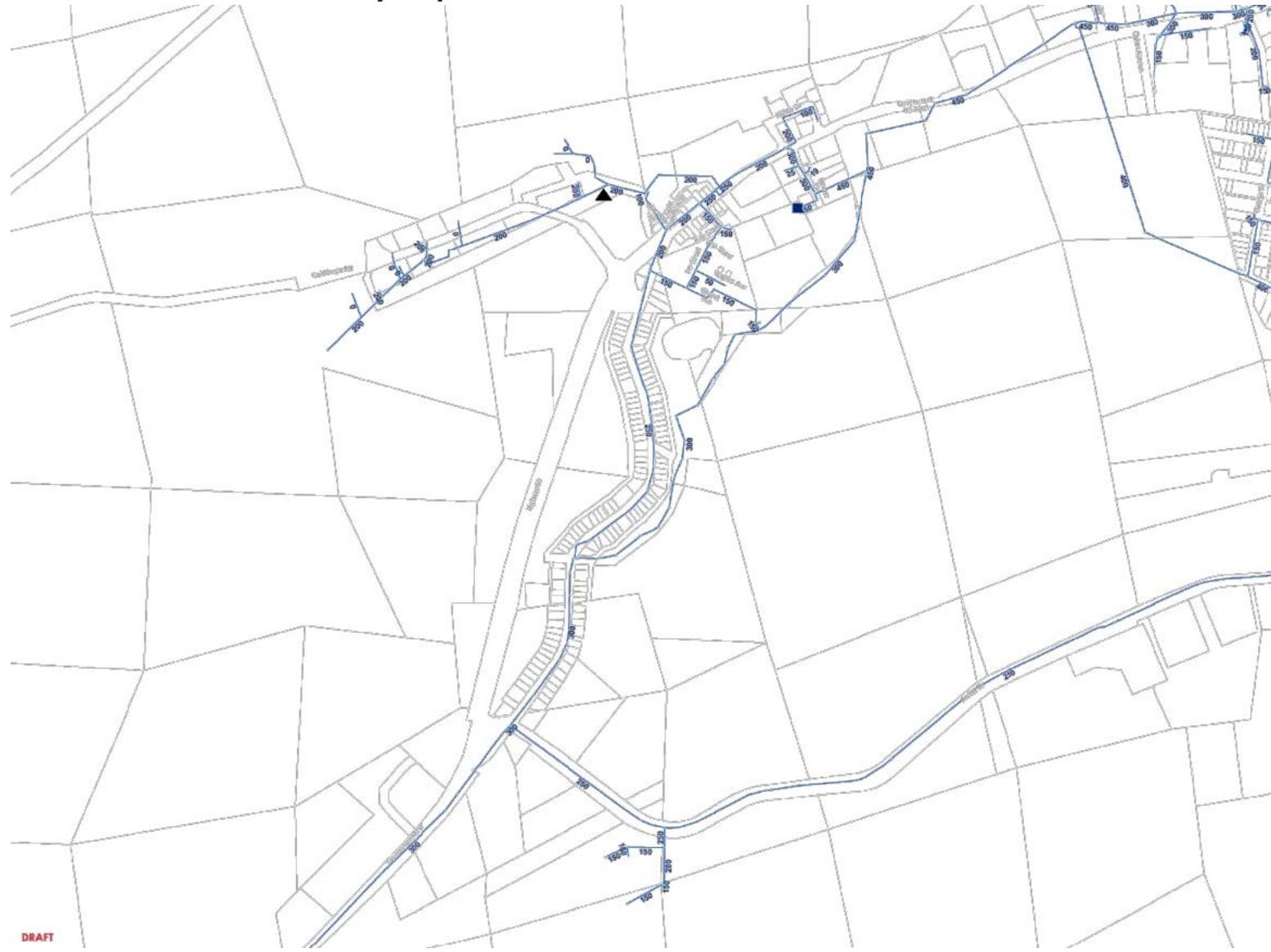


# Water Network Connectivity Map – Kirkland Area Part 1

KIRKLAND LAKE AREA

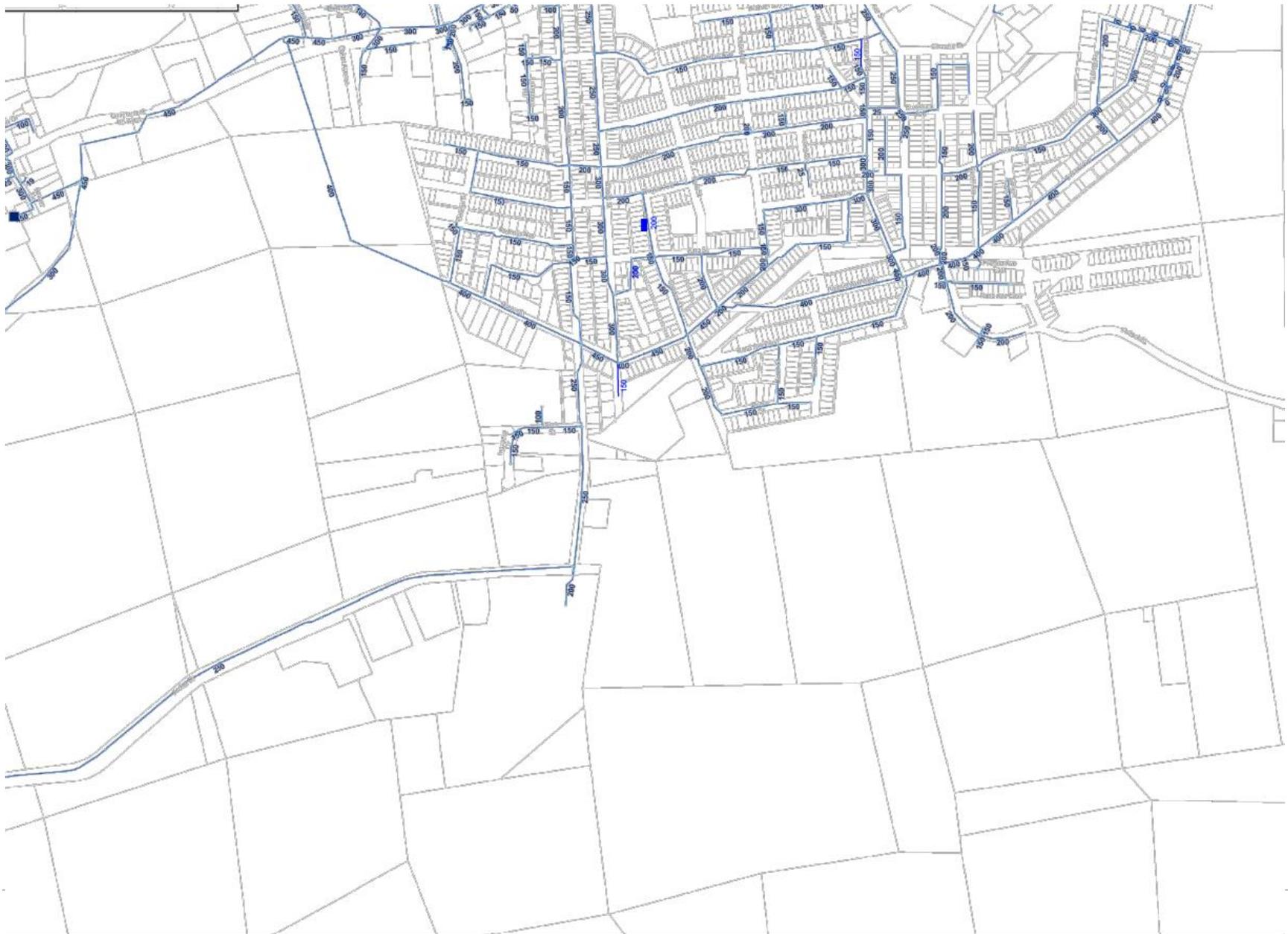


# Water Network Connectivity Map – Kirkland Area Part 2

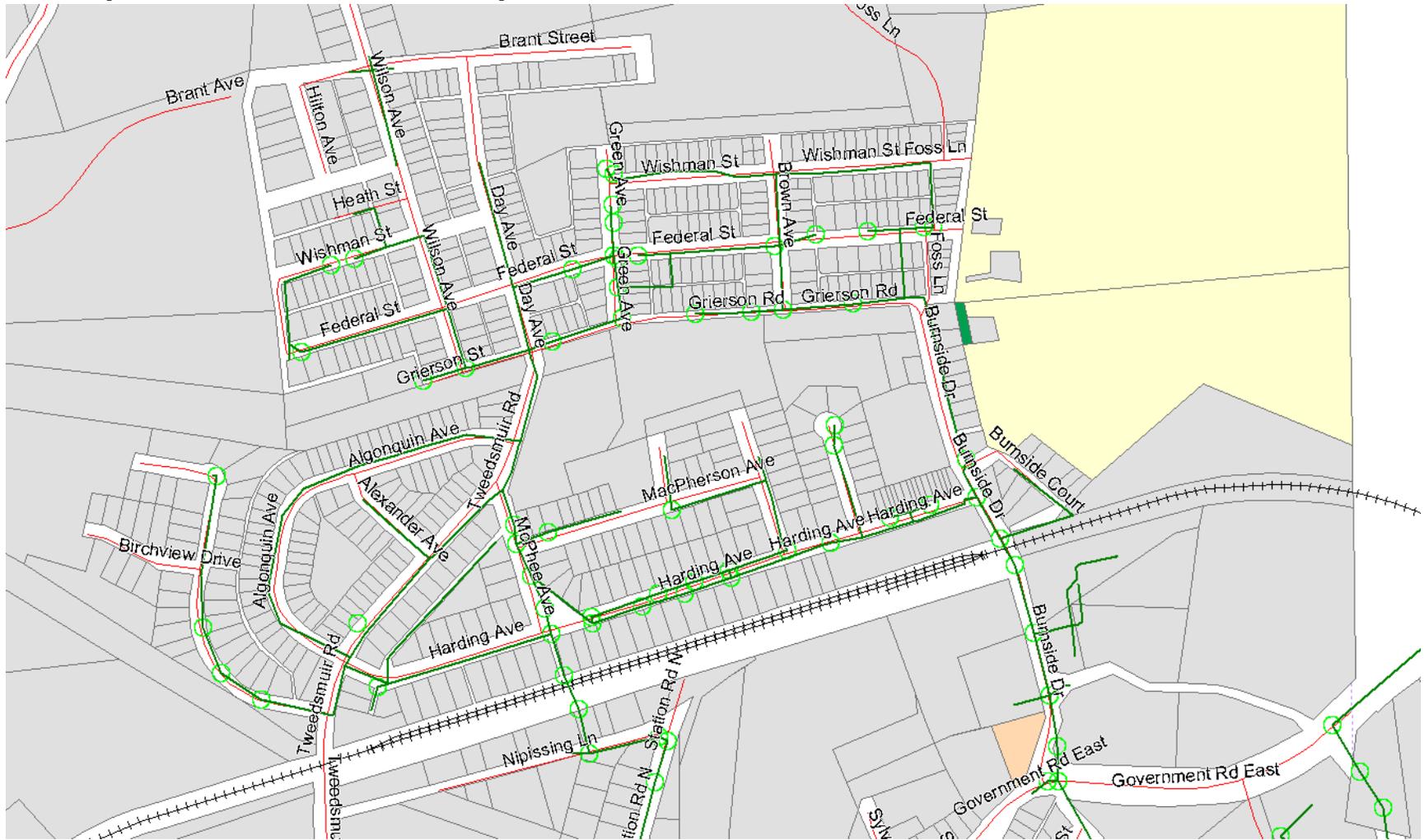


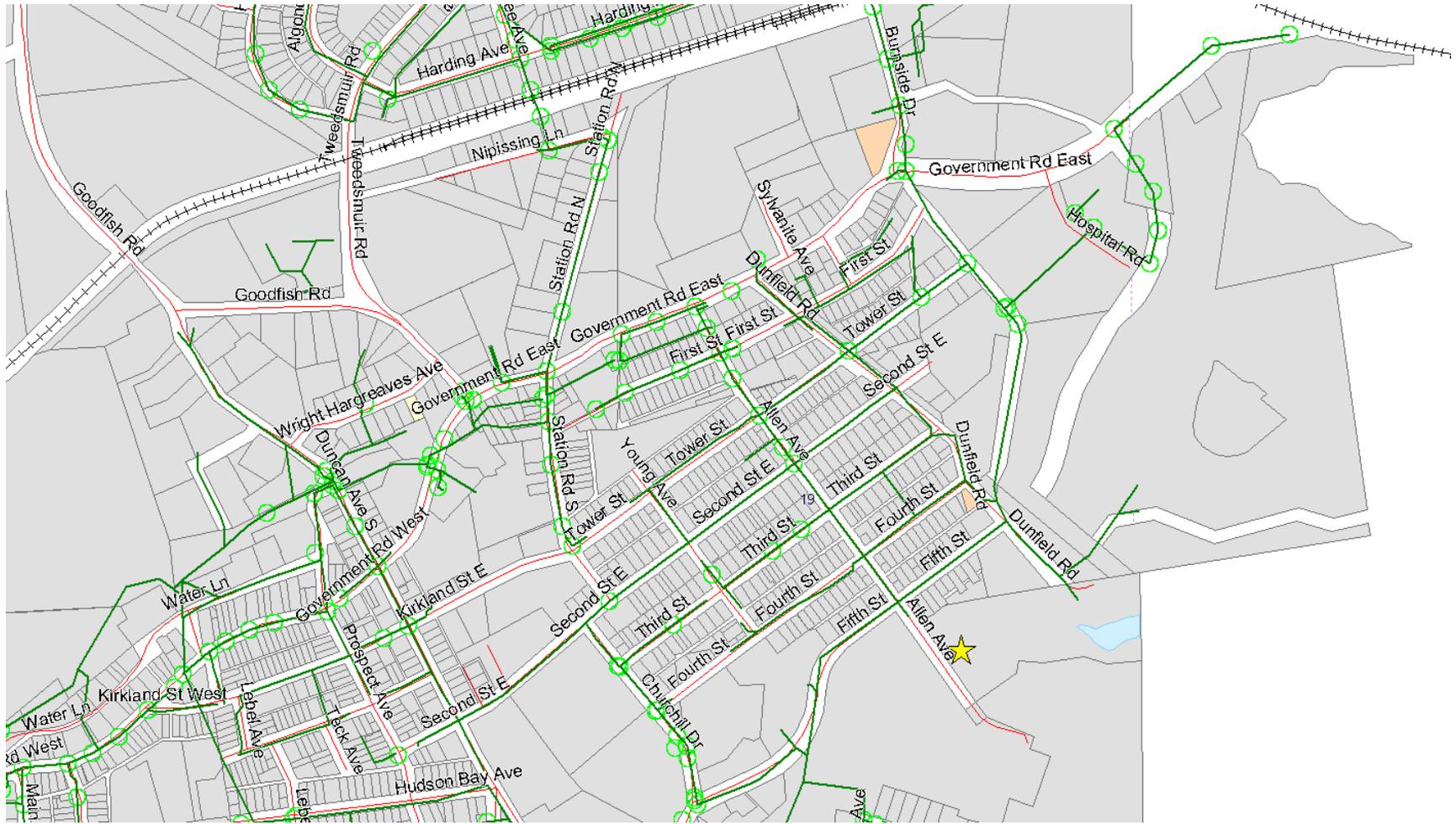
DRAFT

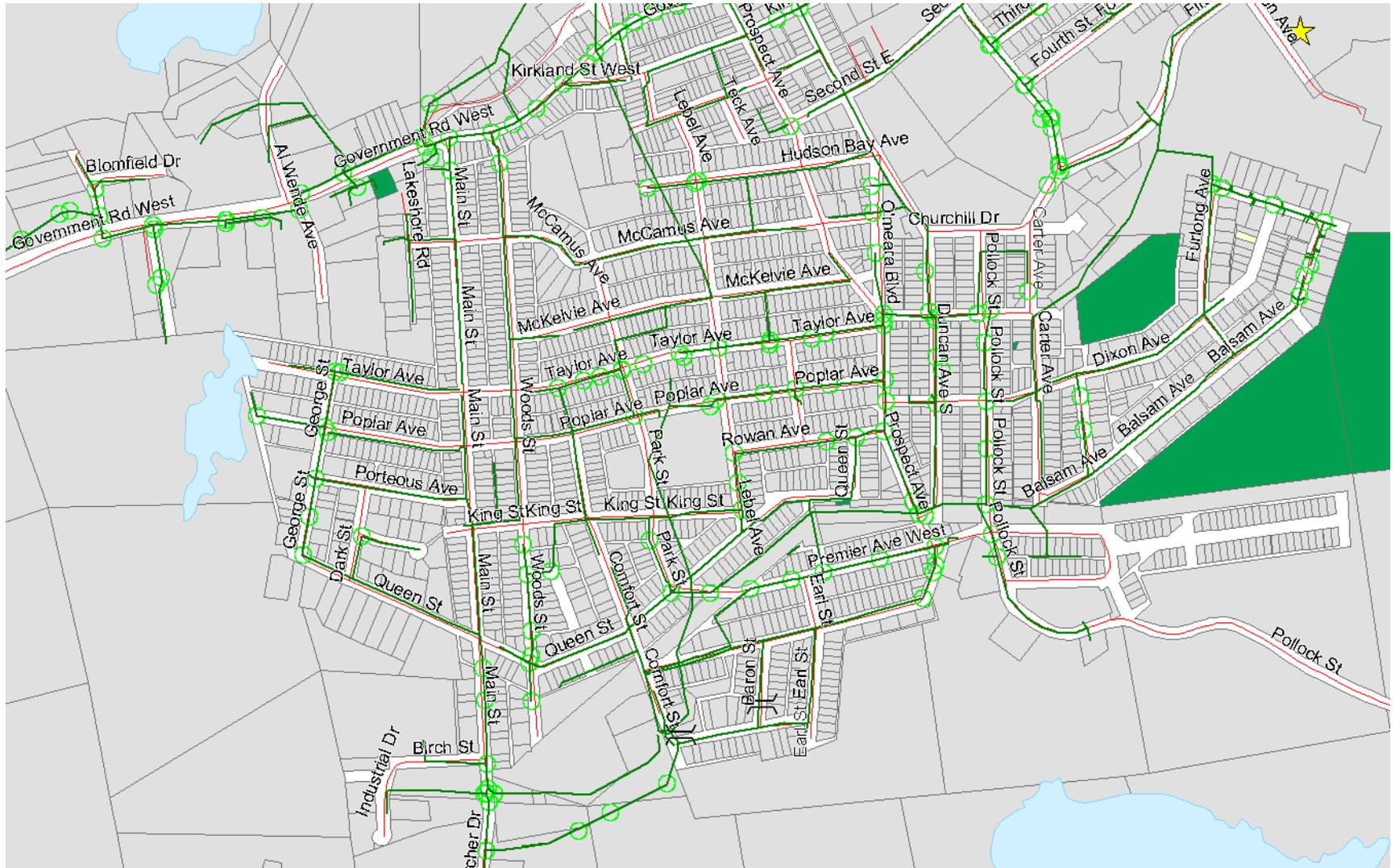
### Water Network Connectivity Map – Kirkland Area Part 3

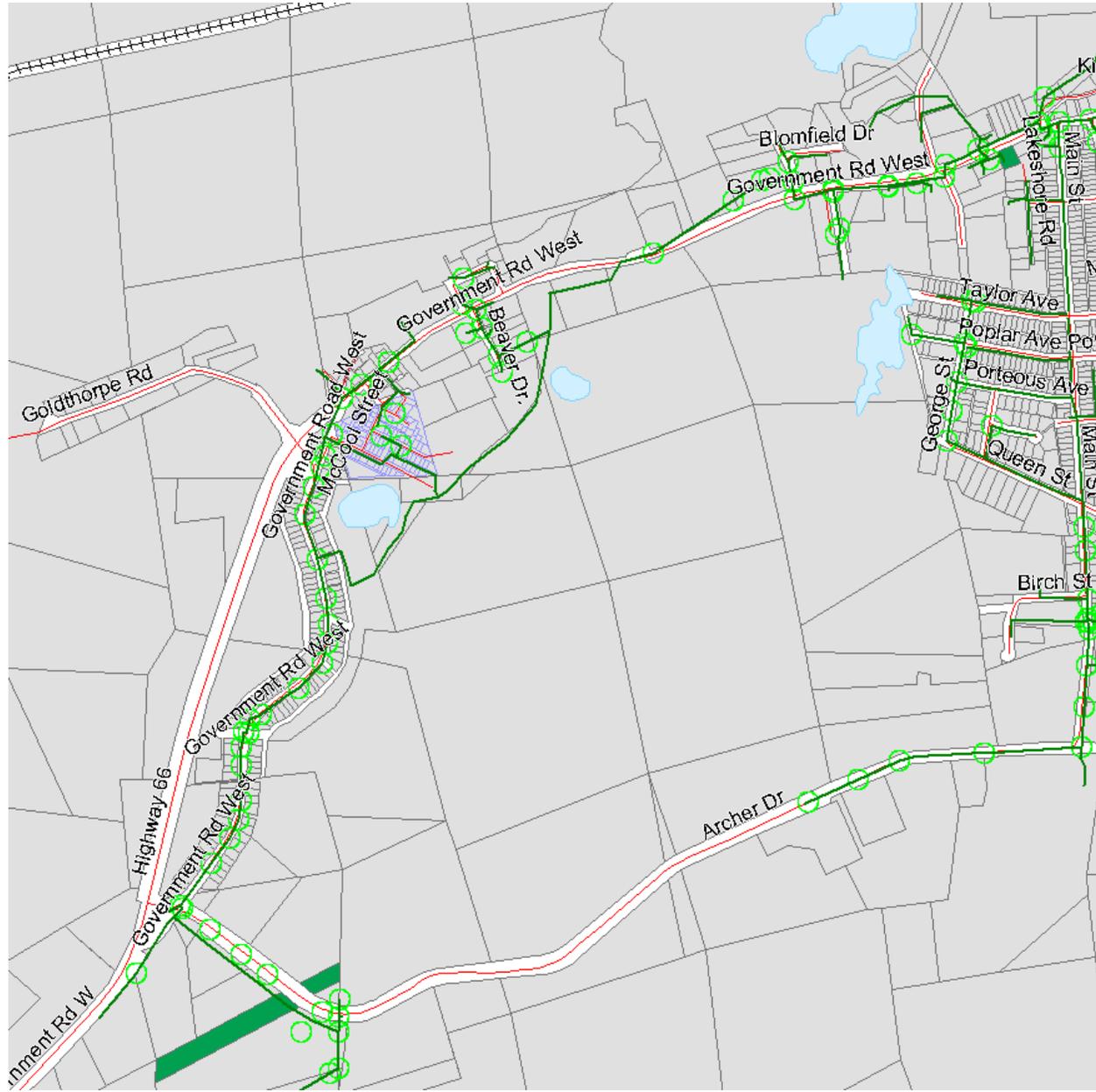


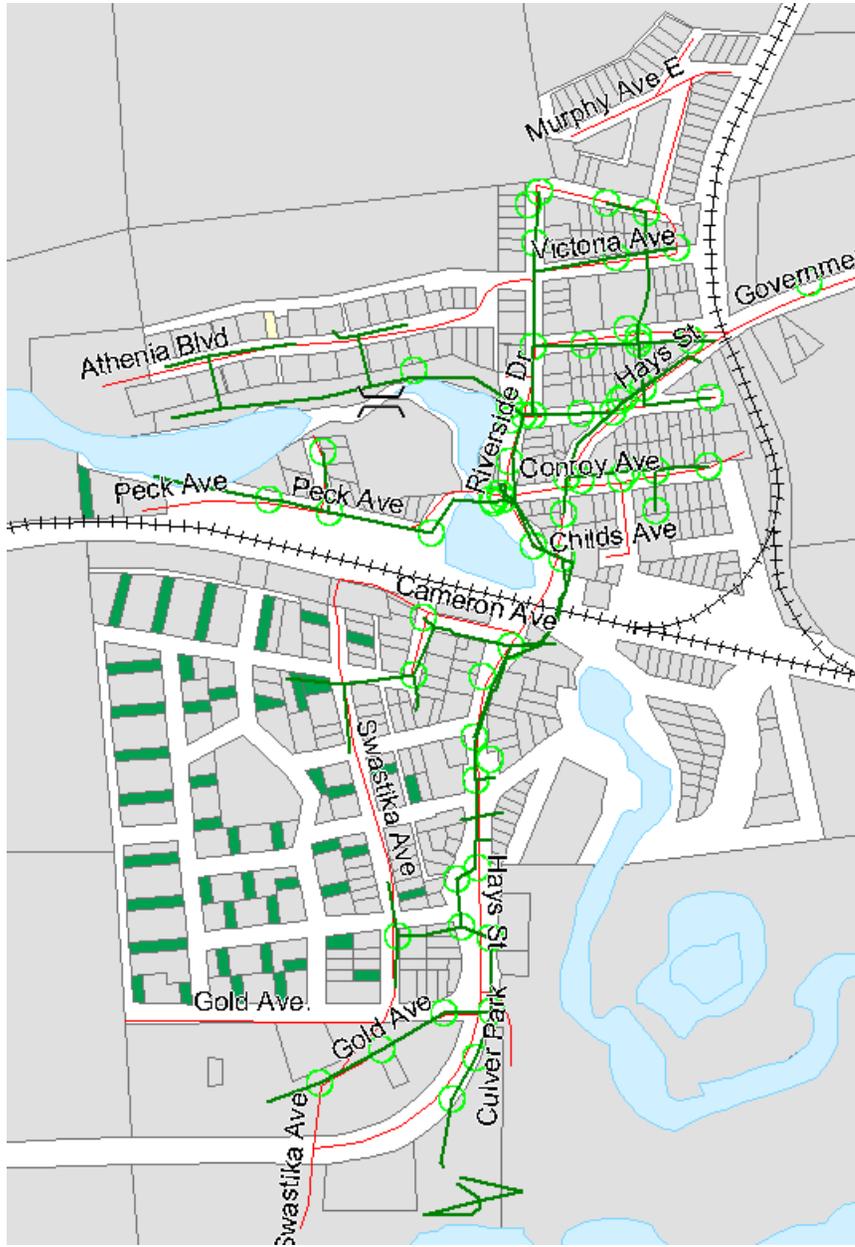
### Sanitary Sewer Network Connectivity











Please Note: as of 2022 a sanitary force main connecting Swastika to the Kirkland Lake Sewage plant was constructed.

# Appendix E: Risk Models

## Probability of Failure

Asset Category(ies)	Risk Criteria	Criteria Weighting (%)	Value/Range	Probability of Failure Score
Paved Roads (HCB, LCB)	Condition	80	85-100	1-Insignificant
			70-84	2-Minor
			55-69	3-Moderate
			40-54	4-Major
			0-39	5-Severe
	Repair Priority	20	80-100	1-Insignificant
			60-79	2-Minor
			40-59	3-Moderate
			20-39	4-Major
			0-19	5-Severe
All Other Assets	Condition	100	80-100	1-Insignificant
			60-79	2-Minor
			40-59	3-Moderate
			20-39	4-Major
			0-19	5-Severe
Water, Storm, Sewer Mains	Condition	70	80-100	1-Insignificant
			60-79	2-Minor
			40-59	3-Moderate
			20-39	4-Major
			0-19	5-Severe
	Asset Material	30	Polyvinyl chloride (PVC), Polyethylene (PE)	1-Insignificant
			Concrete (Con), Corrugated Steel Pipe (CSP)	3-Moderate
			Asbestos Cement (AC), Clay, Cast Iron (CI)	4-Major

## Consequence of Failure

Asset Category	Risk Classification	Risk Criteria	Value/Range	Consequence of Failure Score
Paved Roads (HCB, LCB)	Economic (100%)	Replacement Cost (100%)	\$25,000 and below	1-Insignificant
			\$75,000 and below	2-Minor
			\$150,000 and below	3-Moderate
			\$300,000 and below	4-Major
			\$800,000 and below	5-Severe
Fleet	Economic (80%)	Replacement Cost	\$25,000 and below	1-Insignificant
			\$75,000 and below	2-Minor
			\$150,000 and below	3-Moderate
			\$250,000 and below	4-Major
	Strategic (20%)	AMP Segment	\$500,000 and below	5-Severe
			Community Services	2-Minor
			Public Works	3-Moderate
		Fire	5-Severe	
Land Improvements	Economic (80%)	Replacement Cost	\$25,000 and below	1-Insignificant
			\$75,000 and below	2-Minor
			\$150,000 and below	3-Moderate
			\$250,000 and below	4-Major
	Strategic (20%)	AMP Segment	\$500,000 and below	5-Severe
			Park Fixtures, Parking Lots	2-Minor
		Fields & Courts, Pathways	3-Moderate	
		Play Structures	4-Major	
Water, Storm, Sewer Mains	Economic (70%)	Replacement Cost (100%)	\$50,000 and below	1-Insignificant
			\$200,000 and below	2-Minor
			\$400,000 and below	3-Moderate
			\$1,000,000 and below	4-Major
			\$3,000,000 and below	5-Severe
	Social (30%)	Diameter	50 and below	1-Insignificant
			150 and below	2-Minor
400 and below			3-Moderate	

Asset Category	Risk Classification	Risk Criteria	Value/Range	Consequence of Failure Score
Machinery & Equipment	Economic (80%)	Replacement Cost	800 and below	4-Major
			1600 and below	5-Severe
			\$5,000 and below	1-Insignificant
			\$30,000 and below	2-Minor
			\$100,000 and below	3-Moderate
			\$200,000 and below	4-Major
	Strategic (20%)	AMP Segment	\$400,000 and below	5-Severe
			Office Furniture	1-Insignificant
			Fitness & Recreation, Public Rec	2-Minor
			Hardware	3-Moderate
			Long Term Care, Public Works	4-Major
			Fire	5-Severe

# REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2024-CORP-018
Presented by: Shawn LaCarte	Department: Corporate Services

## REPORT TITLE

Town Sponsorship Request – KLCC Grant Application to the Frog’s Breath Foundation

## RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2024-CORP-018 entitled “**Town Sponsorship Request – KLCC Grant Application to the Frog’s Breath Foundation**” be received;

**AND THAT** Council approve the request from the Kirkland Lake Curling Club (KLCC) for The Corporation of the Town of Kirkland Lake to sponsor an application to the Frog’s Breath Foundation (FBF) for a grant in the sum of \$5,000.00 to support their Condenser Replacement Project;

**AND THAT** Council authorize the Mayor and Municipal Clerk to sign a Sponsorship Agreement with the KLCC, as presented;

**AND THAT** Council authorize the Treasurer to receive any funds granted by FBF, and to forward a donation of the same value to the KLCC;

**AND FINALLY THAT** an execution by-law be brought forward for three readings on July 16, 2024.

## INTRODUCTION

The Kirkland Lake Curling Club (KLCC) has applied for a grant from the Frog’s Breath Foundation and have requested that the Town sponsor their application. The Town would then accept the funds on their behalf and provide a donation to the organization for the same amount.

## DISCUSSION

The KLCC has submitted an application (Attachment 1) to the Frog's Breath Foundation for a \$5,000.00 grant to help with the purchase of a new condenser with a total cost of \$83,891.40. The KLCC has requested that the Town sponsor their application to ensure it meets the Foundation's eligibility criteria.

To qualify for Frog's Breath Foundation grants, applicants must be qualified donees under the *Income Tax Act* (effectively a charity). If the applicant is not a qualified donee, in this instance, the KLCC is not a qualified donee, then the Foundation is able to make a grant to a sponsor which is a registered charity or qualified donee provided the sponsor has a direct affiliation with the organization and the sponsor undertakes financial and legal responsibility for the project.

Municipalities frequently assume the sponsorship role for application purposes. The municipality demonstrates direct affiliation by providing a letter of support to the applicant and receiving the funds on behalf of the applicant.

On June 4, 2024 Council approved the Town's [Charitable Sponsorship Policy](#) (CORP2024-005); this request falls in line with same.

The funds received by the municipality are offset by a donation from the municipality to the applicant of an amount equal to that being received from the Foundation.

In 2017, municipal officials confirmed that this process was acceptable to the Revenue Canada Charities Directorate.

The Town of Kirkland Lake has frequently partnered with local groups on Frog's Breath and The Temiskaming Foundation applications. It is currently the only way that many of these groups would be eligible; and the funding that comes in directly benefits the people of Kirkland Lake and visitors to the community.

To ensure all rules and regulations are adhered to, the Town will have the Sponsorship Agreement (Attachment 2) signed by the appropriate parties. The Frog's Breath Foundation also requires a Final Grant Report be completed by the applicant to ensure the funds were used for the intended use.

## OTHER ALTERNATIVES CONSIDERED

Council may choose to deny the request from the KLCC. This is not the recommended option as the Town has historically assumed the sponsorship role and has supported recreation and tourism in the community.

## FINANCIAL CONSIDERATIONS

There are no financial implications as the grant received is immediately offset by a donation of an equivalent amount to the KLCC.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priority:

- Vibrant & Prosperous Community
- Current Council's Operational Aims



### Action:

#### Vibrant & Prosperous Community

- Prioritize the implementation of the economic development and tourism program to improve the local business climate and foster growth.

### Council Operational Aims:

#### Service Excellence

##### *Stakeholder Engagement*

- Effective channels for two-way communication with stakeholders to understand their interests and concerns.

## ACCESSIBILITY CONSIDERATIONS

Not Applicable.

## CONCLUSION

As the request for sponsorship adheres to the Town's [Charitable Sponsorship Policy](#), Administration recommends that Council approve the request from the Kirkland Lake Curling Club for the Town to sponsor their funding application to the Frog's Breath Foundation for a grant in the sum of \$5,000.00; and the Treasurer direct any funds received by the Town be forwarded as a donation of the same value to the KLCC.

## CONSULTATIONS

Town of Kirkland Lake Senior Management Team

President, Frog's Breath Foundation

President, Kirkland Lake Curling Club

TKL Report to Council – Town Sponsorship Request – KLCC Grant Application to the Frog's Breath Foundation

## **ATTACHMENTS**

Attachment 1 – KLCC Application to Frog’s Breath Foundation

Attachment 2 – Sponsorship Agreement



# FROG'S BREATH FOUNDATION FUNDING APPLICATION

Small Donations \$500 - \$25,000 (deadline March 30)

<b>Executive Summary</b>		
Name of Organization: Kirkland Lake Curling Club		
Sponsoring Organization (if applicable):		Note: If using a sponsoring organization a resolution or letter of support must be attached to the application.
Address: 40 Water Lane P.O. Box 934 Kirkland Lake ON P2N 3L1		
Contact Person: Todd Turner		
Tel: 705 570-3398	Fax: 705 567-4501	Email: todd.turner@dsb1.ca
Charitable Registration Number (required):		R R
Total Organization Budget	Total Cost of Project	Amount Requested
\$ 175,000	\$ 83,981.40	\$ 5,000
Project Title: Kirkland Lake Curling Club Condenser Replacement Project		
<p><b>Brief Description of Program:</b></p> <p>We are going to replace the condenser (which is part of the ice making plant) this coming summer (2024). Our club resides in an aging facility built in the early 1930's and is in need of service and repair. The current area of focus is to replace the existing condenser, which is a vital component in maintaining the ice surface, ensuring it stays frozen. The current condenser is over 25 years old, and is corroded and deteriorating, which is compromising the integrity of the rink. Over the past three seasons, the club has incurred over \$26,000 in repairs to the condenser. We believe that the unit will soon become unrepairable and therefore needs to be replaced immediately. This will allow the curling club to continue to make curling ice and will ensure that the facility remains open for all members of the community and surrounding area to continue to use for years to come.</p>		
<p><b>Attach to this application:</b></p> <ul style="list-style-type: none"> <li>• List of Officers and Members of the governing board; their business or other affiliations; the committees that are in place.</li> <li>• Current operating budget and project budget</li> <li>• Most recent financial statements (audited preferred)</li> <li>• Other pertinent material</li> </ul>		

## Evaluation Information

### Impact On Community

Briefly state the purpose and structure of your organization. Include the following information: history; founding date; volunteer base; staff; location; achievements; whom it serves; goals; principles.

The Kirkland Lake Curling Club was founded in 1931. We currently employ 2 seasonal staff members and have approximately 75 volunteers at various events throughout the season. We offer both recreational and competitive curling leagues for adults and seniors and have an active Junior Curling program. We also rent the facility for various events such as weddings, social events, training (courses), corporate parties, bonspiels and dinners. We are located in Kirkland Lake but serve the entire Kirkland Lake and surrounding area from the Quebec border to the East, Matheson to the North and Englehart to the South. Over the history of the club, we have one National Winner (Brier) and many men, women, mixed and junior provincial winners who have competed at the national level. Countless other teams have competed at regional competitions. We have approximately 80 full time members of the curling club and service another approximately 500 people a year through the rental of the facility for company and personal events and social experiences.

Please also provide your Mission Statement or similar guiding statements (i.e., mandate, goals and operating principle).

The Kirkland Lake Curling Club is dedicated to all of the residents of Kirkland Lake and the surrounding area to provide an open opportunity to enjoy curling in a fun, relaxed and inclusive environment. Through various leagues, bonspiels, rentals and social events, we strive to offer an outlet where people can benefit from an active lifestyle and improve their overall well being. Our facility is open to all citizens of Kirkland Lake and the surrounding area to use for both physical activity and social and personal interaction and events.

What will the project specifically accomplish and how does this relate to the overall goals of your organization?

The repairs and maintenance of the Kirkland Lake Curling Club will play a vital role in the continuation of a much-loved pastime for residents of Kirkland Lake and the surrounding area, for generations to come. As a multipurpose facility that caters to the needs of the community as a sports venue, as well as a rental location and social hub, the impact of its closure would widely affect an intergenerational group of avid curlers, sports enthusiasts, and community members as a whole. Without the ice making plant, the curling club would not continue to operate. This venue, that is used by a wide variety of community members would be lost. The residents of Kirkland Lake and the surrounding area would lose a valuable rental facility and would lose access to a social and recreational outlet. This facility is an asset to our entire area, both for the well-being of current residents and also for the attraction and retention of new residents looking for work in our community. Facilities such as the Kirkland Lake Curling Club make our community and area a more attractive place to live and raise a family.

What specific population will benefit from your project (i.e., how will it work to strengthen and enhance the quality of life in our community)?

The Kirkland Lake Curling Club is an inclusive facility that provides opportunities for all members of our community and surrounding area.

- We have an open seniors afternoon program, where anyone can come on a drop-in/ pay as you go basis.
- Our junior curling program operates weekly and provides a low cost alternative for organized physical activity.
- We provide use of the facility to school and youth groups at no charge.
- The Kirkland Lake Multicultural Group uses our facility, at no charge, several times each year to expose people who are new to our community and country, to locally available recreational opportunities and experiences.
- Local Indigenous groups, such as Wagashig, Beaverhouse and Matachewan First Nations and the Aboriginal People's Alliance regularly rent the facility to provide social and physical events for their communities.
- We have low cost, pay as you go, options for the hourly rental of sheets of ice for groups looking for a one time social and physical activity.

## Timing

Briefly describe the timing of your project, including the projected start-up and completion dates?

We will replace the condenser during the summer of 2024.

- From January - March 2024, we have obtained the required quotes from 2 companies for the work.
- From March - June 2024, we will secure funding for the project.
- The condenser will be installed in August or September of 2024.
- The Kirkland Lake Curling Club will reopen for business in October of 2024 - regular curling season.

## Costs

Please outline your project costs and sources of revenues.

<b>Estimated Expenses</b>	<b>Amount</b>	<b>Comment</b>
Salaries/Fees/Honoraria	\$	
Printing	\$	
Materials/Supplies	\$ 83,981.60	
Advertising/Promotion	\$	
Office Expenses	\$	
Other Expenses	\$	
Total Expenses	\$ 83,981.60	
<b>Estimated Revenue</b>	<b>Amount</b>	<b>Comments</b>
Fees	\$	
Donations	\$ 31,000	
Earned Revenue	\$	
Fundraising	\$ 5,000	
Other Grants	\$ 28,000	
Funding from Frog's Breath	\$ 5,000	
Other Revenue	\$ 50,000	
Total Revenue	\$ 119,000	

In relation to your start up and completion dates, please outline any impact timing may have on your funding requirements.

There is a 14 week build and delivery time for the condenser. We will sign a contract with the successful bidder in May or June so that the condenser can be built and installed by late September as the latest possible date.

### Other Money Raised

What other fund raising programs have been considered and/or approached for part of the initial funding requirement? Are there any Government funding programs, such as FedNor, Ontario Heritage Fund, Ontario Trillium Fund, municipal programs, etc., that your organization is potentially eligible for? (Include a current list of supporters and the amounts of financial help they have provided)

Please see attached document - Project Budget

### Sustainability

Why do you think this project will be successful? What strengths does your organization possess that will ensure a positive outcome? If appropriate, how have you planned to continue this initiative in the future?

The condenser that we are applying for the funding to replace, has been very expensive to keep running. We have had to make several costly repairs to it, so that we would be able to continue to make the curling ice and to keep the Kirkland Lake Curling Club open. In the 2022-23 season we had to pay \$9,447.26 to repair the condenser (attached invoice #1882). This is approximately 5.5% of our total Expenditures for the 2022-23 season shown in the financial statements.

If we secure funding to replace our existing condenser, these costly repairs will not be necessary, and we will not continue to lose money. With a new condenser, there will be little or no repair or maintenance bills for it, for many years to come.

Along with this elimination of expenses, we have entered into an agreement with one of our local mines (Agnico Eagle – Macassa Mine) to use our facility for training. They will use the club approximately 50 days per year at a rate of \$200 per day. This will generate approximately \$10,000 in new revenue for the club each year. From April 2023 to date, we have received \$11,348 in rental income for training for the Macassa Mine. This will help offset many expenses and eliminate our deficit in the current and future seasons.

We have also added and Adult, Learn to Curl program that operates every Monday night. We have trained instructors present each Monday evening to teach and assist new curlers who want to try the sport and possibly join the club. This season, 5 new adults have joined the club because of the instruction they received through this program. We expect that this will increase next year and will add new members and volunteers to the Kirkland Lake Curling Club which will increase revenue even more.

If the application is for start-up funding, how will the project be financed in the future?

This application is for a one-time capital expense.

## Leadership

What will you do that is different from or better than existing programs? How will you build on existing programs or services?

We have added an Adult, Learn to Curl program that operates every Monday night. We have trained instructors present each Monday evening to teach and assist new curlers who want to try the sport and possibly join the club. This season, 5 new adults have joined the club because of the instruction they received through this program. We expect that this will increase next year and will add new members and volunteers to the Kirkland Lake Curling Club which will increase revenue even more.

We are adding new league formats - 3 person curling and separate draws throughout the season where people can join when they choose, to attract new members.

We are actively targeting shift workers and part-time players through our advertising campaigns to attract these new members to the club.

## Community Support

Who in the community or elsewhere is working on this project? If it is appropriate, how will you coordinate with them? What makes your organization unique?

We have local businesses, clubs and organizations who support our project and are helping financially to enable it to succeed.

We are the only curling club in a 50 km radius and are one of 3 local rental locations for social events.

## Recognition For Frog's Breath

How will you acknowledge the contribution of the Frog's Breath Foundation?

The Frog's Breath Foundation contribution will be recognized through signage at the club, acknowledgement on the KLCC Facebook page and Website, Media Release to local radio station (CJKL) and newspaper (Northern News).

## Volunteer Base

Briefly describe how you will establish your volunteer base.

The Kirkland Lake Curling Club has a very active volunteer base. We have great support from our members and people of the community. This will continue if our Condenser Replacement Project is successful.

## Other Factors

Is there anything else you would like us to know about this project?

Our Condenser Replacement Project is crucial for the success and continuation of the Kirkland Lake Curling Club. If we can replace the condenser, the club will continue to produce ice and will remain open. This will allow members of our community to continue to participate in this physical activity, have the rental space for social events and volunteer opportunities.

Will a tax receipt be issued? Yes - through the Town of Kirkland Lake

FROG'S BREATH FOUNDATION  
P.O. Box 130, New Liskeard, Ontario POJ IPO  
Tel: (705) 647-1000 Fax: (705) 647-8888  
Email: [info@frogsbreathfoundation.org](mailto:info@frogsbreathfoundation.org)

## CHARITABLE SPONSORSHIP AGREEMENT

This **AGREEMENT** is made this \_\_\_ day of June, 2024

**BETWEEN:** The Corporation of The Town of Kirkland Lake  
(hereinafter referred to as “The Sponsor”)

**AND:** Kirkland Lake Curling Club  
(hereinafter referred to as “The Applicant”)

**WHEREAS** The Applicant is a recipient of a grant from a Charity or Foundation (herein after referred to as “the Funding Agency”);

**AND WHEREAS** The Applicant is not a registered charity, and the Funding Agency may only consider such funding if the Applicant is able to obtain a sponsor which has an affiliation with the Applicant and which will undertake legal and financial responsibility for the Project;

**AND WHEREAS** The Sponsor is an eligible donee as defined in the *Income Tax Act* (Canada) and is willing to undertake such responsibility;

### **THEREFORE, THE SPONSOR AND THE APPLICANT AGREE AS FOLLOWS:**

1. The Sponsor shall provide to the Applicant the funds for the purpose of carrying out their activities in the community and when the funds are received from the Funding Agency.
2. The Sponsor may withhold funds or decline to advance further installments or grants if the Applicant fails to comply with any of the terms of this Agreement.
3. The Applicant shall maintain complete records of the use of funds it receives from the Sponsor and will provide copies of such records to the Sponsor if required.
4. The Sponsor may at any time give written notice to the Applicant at the address last known to the Sponsor that it is not satisfied with the use of the funding or the application of the funding giving details of the matters with which it is concerned, and unless the Sponsor is satisfied within seven (7) days of giving such notice that the matters with which it is not satisfied have been satisfactorily corrected, may terminate this Agreement and return any funds remaining in its possession or control to the Funding Agency.
5. The Applicant shall indemnify and save harmless the Sponsor from any loss, claim, damage, or other expenses it may suffer by reason of the conduct, negligence, or omission of the Applicant.

.../2

6. The Applicant and the Sponsor acknowledge that as a condition of the Funding Agency providing the funding to the Sponsor as set forth in this Agreement, the Sponsor will provide the Funding Agency with its confirmation that it has some direct affiliation with the Applicant and has undertaken financial and legal responsibility for the granting.
7. This Agreement shall be governed by the laws of Ontario.

**IN WITNESS WHEREOF** the parties have executed this Agreement effective the date first above written.

**The Sponsor**

**The Applicant**

Per: \_\_\_\_\_  
Stacy Wight, Mayor

Per: \_\_\_\_\_  
Todd Turner, President

Per: \_\_\_\_\_  
Jennifer Montreuil, Municipal Clerk

Per: \_\_\_\_\_  
Name, Title

*We have the authority to bind the Corporation.*

*I/We have the authority to bind the Organization.*

# REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2024-CS-005
Presented by: Kim Klockars	Department: Community Services

## REPORT TITLE

Kirkland Lake Soccer Association Soccer Field Lease Agreement

## RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2024-CS-005 entitled “**Kirkland Lake Soccer Association Soccer Field Lease Agreement**” be received;

**AND THAT** Council authorize the Mayor and Municipal Clerk to execute the Lease Agreement, as presented, between The Corporation of the Town of Kirkland Lake and the Kirkland Lake Soccer Association (KLSA) for use of the Soccer Fields for the 2024 and 2025 seasons with an option to extend two (2) year terms indefinitely;

**AND FINALLY THAT** an execution by-law be brought forward for three readings on July 16, 2024.

## INTRODUCTION

Both the KLSA and Town Administration would like to continue to enter into a multi-year Lease Agreement (Attachment 1), which has a built-in clause to automatically renew for an additional two (2) years, indefinitely, unless formal Notice is provided by either party.

## DISCUSSION

The KLSA is volunteer-run, offering soccer instructional activities, league play, and other soccer-related activities to individuals including youth and adults.

The Town has municipally owned fields located on Poplar Ave, Fifth St., Allen Ave, and Dunfield Rd. that the Kirkland Lake Soccer Association (KLSA) has utilized and leased for recreational soccer purposes since 1999, during which time the KLSA has increased participant registration, built up fields to the playable condition they are currently in, and purchased and maintained facilities on the premises, including the ‘Shaba Shack’.

## DISCUSSION (CONTINUED)

Historically, the Lease Agreement was automatically renewed at the end of each five-year Term. A fulsome review of the Terms of the proposed Lease Agreement has now taken place; the current Lease Agreement presents similar terms and conditions, with some further details and modifications to be mentioned.

For the past two years, the Town has entered into a Service Agreement with the Kirkland Lake Soccer Association to provide grass cutting, fertilization treatments, and equipment maintenance as required which provides benefit to both parties. The Town receives revenue from the work performed at the fields while the KLSA ensures that field conditions are suitable and optimized for play.

Administration recommends that the Town enter into a separate Lease Agreement with the Kirkland Lake Soccer Association for purposes related to its soccer activities at municipally owned facilities.

## OTHER ALTERNATIVES CONSIDERED

Council can choose to not lease the fields to the Kirkland Lake Soccer Association. This option is not recommended as not renewing the lease would result in unutilized fields.

## FINANCIAL CONSIDERATIONS

Administration is recommending the continued lease of municipally owned land to the KLSA for soccer related activities for a nominal fee per soccer season, for an indefinite period, in keeping with prior practices.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priority:

Vibrant & Prosperous Community



### Action:

Vibrant & Prosperous Community

- Provide public spaces that enhance the appearance of the town and encourage social interaction and active lifestyles for all ages.

## ACCESSIBILITY CONSIDERATIONS

Not Applicable.

## **CONCLUSION**

The KLSA is an excellent example of an organization encouraging community recreational development, where a group of interested individuals offers services, sport, or opportunities to the community to help enhance the overall wellbeing of residents. The KLSA plays a vital role in promoting the sport of soccer, while actively utilizing fields for youth sport development and physical literacy.

## **CONSULTATIONS**

Town of Kirkland Lake Senior Management Team

Kirkland Lake Soccer Association Executive

## **ATTACHMENTS**

Attachment 1 – Proposed Lease Agreement

## LEASE AGREEMENT

This Lease Agreement (the “Agreement”) is dated this \_\_\_\_day of July, 2024 (the “Effective Date”) by and between:

**The Kirkland Lake Soccer Association**  
(The “Association”)

and

**The Corporation of the Town of Kirkland Lake**  
3 Kirkland Street West, Kirkland Lake, Ontario, P2N 3P4  
(the “Town”)

**THE PARTIES HEREINAFTER AGREE TO THE FOLLOWING FOR GOOD AND VALUABLE CONSIDERATION:**

### **1. AUTHORITY**

1.1 The Agreement has been established under the governing authority of The Corporation of the Town of Kirkland Lake in the execution of a Lease Agreement with the Kirkland Lake Soccer Association for a Term identified in Section 2 of the Agreement related to the subject lands identified in Section 7 of the Agreement.

1.2 The Agreement shall be exclusively governed by, and construed in accordance with, the laws of the Province of Ontario, and the federal laws of Canada applicable therein.

### **2. TERM OF AGREEMENT**

2.1. It is the mutual desire of the Town and the Association to enter into a formal arrangement for the leasing of municipally owned property.

2.2. The Term of this Agreement (the “Term”) will begin on the date of the Agreement and will remain in effect for a period of two (2) soccer seasons, commencing on May 1, 2024, and ending on the September 15, 2025.

## 2. TERM OF AGREEMENT (continued)

- 2.3. This Agreement will automatically renew at the end of the Term for an additional two (2) soccer seasons indefinitely unless Notice is given by either party in accordance with Section 9 of this Agreement.
- 2.4. Should either party wish to terminate or not renew this Agreement, that party shall be required to provide written Notice in accordance with Section 9 of this Agreement.
- 2.5. The Town of KL reserves the right to cancel or modify this Agreement with one month notice to the Association.

## 3. USE OF PROPERTY

- 3.1. The Town hereby agrees to permit the Association to utilize the four (4) fields listed below for soccer instructional activities, soccer league play, soccer camps, and other soccer activities sanctioned by the Association:
  - a) Soccer Field located at 2 Dunfield Rd., commonly known as '**Stan Johnston Soccer Field**'
  - b) Soccer Field located at 54 Allen Ave., commonly known as '**Stan Johnston Mini Field**'
  - c) Soccer Field located at 59 Fifth St., commonly known as '**Baird Mini Field**'
  - d) Soccer Field located at 45 Poplar Ave., commonly known as '**Queen Elizabeth Soccer Field**'
- 3.2. The Town permits the Association to operate facilities located on the premises listed above.
- 3.3. The Association will not permit use of the premises listed above for any purpose other than soccer.
- 3.4. The Association shall abide by and obey all laws, by-laws, rules and regulations of the Town, the Province of Ontario, and the Government of Canada.

#### **4. COMPENSATION**

- 4.1. The Town will charge the Association a seasonal sum of \$1.00 per soccer season.
- 4.2. The Association will be invoiced upon signing of the Agreement, which must be paid within 30 days of the invoice date.
- 4.3. In the event that the Agreement is terminated early, there will be no charge to the Association.

#### **5. ASSOCIATION RESPONSIBILITIES**

- 5.1. The Association agrees to provide the Town with proof of insurance (Certificate of Insurance) listing and co-insuring the Town for the purposes of liability.
- 5.2. The Association shall have the sole responsibility of managing and supervising all events related to soccer it undertakes pursuant to its rights under this Agreement.
- 5.3. The Association, upon approval of this Lease, will assume all responsibility for the maintenance and upkeep of the leased fields, as well as all legal liability occurring on said properties during the soccer season.
- 5.4. The Association will be responsible for field use activities within its rights under this agreement, including but not limited to field inspections, field lining, ensuring players wear appropriate sport-specific protective equipment, regular pick-up of trash off the fields after each activity, storage of equipment, sufficiently maintaining and keeping fields in good and substantial repair during the season.
- 5.5. The Association will be responsible for any damages to the fields or facilities located within caused by volunteers, participants, referees, or spectators.

#### **6. TOWN RESPONSIBILITIES**

- 6.1. The Town is responsible for cleaning of and stocking washroom facilities, where applicable.

## **6. TOWN RESPONSIBILITIES (continued)**

- 6.1. The Town will assume no responsibility and/or liability related to the period during the soccer season, defined in Section 2 and with respect to the municipally owned properties defined in Section 3.

## **7. INDEMNITY**

- 7.1 The Association and Town acknowledge that the Association agrees to indemnify the Town from and against any and all losses, costs, expenses, claims, or damages arising out of any suit, action, or judgement brought against Town or Association.
- 7.2 The Association hereby covenants that it shall not under any circumstances commence or pursue any suit, action, claim or other form of legal or administrative proceeding of any nature or kind whatsoever against Town or its agents with respect to this Agreement.
- 7.3 The Association and its attendees assume the risk of entering onto leased fields and partaking in activities and waives any and all claims and defenses that may arise from injury or loss from participation.

## **8. ASSIGNS**

- 8.1. The Association shall not assign this Agreement without prior written consent of the Town.

## **9. NOTICE**

- 9.1. Neither party may waive or release any of its rights under this Agreement except through formal Notice, in writing.
- 9.2. For the purposes of this Agreement, formal Notice by the Association to the Town shall be made, in writing, at least ninety (90) days prior to the effective date of change, in the following manner:

Attention: Municipal Clerk  
The Corporation of the Town of Kirkland Lake  
P.O. Box 1757, 3 Kirkland Street West,  
Kirkland Lake, ON P2N 3P4  
Email: [clerk@tkl.ca](mailto:clerk@tkl.ca)

## 10. ENFORCIBILITY

- 10.1. This Agreement constitutes the entire Agreement of the parties, and supersedes all prior representations, proposals, discussion, and communications, whether oral or in writing.
- 10.2. Any term in this Agreement which is unenforceable or illegal shall be severed from the Agreement and shall not affect the enforceability of other terms of the Agreement.
- 10.3. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together constitute one and the same instrument.
- 10.4. The article headings in this Agreement are inserted for convenience of reference only and shall not be considered in the interpretation of this Agreement.

## 11. LEASE CONTACT

- 11.1. All communications pertaining to the operational elements of this Agreement will be directed to the following contact:

Director of Community Services  
The Corporation of the Town of Kirkland Lake  
55 Allen Avenue, Kirkland Lake, ON P2N 3P4  
Email: [Kim.Klockars@tkl.ca](mailto:Kim.Klockars@tkl.ca)

**IN WITNESS WHEREOF** the parties have executed this Agreement effective the date first above written.

**The Town**

**The Applicant**

Per: \_\_\_\_\_  
Stacy Wight, Mayor

Per: \_\_\_\_\_  
Name, Title

Per: \_\_\_\_\_  
Jennifer Montreuil, Municipal Clerk

Per: \_\_\_\_\_  
Name, Title

*We have the authority to bind the Corporation.*

*I/We have the authority to bind the Organization.*

# REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2024-DEV-015
Presented by: Dan Laverdure	Department: Development and Enterprise Services

## REPORT TITLE

Community Grants Program: Request for Funding - Rotary Club of Kirkland Lake

## RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2024-DEV-015 entitled “**Community Grants Program: Request for Funding - Rotary Club of Kirkland Lake**” be received;

**AND THAT** Council receive the Kirkland Lake Economic Development Advisory Committee (KLEDAC)’s recommendation dated April 24, 2024, surrounding the funding request made by Rotary Club of Kirkland Lake under the Community Grants Program;

**AND FINALLY THAT** Council approve Rotary Club of Kirkland Lake’s request under the Community Grant Program for an in-kind contribution of \$5,000.00 to be used to assist in updating the Downtown Photo Gallery.

## INTRODUCTION

With the Town establishing the [Community Grants Policy](#) (CS2020-002) enables Council to support individuals and organizations that undertake projects and activities that benefit the community and enhance the quality of life of Kirkland Lake’s citizens.

The Town received an application for the maximum grant amount under the Town’s Community Grants Program (CGP), \$5,000.00, from Rotary Club of Kirkland Lake (Attachment 1). This grant would assist the organization in updating the Downtown Photo Gallery with the Kirkland Lake Camera Club.

## DISCUSSION

The Town’s CGP Policy establishes the eligibility requirements for municipal financial support and ensures that funds are made available, distributed, and accounted for in an open, fair, and transparent manner.

## DISCUSSION (CONTINUED)

The annual funds approved by Council for the CGP is \$25,000.00, with the maximum allocation per application not to exceed \$5,000.00, unless otherwise approved by Council.

Funding under the CGP may be a non-dollar, in-kind contribution to offset costs associated with the use of municipal facilities; access to programming, facilities, and/or the use of Town staff, equipment, material. Alternatively, funding may be a dollar contribution:

- For projects: one-time funding related to specific project of significant benefit to community in terms of economic impact, community participation and education and or enhancement of image of Town.
- For events: to host events of a celebratory or educational nature, or to host an activity that would not otherwise occur in the community. All events must be open to all members of the community.
- For organizational capacity building: to secure training or equipment, or to conduct travel for professional development that will enable the applicant to expand or enhance fully accessible and not-for-profit services they offer to the community.
- For individual: to assist with the development of new initiative project or event that no group is willing/able to provide, with all proceeds being donated to a local charitable organization.
- Travel support: to contribute to the travel costs associated with an individual or group qualifying at a National, Provincial, or International activity.

The Town received an application under the program from the local Rotary Club of Kirkland Lake. They are requesting a grant to assist them in updating the Downtown Photo Gallery with the Kirkland Lake Camera Club. The latter wishes to renew the Downtown Photo Gallery and to help obtain funding has secured the Rotary Club of Kirkland Lake as a co-sponsor and official applicant for this grant.

The application was considered by the Kirkland Lake Economic Development Advisory Committee (KLEDAC) at their meeting held on May 2, 2024. KLEDAC subsequently passed the following resolution:

*“Moved by Natasha Dombrowski  
Seconded by: Jeff Molyneaux*

***THAT Council approve a contribution towards the eligible costs identified in the Rotary Club of Kirkland Lake application, totalling \$5,000.00:***

***CARRIED.”***

## OTHER ALTERNATIVES CONSIDERED

Council may reduce or deny the funding request. This is not a recommended option as the application indicates that alternative funding sources are very limited, and the impact of the event on the community is significant.

## FINANCIAL CONSIDERATIONS

The total amount requested is \$5,000.00 (Five Thousand Dollars). This would be drawn from the \$25,000.00 annual Community Grant program allocated and administered through the Economic Development Division's portion of the 2024 Town Budget. To date, there remains \$25,000.00 available for distribution.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priority

- Vibrant & Prosperous Community
- Current Council's Operational Aims



### Actions:

#### Vibrant & Prosperous Community

- Prioritize the implementation of the economic development and tourism program to improve the local business climate and foster growth.
- Provide public spaces that enhance the appearance of the town and encourage social interaction and active lifestyles for all ages.

### Council Operational Aim:

#### Vibrant & Prosperous Community

##### *Community Wellbeing*

- Recognition programs, including Community Grants, for volunteers and community organizations.

## ACCESSIBILITY CONSIDERATIONS

Not Applicable.

## **CONCLUSION**

The request meets CGP criteria, and the KLEDAC recommends that Council approve the Rotary Club of Kirkland Lake's Application to the Community Grants Program. The update of the Downtown Photo Gallery aligns with the Town's focus to enhance the tourism sector and bolster resident attraction to Kirkland Lake.

## **CONSULTATIONS**

The Town of Kirkland Lake Senior Management Team  
Kirkland Lake Economic Development Advisory Committee (KLEDAC)  
President, Rotary Club of Kirkland Lake

## **ATTACHMENTS**

Attachment 1 – Rotary Club of Kirkland Lake CGP Application



**Town of Kirkland Lake  
Community Grant Program  
Application Form**

*Application Requirements*

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1. One application form must be submitted for each request for funding.
2. Application forms must be signed and submitted to the address listed below. Submissions may be on paper or via email.
3. Applications must be submitted no less than three weeks before the application deadlines of February 1 and June 1, annually. Council may, at its discretion, authorize additional intakes.
4. Incomplete applications will be rejected.
5. Contributions must be used within one year (365 calendar days) from receipt of funding, unless a specific exemption was approved by Council at time of funding approval.
6. Within 90 days after the funded activity is complete, the recipient must submit a written report to the committee summarizing the activity that took place and its impact on the community. A financial report on the activity must be included. This must be endorsed by the organization's board of directors, governing body or an individual with authority to legally bind the organization or authorized to conduct financial transactions for the organization.

Application Submission Address

Municipal Clerk  
Town of Kirkland Lake  
Postal Box 1757  
Kirkland Lake, Ontario, P2N 3P4  
Email: [Clerk@tkl.ca](mailto:Clerk@tkl.ca)  
Tel: 705 567 9361, ext 238

**Information Accessibility**

Information provided by the applicant and contained within the application form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Town of Kirkland Lake to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Committee and Council.



### *Organization Information*

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Name of Organization: ***Rotary Club of Kirkland Lake***

Address: ***PO Box 774, Kirkland Lake, ON P2N 3K1***

Contact Person: ***Michael Marinigh, President***

Telephone: ***(705) 570-3137***

Email: ***victorialakemike@gmail.com***

Briefly state the purpose and structure of your organization. Include the following information: history, founding date, volunteer base, staff, location, achievements, whom it serves, goals, principles. (Attach separate sheet if necessary).

- ***See attached short Rotary Club of Kirkland Lake presentation.***

Attach to the application:

- List of officers and members of the board
  - ***Michael Marinigh, President & International Projects Chair***
  - ***Erin Buchmann, Club Administrator & Youth Exchange Chair***
  - ***Mike Guimond, Treasurer & Executive Advisor***
  - ***George Hutchison, Membership Chair***
  - ***Cindy Davis-Maille, Social Media Chair***
- Current Year Operating Budget AND Project Budget if different than Operating Budget.
  - ***(Attached Operating Budget, Project Budget shown below)***
- Most recently audited or board endorsed financial statements.
  - ***(Not Available)***
- Other pertinent material

The applicant, if the applicant is an individual, must indicate why an organization cannot submit the application.

### *Project Information*

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Project Title: ***Kirkland Lake: The Right Environment – Downtown Photo Gallery Update***

Project Description: ***See attached.***



*Project Budget*

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Total Cost of Project: **\$10,000**

Amount Contributed from Organization’s Own Funds: **\$5,000**

Amount Requested from Community Grant Program: **\$5,000**

How will funds from the Community Grant Program be used?

***Updating the Downtown Photo Gallery with the Kirkland Lake Camera Club.***

***In 2010 the town razed 250+ft. of downtown abandoned buildings. The KL Camera Club requested that fence panels be staggered down the street to hide the empty lots, and the KLCC would provide photos of life in and around Kirkland Lake. As a community project, the KL Camera Club have been involved in masking this eyesore since that time. The site fence panels were originally constructed by the town who also maintains them. To date, the KLCC has provided the photography and obtained funding support from the Town of Kirkland Lake and most recently the Rotary Club of Kirkland Lake.***

<i>Project Year</i>	<i>Theme</i>	<i>Sponsor(s)</i>
<b>2012</b>	<b>Student Artwork</b>	<b>Town of KL</b>
<b>2014</b>	<b>Work</b>	<b>Town of KL</b>
<b>2015</b>	<b>After Work</b>	<b>Town of KL</b>
<b>2019</b>	<b>KL 100<sup>th</sup></b>	<b>Town of KL / Rotary Club</b>
<b>2024</b>	<b>KL The Right Environment</b>	<b>Town of KL / Rotary Club (proposed)</b>

***The KLCC again wishes to renew the Downtown Photo Gallery, and to help obtain funding has secured the Rotary Club of Kirkland Lake as a co-sponsor and official applicant for this grant.***

***The cost of the project is approximately \$10,000 as shown in the below estimate from Creative Dsigns who have delivered on time and on budget for all previous projects. The Rotary Club of Kirkland Lake committed has up to \$5,000 for this project.***

<b>PROJECT BUDGET 2024</b>					
<b>Expected Costs</b>	<b>\$ Amount</b>	<b>Expected Funding Source</b>	<b>\$ Amount</b>	<b>Confirmed</b>	<b>Requested</b>
Downtown Photo Gallery – Photo Panels	10,000	Town of Kirkland Lake	\$5 - \$10,000		
		Rotary Club of Kirkland Lake	\$5,000	\$ up to \$5,000	



Creative D-Signs KL Inc. HST# 82265 2202 RT0001  
 28 Government Rd. W. Kirkland Lake ON P2N 2E2  
 705.567.2400

**Estimate #5441**

**2024-02-06**

<b>Prepared For:</b> Brian Bronson  Phone: 567-5143      Fax: Alt. Phone: E-Mail:	<b>Prepared By:</b> Junior Benoit Creative D-Signs 28 Government Rd. W. Kirkland Lake, ON P2N 2E2 Phone: 705-567-2400      Fax: Alt. Phone: E-Mail: junior@creativedsigns.ca
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**Description:**  
 DOWNTOWN PHOTOGRAPHER PANELS  
**Estimated time for production:** 10 working days

Quantity	Description	Each	Total	Taxable
2	DOWNTOWN PHOTOGRAPHER ART PANELS - 84"X48" PRINTED VINYL W/ SATIN LAMINATION MOUNTED ONTO 3MM ALUPANEL	364.00	\$728.00	✓
22	DOWNTOWN PHOTOGRAPHER ART PANELS - 72"X48" PRINTED VINYL W/ SATIN LAMINATION MOUNTED ONTO 3MM ALUPANEL	312.00	\$6,864.00	✓
4	DOWNTOWN PHOTOGRAPHER ART PANELS - 60"X48" PRINTED VINYL W/ SATIN LAMINATION MOUNTED ONTO 3MM ALUPANEL	280.00	\$1,040.00	✓
1	DOWNTOWN PHOTOGRAPHER ART PANELS - 48"X48" PRINTED VINYL W/ SATIN LAMINATION MOUNTED ONTO 3MM ALUPANEL	208.00	\$208.00	✓
		Subtotal	\$8,840.00	
		HST	\$1,149.20	
		<b>Total</b>	<b>\$9,989.20</b>	

**Terms:**  
 This estimate good for 30 days. 50% deposit due on signing, 50% due on delivery. Visa/MC accepted.  
 By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by	Date	Amt. Paid Today
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Has your organization previously received funding from the municipality? If the answer is 'yes', please provide relevant details (i.e. amount, date; brief project description).

- **Yes. \$5,000 was received to help fund the bands for Canada Day 2023 celebrations (in conjunction with the Lions Club).**



NOTE:

1. All budget items listed are NOT to include taxes and any other costs eligible for rebates
2. Please list the amount of funding secured from other sources, and identify sources. If funding from other sources has not been confirmed at the time of this application, please state when approval is anticipated.
3. At least three quotes must be obtained for goods and services. Avoid any direct or indirect Financial Interest. Direct mean there is an impact on the individual members' finances, economic prospects or property values. Indirect means the interest of a spouse, child (regardless of age) or parent. Requests pertaining to a facility upgrade or improvement to a site not owned by the applicants must include a letter permitting this work to be done from the owner, in addition to a contractor quote.



# Rotary Club of Kirkland Lake

Mike Marinigh (President 2022-2024)

Tel. (705) 570-3137

[mmarinigh@heathandsherwood.com](mailto:mmarinigh@heathandsherwood.com)

# Who are we?

- Group of likeminded people who try to make our community and the world a better place.
- We are committed to:
  - Service above self (we are not selfish)
  - High ethical standards (being honest, fair & hardworking)
  - Secular (anyone is welcome)
  - Understand that while we are all created equal, we are not born into equal circumstances.



# OUR CLUB

## Corporate

- Started 1951
- Incorporated 1982
- Ontario Corporation Number 504250

## Meetings

- 1st Tuesday of each month at 6 pm
- Various venues The Fed (primary), Legion, Vienna's, White Eagle
- Additional meetings held ahead of major events
  - i.e., Monster Mash, \$50K Fish Derby

## Volunteer Base

- ~ 20 people from our community
- ~ 20 Rotary members

## Executive

- Michael Marinigh, President & International Projects (705) 570-3137
- Erin Buchmann, Club Administrator & Youth Exchange
- Mike Guimond, Treasurer & Executive Advisor
- George Hutchison, Membership
- Cindy Davis-Maille, Co-Club Administrator & Social Media

## Major Fundraising Events

### Rotary Monster Mash - Oct 29

- Annual Event - Northern College Cafeteria – 200 attendees
- Licensed, DJ, Prizes
- Very popular with community



# Major Fundraising Events

## Rotary \$50K Fish Derby - March 4

- Annual Event – Culver Park / Otto Lake - 500 participants
- Includes Kids Fish Derby / Rotary Elimination Draw & Pub



**ROTARY CLUB OF KIRKLAND LAKE** 

# \$50,000 Fish Derby

**Saturday, February 19, 2022**  
**8am–2pm (Gates 7am)**  
**Otto Lake (Culver Park)**

**Tickets \$100**

- ▶ One entry in Fish Derby
- ▶ One entry in Kids Fish Derby
- ▶ One entry in \$5000 Elimination Draw
- ▶ Fish Derby Pub (TBA Pending COVID Rules)
- ▶ Five Early Bird Draws

 KIRKLAND LAKE GOLD  
 ALAMOS GOLD INC.  
 HS  
 GOLDBELT  
 FORD PINEWOOD PARK MOTORS  
 PHARMASAVE BDR DRUG MART

Tickets available at  
**EVENTBRITE.CA - ROTARY MEMBERS**  
**TD BANK KIRKLAND LAKE - JOE MAVRINAC COMPLEX**

Must be 19 Years of age to participate.

# Other Fundraising Events



East Coast Kitchen Party

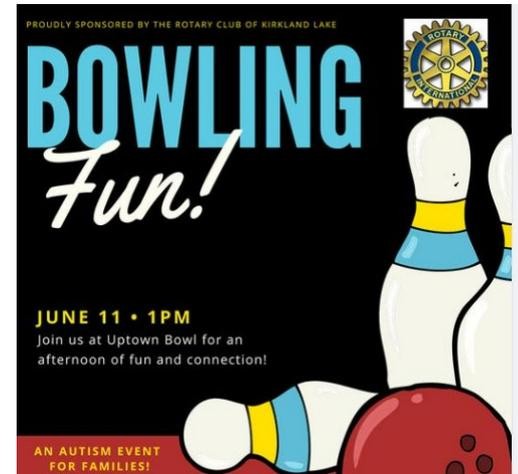


Much Music 80's Video Dance Party



# Groups Rotary Supports – Youth Sports

- KL Minor Hockey Association
- KL Skating Club
- KL Aquatic Club Stingrays
- KL Junior Curling
- KL SwampDonkeys Basketball
- KL Autism Friendly Bowling



# Groups Rotary Supports - Education

## KLDCS

- Scholarship

## ECJV

- Scholarship

## Friends of Teck Centennial Library

- 8 computer workstations

## Covid Shields

- Funded by Agnico-Eagle
- Organized / Distributed by Rotary

## KL Cross Country Ski-Runners

- Purchase of ATV to help with trail development & maintenance

## KL Curling Club

- Upgrading old equipment

## Culver Park Operating Authority

- Park Improvements

## Local groups benefit from Rotary donations

Northern News staff

Aug 02, 2022 • August 2, 2022 • < 1 minute read • [Join the conversation](#)



The Kildred Lake Rotary club recently donated nearly \$20,000 to local youth groups and

# Groups Rotary Supports

## Rainbow Run

- KLDCS Co-Ed Athletics
- Promotes diversity and inclusivity



## Children's Halloween Scavenger Hunt

- Fun event for ~ 200 kids who take part
- Promotes local businesses, kids' activity



## Salvation Army Breakfasts for Kids

- Provides for those less fortunate in our community



## Family Entertainment Series

- Brings an amazing variety of shows for families of all ages to enjoy



## Kids Against Hunger



# International Projects – Youth Exchange Program

Molly & Katerina



Vicky Soulere



# International Projects – Rotary Wheels for Learning - Cambodia



## ROTARY WHEELS FOR LEARNING

*Bicycles For Children In Developing Countries*

An International Program Of The Rotary Club Of Gravenhurst, District 7010



# International Projects – Rotary Wheels for Learning - Cambodia



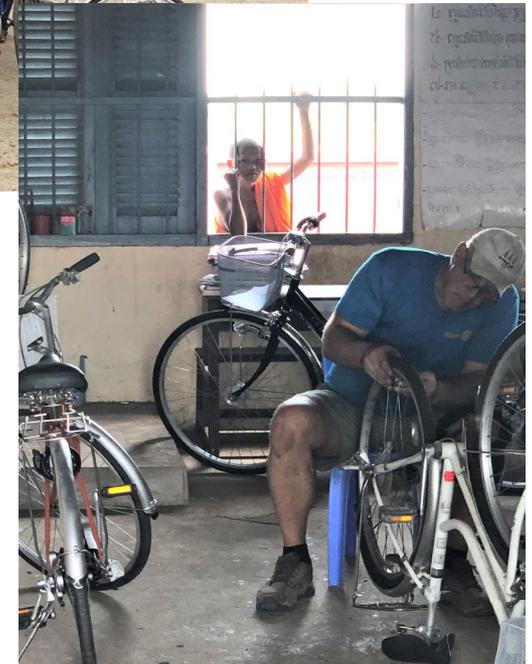
KL is #1 for donations



~ 800 bicycles / year  
To date > 10,000



2019 Team



Child Monk watching yours truly repair a bicycle

## International Projects – Guatemala Literacy Project

Breaking the cycle of poverty in Guatemala through your gift of education.

KL Rotary Club is sponsoring Rosy for \$1,500 this year (and beyond?).

**Student Name:** Rosy S.

**Grade:** 7th

**Community:** Cerritos

**Birthday:** 2008-05-03

**Number of Siblings:** 5

**Favorite Subject:** Communication and Language

**Future Aspirations:** Keep studying and have a better future



# KL 100<sup>th</sup> Photo Gallery



# Rotary Park



The Rotary Club of Kirkland Lake

July 1 • 🌐

Come on down to Rotary Park today for free breakfast and entertainment courtesy of St. Cyr and Associates! Happy Canada Day!!!!



Page 286 of 365



# THANK YOU!!!

## Rotary Club of Kirkland Lake

FY2023 Budget - July 1, 2022 - June 30, 2023

	<i>Budget</i>	
	General Account	Lottery Account
<b>OPENING CASH BALANCE, JULY 1, 2022</b>	<b>\$ 54,962</b>	<b>\$ 10,908</b>
<b>REVENUE (Net of Related Expenses)</b>		
Fish Derby and Pub & Elimination Draw	36,500	20,000
Spring Event	5,000	-
Monster Mash	5,000	-
Ribfest	15,000	-
Nevada ticket sales	-	8,000
<b>Total Revenue</b>	<b>61,500</b>	<b>28,000</b>
<b>EXPENSES</b>		
<b>Events - Expenses</b>		
Fish Derby and Pub & Elimination Draw	26,850	13,500
Spring Event	2,000	-
Monster Mash	1,500	-
Nevada Expense	-	2,500
<b>Total Event Expenses</b>	<b>30,350</b>	<b>16,000</b>
<b>Donations</b>		
Multicultural Group	-	750
Air Cadets	-	500
Kids Curling Club	-	500
Orange Shirt Day	-	500
Early Years Program	-	500
KL Swampdonkeys	-	750
Skating Club	-	750
KL Aquatics Club - Stingrays	-	750
RYLA	-	550
Kids Library	-	500
Fall Fun Days	-	750
Kabaret	-	-
Breakfast/Lunch Programs	-	500
<b>Bursaries</b>	-	-
<i>KLCVI</i>	-	750
<i>KLDCS</i>	-	500
Soccer Association	-	500
Minor Hockey	-	500
Christmas Wish	-	750
Spooktacular	-	750
Family Entertainment Series	-	1,500
Santa Clause Parade	-	-
Tree of Life (Palliative Care)	-	500
Christmas Decorating Contest	-	750
KL Goldminers Ad	1,000	-

Culver Park Operating Authority Gazebo and Grass repair	2,500	
Kirkland Lake Library Project Computers	4,500	
<b>International Project</b>	-	-
Wheels for Learning	2,500	-
Kids Literacy Project	1,200	-
<b>Rotary International - Polio</b>	1,000	-
Unbudgeted Requests	5,000	2,500
<b>Total Donations Distributed</b>	<b>17,700</b>	<b>16,300</b>
<b>One-Time Projects</b>		
	-	-
	-	-
	-	-
<b>Other Yearly Expenses</b>		
Bank charges	85	-
Exchange Student Allowance - inbound	3,560	-
Exchange Student - Outbound	-	1,880
ClubRunner	332	-
Accounting fees	2,000	-
Guest Speakers, dinner	500	-
Rotary park maintenance	-	1,000
Social, net	300	-
Conferences	1,000	-
Membership dues - 14 members as of July 1	(2,800)	-
Membership Payment to RI	2,800	-
Miscellaneous	500	-
<b>Total Other Yearly Expenses</b>	<b>8,277</b>	<b>2,880</b>
<b>TOTAL EXPENSES</b>	<b>56,327</b>	<b>35,180</b>
<b>NET INCOME (LOSS)</b>	<b>5,173</b>	<b>(7,180)</b>
<b>CLOSING CASH BALANCE, JUNE 30, 2022</b>	<b>49,789</b>	<b>3,728</b>
<b>OVERALL NET INCREASE (DECREASE) TO CASH</b>	<b>(5,173)</b>	<b>(7,180)</b>

## REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2024-DEV-016
Presented by: Dan Laverdure	Department: Development and Enterprise Services

### REPORT TITLE

Community Grants Program: Request for Funding Kirkland Lake Aquatics Club Stingrays

### RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2024-DEV-016 entitled “**Community Grants Program: Request for Funding Kirkland Lake Aquatics Club Stingrays**” be received;

**AND THAT Council receive the Kirkland Lake** Economic Development Advisory Committee (KLEDAC)’s recommendation dated April 24, 2024, surrounding the funding request made by the Kirkland Lake Aquatics Club Stingrays under the Community Grants Program;

**AND FINALLY THAT** Council approve the Kirkland Lake Aquatics Club Stingrays’ request under the Community Grant Program for an in-kind contribution of \$5,000.00 to be used to offset costs related to hosting aquatic meets.

### INTRODUCTION

With the Town establishing the [Community Grants Policy](#) (CS2020-002) enables Council to support individuals and organizations that undertake projects and activities that benefit the community and enhance the quality of life of Kirkland Lake’s citizens.

The Town received an application for the maximum grant amount under the Town’s Community Grants Program (CGP), \$5,000.00, from the local Kirkland Lake Aquatic Club Stingrays (Attachment 1). They are requesting a grant to assist them in reducing the cost of hosting swim meets and allow the meet to become an increased source of revenue for the Club.

## DISCUSSION

The Town's CGP Policy establishes the eligibility requirements for municipal financial support and ensures that funds are made available, distributed, and accounted for in an open, fair, and transparent manner.

The annual funds approved by Council for the CGP is \$25,000.00, with the maximum allocation per application not to exceed \$5,000.00, unless otherwise approved by Council.

Funding under the CGP may be a non-dollar, in-kind contribution to offset costs associated with the use of municipal facilities; access to programming, facilities, and/or the use of Town staff, equipment, material. Alternatively, funding may be a dollar contribution:

- For projects: one-time funding related to specific project of significant benefit to community in terms of economic impact, community participation and education and or enhancement of image of Town.
- For events: to host events of a celebratory or educational nature, or to host an activity that would not otherwise occur in the community. All events must be open to all members of the community.
- For organizational capacity building: to secure training or equipment, or to conduct travel for professional development that will enable the applicant to expand or enhance fully accessible and not-for-profit services they offer to the community.
- For individual: to assist with the development of new initiative project or event that no group is willing/able to provide, with all proceeds being donated to a local charitable organization.
- Travel support: to contribute to the travel costs associated with an individual or group qualifying at a National, Provincial, or International activity.

The Town received an application under the program from the local Kirkland Lake Aquatic Club Stingrays. They are requesting a grant to assist them in reducing the cost of hosting swim meets and allow the meet to become an increased source of revenue for the Club.

The application was considered by the Kirkland Lake Economic Development Advisory Committee (KLEDAC) at their meeting held on May 2, 2024. KLEDAC subsequently passed the following resolution:

*"Moved by Natasha Dombrowski*

*Seconded by: Jeff Molyneaux*

***THAT Council approve a contribution towards the eligible costs identified in the Kirkland Lake Aquatic Club Stingrays application, totalling \$5,000.00.***

***CARRIED***".

## OTHER ALTERNATIVES CONSIDERED

Council may reduce or deny the funding request. This is not a recommended option as the application indicates that alternative funding sources are very limited, and the swim meet has a positive impact on the community.

## FINANCIAL CONSIDERATIONS

The total amount requested is \$5,000.00 (Five Thousand Dollars). This would be drawn from the \$25,000.00 annual Community Grant program allocated and administered through the Economic Development Division's portion of the 2024 Town Budget.

To date, there remains \$25,000.00 available for distribution, however, this balance may be reduced by \$5,000.00 depending on the decision of Council in approving the previous application presented within this meeting's agenda.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priority:

- Vibrant & Prosperous Community
- Current Council's Operational Aims



### Action:

#### Vibrant & Prosperous Community

- Prioritize the implementation of the economic development and tourism program to improve the local business climate and foster growth.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN (CONTINUED)

### Council Operational Aim:

#### Vibrant & Prosperous Community

##### *Community Wellbeing*

- Recognition programs, including Community Grants, for volunteers and community organizations.

## ACCESSIBILITY CONSIDERATIONS

Not Applicable.

## **CONCLUSION**

The request meets CGP criteria, and the KLEDAC recommends that Council approve the Kirkland Lake Aquatic Club Stingrays Application. The Stingrays are a vital organization for the Youth of Kirkland Lake and continue to bring visitors to the community for their swim meets.

## **CONSULTATIONS**

The Kirkland Lake Senior Management Team  
Executive, Kirkland Lake Aquatic Club

## **ATTACHMENTS**

Attachment 1 – Kirkland Lake Aquatic Club CGP Application

Kirkland Lake Aquatic Club  
PO BOX 876  
Kirkland Lake, ON P2N 3K4  
Todd Turner  
705-570-3398  
[klacstingrays@gmail.com](mailto:klacstingrays@gmail.com)

Kirkland Lake Aquatic Club (KLAC) provides programs for all youth of Kirkland Lake and area to enhance their athletic development, sportsmanship, and personal growth in and out of the pool. Competitive swimming is an ideal sport for the development of self-confidence, self-discipline, physical fitness and social interaction. We stress the human and social aspects of the sport while maintaining a competitive spirit. Within the KLAC team, the less talented swimmer is valued as the elite.

The aims of the club are:

- To promote the sport of competitive swimming and to encourage training for competitions, self-development, leadership and sportsmanship.
- To provide a competent training program based on valid physiological principles.
- To provide equal opportunity for swimmers of all skill levels to train and compete at the highest level of amateur competition for which they have qualified.
- 

In order to assist in achieving these goals, there is a qualified staff base of 3. Two full time co-head coaches and three part time junior coaches.

The not-for profit club was founded in 1979 and has been a part of Kirkland Lake for 43 years. The club has seen many swimmers progress onto both Ontario University scholarships as well as American Scholarships.

The club is operated by families and volunteers, with a strong parent volunteer base of approximately 30, as well as many past swimmers/swim families still offering to help even years after they have left the club.

The current members of the KLAC board include:

President – Todd Turner  
Treasurer – Kim Kidd/Jessica Lafreniere  
Director of Web/Media Promotions – Bill Kmet  
Registrar – Lore Lee Fortin  
Meet Manager – Stacey Levesque  
Director of Officials – Jen Elder  
Co-Head Coach – Taylor Levesque & Logan Levesque  
Secretary – Amy Verrier  
Corporate Sponsor – Jen Evans  
Fundraising – Jessica Thorpe  
Equipment Manager – Jennifer Ivanov

## Project Information

Project Title: Pool Facility Use and Lifeguarding (non-dollar in-kind contribution)

The primary resource for the KLAC youth to succeed is time spent in the pool. The rental cost of pool facilities along with lifeguarding costs are the main expense in the KLAC budget yearly. The club relies heavily on corporate sponsorship, various fundraising activities and bingos to meet the budgets main expenses: pool rental fees and lifeguarding costs. The pool rental fees are increased annual via user fee bylaw approved by Town Council, while the lifeguarding wages are increased annually via wage increases approved by Town Council. It is the Club's mandate to seek alternative financing to ensure these increases are not passed down to swim families by way of increased registration fees.

With the assistance of a non-dollar in-kind contribution towards pool fees and lifeguarding costs specifically applied towards hosted swim meets, the club can direct the revenue earned from swim meets to the overall budget of KLAC.

The club is the only of its kind within a 90km radius of Kirkland Lake and provides an opportunity for youth in the area to develop and hone their skills. This season has proven to be successful as the pandemic has relaxed and youth were eager to return to extra curricular activities. The club successfully hosted three meets this season and without the support of the Community Grant, balancing the budget would have been difficult. The club still relies heavily on additional sources of funding, i.e. fundraising events and bingos. Youth are ecstatic to return to their pre-pandemic extra curricular activities, and the Community Grant will again strengthen the clubs financial position to maintain the commitment to all previously allotted pool times pre-pandemic and de-risk the worry of revenue shortfalls.

The application to the Community Grant program will be annually to assist in reducing the cost of hosting swim meets and allow the meet to become an increased source of revenue for the club.

## Project Budget

Total Cost of Project: \$8,000

Amount Contributed from organizations own funds: \$3,000

Amount Requested from Community Grant Program: \$5,000

The non-dollar in-kind contribution will be applied directly to pool rental fees and lifeguarding costs for the upcoming swim meets that are planned for this swim season. The attached budget represents a forecast and not all sources of revenue may be realized annually.

The swim club has been fortunate to receive an in-kind dollar contribution for the 2022-2023 swim season, however this was for pool fees only and did not include lifeguarding costs.



## REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2024-DEV-017
Presented by: Dan Laverdure	Department: Development & Enterprise Services

### REPORT TITLE

Supplemental: Low Speed Vehicles Pilot Program

### RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2024-DEV-017 entitled “**Supplemental: Low Speed Vehicles Pilot Program**” be received;

**AND THAT** Council suspend the Town’s participation in Ontario’s Low-Speed Vehicle Pilot Program;

**AND FINALLY THAT** Administration undertake a review of the following: the Town’s Personal Conveyance Devices [By-Law](#); the Motorized Snow Vehicles [By-Law](#); the Off-Road Vehicles [By-Law](#); and the Traffic & Parking By-Law, [as amended](#).

### INTRODUCTION

Follow-up information is being supplied stemming from Council’s direction to solicit clarification from the former Kirkland Lake Police Services Board on the recommendation to participate in Ontario’s Low-Speed Vehicles Pilot Program in the Town of Kirkland Lake.

### DISCUSSION

On August 30, 2023, the former Kirkland Lake Police Services Board (KLPSB) made the following recommendation for Council’s consideration:

*“Moved by: Lad Shaba  
Seconded by: Janice Ranger*

***BE IT RESOLVED THAT*** the Kirkland Lake Police Services Board hereby recommend to the Council for the Corporation of the Town of Kirkland Lake that the Town participate in the Low-Speed Vehicle Pilot Program for the community of Kirkland Lake.

**CARRIED”**

## DISCUSSION (CONTINUED)

Further to the former KLPSB's Recommendation, Councillor Shaba brought Notice in August 2023, and the following motion was passed by Council on September 19, 2023:

*"Moved by: Councillor Lad Shaba  
Seconded by: Councillor Patrick Kiely*

**WHEREAS** the Town of Kirkland Lake has seen a steady increase in the ownership and usage of Low-Speed Vehicles (LSV) on its roads and sidewalks;  
**AND WHEREAS** the potential safety risks to the owners and the public are real and could be fatal;  
**AND WHEREAS** the Provincial Government has made significant updates to its framework in permitting the use of LSVs;  
**AND WHEREAS** those updates include, but are not limited to, the reduction in red tape to facilitate LSV ease of usage;  
**AND WHEREAS** municipalities are permitted to pass a by-law regulating the use of LSVs;  
**AND WHEREAS** such by-laws may include safety standards and other criteria that municipalities may deem reasonable;  
**AND WHEREAS** at its meeting held on August 30, 2023, the Kirkland Lake Police Services Board recommended that Council participate in the Province's LSV Pilot Program;  
**THEREFORE BE IT RESOLVED THAT** The Corporation of the Town of Kirkland Lake participate in the LSV Pilot Program.

**CARRIED"**

On January 4, 2024, Administration brought forward an information report recommending the Town's Participation in the Low-Speed Vehicle Pilot Program, however, Council sought to defer the decision:

*"Moved by: Mayor Stacy Wight  
Seconded by: Councillor Rick Owen*

**BE IT RESOLVED THAT** Council defer the matter to the Kirkland Lake Police Services Board for clarification.

**CARRIED"**

From the discussion arising at that meeting ([Recording](#) timestamp 36:56 – 54:31), it appeared that the deferral was required until such time that it received clarification from the former KLPSB on whether it wanted Council to make a decision on participating in Ontario's LSV Pilot Program, or, given that the Town, the former KLPSB, and the local OPP all received complaints/concerns over the misuse (travel on municipal roadways/sidewalks, in non-motorized zones, and parking) of personal conveyance devices (scooters, e-bikes, motorized peddle bikes, segways), and if the former KLPSB,

## DISCUSSION (CONTINUED)

ideally, wanted the Town to engage in a review of existing enforcement by-laws such as:

- Personal Mobility Devices (Wheelchairs, E-Bikes, Mopeds and Segways) [By-Law](#)
- Motorized Snow Vehicles [By-Law](#)
- Off-Road Vehicles [By-Law](#)
- Traffic & Parking By-Law, [as amended](#)

The education and discussion on what is an LSV and what is Ontario's LSV Pilot Program are appropriately identified in the [Report to Council](#) presented on January 9, 2024.

### **Clarification with the former KLPSB**

At the last formal meeting of the former KLPSB held on February 14, 2024, those members received a summary from the Town's former Director of Development Services and Chief Administrative Officer on the Report presented to Council and the clarification sought.

Former KLPSB members discussed that the operations of accessibility scooters (single passenger) are a major concern in the community, that LSVs are in the community, and received clarification on the difference between an LSV and the current and potential enforceability of LSVs with a by-law in place, and process for addressing/reviewing regulatory framework for accessibility scooters and mobility aids.

As such, the former KLPSB resolved as follows:

*"Moved by: Meghan Howe*

*Seconded by: Lad Shaba*

***BE IT RESOLVED THAT the Kirkland Lake Police Services Board hereby recommend:***

*a) the implementation and regulation of LSVs in the community; and*

*b) the review of By-Law 16-059, being a by-law to Regulate Personal Conveyance Devices in the Town of Kirkland Lake.*

***CARRIED"***

Given a change in leadership in early Spring 2024, and the full engagement of staff in the 2024 Budget, Corporate Business Plan, and Corporate Strategic Plan exercises, Administration is now prepared to provide Council with the supplemental information stemming from consultations with the former KLPSB and Kirkland Lake Detachment of the Ontario Provincial Police on the Town's proposed participation in the Low Speed Vehicle Pilot Program.

## DISCUSSION (CONTINUED)

The clarification received from the former KLPSB is that they recommend to Council that both the Town participate in Ontario's LSV Pilot Program for the remainder of the duration of the program, and to review its by-law surrounding [Personal Conveyance Devices](#) (Wheelchairs, E-Bikes, Mopeds and Segways).

The clarification received from the Ontario Provincial Police is that in the absence of the Town's participation in the LSV Pilot Program (passing a by-law to that effect), all persons seen to be operating a Low Speed Vehicle in the Town of Kirkland Lake (not as a mobility aid) will be ticketed and will be asked to cease travel on municipally designated highways with their low speed vehicle in accordance with the *Highway Traffic Act*. The Police continue to enforce the Town's Personal Conveyance Device By-Law.

## OTHER ALTERNATIVES CONSIDERED

**Option 1 – Status Quo.** The KL Detachment of the Ontario Provincial Police has identified that should no steps be taken to implement the LSV Pilot Program in the Town of Kirkland Lake, that low speed vehicles would be enforced off of the road under the provisions of the *Highway Traffic Act*.

**Option 2 – Pass the necessary by-law to allow for Low-Speed Vehicles in the Town of Kirkland Lake.** This is not being recommended despite the recommendation of the former KLPSB. Administration believe that it is difficult to quantify the expense for both riders and the Town relative to the remainder of the provincial LSV Pilot Program (3 years remaining) and given that it is unknown at this time if the program would continue post-pilot. Some of the concerns expressed, heard, and understood by Administration are:

- misconception to the ridership/usership on their ability to operate LSVs in Town moving forward (no time limit).
- public unrest with the financial devaluation of a rider's LSV as an asset if the province wishes not to incorporate LSVs as permissible use under the Highway Traffic Act post-pilot.
- public unrest with the new ridership requirement for adherence to the Highway Traffic Act, insurance requirements, licencing requirements and potential municipal licencing requirements.
- interpretation of the AODA between a "mobility aid" and what is considered an LSV.
- increases in dollars towards personnel to ensure compliance with the program (administrative, enforcement, licencing, policy review and creation).
- significant dollars for the marketing and education campaign for the pilot program to be effective.

## OTHER ALTERNATIVES CONSIDERED (CONTINUED)

**Option 3** - Council directs Administration to conduct a review of all existing by-laws relative to municipal highway use, such as personal conveyance devices to update the list of proposed allowances, to allow for consultation with the Ontario Provincial Police on the enforceability of such by-laws. Administration recommends this option as it appears that most complaints/concerns received are the uses of personal conveyance devices, due to lack of education or/and not an insurgence of low-speed vehicles in the community.

## FINANCIAL CONSIDERATIONS

Should Council decide to move forward as recommended, there wouldn't be any financial responsibility for the Town, however, if Council's direction is to take part in the remaining 3 years of Ontario's Pilot Program, there would be public notices, advertisements, and education costs to administer same in Kirkland Lake which could amount to approximately \$5,000.00.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priority:

Sustainable Core Services

### Action:

#### Sustainable Core Services

- Provide clear, fair, and consistent regulations and policies governing municipal operations.



## ACCESSIBILITY CONSIDERATIONS

As the majority of personal conveyance device usage are mobility aids, should Council direct as per the proposed recommendation, this will enable Administration to properly discern the accessibility requirements of this ridership.

## CONCLUSION

Consultation has occurred with the former KLPSB surrounding clarification on the recommendation to investigate the implementation of the LSV Pilot Program in the Town of Kirkland Lake. Given the timeframe remaining in Ontario's Pilot Program, and the localized concerns and complaints, Administration is recommending a review of its current By-Laws in order to mitigate behaviours of personal conveyance devices, etc. in the municipality.

## **CONSULTATIONS**

Town of Kirkland Lake Senior Management Team

Former Kirkland Lake Police Services Board (KLPSB)

Detachment Commander, Kirkland Lake Ontario Provincial Police

## **ATTACHMENTS**

None.

## REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2024-ADM-014
Presented by: Jennifer Montreuil	Department: Administration

### REPORT TITLE

Municipal Weed Inspector Appointment

### RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2024-ADM-014 entitled “**Municipal Weed Inspector Appointment**” be received;

**AND THAT** Steve Ranta be appointed as Weed Inspector for The Corporation of the Town of Kirkland Lake;

**AND FINALLY THAT** the appointment By-Law to be brought forward for three readings on June 18, 2024.

### INTRODUCTION

The Town must update its appointment of a Municipal Weed Inspector in accordance with the [Weed Control Act](#), R.S.O., 1990 and [O. Reg 1096](#).

### DISCUSSION

#### Legislative Requirement

For the purposes of this report, in accordance with the [Weed Control Act](#):

- Section 6 (1) identifies that a municipal Council shall, by by-law, appoint a person as area weed inspector to enforce this Act within its jurisdiction, as well as fix the Inspector’s remuneration or other compensation.
- Section 7 (1) identifies that the Clerk of each municipality shall report the names of all area weed inspectors before April 1<sup>st</sup> in a calendar year.
- Section 8 (1) identifies that municipalities may, by by-law, appoint one or more persons as municipal weed inspectors.

## **DISCUSSION (CONTINUED)**

### **Legislative Requirement** (continued)

- Section 9 (1) identifies that the Clerk of municipalities who have appointed municipal weed inspectors shall report the names of all appointed municipal inspectors to the Chief Weed Inspector of the Ministry of Agriculture, Food and Rural Affairs before April 1<sup>st</sup> in a calendar year, or within seven (7) days of the resignation or revocation of an appointment.

The Municipal Weed Inspector for the Town is appointed to carry out and perform the duties required of them under the provision of the *Weed Control Act* (Agricultural Complaints).

The Municipal Weed Inspector is also appointed under Section 11 of the *Municipal Act* to carry out and perform inspection and enforcement duties with respect to complaints regarding nuisance weeds affecting human health, safety and well-being.

### **History**

By-Law 87-40 (Attachment 1) was passed appointing the Kirkland Lake Horticultural Society as the Town's Municipal Weed Inspectors until such time that a successor was appointed.

Although the by-law establishes that the appointed municipal weed inspectors be paid an annual fee, Administration has not been able to trace any records indicative of the exact compensatory sums.

In consultation with Ontario's Ministry of Agriculture, Food and Rural Affairs, their systems indicate that the Late Brian Bigelow continues to be noted as the Town's appointed and current Weed Inspector, despite the fact that research suggests that no formal appointment by Council was undertaken by by-law.

### **Background**

In 2011, former Administration had identified to the Ministry that the areas of agriculture and horticulture within the jurisdiction were sparse. This Administration note that much has changed in terms of the evolution of homesteading, and the reach of invasive/noxious weeds.

It should be noted that in accordance with the legislation, the responsibility remains that of the municipality's to ensure the safety and well-being of residents/visitors, etc. from invasive/noxious weeds, including on municipally owned property, property surrounding municipally maintained roadways, and all properties within the jurisdiction of the Town.

## **DISCUSSION (CONTINUED)**

### **Current Practice**

Through research, it does not appear that the Kirkland Lake Horticultural Society has been called upon to perform those duties since 2011.

It would appear that the proposed change in appointment could be classified as general housekeeping given that Town Staff have acted as municipal weed inspector and have maintained/continue to keep in good standing the appropriate certificates to eradicate invasive/noxious weeds.

Where the municipality would be notified of invasive/noxious weeds, an internal process of notification would easily be taken to notify the appointed Municipal Weed Inspector, on staff.

In March 2024, Town Staff have undertaken the requisite training for Pesticide Use while successfully completing same.

As such, it is being recommended that the appointment be updated to bring the Town into compliance with the legislative requirements.

### **Succession Planning**

Moving forward, the succession of the responsibilities of a municipal weed inspector will be considered by the Public Works Department to ensure the continuity of certification to allow for the continued appointment of in-house staff.

Administration will be encouraging certified staff to attend the Ministry of Agriculture, Food and Rural Affairs annual Spring Weed Inspectors Meeting for additional training and knowledge.

## **OTHER ALTERNATIVES CONSIDERED**

As municipal staff have undergone and undertaken the training specifically established to eradicate invasive/noxious weeds, leaving the appointment to the status quo is not prudent or recommended at this time. The Kirkland Lake Horticultural Society's organization/membership has significantly changed over the years. Appointing an outside agency increases the municipality's ability to discern if the appropriate training and certification are maintained and kept current.

## **FINANCIAL CONSIDERATIONS**

There is no supplemental financial considerations as the legislative role and duties have been incorporated in the job requirement for certified staff in the organization.

Administration is not recommending a change at this time.

## FINANCIAL CONSIDERATIONS (CONTINUED)

Annual training/certification costs are incorporated within the Public Works Department's Operating Budget annually, and in compliance with the Town's [Education, Training and Development Policy](#) (CORP2020-009), as amended.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priorities:

- Sustainable Core Services
- Vibrant & Prosperous Community
- Current Council's Operational Aims



### Actions:

#### Sustainable Core Services

- Provide clear, fair, and consistent regulations and policies governing municipal operations.

#### Vibrant & Prosperous Community

- Provide public spaces that enhance the appearance of the Town and encourage social interaction and active lifestyles for all ages.

### Council Operational Aims:

#### Service Excellence

##### *Employer of Choice*

- Paths for career advancement and opportunities for professional development for succession planning.
- Empowered employees with autonomy and opportunities to innovate transparent communication between leadership and employees.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN (CONTINUED)

### Sustainable Core Services

#### *Governance*

- Clear, fair, and consistent regulations and policies governing municipal operations.
- Training programs and resources for municipal staff and officials to enhance governance competencies.
- Timely reports from staff to Council on all significant projects and initiatives.

### Infrastructure

#### *Roads and Sidewalks*

- Prioritization of repairs and upgrades based on usage, safety concerns, and community needs.

## ACCESSIBILITY CONSIDERATIONS

Not Applicable.

## CONCLUSION

General housekeeping is required to the Town's Municipal Weed Inspector Appointment By-Law in order to keep the municipality in good standing with the *Weed Control Act* and *Municipal Act*, to ensure the proper identification and eradication invasive/noxious weeds, and work towards the succession of the required service.

## CONSULTATIONS

Town of Kirkland Lake Senior Management Team

Roads Foreman

Economic Business Advisor, Ministry of Ontario Agriculture, Food and Rural Affairs

Team Lead, Business Services Branch, Ministry of Agriculture, Food and Rural Affairs

Township of Coleman CAO/Clerk

## ATTACHMENTS

Attachment 1 – By-Law 87-40

## CORPORATION OF THE TOWN OF KIRKLAND LAKE

## BYLAW NO. 87-40

Being a Bylaw to Appoint  
Weed Inspectors

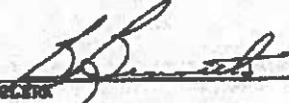
WHEREAS Section 8, subsection (1) of the Weed Control Act, R.S.O. 1980 permits municipalities to appoint one or more persons as municipal weed inspectors to enforce this Act and to fix the remuneration or other compensation thereof.

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

1. That the Kirkland Lake Horticultural Society be and they are hereby appointed Weed Inspectors for the Town of Kirkland Lake.
2. This appointment shall be effective the 1st January, 1987 and shall remain in effect until a successor has been appointed.
3. That the Kirkland Lake Horticultural Society shall be paid an annual remuneration as the Council may determine.

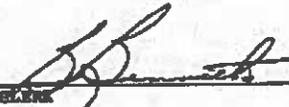
READ a first time in Open Council this 7th day of April, 1987.

  
MAYOR

  
CLERK

READ a Second and Third time, passed and enacted this 7th day of April, 1987.

  
MAYOR

  
CLERK



**KIRKLAND LAKE**  
THE RIGHT ENVIRONMENT

March 10, 2011

Mike Cowbrough, Chief Weed Inspector  
Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West, 3<sup>rd</sup> Floor  
Guelph, Ontario N1G 4Y2

Dear Mr. Cowbrough

RE: Appointment of Area and Municipal Weed Inspectors 2011

Kirkland Lake is a single-tier municipality in Northeastern Ontario.

In 1987, Council of the Town of Kirkland Lake under Bylaw 87-40, appointed the Kirkland Lake Horticultural Society as Municipal Weed Inspectors. The appointment remains in effect until a successor is appointed.

We understand there are areas of our province where this position is important, necessary and valuable; however, we do not have areas of agriculture or horticulture within our jurisdiction. There has not been a noxious weed complaint brought forth for as long as our employees can remember.

The Horticultural Society has undoubtedly changed membership over the past 24 years, and most likely unaware of the appointment bestowed on them. Is there a need for Council of the day to reappoint or reevaluate the position of Municipal Weed Inspector?

Sincerely

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

Jo Ann Ducharme  
Municipal Clerk

**CORPORATE SERVICES**  
**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

Postal Bag 1757, 3 Kirkland Street, Kirkland Lake, Ontario, Canada P2N 3P4 T (705) 567-9361 F (705) 567-3535 E [clerk@tkl.ca](mailto:clerk@tkl.ca)

[www.teamkirklandlake.com](http://www.teamkirklandlake.com)

## REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2024-FES-001
Presented by: Earl Grigg	Department: Fire Services

### REPORT TITLE

Proposed Housekeeping to Open Air (Outdoor) Burning By-Law

### RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2024-FES-001 entitled “**Proposed Housekeeping to Open Air (Outdoor) Burning By-Law**” be received;

**AND THAT** Council approve the proposed changes to the Open Air Burning By-Law, as presented;

**AND FINALLY THAT** the proposed by-law, as presented, be brought forward for three readings on July 16, 2024.

### INTRODUCTION

Subsection 2.4.4.4 of the [Ontario Fire Code](#) (O. Reg. 213/07) does not permit open burning unless approved by the Chief Fire Official (Fire Chief), or for the sole purpose of cooking with specific conditions. The approval of an open-air burn by the Fire Chief is guided by the contents of the Town’s [Outdoor Burning By-Law 98-017](#).

A new Open Air Burning By-Law is being presented to append to general housekeeping.

### DISCUSSION

The Town’s current Open Air (Outdoor) Burning By-Law has yet to be updated to reflect changes in legislative reference under the [Municipal Act, 2001, c.25, as amended](#), the [Fire Protection and Prevention Act, 1997, c.4, as amended](#), and the provisions of [Ontario Fire Code](#), O. Reg. 213/07. Nor has the by-law been updated to reflect current operational practices or enforcement techniques for non-compliance afforded to the municipality through the [Provincial Offences Act, 1990, c.P.33, as amended](#).

## **DISCUSSION (CONTINUED)**

### **Legislative Authority for Open Air Burning**

Open air burning is regulated by Division B, Article 2.4.4.4. of the [Ontario Fire Code](#).

The article states that open air burning shall not take place unless:

- (a) it has been approved by the Chief Fire Official, or
- (b) it consists of a small, confined fire which is:
  - I. used to cook food on a grill, barbeque or spit, is
  - II. commensurate with the type and quantity of food being cooked; and
  - III. is supervised at all times.

### **Recreational Enjoyment of Open Air Burning in Kirkland Lake**

Traditionally, the fires “for recreational or enjoyment purposes” have been permitted by the Kirkland Lake Fire Services (KLFS) within its jurisdiction in three (3) different circumstances:

- (1) Small recreational fires (backyard fire pit/chimineas) with an in-person inspection, and a permit issued upon determination by the inspector that the conditions of the by-law were satisfied.

**Note:** Sole exclusion: patrons staying at Culver Park Campground who are exempt from inspections and permits.

- (2) Non-recreational fires on residential properties with KLFS notification and a permit.

- (3) Non-recreational fires on commercial, industrial, or institutional property with a permit.

### **Burn Permits**

When the Town established its burning By-Law, its intent was to identify fire safety provisions that are conditions of approval, recognize the existence of a burn permit form, and describe associated costs for permits. While the By-Law may be used to set out administrative procedures, provisions and requirements in the Ontario Fire Code relating to open air burning, in proximity burning relative to buildings must still be met.

Applications for open air burning permits are available by attending Fire Station 1 during business hours. Historically, an in-person inspection was conducted one to two business days upon receipt of the application form; permits were then issued onsite.

## DISCUSSION (CONTINUED)

The cost to issue a permit should be reflective in the Town's User Fees and Charges By-Law. Historically, the fee was established in the Town's Open Air (Outdoor) Burning By-Law and was never collected. Despite this cost being relative to administrative costs for issuing the permit and entering it into the fire records management system (FirePro).

### **Proposed Housekeeping/Enhancements**

The proposed general housekeeping amendments/enhancements to the By-Law are as follows:

- enhancements to definitions;
- appropriate measurements in size of open-air fires;
- clearer language surrounding the duration of when an open-air fire is permitted;
- changes to permitting procedures (education conducted during pre-permit being issued, creating resident declaration on the education of recreational burning, digital issuance of permit (in person will be available upon request);
- enhancing availability for payment to receive a permit (at Town Hall during regular business hours);
- removal of the reference to a permit fee which is now reflected in the Fire Services Department's most recent User Fees and Charges By-Law, taking effect July 1, 2024; and
- penalties in relation to non-compliance achievable through Part 1 of the *Provincial Offences Act*.

### **Requirement for Set Fine Approval**

Emphasis has been placed on education during the whole process from informing the public of the procedure through to providing information on safe burning when the permit is issued. Enforcement of a monetary fine (set fine) is only considered in extreme circumstances or for repeat offenders and must be approved by the Regional Senior Justice of the Ontario Court of Justice.

The definition for "set fine" is found within section 1(1) of the *Provincial Offences Act* R.S.O. 1990, c. P. 33. The term is defined as follows:

*"set fine" means the amount of fine set by the Chief Justice of the Ontario Court of Justice for an offence for the purpose of proceedings commenced under Part I or II.*

In order to issue fines or orders for non-compliance, an application of set fines and short form wordings (Attachment 2) for offences will be made to the Regional Senior Justice of the Ontario Court of Justice for approval.

## **DISCUSSION (CONTINUED)**

### **Requirement for Set Fine Approval** (continued)

The authority for a Regional Senior Justice to impose a set fine derives from section 36(2) of the *Courts of Justice Act*, R.S.O. 1990, c. C 43, which states as follows:

*“36(2) A regional senior judge of the Ontario Court of Justice shall, subject to the authority of the Chief Justice of the Ontario Court of Justice, exercise the powers and perform the duties of the Chief Justice of the Ontario Court of Justice in his or her region.”*

### **By-Law Enforcement & Authority**

Currently, the Kirkland Lake Fire Department are the enforcement agency for the Open Air (Outdoor) Burn By-Law. For the purposes of the proposed by-law, PCs have been added to enforce same, in addition to the Ontario Provincial Police. Platoon Chiefs are deemed Provincial Offences Officers by virtue of the *Fire Prevention and Protection Act* and have the knowledge to enforce laws related to fire matters.

### **Future Digitization & Education of Open-Air Burning Permits**

Administration is investigating online permitting, including procedures, digital payment, and online education for residents in relation to this type of permit. A report will be presented upon the viability and coordination between the Town’s platforms, systems connectivity, and the requirements in legislation.

## **OTHER ALTERNATIVES CONSIDERED**

None.

## **FINANCIAL CONSIDERATIONS**

As noted in Report to Council No. [2024-CORP-017](#) (Page 8 and 9) Council’s decision to re-establish a fee associated with Burn Permits effective July 1, 2024 will have long-term impacts to net zero operational service delivery of this program. The reinstatement of the user fee reflects the current need to pass the cost of service on to users directly, rather than through property tax increases.

Furthermore, the ability to administer set fines for non-compliance will offset the KLFS’s operating costs associated with responding to these types of calls.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priorities:

- Service Excellence
- Sustainable Core Services
- Vibrant & Prosperous Community



### Actions:

#### Service Excellence

- Embrace modern technologies that will promote customer service and increase efficiency and access.
- Develop long-term financial plans and budgets to ensure financial sustainability and value for money.

#### Sustainable Core Services

- Provide clear, fair, and consistent regulations and policies governing municipal operations.
- Investigate strategies to reduce our environmental footprint.

#### Vibrant & Prosperous Community

- Develop long-term financial plans and budgets to support the aim of being a vibrant and prosperous community.

## ACCESSIBILITY CONSIDERATIONS

Not Applicable.

## CONCLUSION

The proposed Open-Air Burning By-Law represents a comprehensive and balanced approach in addressing the diverse needs and concerns of the community while ensuring the safety and well-being of residents and environment. The proposed updates establish a clear framework for the regulation of open-air burning activities within the Town's jurisdiction.

Through the implementation of a permitting system, the Town aims to promote responsible burning practices while mitigating the risk of fire hazards. This approach enables the Town to monitor and regulate burning activities effectively, ensuring that they are conducted in a manner that minimizes potential risks to public safety and property.

## **CONCLUSION (CONTINUED)**

Furthermore, by recognizing the importance of recreational enjoyment and cultural practices associated with open-air burning, the proposed By-Law seeks to strike a balance between public safety and the preservation of these valued traditions. By providing guidelines and restrictions, the Town aims to facilitate safe and enjoyable burning experiences for residents.

Additionally, the requirement for set fine approval ensures that penalties for non-compliance are fair and proportionate, serving as a deterrent against irresponsible burning practices. By holding individuals accountable for their actions, the Town can better safeguard the community against the potential consequences of negligent behavior.

Overall, the proposed Open-Air Burning By-Law reflects the Town's commitment to fostering a safe and vibrant community where residents can responsibly enjoy outdoor activities while safeguarding the natural environment. Administration believes that through collaboration and adherence to these regulations, the Town can create a harmonious balance between public safety and recreational enjoyment for generations to come.

## **CONSULTATIONS**

Town of Kirkland Lake Senior Management Team

Kirkland Lake Fire Services Firefighters

## **ATTACHMENTS**

Attachment 1 - Proposed Open Air Burning By-Law

Attachment 2 - Part 1 Provincial Offences Short Form Wording

**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 24-[XXX]**

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**BEING A BY-LAW TO REGULATE OPEN AIR BURNING WITHIN THE  
JURISDICTION OF THE TOWN OF KIRKLAND LAKE**

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**WHEREAS** Section 9 of the *Municipal Act*, 2001 S.O. 2001, c. 25, as amended, (hereinafter referred to as the “*Municipal Act*”) provides that a municipality has the capacity, rights, powers and privileges of a natural Person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 128 of the *Municipal Act* provides that a municipality may prohibit and regulate with respect to public Nuisances, including matters that, in the opinion of Council are or could become public Nuisances;

**AND WHEREAS** Sections 425, 426 and 429 of the *Municipal Act*, states a municipality may pass By-Laws providing that a Person who contravenes a By-Law of the municipality passed under this Act is guilty of an offence; no Person Shall hinder or obstruct, or attempt to hinder or obstruct, any Person who is exercising a power or performing a duty under this Act or under a By-Law passed under this Act; and, a municipality may establish a system of fines for offences under a By-Law of the municipality passed under this Act;

**AND WHEREAS** pursuant to Subsection 7.1(1) of the *Fire Protection and Prevention Act*, 1997, c.4, as amended,(hereinafter referred to as “*Fire Protection and Prevention Act*”) states that a Council of a municipality may pass By-Laws regulating Fire prevention, including the prevention of the spreading of Fires and to regulate the setting of Open Air Fires, including establishing the times during which Open Air Fires may be set;

**AND WHEREAS** Subsection 7.1(3) of the *Fire Protection and Prevention Act* provides that a By-Law under this section may deal with different areas of the municipality differently;

**AND WHEREAS** Subsection 7.1(4) of the *Fire Protection and Prevention Act* provides that a municipality may appoint an Officer to enter upon land and into Structures at any reasonable time to inspect the land and Structures to determine whether By-Laws enacted in accordance with Section 7.1 are being complied with;

**AND WHEREAS** Subsection 19(2) of the *Fire Protection and Prevention Act* provides an inspector may, without a warrant, enter and inspect land and premises for the purposes of assessing Fire safety, and

**AND WHEREAS** Article 2.4.4.4. of the Ontario Fire Code (O. Reg. 213/07), as amended, provides that open air burning Shall not be Permitted unless Approved, or unless such burning consists of a small, confined Fire supervised at all times, and used to cook food on a Grill, Barbeque or spit, or such burning takes place in an appliance that is in conformance with the *Technical Standards and Safety Act*, 2000, S.O. 2000, c.16, is for outdoor use, and is assembled and/or installed in accordance with the manufacturer's instructions;

**AND WHEREAS** Section 391 of the *Municipal Act* provides that a municipality and a local board may pass By-Laws imposing fees or charges for services or activities provided or done by or on behalf of it, or for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board;

**AND WHEREAS** Section 425 of the *Municipal Act* provides By-Laws may be passed by all municipalities for providing that any Person who contravenes any By-Law of the municipality, passed under this Act, is guilty of an offence;

**AND WHEREAS** Section 446 of the *Municipal Act* provides that where the municipality has the authority by any Act or under a By-Law to direct or require a Person to do a matter or thing, the municipality may also provide that, in default or it being done by the Person directed or required to do it, the matter or thing Shall be done at the Person's expense, and the municipality may recover the costs of doing the matter or thing from the Person required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as Property taxes;

**AND WHEREAS** the *Fire Protection and Prevention Act*, and the Ontario Fire Code, O. Reg. 213/07, provides that open air burning Shall not be Permitted unless Approved, or unless such burning consists of a small, confined Fire, supervised at all times, used to cook food or a Grill, barbecue or spit, commensurate with the type and quantity of food being cooked;

**AND WHEREAS** Council now deems it expedient to enact a By-Law for regulating the setting of Open Air Fire, including establishing the times during which Open Air Fires may be set;

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

## 1. DEFINITIONS

1.1. For the purposes of this By-Law, definitions in the *Fire Protection and Prevention Act*, Shall be used with respect to matters pertaining to Fire prevention and Fire safety and which are undefined in this By-Law, otherwise the following definitions will apply and have the meaning given herein:

1.1.1. "**Applicant**" means an Owner or Person who is the authorized agent for an Owner applying for a Burning Permit for the Property in which the Permit is being issued for.

1.1.2. "**Approved**" means by the chief Fire chief or their designate.

1.1.3. "**Agricultural Waste**" means any animal fecal deposits or manure and animal carcasses.

1.1.4. "**Back-Yard**" means the space on the Property behind the Building, on the side opposite from the street address side.

1.1.5. "**Ban**" on Open Air Fires means a restriction or prohibition on Open Air Fires issued by the Fire Chief.

1.1.6. "**Barbeque**" means any fuel-Fired Cooking device that is commercially manufactured, completely contains the Fire, and expressly designed for the purpose of Cooking.

1.1.7. "**Building**" means any Structure used or intended for supporting or sheltering any use or Occupancy but does not include a non-enclosed open-sided Structure.

1.1.8. "**Burning Permit**" means a written, conditional, authorization issued and administered by the Fire Chief to set or maintain an Open Air Fire that is not an Exempt Fire and pursuant to any restrictions and conditions contained in this By-Law or as may be specified on the Burning Permit itself.

- 1.1.9. "**Burning Safety Plan**" means a formal statement of procedures and facilities provided by the Applicant and/or Owner and Shall include provisions for facilitating emergency vehicle access and response, and Open Air Fire safety and control, and protection of the environment.
- 1.1.10. "**Chief Fire Official**" means Assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the Fire department appointed by the Municipal Fire Chief under Subsection 1.1.8. of the Ontario Fire Code, 1997.
- 1.1.11. "**Chiminea**" means a device largely made from pottery or metal and which is equipped with a chimney and an enclosed Hearth in which a recreational Fire may be set.
- 1.1.12. "**Combustible**" means any material, combination of materials. or arrangement of materials in which any portion thereof is susceptible to catch Fire when exposed to heat, flame, or burning materials.
- 1.1.13. "**Cooking**" means the activity of preparing food for human consumption by placing it over a Fire until such time as it is ready to eat and includes Fire pre-burn time before the Cooking commences but only as is reasonably necessary.
- 1.1.14. "**Cooking Fire**" Means a small, contained Fire no greater than 18 inches (50 Centimetres) in diameter and used to cook food on a Grill. The Fire Shall be in a pit or permanent Structure designed and intended for the Cooking of food on a Grill.
- 1.1.15. "**Construction and Demolition Wastes**" – Shall mean materials used in the construction of a serviceable unit such as drywall, wood, plywood, shingles, asphalt and plastic.
- 1.1.16. "**Exempt or Excluded**" means that, under specified conditions, a particular type or configuration of Open Air Fire that does not require a Burning Permit.
- 1.1.17. "**Extinguish**" – Put out or quenched completely with no Smoke, hot or growing embers remaining.
- 1.1.18. "**Fire**" means a Fire that may be Extinguished using on site resources, contains not more than 0.6 cubic metre of material burning at any one time and does not exceeding 0.6 metre in diameter.
- 1.1.19. "**Fire Chief**" means the appointed Fire Chief in the Town of Kirkland Lake and, whether stated or not, also means their appointed designates, in writing, which may include a Platoon Chief, or a Firefighter.
- 1.1.20. "**Firefighter**" means a Town of Kirkland Lake Firefighter.
- 1.1.21. "**Gas-Fired outdoor campfire devices**" means listed ULC or CSA gas (natural, propane) appliances, which Shall not constitute open air burning under this By-Law.
- 1.1.22. "**Grill**" means any custom-designed fuel-Fired Cooking device that is constructed of metal, ceramic, stone, or masonry, that completely contains the Fire, and that has been Approved for use as a Cooking device.

- 1.1.23. "**Hearth**" means that part of a device in which a Fire is set and maintained, and which is fully enclosed by the device and screens.
- 1.1.24. "**Heat Alert**" means any day or portion of a day when a heat advisory or alert has been issued by the Ministry of the Environment and Climate Change, for the Town of Kirkland Lake.
- 1.1.25. "**Household Wastes**" Shall mean garbage, rubbish, discarded materials, paper products, plastic products, and other such articles as would normally accumulate at a serviceable unit.
- 1.1.26. "**Humidex**" means the level of relative humidity as calculated by Environment Canada within the geographical region of Kirkland Lake, usually reported in the warmer months from May to September.
- 1.1.27. "**Incinerator**" means a device that is operated and regulated (licensed) under a Certificate of Approval from the Ministry of the Environment and Climate Change and is not subject to the requirements of this By-Law.
- 1.1.28. "**Made Safe**" means that all reasonable and prudent steps are taken to guard against injury to Persons due to a Fire deteriorated condition of a Structure or Property or the residue from a Fire; including steps for the erecting of safety barriers and signs, grading of Property, demolition of unstable Structures or materials, removal of residue left from the burning process, and/or ensuring that the Fire is fully and completely Extinguished.
- 1.1.29. "**Multi-Unit Residential Building**" means any Building in which there are three or more residential dwelling units as defined by the Ontario Building Code.
- 1.1.30. "**Nuisance**" means the travel of the products of a Fire, including but not limited to, Smoke, odour, ash, and hot embers, which products in the opinion of the Fire Chief may cause unreasonable discomfort to Persons, loss of enjoyment of normal use of Property, interference with normal conduction of business, or damage to Property.
- 1.1.31. "**Occupancy**" means the use or intended use of a Building or part thereof as defined in the Ontario Building Code.
- 1.1.32. "**Occupant**" means a Person or Persons who are present on a Property.
- 1.1.33. "**Officer**" means a municipally appointed By-Law Enforcement Officer, any sworn Officer of the Ontario Provincial Police, the Chief Fire Official, or their respective designate(s).
- 1.1.34. "**Open Air Fire**" means:
- a) any Fire set outdoors, i.e. not in a Building, or
  - b) any Fire set in a device or appliance located outside of a Building, but does not include:
    - i) Fires in Incinerators, or
    - ii) Fires in devices installed outside of a Building and that are used as a source of heat or power for the Building or that are ancillary to a manufacturing process and provided that such device is certified for the purpose by a recognized and appropriate agency.

- 1.1.35. **“Owner”** means the Person registered on title as the Owner of a Property or Structure or Building.
- 1.1.36. **“Permit”** means a Fire Permit issued by the Town for the provisions of Permitting open air burning in accordance with the terms and conditions contained within this By-Law.
- 1.1.37. **“Person”** means all transients, Owners, tenants, and occupiers of lands within the Town and Shall include any individual, association, firm, partnership, incorporated company, corporation, agent or trustee and the heirs, executors or other legal representatives of a Person to who the context can apply according to law.
- 1.1.38. **“Platoon Chief”** means an employee assigned to this position by virtue of their employment with The Corporation of the Town of Kirkland Lake, or by assign, in writing, by the Fire Chief.
- 1.1.39. **“Property”** means any ground, yard, lot, land or other real Property whether or not occupied by a Building or Structure that is located within the Town.
- 1.1.40. **“Responsible Person”** means any adult Person (18 years of age or older) who, in the opinion of the Fire Chief, or their designate, is capable of exercising the required judgment and is capable of performing the necessary actions to control a Fire and prevent its unwanted spread and does not include Persons impaired by alcohol or drugs.
- 1.1.41. **“Shall”** mean imperative or must.
- 1.1.42. **“Smoke”** means the visible vapor and gases given off by a burning or smoldering substance where clean combustion has not occurred.
- 1.1.43. **“Structure”** means anything constructed or erected, the use of which requires location on or in the ground.
- 1.1.44. **“Town”** means The Corporation of the Town of Kirkland Lake.
- 1.1.45. **“Yard Wastes”** – Shall mean organic material from a household yard, such as leaves, and grass cuttings and any organic materials characterized by their ability to compost.

## 2. WORD USAGE

- 2.1. Wherever the singular, plural, feminine or masculine is used in this By-Law, the same Shall be construed as meaning any one or multiple Persons, regardless of gender identification, or neutrality.
- 2.2. The headings and subheadings used in this By-Law Shall not form part of this By-Law, but Shall be deemed to be inserted for convenience of reference only.

## 3. GENERAL PROHIBITIONS

- 3.1. No Person Shall set or maintain a Fire in open air unless a Permit has been issued by the Town under this By-Law.
- 3.2. No Person Shall set a Fire or Permit a Fire to burn when the wind speed exceeds twenty-four (24) kilometers per hour.
- 3.3. No Person Shall set a Fire or Permit a Fire to burn when the Ministry of the Environment has issued a “Smog Alert” or Humidex Advisory for Northeastern Ontario.

- 3.4. No Person Shall set a Fire or Permit a Fire to burn when rain or fog is present.
- 3.5. No Person Shall set a Fire or Permit a Fire to burn other than between the hours of 6:00 PM through 12:00 AM (midnight), unless otherwise expressly Permitted by the Officer.
- 3.6. No Person Shall burn any material other than clean dry wood which is free and clear from any finishes, preservatives or other material that may be affixed to the wood in accordance with the Environmental *Protection Act*, R.S.O. 1990, c. E.19, as amended.
- 3.7. No Person Shall set or maintain a Fire that is creating a Nuisance or has an adverse effect on a neighbouring Property(s) or Property Owners.
- 3.8. No Person Shall set or maintain a Fire in a manner that creates excessive Smoke.
- 3.9. No Person Shall set or maintain a Fire that contains more than 0.6 cubic metre (21.2 cubic feet) of material burning at any one time and exceeds 0.6 metres (24 inches) in diameter.
- 3.10. No Person Shall set or maintain a Fire that is within 3 metres (9.8 feet) of any Structure, hedge, fence, vehicular roadway, Property line or overhead wire or obstruction of any kind or nature whatsoever.
- 3.11. No Person Shall set or maintain a Fire without first ensuring a Person able to supervise such Fire and who is equipped with adequate tools and/or water to Extinguish it promptly in the event of danger of the spread of such Fire and is in constant immediate attendance at the specific place where the Fire is burning.
- 3.12. No Person Shall leave the specific place where the Fire is burning without first ensuring such Fire is completely Extinguished.
- 3.13. No Person Shall set a Fire or Permit a Fire when a Fire Ban is in effect.
- 3.14. No Person Shall set or maintain a Fire in a Chiminea/outdoor Fireplace unless it is located on a non-Combustible surface extending beyond the unit to a dimension equal to the height of the unit.

#### **4. PERMIT NOT REQUIRED**

- 4.1. A Permit Shall not be required for the purpose of actively Cooking food on a Grill or a Barbecue, Gas-Fired outdoor campfire devices for which is supervised at all times, Shall not be deemed to be an Open Air Fire for the purposes of this By-Law. This provision Shall be at the discretion of the Officer.
- 4.2. A Permit Shall not be required for the purpose of an Open Air Fire that is located in a lawfully zoned campground. All other provisions of this By-Law Shall apply.

#### **5. REQUIREMENT TO OBTAIN A PERMIT**

- 5.1. Only the Property Owner or agent Shall apply for a Fire Permit. The agent must have written permission from the Property Owner to apply for a Fire Permit. The Town reserves the right to withhold said Permit in order to contact the Owner to confirm said written permission.
- 5.2. The prescribed fee for the issuance of a Fire Permit Shall be set out within the Fire Services Department's User Fees and Charges By-Law.
- 5.3. Permits Shall be issued on an annual basis. Annual Shall mean from the date of purchase until December 31 of that given year.

## **6. TERMS AND CONDITIONS OF PERMIT**

- 6.1. No Person Shall set or maintain a Fire in Open Air in accordance with the general prohibitions outlined in Section 3 of this By-Law.
- 6.2. Every Person who applies for, receives, and signs a Fire Permit acknowledges an understanding of the provisions contained within this By-Law and assumes all responsibility and liability including any damage or injury to Persons or Property with respect to the setting of a Fire or Permitting the Fire to burn.
- 6.3. The Person supervising the Fire Shall take every reasonable precaution to prevent Smoke being generated or becoming a Nuisance. To avoid excessive Smoke, Persons Shall:
  - a) Ensure that all material is dried to greatest extent practicable.
  - b) Material is loosely stacked to eliminate dirt from the pile and to promote an adequate air supply to the burning.
  - c) Build piles that are at least as tall as they are wide.
  - d) Not include wood larger than eight (8) inches in diameter or stumps in the pile as these materials are likely to smolder and produce large amounts of Smoke.
  - e) As a pile burns down, move unburned and smoldering material from the perimeter of the pile into the center of the Fire.
- 6.4. Permits are issued to the Person who is deemed to be the Permit holder, for the specified Property as noted on the Permit. Permits are not transferable or refundable between Persons and/or properties.
- 6.5. It Shall be the responsibility of the Permit holder to, prior to setting an Open Air Fire, to ensure that a Fire Ban or elevated Humidex is not in effect.
- 6.6. A Permit may be revoked or denied by the Officer if the Permit holder fails to or has previously failed to comply with the requirements of the Permit and/or any other provision of this By-Law.
- 6.7. The Officer is authorized to order any Person to Extinguish any Fire or to cause such a Fire to be Extinguished when there is a breach of any of the provisions of this By-Law, or, where, in their sole discretion, there is a danger of such Fire spreading or otherwise endangering life or Property and the Person Shall comply with any such order.
- 6.8. Where an Owner is in default of doing any matter or thing directed or required to be done under this By-Law, the Officer may direct such matter or thing to be done at the Owner's expense. The Town Shall recover the related expenses due to remedial action taken, by action, or in the same manner as municipal taxes.
- 6.9. For the purpose of this By-Law, the Owner of a Property on which a Fire has been set or permitted to burn in the Open Air Shall be deemed to have Permitted the Fire to burn and is deemed responsible for such.

## **7. EXCEPTIONS AND VARIATIONS**

- 7.1. The following are exceptions from the provisions of this By-Law:

7.1.1. Barbeques and outdoor gas appliances installed and operated according to the manufacturer's specifications using commercial fuels such as propane and natural gas.

7.1.2. The Kirkland Lake Fire Services Department for the purposes of educating and training individuals.

7.2. The following are allowable variations from the provisions of this By-Law:

7.2.1. The Chief Fire Official may grant special approval for a variance to the Open Air burning regulations contained in Section 3 of this By-Law.

7.2.2. Any Person may make application in writing to the Chief Fire Official for special approval of Open Air burning with religious, cultural or environmental significance, as an exception to the provisions of this By-Law.

a) Any such application Shall include:

- I. statement(s) to describe the purpose;
- II. reason and intent of the request;
- III. location and size of the Fire;
- IV. date and time of the Fire;
- V. safety measures and supervision arrangements; and
- VI. a site diagram showing the Fire location relative to Buildings / Structures, trees, shrubs, hedges, fences, overhead obstructions, flammable materials and Property lines.

7.2.3. Where the Applicant is not the Owner of the land on which the Fire is to occur, the Applicant Shall, together with his application and at the time of application, provide written permission of the Property Owner to submit the application for Open Air burning. Such permission Shall be evidence by the signature of the Registered Owner of the land on the application pursuant to this By-Law.

7.2.4. The Chief Fire Official may attach such conditions as deemed appropriate to any approval. In considering applications for variance, the Chief Fire Official Shall consider the purpose, reason, and intent for the variance, location of the Fire, size of the Fire, safety measures, supervision arrangements, time of year, time of day, and the anticipated weather conditions.

7.3. The authority for variance approvals rests solely with the Chief Fire Official.

## **8. EXTINGUISHMENT**

8.1. Any Person supervising a Fire Shall ensure that:

- 8.1.1. At all times that the Fire is burning, there Shall be ready to hand at the site of the Fire an adequate means in which the Fire may be controlled and Extinguished. Such means may include a garden hose charged with water, a minimum 10-A rated dry-chemical Fire Extinguisher, a minimum 15 litre pail full of water, or additional and alternate means as the circumstances may require; and
- 8.1.2. At all times the Fire is burning, there Shall be ready to hand at the site of the Fire an adequate means for calling the Town of Kirkland Lake Fire Services Department or 911 to assist if such Fire should get out of control; and
- 8.1.3. At the completion of the burn, the Fire Shall be fully and completely Extinguished, and the burn site Shall be Made Safe before it is left unattended.

## **9. FIRE BAN**

- 9.1. Despite the existence of any valid Burning Permit the Fire Chief may issue a Ban on any or all Open Air Fires or may suspend without recourse any or all Burning Permits and cause to be Extinguished any or all Open Air Fires (whether Permitted or Exempt) until such conditions as the Fire Chief may indicate are met.

## **10. ADMINISTRATION, ENFORCEMENT, AND RIGHTS OF ENTRY**

- 10.1. This By-Law Shall be administered and enforced by the Fire Chief who is hereby authorized to enforce the provisions of this By-Law.
- 10.2. The Fire Chief only may formally delegate the enforcement of any portion of this By-Law to a Deputy Fire Chief, a Fire Prevention Officer or to a Firefighter.
- 10.3. The Fire Chief or Delegate has the power during the investigation of a Nuisance Open Air Fire response, to make the determination if said Fire located at the address of the call is in contravention of this By-Law.
- 10.4. The Fire Chief may enter upon and within, and inspect any land, Property, Building or Structure at any reasonable time to determine if any Section of This By-Law is being complied with, or, to determine if any direction, notice or Order issued pursuant to this By-Law or the Municipal Act, 2001, or the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, or any court has been complied with, or to perform any remedial work authorized in "Section 11, Orders and Cost Recovery" of this By-Law.
- 10.5. Notwithstanding this By-Law, the Fire Chief Shall not enter or remain in any room or place actually used as a dwelling unless the provisions of Section 437 of the Municipal Act, 2001 are complied with.
- 10.6. The Fire Chief Shall have the inspection powers provided in Subsection 436(b) of the Municipal Act, 2001 and Section 19 of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4.
- 10.7. Where an Owner or Occupant is in contravention of any provision of this By-law, the Fire Chief, in addition to any other action, may send a notice in the form of a letter or email to the Owner or Occupant describing the contravention.
- 10.8. Any notice, Order or direction given under this By-Law may be given Personally to the Person to whom it is directed, or may be mailed by ordinary or registered mail, or by hand delivery to the mailing address of the Owner or the Occupant

of the Property and any such delivery or posting Shall be deemed good and sufficient service.

- 10.9. No Person Shall obstruct or hinder, or attempt to obstruct or hinder, the Fire Chief in the exercise of power or the performance of a duty under this By-Law.
- 10.10. No Person Shall refuse to produce any documents or things required by the Fire Chief under this By-Law, and every Person Shall assist any entry, inspection, examination, or inquiry by the Fire Chief.
- 10.11. No Person Shall knowingly furnish false or misleading information to the Town or to the Fire Chief with respect to this By-Law.

## **11. ORDERS AND COST RECOVERY**

- 11.1. If the Fire Chief believes that this By-Law has been contravened, they may issue an Order directing compliance with this By-Law and may require the work specified in the Order be carried out immediately, or within the time frame or other conditions specified in the Order.
- 11.2. The Fire Chief may Order at any time that any Open Air Fire be immediately Extinguished and the site of the Fire Made Safe.
- 11.3. An Order may contain requirements by an agency that may provide emergency services or electricity or natural gas or other utility services to the Property location, necessary for the safety of its employees.
- 11.4. No Owner or Authorized Agent of such Owner, or Occupant of a Property Shall fail to comply with any Order issued under this By-Law.
- 11.5. Should the Owner or Occupant, or Authorized Agent, fail to rectify the non-compliance in accordance with the Order, the Town in addition to other remedies Shall have the right to correct the situation and, for this purpose, its servants and agents may from time to time enter in and upon the Property at any reasonable time without a warrant.
- 11.6. Anything done or removed, under the direction of an Order, by the Town, its employees or agent or contractor, may be deposited elsewhere on the Property or may be removed from the Property and forthwith destroyed, or otherwise disposed of by the Town, its employees, agent, or contractor.
- 11.7. The Town Shall not be liable to compensate such Owners, Occupants, or any another Person having an interest in the Property, by reason of anything done by or on behalf of the Town in a reasonable exercise of its power under the provisions of this Section.
- 11.8. The Fire Chief may cause a prosecution to be brought against any Person who is in breach of an Order and upon conviction, such Person Shall forfeit and pay at the discretion of the convicting Provincial Judge or Justice of the Peace acting within their territorial jurisdiction, a penalty in accordance with the provisions of Part VII of the *Fire Protection and Prevention Act*.
- 11.9. If the Owner fails to pay the cost of any work done by or for the Town under an Order issued under the provisions of this By-Law, within thirty (30) calendar days of issuance of an invoice by the Town, then the outstanding amount Shall

be added to the tax roll of the subject Property and collected in the same manner as Property taxes.

## **12. SEVERABILITY**

- 12.1. If a court of competent jurisdiction should declare any section or part of a section of this By-Law to be invalid such section or part of a section Shall not be construed as having persuaded or influenced Council to pass the remainder of this By-Law and it is hereby declared that the remainder of this By-Law Shall be valid and Shall remain in force.
- 12.2. Where the provisions of this By-Law conflict with the provisions of any other By-Law or Act, the more restrictive provisions Shall apply.

## **13. PENALTY PROVISIONS**

- 13.1. Any Owner or Person who contravenes any provisions of this By-Law is guilty of an offence and upon conviction is liable to a fine as provided in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as may be amended from time to time.
- 13.2. Every Owner or Person who knowingly concurs in the contravention of any provision of this By-Law is guilty of an offence.
- 13.3. It Shall be an offence for a Person to hinder or obstruct, or attempt to hinder or obstruct, an Officer who is exercising a power or performing a duty under the *Municipal Act*, or under a By-Law passed in accordance with the *Municipal Act*.
- 13.4. Any Person who has been alleged to have contravened any of the provisions of a By-Law passed under the *Municipal Act*, Shall identify themselves to the Officer upon request. Failure to do so Shall be deemed to have obstructed or hindered the Officer in the execution of the Officer's duties. A Person is guilty of an offence if the Person:
  - 13.4.1. Fails to comply with an order, notice, direction, or other requirement under this By-Law, or contravenes any provision of this By-Law.
- 13.5. A Director or Officer of a corporation who knowingly concurs in the contravention of this By-Law by the corporation is guilty of an offence.
- 13.6. Any Person who knowingly and falsely reports a violation of this By-Law Shall upon the second and any subsequent false reports be guilty of an offence. It Shall be an offence to furnish false information in the Application for a Permit.

## **14. SHORT FORM TITLE**

- 14.1. **THAT** this By-Law shall be referred to as the "**Open Air Burning By-Law**".

## **15. REPEAL**

- 15.1. **THAT** By-Law 98-017 is hereby repealed.

## **16. EFFECTIVE DATE**

16.1. **THAT** this By-Law shall come into force and effect upon approval of the set fines appended hereto, from the Ontario Court of Justice (Provincial Division).

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>TH</sup> DAY OF JULY, 2024.**

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Stacy Wight, Mayor

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Jennifer Montreuil, Municipal Clerk

**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE  
PART 1 PROVINCIAL OFFENCES ACT**

BY-LAW NO. 24-0##, BEING A BY-LAW TO REGULATE OPEN-AIR BURNING WITHIN THE JURISDICTION OF THE TOWN OF KIRKLAND LAKE

<b>ITEM</b>	<b>COLUMN 1 Short Form Wording</b>	<b>COLUMN 2 Provision Creating or Defining Offence</b>	<b>COLUMN 3 Set Fine</b>
1	Set or maintain fire without permit.	Section 3.1	1st Warning Issued: No Charge 2nd Warning Issued: Current MTO rate, 25% + Admin overhead
2	Set or permit fire during high winds.	Section 3.2	\$160.00
3	Set or permit fire during smog or humidex advisory.	Section 3.3	\$160.00
4	Set or permit fire during rain or fog.	Section 3.4	\$160.00
5	Set or permit fire outside of permitted hours.	Section 3.5	\$160.00
6	Burn other than clean dry wood.	Section 3.6	\$300.00
7	Set or maintain fire that creates a nuisance	Section 3.7	\$160.00
8	Set or maintain fire that creates excessive smoke.	Section 3.8	\$160.00
9	Set or maintain fire larger than 0.6 metres.	Section 3.9	\$160.00
10	Set or maintain fire within 3 metres of structure.	Section 3.10	\$160.00
11	Set or maintain fire within 3 metres of hedge.	Section 3.10	\$160.00
12	Set or maintain fire within 3 metres of fence.	Section 3.10	\$160.00
13	Set or maintain fire within 3 metres of vehicular roadway.	Section 3.10	\$160.00
14	Set or maintain fire within 3 metres of property line.	Section 3.10	\$160.00
15	Set or maintain fire within 3 metres of overhead wire.	Section 3.10	\$160.00
16	Set or maintain fire within 3 metres of obstruction.	Section 3.10	\$160.00
17	Set or maintain unsupervised fire.	Section 3.11	\$300.00
18	Fail to have adequate tools/water.	Section 3.11	\$300.00
19	Leave fire without extinguishing.	Section 3.12	\$300.00
20	Set or permit fire during fire ban.	Section 3.13	\$500.00
21	Set or maintain fire on combustible surface.	Section 3.14	\$160.00
22	Falsely reporting non-nuisance fire	Section 13.6	\$1,000.00

NOTE: The penalty provision for the offences indicated above is Section 13 of By-Law 24-0xx, a certified copy of which has been filed and s. 61 of the *Provincial Offences Act*, R.S.O., 1990, c. P.33, as amended.

## REPORT TO COUNCIL

Meeting Date: 18/06/2024	Report Number: 2004-FES-002
Presented by: Earl Grigg	Department: Fire Services

### REPORT TITLE

Proposed Housekeeping to Fireworks By-Law

### RECOMMENDATION

**BE IT RESOLVED THAT** Report Number 2004-FES-002 entitled “**Proposed Housekeeping to Fireworks By-Law**” be received;

**AND THAT** Council approve the proposed changes to the Fireworks By-Law, as presented;

**AND FINALLY THAT** the Fireworks By-Law, as presented, be brought forward for three readings on July 16, 2024.

### INTRODUCTION

Subsection 121(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended (the “Act”), provides that a local municipality may prohibit and regulate the sale of fireworks and the setting off of fireworks.

A new Fireworks By-Law is being presented to append to general housekeeping.

### DISCUSSION

The Town’s current Fireworks By-Law has yet to be updated to reflect changes in legislative reference under the [Municipal Act](#), 2001, c.25, as amended, the [Fire Protection and Prevention Act](#), 1997, c.4, as amended, and the provisions of [Ontario Fire Code](#), O. Reg. 213/07. Nor has the by-law been updated to reflect current operational practices or enforcement techniques for non-compliance afforded to the municipality through the [Provincial Offences Act](#), 1990, c.P.33, as amended.

## **DISCUSSION (CONTINUED)**

### **Legislative Authority for Fireworks**

Article 5.2.1.2. of the Ontario Fire Code [O. Reg. 213/07](#), as amended, provides that the manufacture, storage, handling, transportation, sale, and use of explosives shall meet the [requirements](#) of the [Explosives Act](#), R.S.C. 1985, c. E-17, as amended, and the [Explosives Regulations](#) enacted under this law.

Article 5.2.1.4. of O. Reg. 213/07, provides that the handling and discharge of fireworks and pyrotechnics shall comply with Natural Resources Canada's (NRCan), [Display Fireworks Manual](#), and "[Pyrotechnics Special Effects Manual](#)".

### **Recreational Enjoyment of Fireworks in Kirkland Lake**

Traditionally, Fireworks for recreational or enjoyment purposes have been permitted for use and sale by [By-Law 02-038](#) within the jurisdiction of the Town, managed by the Fire Services Department (Kirkland Lake Fire Services – KLFS).

In recent years, there has been an increase in request from individuals, organizations, and event holders in the Town for their use and sale. This subsequently translates to an increase in fire/emergency hazards within the community. Administration believes that similar to the management of recreational open-air burning, where appropriate education and oversight from professionals is conducted prior to/during the sale, this eliminates most risks, and assists the KLFS in responding to emergency situations at locations of sale/during larger (commercialized) organized fireworks display events.

The proposed housekeeping amendments will address any inconsistencies or ambiguities in the existing By-Law, promoting clarity and ease of enforcement for both residents and the KLFS.

### **Permits to Sell**

When the Town established its Fireworks By-Law, its intent was to identify fire & life safety provisions that are conditions of approval. The existing By-Law sets out administrative procedures, provisions and requirements in the Ontario Fire Code relating to the sale and use of Fireworks.

The re-introduction of a streamlined permitting process for Fireworks activities enables the KLFS to better manage and monitor these events while mitigating potential risks and enhancing public safety.

The cost to issue a permit should be reflective of the Town's most recently updated [Fire User Fees and By-Law](#), which takes effect on July 1, 2024.

## **DISCUSSION (CONTINUED)**

Historically, fines were established in the Town's Fireworks By-Law, and similar to the open-air burning by-law and its built-in permit fee, it was never collected despite the cost of which being relative to operational calls of service.

KLFS's emphasis will be placed on education during the whole prior to point of sale/permitting process; from informing the public of the procedure through to providing information on the safe use of Fireworks, to when the permit is issued.

### **Proposed Housekeeping/Enhancements**

The proposed general housekeeping amendments/enhancements to the By-Law are as follows:

- enhancements to definitions;
- enhancement of tracking and education for both permanent and temporary vendors;
- newly established education and tracking of large-scale organizational community Fireworks events;
- appropriate measurements in the sale of and use of Fireworks within the Town's jurisdiction;
- removal of the reference to a permit fee which is now reflected in the Fire Services Department's most recent User Fees and Charges By-Law, taking effect July 1, 2024;
- enhancing availability for payment of permit (interac payments available at Town Hall during regular business hours); and
- penalties in relation to non-compliance achievable through Part 1 of the *Provincial Offences Act*.

### **Requirement for Set Fine Approval**

Enforcement in non-compliance in the form of a monetary fine (set fine) is being sought and will only be considered in extreme circumstances, or, in circumstances of repeat offences/offenders subject to approval by the Regional Senior Justice of the Ontario Court of Justice.

The approval of set fines for contraventions to the By-Law, will serve as a deterrent to non-compliance, emphasizing the importance of adhering to the regulations set forth for the protection of our community.

The definition for "set fine" is found within section 1(1) of the *Provincial Offences Act* R.S.O. 1990, c. P. 33. The term is defined as follows:

*"set fine" means the amount of fine set by the Chief Justice of the Ontario Court of Justice for an offence for the purpose of proceedings commenced under Part I or II.*

## **DISCUSSION (CONTINUED)**

In order to issue fines or orders for non-compliance, an application of set fines and short form wordings (Attachment 2) for offences will be made to the Regional Senior Justice of the Ontario Court of Justice for approval.

The authority for a Regional Senior Justice to impose a set fine derives from section 36(2) of the *Courts of Justice Act*, R.S.O. 1990, c. C 43, which states as follows:

*“36(2) A regional senior judge of the Ontario Court of Justice shall, subject to the authority of the Chief Justice of the Ontario Court of Justice, exercise the powers and perform the duties of the Chief Justice of the Ontario Court of Justice in his or her region.”*

### **By-Law Enforcement & Authority**

Currently, the Kirkland Lake Fire Department are the enforcement agency for the Fireworks By-Law. For the purposes of the proposed by-law, PCs have been added to enforce same, in addition to the Ontario Provincial Police. Platoon Chiefs are deemed Provincial Offences Officers by virtue of the *Fire Prevention and Protection Act* and have the knowledge to enforce laws related to fire matters.

### **Future Digitization & Education of Fireworks Permits**

Administration is investigating online permitting, including procedures, digital payment, and online education for residents in relation to this type of permit. A report will be presented upon the viability and coordination between the Town’s platforms, systems connectivity, and the requirements in legislation.

## **OTHER ALTERNATIVES CONSIDERED**

None.

## **FINANCIAL CONSIDERATIONS**

The reinstatement of a permit fee (\$100 for a permanent establishment, \$150 for a temporary establishment) reflects the current need to pass the cost of service on to users directly, rather than through property tax increases. As such, establishing the permit fee to sell Fireworks within the jurisdiction of the Town, will help offset the operating cost, and establish an enhanced education opportunity and tracking of potential hazards/ for the KLFS when responding to fires at retail locations selling fireworks and/or during larger organizational Fireworks events.

Furthermore, the ability to administer set fines for non-compliance will offset the KLFS’ operating costs associated with responding to these types of calls.

## ALIGNMENT TO CORPORATE STRATEGIC PLAN

### Priorities:

- Service Excellence
- Sustainable Core Services
- Vibrant & Prosperous Community



### Actions:

#### Service Excellence

- Embrace modern technologies that will promote customer service and increase efficiency and access.
- Develop long-term financial plans and budgets to ensure financial sustainability and value for money.

#### Sustainable Core Services

- Provide clear, fair, and consistent regulations and policies governing municipal operations.
- Investigate strategies to reduce our environmental footprint.

#### Vibrant & Prosperous Community

- Develop long-term financial plans and budgets to support the aim of being a vibrant and prosperous community.

## ACCESSIBILITY CONSIDERATIONS

Not Applicable.

## CONCLUSION

The current Fireworks By-Law needs updating to align with the evolving legislative landscape and ensure the safety and well-being of the Community.

The proposed amendments aim to reflect the changes in legislative requirements, ensuring compliance with current laws and regulations. By updating the By-Law, this will enhance the Town's legislative authority to effectively regulate the sale, use and display of Fireworks.

In light of the considerations noted in Discussion, Administration recommends approval of the proposed updates to the Town's Fireworks By-Law, thereby, safeguarding residents and enhancing the overall safety and well-being of the community.

## **CONSULTATIONS**

Town of Kirkland Lake Senior Management Team

Kirkland Lake Fire Services Firefighters

## **ATTACHMENTS**

Attachment 1 - Proposed Fireworks By-Law

Attachment 2 - Part 1 Provincial Offences Short Form Wording

**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 24-0##**

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**BEING A BY-LAW TO REGULATE THE SALE AND DISCHARGE OF FIREWORKS  
WITHIN THE JURISDICTION OF THE TOWN OF KIRKLAND LAKE**

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**WHEREAS** Subsection 121(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, (hereinafter referred to as the “*Municipal Act*”), provides that a local municipality may prohibit and regulate the sale of Fireworks and the setting off of Fireworks;

**AND WHEREAS** Subsection 121(2) of the *Municipal Act* provides that a municipality may prohibit the sale of Fireworks and the setting off of Fireworks unless a permit is obtained from the municipality for the sale of Fireworks and the setting off of Fireworks and may impose conditions for obtaining, continuing to hold, and renewing the permit, including requiring the submission of plans;

**AND WHEREAS** Subsection 7.1(1) of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, as amended, (hereinafter referred to as the “*Fire Protection and Prevention Act*”), provides that the Council of a municipality may pass by-laws regulating fire prevention, including the spreading of fires;

**AND WHEREAS** Subsection 7.1(3) of the *Fire Protection and Prevention Act* provides that a by-law under this section may deal with different areas of the municipality differently;

**AND WHEREAS** Article 5.2.1.2. of the Ontario Fire Code, O. Reg. 213/07, as amended (hereinafter referred to as “Ontario Fire Code”), provides that the manufacture, storage, handling, transportation, sale, and use of explosives shall meet the requirements of the *Explosives Act*, R.S.C. 1985, c. E-17, and its Explosives Regulations;

**AND WHEREAS** Article 5.2.1.4. of the Ontario Fire Code provides that the handling and Discharge of Fireworks and pyrotechnics shall comply with Natural Resources Canada (NRCan)’s Display Fireworks Manual, and Pyrotechnics Special Effects Manual;

**AND WHEREAS** Subsection 7.1(4) of the *Fire Protection and Prevention Act* provides that a municipality may appoint an Officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by- laws enacted in accordance with Section 7.1 are being complied with;

**AND WHEREAS** Subsection 12(4) of the *Fire Protection and Prevention Act* provides that if there is a conflict between a provision of the fire code and a provision of a municipal by-law respecting the keeping and manufacturing of explosives, the provision that is most restrictive prevails;

**AND WHEREAS** Subsection 19(2) of the *Fire Protection and Prevention Act* provides an inspector may, without a warrant, enter and inspect land and premises for the purposes of assessing fire safety;

**AND WHEREAS** Section 121 of the *Municipal Act* provides that by-laws may be passed to prohibit, and regulate the sale of Fireworks and the setting of Fireworks, and for requiring a permit for the sale and/or the setting off of Fireworks and prescribing the conditions for obtaining, continuing to hold, and renewing the permit, including the submission of plans;

**AND WHEREAS** Section 120 of the *Municipal Act* authorizes a municipality to pass by-laws to regulate the manufacture of explosives, to prohibit and regulate the storage, keeping, and transportation of explosives and dangerous substances, including requirements that a permit be obtained from the municipality for the storage of explosives and dangerous substances, and imposing conditions on such permits, and continuing to hold and renewing the permit, including requiring the submission of plans;

**AND WHEREAS** Section 128 of the *Municipal Act* provides that a municipality may pass by-laws to prohibit, and regulate public nuisances including matters that, in the opinion of Council, are, or could become, or cause public nuisance;

**AND WHEREAS** Section 391 of the *Municipal Act* provides that a municipality and a local board may pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it, or for costs payable by it for services, or activities provided, or done by or on behalf of any other municipality or local board;

**AND WHEREAS** Section 425 of the *Municipal Act* provides that by-laws may be passed by a municipality providing that a person who contravenes a by-law of a municipality passed under this Act, is guilty of an offence;

**AND WHEREAS** Section 446 of the *Municipal Act* provides that where the municipality has the authority by any act, or under a by-law, to direct or require a person to do a matter or thing, the municipality may also provide that in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and in default of it being done by the person directed or required to do it, the municipality may enter upon the land at any reasonable time, and recover the costs of doing the matter or thing from the person required to do it, by action or by adding the costs to the tax roll, and collecting them in the same manner as property taxes;

**AND WHEREAS** Council of The Corporation of the Town of Kirkland Lake deems it expedient and necessary for the safety and well-being of the community to regulate the sale and use of Fireworks, and Pyrotechnic Special Effects within the Town of Kirkland Lake;

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

**1. DEFINITIONS**

1.1. For the purposes of this by-law, definitions in the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4., shall be used with respect to matters pertaining to fire prevention, and fire safety and which are undefined in this by-law, otherwise the following definitions will apply:

1.1.1. **“Act”** means *The Explosives Act*, R.S.C. 1985, C. E-17, as amended, and the Explosives Regulations made thereunder as amended from time to time and any act or any Regulation enacted in substitution. May also be identified as the “Explosives Act” and/or “Explosives Regulations” within this By-Law.

1.1.2. **“Approved”** means granted permission by the Fire Chief or designate.

1.1.3. **“Consumer Fireworks”** means outdoor, low hazard, recreational Fireworks that are classed as F.1 Consumer Fireworks under the Act and includes Fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes, and sparklers but does not include Christmas crackers and caps for toy guns containing in excess of twenty-five one-hundredths of a grain of explosive used per cap.

- 1.1.4. “**Discharge**” means to fire, ignite, explode, or set off or cause to be fired, ignited, exploded, or set off, and the words “Discharged”, and “Discharging” have a similar meaning.
- 1.1.5. “**Display Assistant**” means a certified person who is qualified under the setup Display Fireworks by assisting the Display Supervisor.
- 1.1.6. “**Display Fireworks**” means outdoor, high hazard, recreational Fireworks classed as F.2 Display Fireworks under the Act, and includes rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, Bombardos, waterfalls, fountains, mines, batteries, illumination, set pieces and pigeons but does not include Firecrackers.
- 1.1.7. “**Display Fireworks Manual**” means the Display Fireworks Manual as published from time to time by the Explosives Branch of Natural Resources Canada (NRCan), or any publication in substitution therefor that applies to the handling and Discharge of Display Fireworks.
- 1.1.8. “**Display Supervisor**” means a certified person who is qualified under the Act to supervise the Discharge of Display Fireworks.
- 1.1.9. “**Fire Ban**” means a prohibition on all burning, including the Discharge of Fireworks, issued by the Fire Department of The Corporation of the Town of Kirkland Lake.
- 1.1.10. “**Fire Chief**” means the appointed **Fire Chief** for The Corporation of the Town of Kirkland Lake and, whether stated or not, also means his/her designates which may include a Platoon Chief, or a Firefighter; unless it is stated as **Fire Chief** only, in which case there is no designate.
- 1.1.11. “**Firecracker**” means a pyrotechnic device that explodes when ignited and does not make any subsequent display or visible effect after the explosion, and includes those devices commonly known as Chinese Firecrackers, but does not include paper caps containing not more than twenty-five one-hundredths of a grain of explosive on average per cap, or devices for use with such caps, safety flares, marine rockets, and other distress signals.
- 1.1.12. “**Fireworks**” means Display Fireworks, Pyrotechnic Special Effects Fireworks and Consumer Fireworks.
- 1.1.13. “**Fireworks Display**” means an exhibition of Fireworks in an outdoor assembly or open-air occupancy to which the public is invited, attends, may attend, or is admitted with or without a fee being charged and includes private functions such as weddings, or other celebrations.
- 1.1.14. “**Flying Lantern**” means a small hot air balloon or similar device made of treated paper or any other material, with an opening at the bottom, which is propelled by an open flame generated by a small candle or fuel cell, allowing the balloon or similar device to rise and float in the air.
- 1.1.15. “**FPPA**” means the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, as amended, and the regulations enacted thereunder, as amended from time to time, or any Act and Regulations enacted in substitution therefor.
- 1.1.16. “**Officer**” means an individual appointed by Council for the purpose of enforcing the By-laws of the municipality.

- 1.1.17. **“Owner”** means the person registered on title as the Owner of a property upon which the Discharge of Fireworks occurs.
- 1.1.18. **“Permit”** means a Consumer Fireworks Sales Permit and/or a Public Fireworks Display or Consumer Fireworks Discharge Permit issued by the **Fire Chief** of the Town of Kirkland Lake Fire Department.
- 1.1.19. **“Platoon Chief”** means an employee assigned to this position by virtue of their employment with The Corporation of the Town of Kirkland Lake, or by assign, in writing, by the Fire Chief.
- 1.1.20. **“Prohibited Fireworks”** includes but is not limited to cigarette loads or pings, exploding matches, sparkling matches, ammunition for miniature tie clip, cufflink or key chain pistols, auto alarms or jokers, cherry bombs, M-80 and silver salutes and flash crackers, throw down torpedoes and crackling balls, exploding golf balls, stink bombs and smoke bombs, tear gas pens and launchers, party peppers and table bombs, table rockets and bottle rockets, fake Firecrackers, champagne party poppers, snap caps, sprite bombs, and other trick devices or practical jokes as included on the most recent list of Prohibited Fireworks as published from time to time under the Act.
- 1.1.21. **“Pyrotechnician”** means a person who is certified under the Act as a Theatrical User, an Assistant, a Pyrotechnician or a Special Effects Pyrotechnician and is qualified to purchase and supervise the display of Pyrotechnic Special Effect Fireworks under the Act.
- 1.1.22. **“Pyrotechnic Special Effect Fireworks”** means high hazard Fireworks that are classed as F.3 Special Effect Pyrotechnics under the Act and are used to produce a special pyrotechnic effect for indoor or outdoor performances and includes but is not limited to; black powder bombs, bullet effect, flash powder, air bursts, smoke compositions, Gerbs, lances and wheels.
- 1.1.23. **“Sell”** includes offer for sale, cause or permit to be sold and to possess for the purpose of sale and the words "Selling" and "Sold" have similar meaning.
- 1.1.24. **“Shop”** means a building or part of a building, booth, stall, or place where goods are exposed or offered for sale.
- 1.1.25. **“Tent”** means a portable shelter/structure made of cloth or other pliable material, supported by one or more poles which can be stretched tight by cords or loops, attached to pegs, driven into the ground or other measures sufficient to secure them.
- 1.1.26. **“Town”** means The Corporation of the Town of Kirkland Lake.

## **2. ALL FIREWORKS**

- 2.1. No person shall Sell, or offer for sale, buy, or offer to buy, any Fireworks except as described in this By-Law.

### **3. CONSUMER FIREWORKS**

3.1. No person shall:

- a) offer for sale, buy, or offer to buy any Fireworks on any day or days during the year except on Victoria Day and Canada Day and except on the seven (7) days immediately preceding Victoria Day and on the seven (7) days immediately preceding Canada day, or, as Approved;
- b) hold a display of or set off Consumer Fireworks on any day or days except on Victoria Day, Canada Day or as Approved with applicable Permit;
- c) Sell or supply any Fireworks to anyone under the age of eighteen (18) years;
- d) set off any Consumer Fireworks in, on or into any building, structure, or automobile;
- e) set off any Consumer Fireworks on or into any highway, street, lane, boulevard, roundabout, or private roadway;
- f) set off any Consumer Fireworks on or into any land used for school purposes;
- g) set off any Consumer Fireworks on or into any park, parkette, trail, linear park, land used for storm water management, square, other public place or any land owned by the Town of Kirkland Lake or any of their boards or agencies;
- h) set off any Consumer Fireworks in a manner that might create a danger or nuisance to any person or property; and for greater clarity a lot with less than 15m of frontage is deemed to be one whereon the setting off of Fireworks might create a nuisance; and
- i) set off any Consumer Fireworks without limiting the generality of the foregoing, on any land whatsoever, except on land belonging to the person setting off the Fireworks, or on other privately owned land where the consent of the Owner has been obtained.

### **4. DELEGATED AUTHORITY**

4.1. Council of The Corporation of the Town of Kirkland Lake hereby delegate authority to the Director of Fire and Emergency Services/Fire Chief to issue and revoke Permits for the sale and setting off of Fireworks within the jurisdiction of the Town, as set out in this By-Law.

### **5. SALE OF FIREWORKS/FIRECRACKERS**

5.1. No person shall:

- 5.1.1. Buy, Sell or Set Off any Firecrackers.
- 5.1.2. Buy, Sell or Set Off any Prohibited Fireworks.
- 5.1.3. Buy, Sell or Set Off any Flying Lanterns.
- 5.1.4. Offer for sale, buy, or offer to buy any Fireworks on any day or days during the year except on Victoria Day and Canada Day and except on the seven (7) days immediately preceding Victoria Day and on the seven (7) days immediately preceding Canada day or as Approved.

- 5.1.5. Sell individual Consumer Fireworks unless, prior to sale, the Fireworks are kept and maintained under a locked glass, plexiglass case, or other Approved means, which is not accessible to the public. No person, other than the Seller, shall handle Fireworks that are not in consumer packs, until after the time of purchase. Sealed packages of Consumer Fireworks may be displayed prior to sale in a location accessible to the public that is Approved by the Fire Chief.
- 5.1.6. Exhibit or display Consumer Fireworks for sale, unless:
  - 5.1.6.1. The Fireworks are separated into individual lots that do not exceed 25 kilograms in gross weight, and such separation between lots is sufficient to prevent fire from spreading rapidly from one lot to the next by a fire break which may consist of:
    - a) maintaining a minimum aisle width of 1.2 metres between lots;
    - b) 6 mm plywood partition that extends 15 cm above the height of the lot or display shelf above; or
    - c) any other method Approved by the Fire Chief.
- 5.1.7. Exhibit or display Consumer Fireworks that are exposed to direct sunlight, open flame, excess heat, or within close proximity of accelerants or other sources of ignition.
- 5.1.8. Exhibit or display Consumer Fireworks in Shop windows that contain explosive composition. Only mock samples that do not contain explosive composition may be displayed in Shop windows.
- 5.1.9. Smoke or vape within eight (8) metres of any Consumer Fireworks.
- 5.1.10. Sell or display Consumer Fireworks inside a building, Tent, trailer, or other enclosed location, unless there are a minimum of two (2) unobstructed, clearly identified public exits to ensure that occupants can quickly evacuate in the event of a fire or emergency.
- 5.1.11. Sell or store Consumer Fireworks in a location that is not designated and Approved for such use.
- 5.1.12. Store or transport Consumer Fireworks for sale except in conformance with the Act.
- 5.1.13. Sell Consumer Fireworks to any person(s) under the age of 18.
- 5.1.14. Offer for sale, display for sale, or Sell Consumer Fireworks in a manner that contravenes the sale of Consumer Fireworks regulations.
- 5.2. Persons wishing to Sell Consumer Fireworks, at a location, or, on property that is not owned by the Seller, shall obtain written consent from the Owner prior to the issuance of a Consumer Fireworks Sales Permit. Written consent shall be submitted to the Fire Chief with the Consumer Fireworks Sales Permit Application.
- 5.3. Tents used to Sell or display Consumer Fireworks shall conform to CAN/ULC S-109, "Standard Method for Flame Tests of Flame-Resistant Fabrics and Film".

5.4. Each location, where Consumer Fireworks are offered for sale, shall have at least two (2) portable fire extinguishers having a minimum rating of 3A:10BC.

**6. DISCHARGE OF FIRECRACKERS & PROHIBITED FIREWORKS**

6.1. No person shall:

- a) Discharge any Firecrackers.
- b) Discharge any Prohibited Fireworks.
- c) Discharge (release) a Flying Lantern.

**7. DISCHARGE OF CONSUMER FIREWORKS**

7.1. No person shall Discharge Consumer Fireworks, except on the following days:

7.1.1. Victoria Day and Canada Day, or, as Approved by the Fire Chief, subject to a Permit.

7.1.2. Each of the seven (7) days immediately preceding, and the three (3) days immediately following Victoria Day, Canada Day, or, as Approved, subject to Permit.

7.1.3. Any celebratory holidays, with prior written approval from the Fire Chief, and the date(s) authorized in a current, and valid Permit issued at the discretion by the Fire Chief.

7.2. No person shall Discharge Consumer Fireworks on the days specified in Section 7.1, except between the hours of 6:00 PM to 11:00 PM, in accordance with the Town's Noise By-Law.

7.3. A person 18 years of age or over may hold a display of Consumer Fireworks in accordance with the provisions of this By-Law, on any land belonging to them, or on any other privately-owned land, where the Owner thereof has given permission in writing for such a display or Discharge of Fireworks.

7.4. No person shall Discharge any Consumer Fireworks in such a place, or in such a manner as to endanger, injure, harass, frighten, or constitute a nuisance to any person, animal, or property.

7.5. No person shall commit, or cause, or allow to be done any unsafe act, or omission at the time, and place for the Discharging of any Consumer Fireworks.

7.6. For the purposes of Subsection 7.4, the Discharge of any Consumer Fireworks in or onto any building, doorway, or automobile shall be deemed to create a danger, and to be an unsafe act.

7.7. No person shall Discharge any Consumer Fireworks in or onto any highway, street, land, square, public park, or other public place, except in accordance with a current, and valid Permit issued by the Fire Chief, authorizing such a display.

7.8. No person under the age of eighteen (18) years shall Discharge any Consumer Fireworks except under the direct supervision of, and control of, a person(s) eighteen (18) years of age or over.

- 7.9. No person being the parent, or guardian of any person under the age of eighteen (18) years shall allow the person to Discharge any Consumer Fireworks, except when such parent or guardian or some other responsible person of eighteen (18) years of age or over is in direct supervision and control.
- 7.10. No person shall Discharge Consumer Fireworks during a Fire Ban authorized by the Fire Chief.
- 7.11. No person, group of persons, or organization shall hold a Fireworks Display of Consumer Fireworks in the Town for public entertainment, without first having obtained written authorization by the Fire Chief and education on Consumer Fireworks Safety, at the satisfaction of the Fire Chief.

## **8. DISPLAY FIREWORKS**

- 8.1. No person, group of persons, or organization shall Discharge, or hold a Fireworks Display without having first obtained a Permit to do so issued by the Fire Chief.
  - 8.1.1. Where the display is for public entertainment hosted by a community group or organization, a Fireworks Display shall not be Discharged without having first obtained a Permit issued by the Fire Chief and education on Display Fireworks Safety, at the satisfaction of the Fire Chief.
- 8.2. No Permit holder shall Discharge Display Fireworks except in accordance with the conditions of the Permit.
- 8.3. No Permit holder shall Discharge or hold Display Fireworks at a date, time, location, or site other than as specified in the Permit.
- 8.4. Every application for a Permit shall be made to the Fire Chief a minimum of 28 days prior to the event when the proposed Discharge of Fireworks is to occur,
- 8.5. Every application for a Permit shall include:
  - 8.5.1. A description of the event including the date, and time of the proposed Discharge of Display Fireworks.
  - 8.5.2. The type, kind, and quantity of Display Fireworks that may be Discharged, the Discharge techniques to be used, the manner, and means of transporting, and storing the Fireworks prior to, and after the event, and the manner in which unused Display Fireworks are to be disposed of.
  - 8.5.3. A site plan providing a description of the Discharge site to be used for the Discharging of the Display Fireworks.
  - 8.5.4. A description of the fire emergency procedures.
  - 8.5.5. The manner and means of prohibiting unauthorized persons access to the Discharge site.
  - 8.5.6. The name, and address of the applicant and the sponsoring organization, if applicable, proof of certification of the applicant as a Display Supervisor and any Display Assistants.
  - 8.5.7. Proof of the consent of the Owner to the Discharge of Display Fireworks in writing.

- 8.5.8. The prescribed fee, in accordance with the Fire Services Fees & Charges By-Law. Where the Display of Fireworks is for public events, the Fire Chief has the authority to waive the Permit fee.
- 8.5.9. Proof of insurance, and indemnification in accordance with this By-Law, and such other information as required by the Fire Chief.
- 8.6. An applicant for a Permit, subject to the provisions of this By-Law, may be entitled to be issued the Permit, except where:
  - 8.6.1. the application is incomplete; or
  - 8.6.2. the applicant is not a Display Supervisor; or
  - 8.6.3. there are reasonable grounds for belief by the Fire Chief that the holding of the Display Fireworks will result in a breach of this By-Law, the FPPA and the Regulations enacted there under or the Act.
- 8.7. The Permit holder holding the display of Display Fireworks shall ensure that all unused, or partly used Fireworks, and all debris are removed.
- 8.8. A site inspection may be required at the discretion of the Fire Chief, and the applicant for a private Display Fireworks Permit shall pay the prescribed fee for this inspection.
- 8.9. The applicant shall provide and maintain Commercial General Liability Insurance subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death, and damage to property, including loss of use thereof. Such insurance shall be in the name of the applicant and shall name the Town as an additional insured thereunder. Such insurance shall include permission to conduct displays of Pyrotechnic Special Effects Fireworks, or Display Fireworks. The Fire Chief, at their sole discretion, may request an increase in the amount of insurance, where required.
- 8.10. A copy of the Public Fireworks Display Permit shall be kept at the site of the display from the time of initial event set up, to the time of event conclusion, and shall be produced upon being so directed by the Fire Chief.
- 8.11. The applicant shall indemnify, and save harmless the Town from any, and all claims, demands, causes of action, loss costs, or damages that the Town may suffer, incur, or be liable for, resulting from the performance of the applicant as set out in the by-law whether with, or without negligence on the part of the applicant, the applicant's employees, directors, contractors, and agents.

**9. PYROTECHNIC SPECIAL EFFECTS FIREWORKS**

- 9.1. No person or group of persons shall hold a display of Pyrotechnic Special Effects in the Town without having first obtained a Permit to do so by the Fire Chief.
- 9.2. No Permit holder shall Discharge Pyrotechnic Special Effects Fireworks, except in accordance with the conditions of the Permit.
- 9.3. Every holder of a Pyrotechnic Special Effect Fireworks Permit shall produce their Permit upon being so directed by the Fire Chief.

- 9.4. Every application for a Permit shall be made to the Fire Chief a minimum of 28 days prior to the event when the proposed Discharge of Pyrotechnic Special Effects Fireworks is to occur.
- 9.5. Every application for a Permit shall include:
- 9.5.1. A description of the event including:
- a) a site plan of the facility, and room capacity, the stage, and the Pyrotechnic Special Effect Fireworks storage area;
  - b) a list of all Pyrotechnic Special Effect Fireworks to be used.
  - c) the location of all Pyrotechnic Special Effect Fireworks;
  - d) height, range of effect fallout, and duration of the display of Pyrotechnic Special Effects Fireworks, sequence of firing;
  - e) location of audience, and all exits;
  - f) date, and time of the proposed event using Pyrotechnic Special Effects Fireworks;
  - g) description of fire emergency procedures;
  - h) name, and address of the applicant, and the sponsoring business, or organization, if applicable;
  - i) proof of certification of the applicant as a Pyrotechnician;
  - j) proof of insurance, and indemnification in accordance with this By-Law;
  - k) proof of consent of the Owner to the Discharge of Pyrotechnic Special Effect Fireworks in writing if the applicant is not the Owner;
  - l) the prescribed fee, in accordance with the Fire Services Fees & Charges By-Law; and
  - m) such other information as required by the Fire Chief.
- 9.6. An applicant for a Permit, subject to the provisions of this By-Law, may be entitled to be issued the Permit, except where:
- 9.6.1. the application is incomplete.
- 9.6.2. the applicant is not a Pyrotechnician under the Act; or
- 9.6.3. there are reasonable grounds for belief that the holding of the Pyrotechnic Special Effects Fireworks will result in a breach of this by-law, the FPPA, and the Regulations enacted thereunder or the Act.
- 9.7. The applicant shall provide and maintain Commercial General Liability insurance subject to limits of not less than Five Million Dollars (\$5,000,000.00), inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof. Such insurance shall be in the name of the applicant and shall name the Town as an additional insured thereunder. Such insurance shall include permission to conduct displays of Pyrotechnic Special Effects Fireworks or Display Fireworks. The Fire Chief, at their sole discretion, may request an increase in the amount of insurance, where required.

- 9.8. The applicant shall indemnify and save harmless the Town from any and all claims, demands, causes of action, loss costs, or damages that the Town may suffer, incur, or be liable for, resulting from the performance of the applicant as set out in the by-law whether with, or without negligence on the part of the applicant, the applicant's employees, directors, contractors, and agents.

**10. CONDITIONS: PYROTECHNIC SPECIAL EFFECTS FIREWORKS PERMITS**

- 10.1. Each Permit shall state the name of the sponsoring business, club, association, or group, the purpose of the display, the place, and date at which the display may be held, and the name of the Pyrotechnician under whose supervision the same shall be held.
- 10.2. The following conditions shall apply to the holding of a display of Pyrotechnic Special Effect Fireworks under a Permit issued under this By-Law:
- a) The Permit is valid only for the display at the place, and on the date, or dates set forth in the Permit.
  - b) The Permit holder shall supervise the display of Pyrotechnic Special Effect Fireworks.
  - c) The Permit holder shall Discharge the Pyrotechnic Special Effects Fireworks, and the Permit holder shall provide and maintain fully operational fire extinguishing equipment ready for immediate use.
  - d) The Permit holder shall comply at all times with the requirements of the Act, the FPPA, and the Regulations, and the Pyrotechnics Special Effects Manual published by Natural Resources Canada, or any successor publication.
  - e) The Permit holder holding the Pyrotechnic Special Effects Fireworks shall ensure that all unused Fireworks, and all debris are removed.

**11. RIGHT OF ENTRY**

- 11.1 No person shall prohibit the entry of Officers appointed by Council from entering at all reasonable times upon any property in order to ascertain whether the By-Law is obeyed and to enforce or carry into effect the By-Law.

**12. OFFENCES & PENALTY PROVISIONS**

- 12.1. Any person who contravenes any provision of this By-Law is guilty of an offence and is liable upon conviction to a fine pursuant to the provisions of the *Provincial Offences Act*, R.S.O., 1990, Chapter P 33, as amended from time to time, or any replacement legislation.
- 12.2. Any Owner who contravenes this By-Law may have the costs associated with the Kirkland Lake Fire Department (KLFD) response to the contravention, as established by the Fire Services Department User Fees & Charges By-Law, in effect at the time of the attendance by the KLFD, added to the property taxes for the property regardless of whether the Fireworks were Discharged with the permission, or knowledge of the Owner, or by Permit, and same shall be collected in the same manner as taxes in accordance with Section 446 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended.

- 12.3. Any member of the KLFD may enter onto property in the course of their duty at any time, without prior notice, for the purpose of carrying out an inspection to determine whether the provisions of this By-Law have been complied with.
- 12.4. No person shall hinder or obstruct, or attempt to hinder or obstruct, a member of the KLFD who is performing a duty which is authorized under this By-Law.
- 12.5. No person shall knowingly furnish false, or misleading information to the Town, or the Fire Services Department or KLFD with respect to this By-Law.

**13. NO OBLIGATION TO ISSUE PERMIT**

- 13.1. No provisions of this By-law shall obligate the **Town** to authorize the issuance of a **Permit**.

**14. SEVERABILITY**

- 14.1. If a court of competent jurisdiction should declare any section or part of a section of this By-Law to be invalid such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this By-Law and it is hereby declared that the remainder of this By-Law shall be valid and shall remain in force.
- 14.2. Where the provisions of this By-Law conflict with the provisions of any other By-Law or Act, the more restrictive provisions shall apply.

**15. SHORT FORM TITLE**

- 15.1. **THAT** this By-Law shall be referred to as the "**Fireworks By-Law**".

**16. REPEAL**

- 16.1. **THAT** By-Law 02-038 is hereby repealed.

**17. EFFECTIVE DATE**

- 17.1. **THAT** this By-law shall come into full force and effect upon the final passage thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>TH</sup> DAY OF JULY, 2024.**

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Stacy Wight, Mayor

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Jennifer Montreuil, Municipal Clerk

**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE  
PART 1 PROVINCIAL OFFENCES ACT**

BY-LAW NO. 24-0##, BEING A BY-LAW TO REGULATE THE SALE AND DISCHARGE OF FIREWORKS WITHIN THE JURISDICTION OF THE TOWN OF KIRKLAND LAKE

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Offer to sell fireworks when prohibited	Section 3.1. a)	
2	Sell Fireworks when prohibited	Section 2.1	
3	Offer to buy fireworks when prohibited	Section 3.1. a)	
4	Buy fireworks when prohibited	Section 3.1. a)	
5	Hold a display when prohibited	Section 3.1. b)	
6	Set off Fireworks when prohibited	Section 3.1. b)	
7	Sell fireworks to person under 18	Section 3.1. c)	
8	Supply fireworks to person under 18	Section 3.1. c)	
9	Set off fireworks in building	Section 3.1. d)	
10	Set off fireworks on building	Section 3.1. d)	
11	Set off fireworks into building	Section 3.1. d)	
12	Set off fireworks in structure	Section 3.1. d)	
13	Set off fireworks on structure	Section 3.1. d)	
14	Set off fireworks into structure	Section 3.1. d)	
15	Set off fireworks in automobile	Section 3.1. d)	
16	Set off fireworks on automobile	Section 3.1. d)	
17	Set off fireworks into automobile	Section 3.1. d)	
18	Set off fireworks on or into any highway	Section 3.1. e)	
19	Set off fireworks on or into any street	Section 3.1. e)	
20	Set off fireworks on or into any lane	Section 3.1. e)	
21	Set off fireworks on or into any boulevard	Section 3.1. e)	
22	Set off fireworks on or into any roundabout	Section 3.1. e)	
23	Set off fireworks on or into any private roadway	Section 3.1. e)	
24	Set off fireworks on or into any land used for school purposes	Section 3.1. f)	
25	Set off fireworks on or into any park	Section 3.1. g)	
26	Set off fireworks on or into any parkette	Section 3.1. g)	
27	Set off fireworks on or into any trail	Section 3.1. g)	
28	Set off fireworks on or into any linear park	Section 3.1. g)	
29	Set off Fireworks on or into land used for storm water management	Section 3.1. g)	
30	Set off fireworks on or into any square	Section 3.1. g)	
31	Set off fireworks on or into any public place	Section 3.1. g)	
32	Set off fireworks on or into land owned by the Town of Kirkland Lake	Section 3.1. g)	
33	Create a danger or nuisance by setting off fireworks	Section 3.1. h)	
34	Set off fireworks on private land without owners consent	Section 3.1. i)	
35	Sell Firecrackers	Section 5.1.1.	
36	Offer to sell firecrackers	Section 5.1.1.	
37	Buy firecrackers	Section 5.1.1.	
38	Offer to buy firecrackers	Section 5.1.1.	
39	Set off firecrackers	Section 5.1.1.	
40	Hold a display without approval	Section 8.1.	
41	Sell Prohibited Fireworks	Section 5.1.2.	
42	Offer to sell Prohibited Fireworks	Section 5.1.2.	
43	Buy Prohibited Fireworks	Section 5.1.2.	
44	Offer to buy Prohibited Fireworks	Section 5.1.2.	
45	Set off Prohibited Fireworks	Section 5.1.2.	
46	Sell Flying Lanterns	Section 5.1.3.	
47	Offer to sell Flying Lanterns	Section 5.1.3.	
48	Buy Flying Lanterns	Section 5.1.3.	
49	Offer to buy Flying Lanterns	Section 5.1.3.	
50	Set off Flying Lanterns	Section 5.1.3.	

NOTE: The penalty provision for the offences indicated above is Section 12 of By-Law 24-0xx, a certified copy of which has been filed and s. 61 of the *Provincial Offences Act*, R.S.O., 1990, c. P.33, as amended.



**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 24-046**

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**BEING A BY-LAW AMENDING BY-LAW 15-017 FOR THE REGULATION OF  
STANDING AND STOPPING ON HIGHWAYS OR PARTS OF HIGHWAYS UNDER  
THE JURISDICTION OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

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**WHEREAS** according to Section 27 of the *Municipal Act*, S.O. 2001, c.25, as amended, the Council of a municipality may pass by-laws in respect to highways;

**AND WHEREAS** public notice was provided in accordance with the Town of Kirkland Lake's Public Notice Policy (By-Law 22-047);

**AND WHEREAS** Council deems it expedient to further amend tables and schedules with respect to standing and stopping on highways or parts of highways as captured in By-Law 15-017, as amended, within the Town of Kirkland Lake;

**AND WHEREAS** the pedestrian crossover to be installed on Government Road East (Highway 66), West of Burnside Drive, will be designed and installed in accordance with Ontario Regulation 402/15, be consistent with a Level 2, Type B crossover in accordance with Ontario Traffic Manual Book 15, and follow the guidelines provided in the Ministry of Transportation's pedestrian crossover HSB Policy Memo for Pedestrian Crossovers;

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

- 1 THAT** "Schedule F" depicting Crosswalks within the Town of Kirkland lake be hereby deleted and replaced with updated "Schedule F" to include one new Crosswalk located on Government Road East (Highway 66), West of Burnside Drive. Updated "Schedule F" is attached to this By-Law as Schedule "A".
- 2 THAT** "Table F" depicting Crosswalks within the Town of Kirkland Lake be hereby deleted and replaced with updated "Table F", to include one new Crosswalk located on Government Road East (Highway 66) west of Burnside Drive. Updated "Table F" is attached to this By-Law as Schedule "B".
- 3 THAT** this By-law shall come into full force and effect on the date of final passage hereof at which time all by-laws and/or resolutions that are inconsistent with the provisions of this By-Law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-Law.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18th DAY  
OF JUNE, 2024.**

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Stacy Wight, Mayor

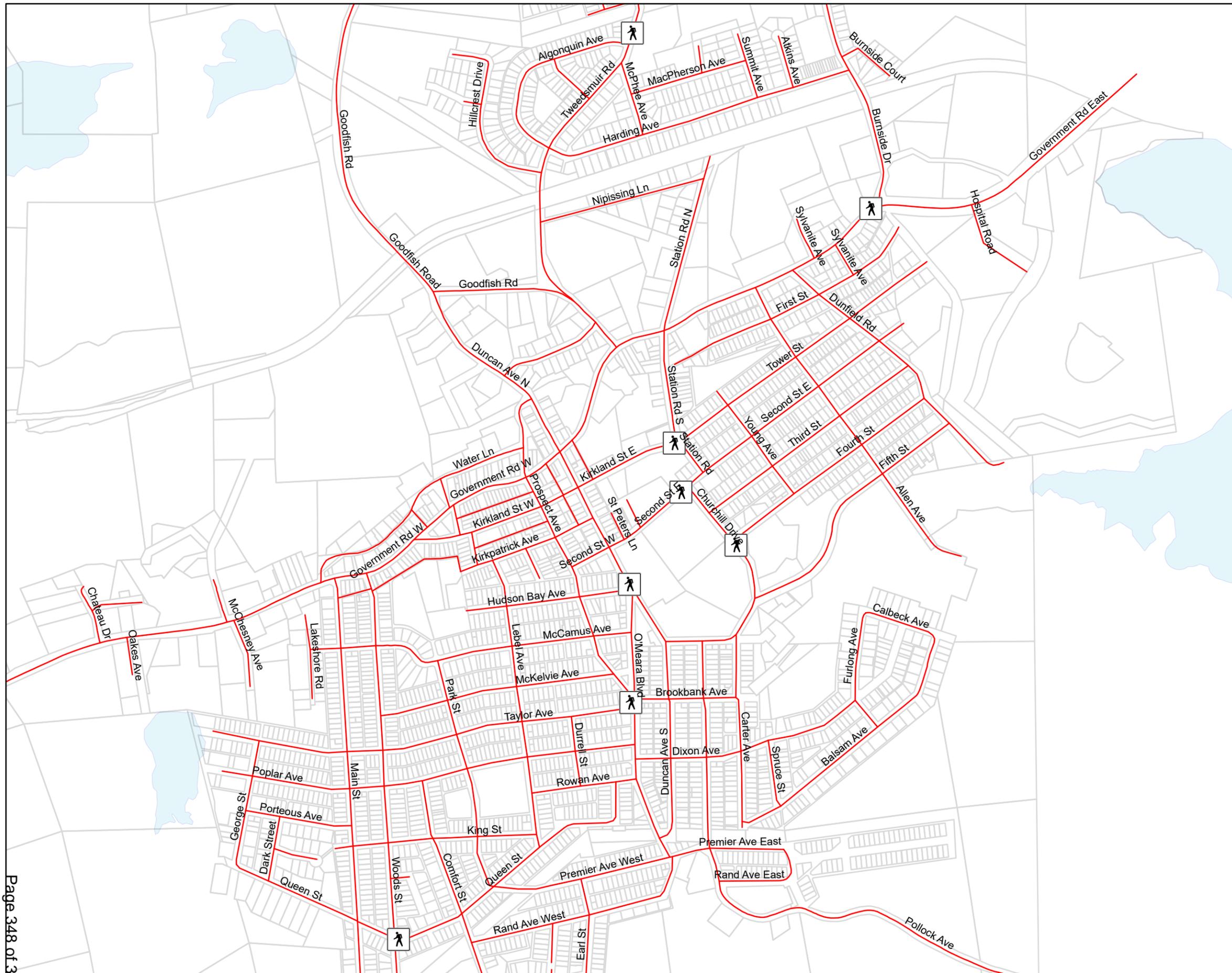
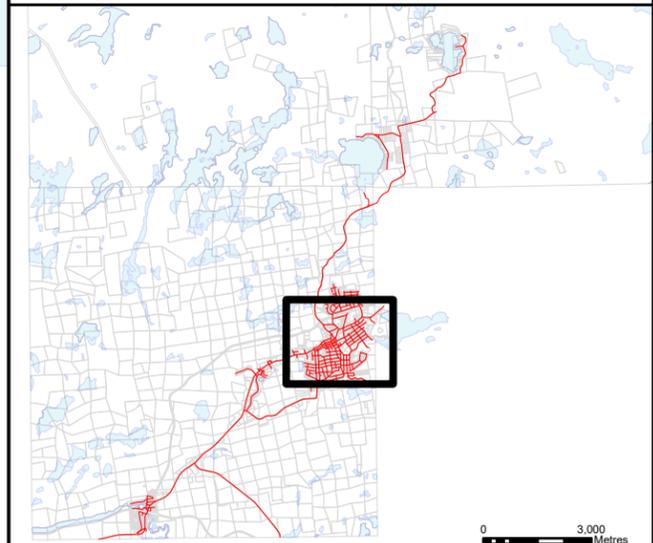
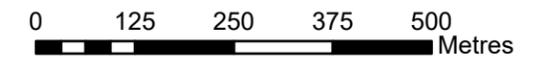
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Jennifer Montreuil, Municipal Clerk

# Schedule F Designated Crosswalks

## Legend

-  Crosswalks
-  Roads
-  Parcels
-  Lakes




**KIRKLAND LAKE**  
THE RIGHT ENVIRONMENT  
By-Law 15-017  
Amended by By-law 21-033

**Table F – Designated Crosswalks**

<b>Identification Number</b>	<b>Street</b>	<b>Location</b>
1	Tweedsmuir Road	Federal School
2	Kirkland Street	Central School
3	Duncan Avenue	ECJV / Weggies
4	Churchill Drive	Assomption School
5	Queen Street	St. Jerome School
6	Taylor Avenue / Prospect Avenue	Pronto Store / Bellevue
7	Second Street	Churchill Drive
8	Government Road East (Hwy 66)	West of Burnside Drive

**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 24-047**

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**APPOINTMENT OF AN INTERIM CHIEF BUILDING OFFICIAL AND PROPERTY STANDARDS OFFICER**

---

**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** Section 8(1) of the *Municipal Act*, 2001, (“hereinafter referred to as “the *Municipal Act*”) provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable municipalities to govern their affairs as they consider appropriate and enhance their ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** Section 77 of the *Legislation Act*, 2006, 5.0. 2006, c. 21, Schedule F, provides for the appointment of a deputy with the same powers as the holder of the office;

**AND WHEREAS** Section 77 of the *Legislation Act*, 2006, 5.0. 2006, c. 21, Schedule F, provides for the temporary appointment to an office if it is vacant or if the holder of the office is absent or unable to act;

**AND WHEREAS** Council of The Corporation of The Town of Kirkland Lake deems it necessary and expedient to appoint an Interim Chief Building Official for the purpose of the 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** Winifredo (Winie) Porcalla be and is hereby appointed as Interim Chief Building Official and Property Standards Officer for The Corporation of The Town of Kirkland Lake.
- 2 THAT** the Interim Chief Building Official shall have the same powers and authority for enforcement of the *Ontario Building Code Act*, the Regulations and by-laws thereunder as a Chief Building Official.
- 3 THAT** the Interim Chief Building Official shall be responsible for the following duties;
  - a) Assumes the duties of the Chief Building Official in their absence or in absentia of an appointed Chief Building Official;
  - b) Reviewing plans and pertinent specifications for applications for building permits and issuing the appropriate permits;
  - c) Effecting appropriate field inspections to ensure compliance with building permits issued;

- d) Administering and enforcing the applicable provision of the *Ontario Building Code Act* and the municipal building by-laws;
- e) Maintaining adequate and appropriate records as required;
- f) Replying to requests for information relative to compliance with various municipal by-law or zoning by-laws, as relating to building permits;
- g) Reporting to and attending Council and Committee meetings as required;
- h) Liaising with other Departments/Divisions as required to ensure effective management of policies for the Corporation;
- i) Demonstrating a professional and positive attitude when communication to the public;
- j) Performing other relating duties as may be assigned by the Chief Building Official, or designate;

**4 THAT** By-Law 23-017 be repealed effective July 5, 2024.

**5 THAT** this By-Law shall come into force and take effect on July 1, 2024.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 4<sup>TH</sup> DAY OF JUNE, 2024.**

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Stacy Wight, Mayor

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Jennifer Montreuil, Municipal Clerk

**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 24-048**

---

**APPOINTMENT OF AN INTERIM DEPUTY CHIEF BUILDING OFFICIAL, DEPUTY PROPERTY STANDARDS OFFICER, AND BUILDING 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** Section 8(1) of the *Municipal Act*, 2001, (hereinafter referred to as “the *Municipal Act*”) provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable municipalities to govern their affairs as they consider appropriate and enhance their ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** Section 77 of the *Legislation Act*, 2006, 5.0. 2006, c. 21, Schedule F, provides for the appointment of a deputy with the same powers as the holder of the office;

**AND WHEREAS** Section 77 of the *Legislation Act*, 2006, 5.0. 2006, c. 21, Schedule F, provides for the temporary appointment to an office if it is vacant or if the holder of the office is absent or unable to act;

**AND WHEREAS** the Council of The Corporation of The Town of Kirkland Lake deems it necessary and expedient to appoint an Interim Deputy Chief Building Official 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** Council of The Corporation of The Town of Kirkland Lake enacts as follows:

- 1 THAT** Devon Staley be and is hereby appointed as Interim Deputy Chief Building Official and Deputy Property Standards Officer for The Corporation of The Town of Kirkland Lake.
- 2 THAT** Grant Schwartzenruber 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 Interim Deputy Chief Building Official shall have the same powers and authority for enforcement of the *Ontario Building Code Act*, the Regulations and by-laws thereunder as the Chief Building Official.

**5 THAT** the Interim Deputy Chief Building Official shall be responsible for the following duties;

- a) Assumes the duties of the Interim Chief Building Official in their absence or in absentia of an appointed Chief Building Official;
- b) Reviewing plans and pertinent specifications for applications for building permits and issuing the appropriate permits;
- c) Effecting appropriate field inspections to ensure compliance with building permits issued;
- d) Administering and enforcing the applicable provision of the *Ontario Building Code Act* and the municipal building by-laws;
- e) Maintaining adequate and appropriate records as required;
- f) Replying to requests for information relative to compliance with various municipal by-law or zoning by-laws, as relating to building permits;
- g) Reporting to and attending Council and Committee meetings as required;
- h) Liaising with other Departments/Divisions as required to ensure effective management of policies for the Corporation;
- i) Demonstrating a professional and positive attitude when communication to the public;
- j) Performing other relating duties as may be assigned by the Interim Chief Building Official, or designate;

**6 THAT** By-Law 23-008 be repealed effective July 5, 2024.

**7 THAT** this By-Law shall come into force and take effect on July 1, 2024.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18<sup>th</sup> DAY OF JUNE, 2024.**

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Stacy Wight, Mayor

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Jennifer Montreuil, Municipal Clerk



**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 24-049**

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**BEING A BY-LAW TO PROVIDE FOR DELEGATED AUTHORITY AND AUTHORIZE CIVIL MARRIAGE SOLEMNIZATION SERVICES**

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**WHEREAS** Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** Ontario Regulation 738 made under the *Marriage Act*, R.S.O. 1990, c.M.3, as amended, authorizes the clerk of a local municipality to solemnize marriages under the authority of a licence (O. Reg. 285/04, s.1);

**AND WHEREAS** Section 228 (4) & (5) of the *Municipal Act*, 2001, c.25, as amended, allows for the clerk of a municipality to delegate their responsibility to perform civil marriages to any person, other than a member of Council;

**AND WHEREAS** Council considers it desirable to have Civil Marriage Officiants available to residents of, and within the Town of Kirkland Lake;

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

- 1** THAT Council recognizes that the Municipal Clerk is authorized to solemnize marriages in the Province of Ontario.
- 2** THAT Council does hereby support the Municipal Clerk delegating the authority to provide Civil Marriage Solemnization Services in the Province of Ontario to the following individuals:
  - a. Amberly Spilman;
  - b. Peggy McIntyre;
  - c. Holly Castellani;
  - d. Brenda Todd;
  - e. Danielle Lafond; and
  - f. Rickey Vachon.
- 3** THAT fees associated with Civil Marriages Solemnization Services be set out in Town's User Fees and Charges By-Law.
- 4** THAT By-Law 23-027 is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18<sup>TH</sup> DAY OF JUNE, 2024.**

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Stacy Wight, Mayor

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Jennifer Montreuil, Municipal Clerk

**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 24-050**

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**BEING A BY-LAW TO DEEM LOTS 116 & 117 OF REGISTERED PLAN M-140T NOT TO BE REGISTERED (772 & 776 GOVERNMENT ROAD WEST)**

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**WHEREAS** Section 50(4) of the *Planning Act, R.S.O. 1990, c. P. 13*, authorizes a municipality to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, to be deemed not to be lots in a registered Plan of Subdivision for the purpose of Section 50(3) of the *Planning Act, R.S.O. 1990, c. P. 13*.

**AND WHEREAS** the lands described below are currently lots within a Registered Plan of Subdivision.

**AND WHEREAS** Plan M140-T was registered in the Land Registry Office of the District of Timiskaming (No. 54), on November 21, 1939, and has been registered for eight years or more;

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

- 1 THAT** the lands described below are hereby deemed not to be separate lots within a registered Plan of Subdivision for the purposes of Section 50(3) of the *Planning Act, R.S.O. 1990, c. P. 13*:
  - a) Plan M140-T, Lot 116, Parcel 12159 CST, Teck Township, Town of Kirkland Lake, District of Timiskaming; and
  - b) Plan M140-T, Lot 117, Parcel 8134 CST, Teck Township, Town of Kirkland Lake, District of Timiskaming.
- 2 THAT** this By-Law shall come into full force and effect on the date it is passed by the Council of The Corporation of the Town of Kirkland Lake, subject to the provisions of Section 50(27) of the *Planning Act, R.S.O. 1990, c. P. 13*.
- 3 THAT** the property address for the deemed lands shall be 772 Government Road West.
- 4 THAT** this By-Law be registered in the Land Registry Office for the Land Titles Division of Timiskaming (No.54).

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18<sup>TH</sup> DAY OF JUNE, 2024.**

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Stacy Wight, Mayor

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Jennifer Montreuil, Municipal Clerk

**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 24-051**

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**A BY-LAW TO APPOINT A WEED INSPECTOR FOR THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

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**WHEREAS** Section 6(1) of the *Weed Control Act*, R.S.O. 1990, Chapter w.5, requires that the Council of every municipality shall by by-law appoint an area weed inspector to enforce the *Weed Control Act* in the area within the Council's jurisdiction;

**AND WHEREAS** Section 9 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, (hereinafter referred to as the "*Municipal Act*"), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under that or any other Act;

**AND WHEREAS** Section 11 of the *Municipal Act*, provides that municipalities may provide any service or thing that the municipality considers necessary or desirable for the public, and authorizes municipalities to pass by-laws within their respective spheres of jurisdiction;

**AND WHEREAS** Subsections 23.1, 23.2, 23.3 and 23.5 of the *Municipal Act*, authorize a municipality to delegate certain powers and duties;

**AND WHEREAS** Section 436 of the *Municipal Act*, authorizes a municipality to pass by-laws providing that the municipality may enter on land for the purpose of carrying out inspections, to determine compliance with a by-law, direction, order, or condition of license;

**AND WHEREAS** Sections 444 and 445 of the *Municipal Act*, provide that, where a municipality is satisfied that a contravention of a by-law has occurred, the municipality may make an order to discontinue or correct the contravention of the by-law;

**AND WHEREAS** Section 446 of the *Municipal Act*, provides that, where a municipality directs or requires by by-law or otherwise that a matter or thing be done, in default of it being done by the person directed or required to do it, such matter or thing may be done at the person's expense, and that the municipality may recover the cost of doing such thing or matter by action or by adding the costs to the tax roll and collecting them in the same manner as taxes;

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

**1 Definitions**

In this By-Law:

- a. **Council** means The Council of the Corporation of The Town of Kirkland Lake.
- b. **Noxious Weed** means any plant that is designated under the *Weed Control Act*, R.S.O. 1990.

## 1 Definitions (continued)

- c. **Nuisance Weed** means any of the weeds set out in Schedule “B” attached hereto, including poison ivy, ragweed, wild parsnip and giant hogweed or any other plant that is shown to cause allergic reactions or health problems for individuals.
- d. **Owner** includes with respect to land or Property, the registered owner, occupant, tenant, or the person for the time being managing or receiving the rent of the property whether on his account or on an account of an agent or trustee of any other person, or any of the aforesaid.
- e. **Person** includes an individual, an Owner, corporation, partnership, company, firm, association or party and includes the successors, assigns, heirs, executors, administrators, or other legal representatives of a person to whom the context can apply according to law and the singular shall include the plural.
- f. **Property** means land and/or buildings within the jurisdiction of The Corporation of the Town of Kirkland Lake, whether owned privately or publicly and which includes vacant land and agricultural land; residential lawns and gardens, commercial, industrial and institutional properties, and road allowances whether opened or unopened.
- g. **Town** means The Corporation of the Town of Kirkland Lake, or its assigns.
- h. **Weed Inspector** means the person appointed in accordance with Section 11 of the *Municipal Act* by the Council of the Town to perform the duties and functions of the Weed Inspector in accordance with this By-Law, the *Weed Control Act* and any amendments thereto, and any regulations passed thereunder.

## 2 Noxious Weeds

- a. Every property shall be kept free of Noxious Weeds pursuant to the *Weed Control Act* as identified in Schedule “A” to this By-Law.

## 3 Nuisance Weeds

- a. Every property shall be kept free of Nuisance Weeds and weed seeds pursuant the *Municipal Act* and Schedule “B” of this By-Law.

## 4 Enforcement

- a. The Weed Inspector may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the provisions of this By-Law are complied with.
- b. If the Weed Inspector is satisfied that a contravention of this By-Law has occurred, he may make an Order requiring the Person who contravened the by-law or who caused or permitted the contravention or the Owner or occupier of the land on which the contravention occurred to:
  - i. discontinue the contravening activity; or
  - ii. do work to correct the contravention.

#### 4 Enforcement (continued)

- c. An order under Subsection 4 (b) shall set out:
  - i. reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and
  - ii. the date by which there must be compliance with the order.
- d. An order under Subsection 4 (b) shall be served upon the Person to whom it is directed by personal service or by mailing a copy of the order by prepaid first class mail or registered mail to the last known address noted on the tax assessment roll.
- e. Where the Town or any authorized agent on behalf of the municipality has performed the work required to bring about compliance with this By-Law, the Town may recover the costs by action or by adding the costs to the tax roll and collect them in like manner as property taxes.
- f. For the purposes of this By-Law, the Town or any authorized agent on behalf of the municipality may enter upon land at any reasonable time and complete the work set out in the Order.

#### 5 Appointment

- a) **THAT** Steve Ranta, c/o 1 Dunfield Road, Kirkland Lake, ON P2N 3P4, be and is hereby appointed as Weed Inspector for The Corporation of The Town of Kirkland Lake to carry out and perform the duties required of him under the provisions of the *Weed Control Act*, and any amendments thereto, and any regulations passed thereunder.
- b) **THAT** the Weed Inspector be and is hereby appointed under Section 11 of the *Municipal Act* as Weed Inspector for The Corporation of The Town of Kirkland Lake to carry out and perform inspection and enforcement duties with respect to complaints regarding nuisance weeds affecting human health, safety and well-being.
- c) **THAT** the Weed Inspector is hereby authorized to proceed with remedial action as authorized by Section 446 of the *Municipal Act*, and when necessary according to the Weed Inspection Procedures contained in Schedule 'A' of this By-Law.
- d) **THAT** if a court of competent jurisdiction should declare any section or a part of this By-Law to be invalid, the remainder of this By-Law shall continue in force unless the court makes an order to the contrary.
- e) **THAT** where the singular is used it shall also mean or stand for the plural.
- f) **THAT** By-Law 87-40 is hereby repealed in its entirety.
- g) **THAT** any by-laws or parts of by-laws contrary to, or inconsistent with the provisions of this By-Law are hereby repealed.

h) **AND FINALLY THAT** this By-Law shall come into full force and effect on its date of passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18<sup>TH</sup> DAY OF JUNE, 2024.**

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Stacy Wight, Mayor

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Jennifer Montreuil, Municipal Clerk

## **Weed Inspection Procedures**

### **Step 1**

Upon determining that a complaint regarding noxious or nuisance weeds is valid, the Weed Inspector shall contact the property owner and any other person that may be occupying the land where the noxious or nuisance weed infestation is identified. The Owner and occupant shall be notified that the noxious or nuisance weed infestation is to be removed or controlled within seven (7) days of the receipt of notice.

### **Step 2**

Where the weed infestation has not been removed or controlled after seven (7) days, the Weed Inspector shall make a second contact with the owner and/or occupant, by registered mail, providing a second notice and an additional period of three (3) days to remove or control the infestation.

### **Step 3**

Where the weed infestation has not been removed or controlled after three (3) days following the receipt by the owner and occupant of the second notice, the Weed Inspector shall proceed to have the noxious weeds removed or controlled through contracted or Town-owned equipment and labour.

### **Step 4**

The owner shall be invoiced for the amount of the removal/control expenses. Where such invoice is not paid within 30 days, a past due notice including interest shall be sent. Where the invoice is 60 days past due, the municipality shall be asked to add the invoice amount to the property tax bill for the affected property.

## Noxious and Nuisance Weeds

### Noxious Weeds

Common Name	Scientific Name
Black Dog-Strangling Vine	Vincetoxicum nigrum (L.) Moench
Bull Thistle	Cirsium vulgare (Savi) Tenore
Canada Thistle	Cirsium arvense (L.) Scopoli
Coltsfoot	Tussilago farfara L.
Common Barberry	Berberis vulgaris L.
Common Crupina	Crupina vulgaris Cass.
Cypress Spurge	Euphorbia cyparissias L.
Dodder spp.	Cuscuta spp.
Dog-Strangling Vine	Vincetoxicum rossicum (Kleopow) Barbar.
European Buckthorn	Rhamnus cathartica L.
Giant Hogweed	Heracleum mantegazzianum Sommier & Levier
Jointed Goatgrass	Aegilops cylindrica Host
Knapweed spp.	Centaurea spp.
Kudzu	Pueraria montana (Lour.) Merr.
Leafy Spurge	Euphorbia esula L.
Poison-hemlock	Conium maculatum L.
Poison-ivy	Toxicodendron radicans (L.) Kuntze
Ragweed	Ambrosia spp.
Serrated Tussock	Nassella trichotoma Hackel ex Arech.
Smooth Bedstraw	Galium mollugo L.
Sow-thistle spp.	Sonchus spp.
Tansy Ragwort	Senecio jacobaea L.
Wild Chervil	Anthriscus sylvestris (L.) Hoffmann
Wild Parsnip	Pastinaca sativa L.
Woolly Cupgrass	Eriochloa villosa (Thunb.) Kunth

**Nuisance Weeds**

<b>Common Name</b>	<b>Scientific Name</b>
Angelica	Angelica atropurpurea L.
Annual Fleabane	Erigeron annuus (L.) Pers.
Annual Sow-Thistle	Sonchus oleraceus L.
Barnyard Grass	Echinochloa crus-galli (L.) Beauv.
Biennial Wormwood	Artemisia biennis Willd.
Bird's-Eye Speedwell	Veronica persica Poir.
Black Medick	Medicago lupulina L.
Bladder Campion	Silene vulgaris (Moench) Garcke
Bluegrass Species	Poa spp.
Blueweed	Echium vulgare L.
Broad-Leaved Plantain	Plantago major L.
Bull Thistle	Cirsium vulgare (Savi) Tenore
Bur Cucumber	Sicyos angulatus L.
Buttercups	Ranunculus acris L. and Ranunculus repens L.
Canada Fleabane	Conyza canadensis (L.) Cronq.
Canada Thistle	Cirsium arvense (L.) Scop.
Carpetweed	Mollugo verticillata L.
Chess	Bromus secalinus L.
Chickweed	Stellaria media (L.) Vill.
Chicory	Cichorium intybus L.
Clammy Ground-Cherry	Physalis heterophylla Nees.
Cleavers	Galium aparine L.
Cocklebur	Xanthium strumarium L.
Common Burdock	Arctium minus Bernh.
Common Groundsel	Senecio vulgaris L.
Common Mallow	Malva neglecta Wallr.
Common Milkweed	Asclepias syriaca L.
Common Mullein	Verbascum thapsus L.
Common Ragweed	Ambrosia artemisiifolia L.
Common Speedwell	Veronica officinalis L.
Common Yellow Woodsorrel	Oxalis stricta L.
Corn Speedwell	Veronica arvensis L.
Corn Spurry	Spergula arvensis L.
Cow Parsnip	Heracleum sphondylium ssp. montanum (Schleich. ex Gaudin) Briq.
Dandelion	Taraxacum officinale G.H. Weber ex Wiggers
Docks	Curled dock: Rumex crispus L. and Broad-leaved dock: Rumex obtusifolius L.
Dogbane	Apocynum androsaemifolium L.
Dog-Strangling Vine	Vincetoxicum rossicum (Kleopow) Barbar.
Downy Brome	Bromus tectorum L.

**Nuisance Weeds (continued)**

<b>Common Name</b>	<b>Scientific Name</b>
Eastern Black Nightshade	<i>Solanum ptychanthum</i> Dunal
Fall Panicum	<i>Panicum dichotomiflorum</i> Michx.
Field Bindweed	<i>Convolvulus arvensis</i> L.
Field Horsetail	<i>Equisetum arvense</i> L.
Field Peppergrass	<i>Lepidium campestre</i> (L.) W.T. Aiton
Field Violet	<i>Viola arvensis</i> L.
Figleaved Goosefoot	<i>Chenopodium ficifolium</i> Sm.
Flixweed	<i>Descurainia sophia</i> (L.) Webb ex Prantl
Flower-of-an-Hour	<i>Hibiscus trionum</i> L.
Garlic Mustard	<i>Alliaria petiolata</i> (M. Bieb.) Cavara & Grande
Giant Foxtail	<i>Setaria faberi</i> R.A.W. Herm.
Giant Hogweed	<i>Heracleum mantegazzianum</i> Somm. & Lev.
Giant Ragweed	<i>Ambrosia trifida</i> L.
Goldencreeper	<i>Thladiantha dubia</i> Bunge
Green Foxtail	<i>Setaria viridis</i> (L.) P. Beauv.
Green Pigweed	<i>Amaranthus powellii</i> S. Wats
Hairy Nightshade	<i>Solanum physalifolium</i> Rusby
Hedge Bindweed	<i>Calystegia sepium</i> (L.) R. Br.
Hemp-nettle	<i>Galeopsis tetrahit</i> L.
Henbit	<i>Lamium amplexicaule</i> L.
Horse-Nettle	<i>Solanum carolinense</i> L.
Jimsonweed	<i>Datura stramonium</i> L.
Lamb's-quarters	<i>Chenopodium album</i> L.
Kochia	<i>Kochia scoparia</i> (L.) Schrad.
Kudzu	<i>Pueraria montana</i> (Lour.) Merr.
Lady's Thumb	<i>Persicaria maculosa</i> Gray
Large Crabgrass	<i>Digitaria sanguinalis</i> (L.) Scop.
Long-Spined Sandbur	<i>Cenchrus longispinus</i> (Hack.) Fernald
Mouse-Eared Chickweed	<i>Cerastium fontanum</i> Baumg.
Narrow-Leaved Plantain	<i>Plantago lanceolata</i> L.
Night-Flowering Catchfly	<i>Silene noctiflora</i> L.
Nipplewort	<i>Lapsana communis</i> L.
Nodding Thistle	<i>Carduus nutans</i> L.
Northern Willowherb	<i>Epilobium ciliatum</i> Raf.
Ox-Eye Daisy	<i>Leucanthemum vulgare</i> Lam.
Palmer Amaranth	<i>Amaranthus palmeri</i> Watson
Perennial Sow-Thistle	<i>Sonchus arvensis</i> L.
Poison Ivy	<i>Toxicodendron radicans</i> (L.) Kuntze
Pokeweed	<i>Phytolacca americana</i> L.
Prickly Lettuce	<i>Lactuca serriola</i> L.
Proso Millet	<i>Panicum miliaceum</i> L.

**Nuisance Weeds (continued)**

<b>Common Name</b>	<b>Scientific Name</b>
Prostrate Knotweed	<i>Polygonum aviculare</i> L.
Purple Deadnettle	<i>Lamium purpureum</i> L.
Purslane	<i>Portulaca oleracea</i> L.
Purslane Speedwell	<i>Veronica peregrina</i> L.
Quackgrass	<i>Elytrigia repens</i> (L.) Gould
Redroot Pigweed	<i>Amaranthus retroflexus</i> L.
Scarlet Pimpernel	<i>Anagallis arvensis</i> L.
Scentless Camomile	<i>Tripleurospermum inodorum</i> (L.) Sch. Bip.
Scotch Thistle	<i>Onopordum acanthium</i> L.
Scouring Rush	<i>Equisetum hyemale</i> L.
Shepherd's-Purse	<i>Capsella bursa-pastoris</i> (L.) Medik.
Smooth Bedstraw	<i>Galium mollugo</i> L.
Smooth Crabgrass	<i>Digitaria ischaemum</i> (Schreb.) Muhl.
Smooth Ground-Cherry	<i>Physalis longifolia</i> Nutt.
Spiny Annual Sow-Thistle	<i>Sonchus asper</i> (L.) Hill
Spotted Knapweed	<i>Centaurea maculosa</i> Lam.
Spotted Water-Hemlock	<i>Cicuta maculata</i> L.
Spreading Atriplex	<i>Atriplex patula</i> L.
Stinkweed	<i>Thlaspi arvense</i> L.
Sulphur Cinquefoil	<i>Potentilla recta</i> L.
Tall Beggarticks	<i>Bidens vulgata</i> Greene
Tansy Ragwort	<i>Jacobaea vulgaris</i> Gaertn.
Teasel	<i>Dipsacus fullonum</i> L.
Three-Seeded Mercury	<i>Acalypha rhomboidea</i> Raf.
Tufted Vetch	<i>Vicia cracca</i> L.
Velvetleaf	<i>Abutilon theophrasti</i> Medik.
Waterhemp	<i>Amaranthus tuberculatus</i> (Moq.) Sauer var. <i>rudis</i> (Sauer) Costea & Tardif
White Cockle	<i>Silene latifolia</i> Poir.
Whitlowgrass	<i>Draba verna</i> L.
Wild Buckwheat	<i>Fallopia convolvulus</i> (L.) Á. Löve
Wild Carrot	<i>Daucus carota</i> L.
Wild Chervil	<i>Anthriscus sylvestris</i> (L.) Hoffm.
Wild Cucumber	<i>Echinocystis lobata</i> (Michx.) Torr. & A. Gray
Wild Mustard	<i>Sinapis arvensis</i> L.
Wild Oats	<i>Avena fatua</i> L.
Wild Parsnip	<i>Pastinaca sativa</i> L.
Wire-Stemmed Muhly	<i>Muhlenbergia frondosa</i> (Poir.) Fern.
Witchgrass	<i>Panicum capillare</i> L.
Yellow Evening Primrose	<i>Oenothera biennis</i> L.
Yellow Foxtail	<i>Setaria pumila</i> (Poir.) Roem. & Schult.
Yellow Nutsedge	<i>Cyperus esculentus</i> L.



**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 24-052**

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**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS  
REGULAR MEETING HELD JUNE 18, 2024**

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**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 regular 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 regular 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 sections.
- 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 18<sup>TH</sup> DAY OF JUNE, 2024.**

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Stacy Wight, Mayor

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Jennifer Montreuil, Municipal Clerk