



# Agenda

Corporation of the Town of Kirkland Lake  
Regular Meeting of Council  
Council Chambers, Town Hall  
April 21, 2020  
4:40 p.m.

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

2. **Approval of the Agenda**

*BE IT RESOLVED THAT the Agenda for the Regular Meeting of Council held on April 21, 2020 beginning at 4:40PM be approved as circulated to all Members of Council.*

3. **Declaration of Pecuniary Interest**

4. **Petitions and Delegations**

5. **Acceptance of Minutes and Recommendations**

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

- *Minutes of the Regular Meeting of Council held April 7, 2020*

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

- 6.1 COVID-19 Update, Verbal  
Richard McGee, CAO

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

- 6.2 2020 Budget Update, Verbal  
Keith Gorman, Treasurer

*BE IT RESOLVED THAT the verbal update titled "2020 Budget Update" be received.*

- 6.3 Financial and Key Performance Indicator Quarterly (KPI) Report  
Keith Gorman, Treasurer

*BE IT RESOLVED THAT the "Financial and Key Performance Indicator Quarterly (KPI) Report" be received.*

- 6.4 Naming Rights  
Bonnie Sackrider, Director of Community Services

*BE IT RESOLVED THAT Report Number 2020-CS-003 entitled "Naming Rights" be received.*

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

6.5 Concession Services – Recreational Facilities  
Bonnie Sackrider, Director of Community Services

**BE IT RESOLVED THAT** Report Number 2020-CS-004 entitled “**Concession Services – Recreational Facilities**”, be received, and

**THAT** monthly rental fees be waived in full for the time period of March 16<sup>th</sup>, 2020 to May 31<sup>st</sup>, 2020 or until such time that the facility re-opens, whichever comes first.

6.6 Heritage North Preliminary Service Delivery Review Update  
Wilf Hass, Director Economic Development and Tourism

**BE IT RESOLVED THAT** Memorandum Number 2020-ED-002 entitled “**Heritage North Preliminary Service Delivery Review Update**”, be received, and

**THAT** the final draft of the Service Delivery Review be presented to Council at the May 5, 2020 Council meeting.

6.7 Deputy Chief Building Official and Property Standards Officer Appointment - Clayton Seymour  
Ashley Bilodeau, Manager of Land Development and Planning

**BE IT RESOLVED THAT** Report Number 2020-DEV-011 entitled “**Deputy Chief Building Official and Property Standards Officer Appointment - Clayton Seymour**” be received, and

**THAT** an Appointment By-law be presented to Council for passage to appoint Clayton Seymour as Deputy Chief Building Official and Property Standards Officer.

6.8 Unencumbered By-law Enforcement  
Ashley Bilodeau, Manager of Land Development and Planning

**BE IT RESOLVED THAT** Report Number 2020-DEV-012 entitled “**Unencumbered By-law Enforcement**”, be received, and

**THAT** Council approves the step-by-step process presented in this report, and

**THAT** an unencumbered Municipal Law Enforcement process is hereby adopted by Council.

6.9 Body Cameras for By-law Enforcement Officers  
Ashley Bilodeau, Manager of Land Development and Planning

**BE IT RESOLVED THAT** Report Number 2020-DEV-013 entitled “**Body Cameras for By-law Enforcement Officers**”, be received, and

***THAT** staff be directed to work with PADS to prepare a Cost Analysis and Policy (including an Information Management Agreement with PADS and Standard Operating Procedure) for use of body cameras on By-law Enforcement Officers in the Town of Kirkland Lake.*

6.10 Frontline Workers Appreciation Signage  
Pat Kiely, Mayor

***BE IT RESOLVED THAT** Memorandum Number 2020-MYR-001 entitled “**Frontline Workers Appreciation Signage**” be received,*

***THAT** staff be directed to allocate funds not to exceed \$1,000.00 to purchase Frontline Workers Appreciation Signage, and*

***THAT** the funds be included in the 2020 Operating Budget as part of the COVID-19 expenditure account.*

**7. Consideration of Notices of Motion**

**8. Introduction, Reading and Consideration of Bylaws**

Bylaw 20-040            Being a bylaw to amend by-law 15-017 being a bylaw to regulate parking in the Town of Kirkland Lake

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

***Bylaw Number 20-040**, being a bylaw to amend by-law 15-017 being a bylaw to regulate parking in the Town of Kirkland Lake*

Bylaw 20-041            Being a bylaw to appoint a Deputy Chief Building Official and Property Standards Officer

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

***Bylaw Number 20-041**, being a bylaw to appoint a Deputy Chief Building Official and Property Standards Officer*

**9. Questions from Council to Staff**

9.1 Question from Councillor Wight

***BE IT RESOLVED THAT** the question submitted by Councillor Wight regarding changes to the agenda be received.*

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

**11. Councillor's Reports**

**12. Additional Information**

12.1 Kirkland Lake Horticultural Society

***BE IT RESOLVED THAT** correspondence from the Kirkland Lake Horticultural Society regarding the purchase of flowers be received.*

12.2 Resident complaint regarding Portable Shelters

***BE IT RESOLVED THAT** correspondence from Mike Howey regarding the provision of portable shelters be received.*

**13. Closed Session**

**14. Matters from Closed Session**

**15. Confirmation Bylaw**

Bylaw 20-042            Being a bylaw to confirm the proceedings of Council at its meeting held April 21, 2020

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

***Bylaw Number 20-042, being a bylaw to confirm the proceedings of Council at its meeting held April 21, 2020.***

**16. Adjournment**

***BE IT RESOLVED THAT** Council adjourn the April 21, 2020 Regular Meeting of Council*



# ***Minutes***

Corporation of the Town of Kirkland Lake  
Regular Meeting of Council  
Council Chambers, Town Hall  
April 7, 2020  
4:40 p.m.

## **Attendance – Electronically**

Mayor: Pat Kiely  
Councillors: Rick Owen  
Stacy Wight  
Patrick Adams  
Dennis Perrier  
Eugene Ivanov  
Casey Owens  
Staff: Chief Administrative Officer: Ric McGee  
Municipal Clerk: Meagan Elliott  
Finance Manager/Treasurer: Keith Gorman  
Director of Planning and Land Development: Ashley Bilodeau  
Director of Community Services: Bonnie Sackrider  
General Manager of Public Works: Michel Riberdy  
Fire Chief: Rob Adair  
Director, Economic Development and Tourism: Wilf Hass

## **Call to Order and Moment of Silence**

Mayor Pat Kiely requested a moment of silence.

## **Approval of the Agenda**

Moved by: Stacy Wight  
Seconded by: Rick Owen

**BE IT RESOLVED THAT** the Agenda for the Regular Meeting of Council held on April 7, 2020 beginning at 4:40PM be approved as circulated to all Members of Council.

**CARRIED**

## **Declaration of Pecuniary Interest**

Mayor Pat Kiely requested those present to declare any pecuniary interest with matters appearing on the agenda. Mayor Pat Kiely declared a pecuniary interest during Closed Session.

## **Petitions and Delegations**

There were no petitions or delegations appearing before Council.

## **Acceptance of Minutes and Recommendations**

Moved by: Casey Owens  
Seconded by: Dennis Perrier

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

- Minutes of the Emergency Meeting of Council held March 24, 2020
- Minutes of the Special Meeting of Council held March 24, 2020
- Minutes of the Special Meeting of Council held March 31, 2020

**CARRIED**

## **Reports of Municipal Officers and Communications**

- 6.1 Influenza and Virus Pandemic Planning Policy  
Claudette Pullen, Interim Manager of Human Resources

Moved by: Patrick Adams  
Seconded by: Eugene Ivanov

**BE IT RESOLVED THAT** the Influenza and Virus Pandemic Planning Policy be approved with the removal of #3 under Employee Absences effective April 7, 2020.

**CARRIED**

- 6.2 Spring and Fall Waste Management Clean Up Events  
Ashley Bilodeau, Manager of Planning and Land Development

Moved by: Rick Owen  
Seconded by: Dennis Perrier

**BE IT RESOLVED THAT** Report Number 2020-DEV-002 entitled “**Spring and Fall Waste Management Clean Up Events**”, be received, and

**THAT** Council approves May 4<sup>th</sup> to May 17<sup>th</sup> as Spring Clean Up Week and authorizes free tipping at the landfill site for residential taxpayers only,

**THAT** Council designates September 28<sup>th</sup> to October 4<sup>th</sup> as Fall Clean Up Week and authorizes free tipping at the landfill site for residential taxpayers only,

**THAT** Council designates the Public Works Department parking lot on Dunfield Road as the local waste electronics drop-off point during Spring and Fall Clean Up events, and

**THAT** staff be directed to present a Report to Council in Q4 of 2020 analyzing the cost benefit analysis of free spring and fall clean up events and the impact on community and property standards in the future.

**CARRIED**

6.3 Municipal By-Law Enforcement during COVID-19  
Ashley Bilodeau, Manager of Planning and Land Development

Moved by: Patrick Adams  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** Report Number 2020-DEV-005 entitled “**Municipal By-law Enforcement during COVID-19**”, be received; and

**THAT** a By-law be presented to Council to appoint Daniela Gagnon and Katrina Fillion as Municipal By-law Enforcement Officers for the Town of Kirkland Lake.

**CARRIED**

6.4 Enbridge Gas Inc. - Request for Maintenance Dig Agreement North of Swastika  
Ashley Bilodeau, Manager of Planning and Land Development

Moved by: Stacy Wight  
Seconded by: Dennis Perrier

**BE IT RESOLVED THAT** Report Number 2020-DEV-006 entitled “**Enbridge Gas Inc. - Request for Maintenance Dig Agreement North of Swastika**”, be received,

**THAT** staff be directed to present a By-law to Council to authorize the Mayor and Clerk to sign a Maintenance Dig Agreement with Enbridge Gas Inc., and

**THAT** staff be directed to allocate any revenues to the Community Improvement Plan

**CARRIED**

6.5 Proposed Parking By-law Amendments  
Ashley Bilodeau, Manager of Planning and Land Development

Moved by: Rick Owen  
Seconded by: Patrick Adams

**BE IT RESOLVED THAT** Report Number 2020-DEV-008 entitled “**Proposed Parking By-law Amendments**”, be received, and

**THAT** staff be directed to prepare and present a By-law to Council to amend the Parking By-law Number 15-017 to:

1. Add language pertaining to Municipal Parking Lots, to reduce time restrictions during winter months and regulate the parking of recreational vehicles in Municipal Parking Lots; and
2. Eliminate parking restrictions on the North Side of Government Road from the old Service Ontario building driveway to the Dental House driveway.

**CARRIED**

6.6 Introduction of School Safety Zones and Review of Community Safety Zones  
Ashley Bilodeau, Manager of Planning and Land Development

Moved by: Eugene Ivanov  
Seconded by: Casey Owens

**BE IT RESOLVED THAT** Report Number 2020-DEV-009 entitled “**Introduction of School Safety Zones and Review of Community Safety Zones**”, be received,

**THAT** staff be directed to conduct public consultations to assess the applicability of the existing Community Safety Zones and the need for future Community Safety Zones, and

**THAT** staff confirm if changing signage is necessary.

**CARRIED**

6.7 Request from Legion to Waive Tipping Fees  
Ashley Bilodeau, Manager of Planning and Land Development

Moved by: Rick Owen  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** Report Number 2020-DEV-010 entitled “**Request from the Royal Canadian Legion Branch 87 to Waive Tipping Fees**”, be received, and

**THAT** Council for the Corporation of the Town of Kirkland Lake authorizes staff to be directed to waive 100% of the tipping fees for the Royal Canadian Legion Branch 87 to dispose of three (3) containers from the clean-up of Branch 87 until June 30<sup>th</sup>, 2020.

**CARRIED**

**Consideration of Notices of Motion**

No motions to consider.

**Introduction, Reading and Consideration of Bylaws**

Moved by: Eugene Ivanov  
Seconded by: Dennis Perrier

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

**Bylaw Number 20-036**, being a bylaw to amend by-law 15-017 being a bylaw to regulate parking in the Town of Kirkland Lake

**CARRIED**



Moved by: Dennis Perrier

Seconded by: Rick Owen

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

**Bylaw Number 20-037**, being a bylaw to amend by-law 20-002 being a bylaw to provide for interim tax levy and to provide for the payment of taxes and to provide for penalty and interest of 1 percent per month

**CARRIED**

Moved by: Dennis Perrier

Seconded by: Eugene Ivanov

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

**Bylaw Number 20-038**, being a bylaw to appoint Municipal Law Enforcement Officers for the purpose of enforcing bylaws in the Town of Kirkland Lake

**CARRIED**

### **Questions from Council to Staff**

No questions submitted.

### **Notice(s) of Motion**

No notices of motion submitted.

### **Councillor's Reports**

Nothing to report.

### **Additional Information**

No additional information.

### **Closed Session**

Moved by: Patrick Adams

Seconded by: Stacy Wight

**BE IT RESOLVED THAT** Council move into an In-Camera meeting pursuant to Section 239(2) to discuss 3 land disposition matters.

**CARRIED**

- 13.1 Minutes of the In-Camera Meeting of Council held March 24, 2020
- 13.2 Request to Lease a Portion of Land adjacent to 35 Premier Avenue East  
Ashley Bilodeau, Manager of Planning and Land Development
- 13.3 Request to Lease 51 and 53 Prospect Avenue  
Ashley Bilodeau, Manager of Planning and Land Development
- 13.4 Request to Purchase 65 Government Road West  
Ashley Bilodeau, Manager of Planning and Land Development

### **Matters from Closed Session**

Mayor Pat Kiely declared a pecuniary interest relating to item number 13.3. Councillor Wight assumed the Chair and Mayor Kiely's audio/video was disabled during the conversation. Mayor Kiely returned to the conversation for 13.4 discussions.

### **Confirmation Bylaw**

Moved by: Casey Owens

Seconded by: Dennis Perrier

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

**Bylaw Number 20-039**, being a bylaw to confirm the proceedings of Council at its meeting held April 7, 2020.

**CARRIED**

### **Adjournment**

Moved by: Stacy Wight

Seconded by: Casey Owens

**BE IT RESOLVED THAT** Council adjourn the April 7, 2020 Regular Meeting of Council

**CARRIED**

The meeting adjourned at: 6:22 pm

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Pat Kiely, Mayor

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Meagan Elliott, Clerk

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# Town of Kirkland Lake

## Financial and Key Performance Indicator Quarterly Report

**Meeting Date:** Apr 21, 2020

**Meeting Time:** 4:40 PM

**Meeting Place:** Electronic

**Presented By:** Management Team

### **Organizational Reports**

Cash Sources

Expenditures

*Operating Expenditures*

*Water & Wastewater*

*Capital Expenditures*

### **Departmental KPI Reports**

Fire

Transportation Services

Development Services

Parks & Recreation

Economic Development

Clerk / Administration

Human Resources

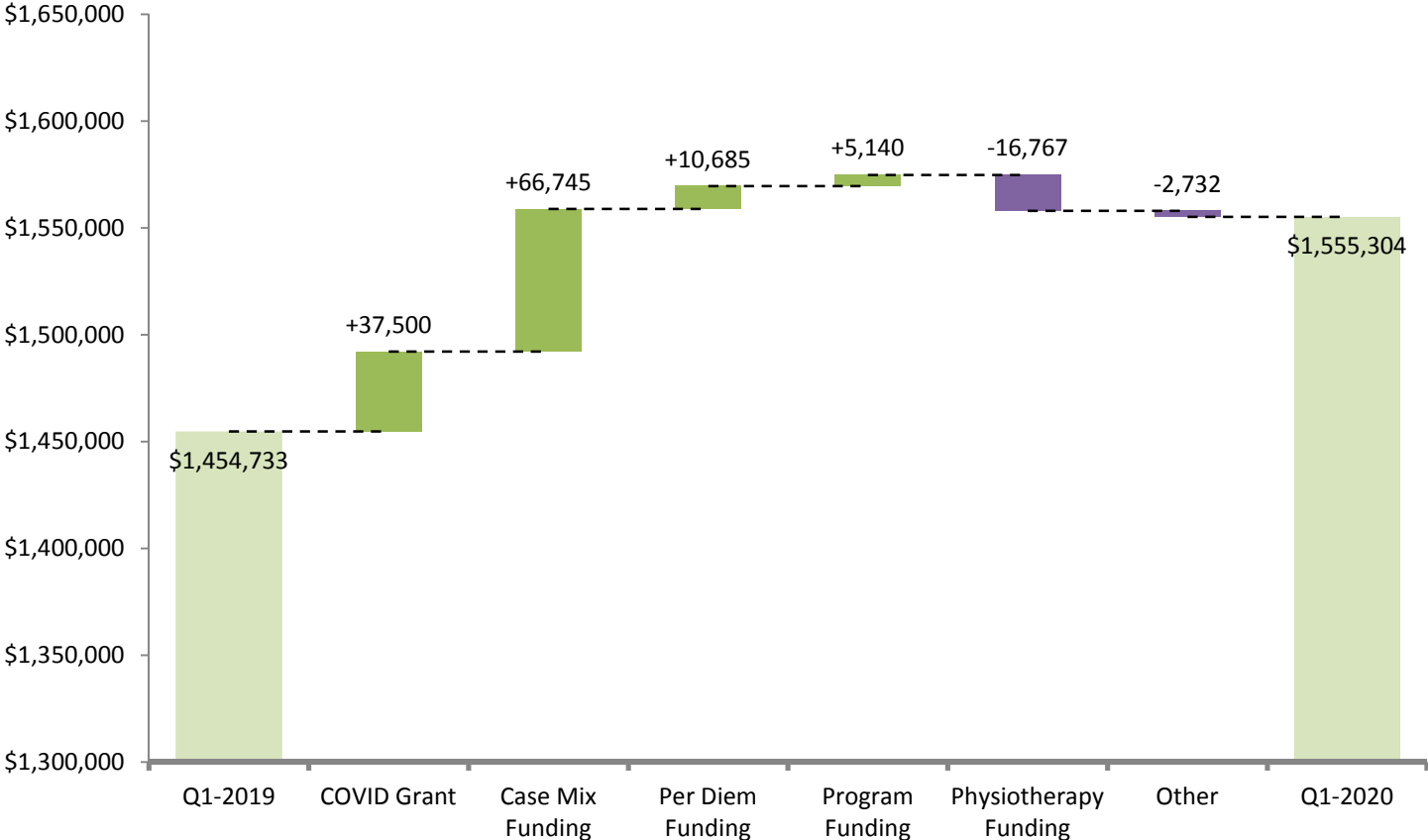
# Cash Sources: Q1-2020

# Town of Kirkland Lake

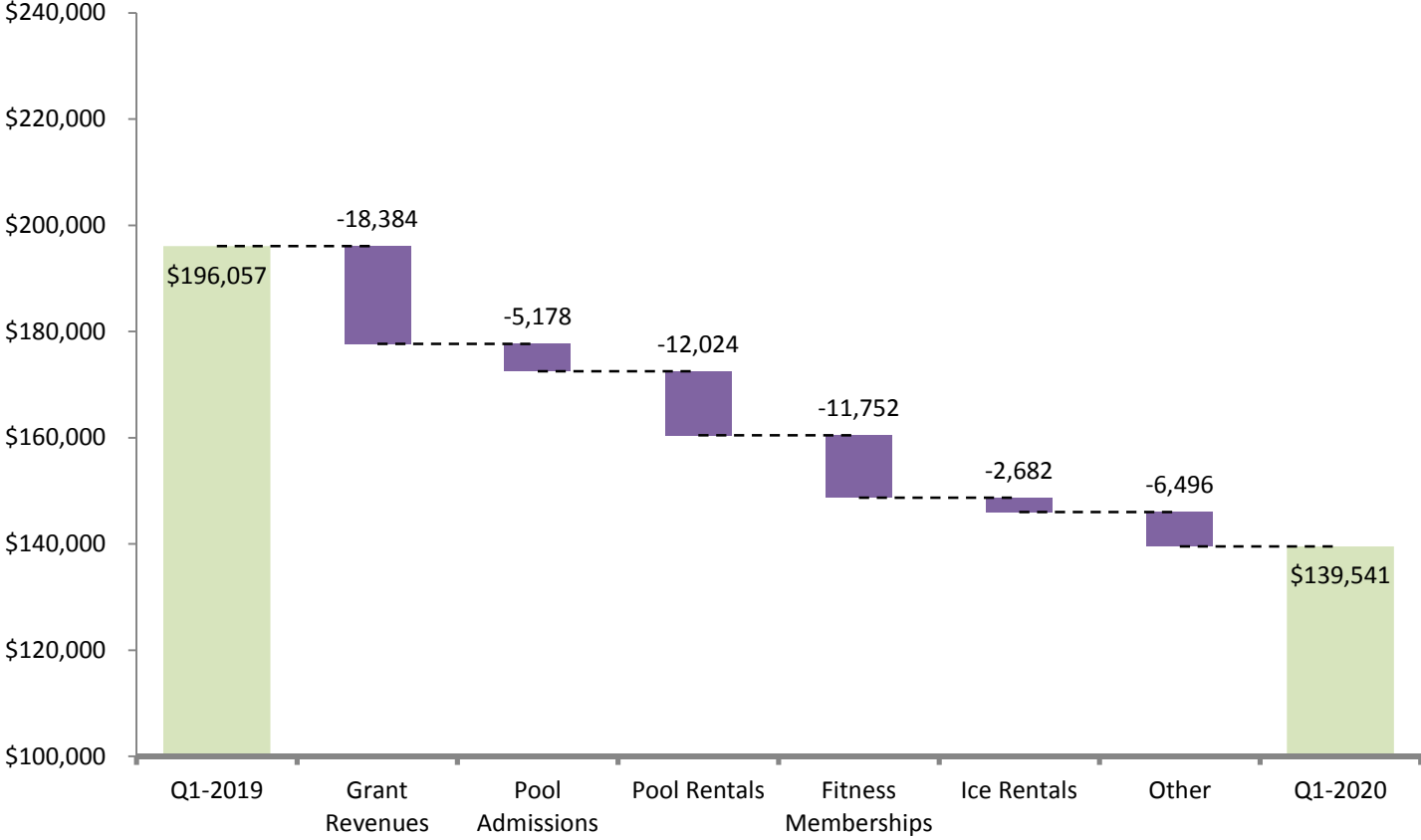
CASH SOURCES		Q1-2020	Q1-2019	Change	Comments
Grants	\$	1,557,156	\$ 2,273,827	(716,671)	Decrease attributable to one-time modernization funding.
TPR		1,555,304	1,454,733	100,570	See below;
Waterworks		1,108,984	943,582	165,402	Increase consistent with 2019 overall increase (18%).
Debt Proceeds		287,266	301,875	(14,609)	Q1-2020 financing related to new loader.
Recreation		139,541	196,057	(56,516)	See below;
EDD		120,514	68,547	51,967	Q1-2020 driven by EACOM Timber revenues of \$70k (to fund CIP per council direction).
Treasury		84,312	87,478	(3,166)	
Waste		64,258	82,819	(18,561)	Q1-2019 included prior quarter (Q4-2018) recycling revenues (\$17k impact).
Administration		43,546	12,169	31,377	Includes \$38k in modernization funds transferred from reserve.
Police		37,759	20,413	17,346	Includes CSPT Grant of \$12k in Q1-2020.
Planning		24,285	36,452	(12,167)	Q1-2019 included grant revenues of nearly \$15k.
Airport		22,844	22,765	79	
Heritage North		16,873	32,018	(15,145)	Avg revenue/mth down year over year (\$9.5k 2019/\$8k 2020); nominal revenues in March 2020.
By-Law Enforcement		9,900	(11,877)	21,777	2018 reversal impacting Q1-2019.
Building		8,859	19,284	(10,425)	Building permit revenue primary decrease.
Library		6,859	6,506	354	
Public Works		6,530	115,548	(109,018)	Decrease attributable to change in allocation method on internal equipment.
Child Care		6,000	6,000	-	
Museum		3,922	2,750	1,172	Significant uptick in event and activities.
Fire		1,594	1,186	408	
Cemetery		350	16,690	(16,340)	Delay in processing journal vouchers relating to internment fees; loss of revenues associated with smaller municipalities.
<b>Total CASH SOURCES</b>	<b>\$</b>	<b>5,106,656</b>	<b>\$ 5,688,821</b>	<b>(582,165)</b>	

Favourable Variance (5% or greater)  
 Unfavourable Variance (-5% or greater)

# TPR Revenues








# Recreation Revenues



# Expenditures: Q1-2020

# Town of Kirkland Lake


## Operating Expenditures: Q1 2020 vs. Q1 2019

	Q1-2020	Q1-2019	Change	
General Government	\$ 519,295	\$ 431,070	88,224	 <i>Overage includes expenditures related to modernization and efficiency (with funding coming from modernization reserve). Some overlap on positions during Q1-2020 during transitions in staffing.</i>
Protective Services	980,531	779,482	201,049	 <i>Approx. 3/4 related to Fire Service.</i>
Transportation Services	928,538	1,115,887	(187,348)	 <i>As at Apr. 16/2020; favourable variance largely within roads/snow control, with additional invoicing and costs likely to settle subsequent to report preparation..</i>
Environmental Services	216,993	212,254	4,739	
Health Services	308,062	297,787	10,275	
Social & Family Services	1,657,424	1,645,350	12,074	
Social Housing	125,319	129,330	(4,011)	
Recreation & Cultural Services	954,789	1,071,514	(116,725)	 <i>Largest decrease attributable to Heritage North (Q1-2019 included debt repayments and interest of approx. \$95k).</i>
Planning & Development	103,650	276,644	(172,995)	 <i>Q1-2019 included approx. \$140k in expenditures for 100th Anniversary; additional expenditures incurred in Q1-2019 but not Q1-2020 included one-time community grants of \$10k (Festivals Committee - insurance &amp; KL Goldminers) &amp; age-friendly guides/programming of approx. \$10k.</i>
<b>Total OPERATING EXPENDITURES</b>	<b>\$ 5,794,601</b>	<b>\$ 5,959,319</b>	<b>(164,718)</b>	

# Expenditures: Q1-2020

# Town of Kirkland Lake

## Water & Wastewater: Q1 2020 vs. Q1 2019

		Q1-2020	Q1-2019	Change	
Water	\$	429,786	\$ 491,484	(61,697)	 Q1-2019 included allocations of program support; 2020 pending.
Wastewater		274,747	279,715	(4,968)	
<b>Total</b>	<b>\$</b>	<b>704,534</b>	<b>\$ 771,199</b>	<b>(66,665)</b>	

## Capital Expenditures: Q1 2020 Spend

		Q1-2020	
Rescue Truck - Fire	\$	44,956	2019 Carry-forward
3/4 Ton Truck - Waterworks		42,069	2019 Carry-forward
Pedestrian Audible System		35,331	2019 Carry-forward
Complex - Pump Work		4,481	2019 Carry-forward
<b>Total</b>	<b>\$</b>	<b>126,837</b>	

## Comments/Notes:

Expenditures reflective of invoicing & costs posted as at April 16, 2020; anticipate further invoicing to come through and be reflected in Q1-2020 amounts subsequent to preparation of this report.



Favourable Variance (5% or greater decrease in expenditures)



Unfavourable Variance (5% or greater increase in expenditures)

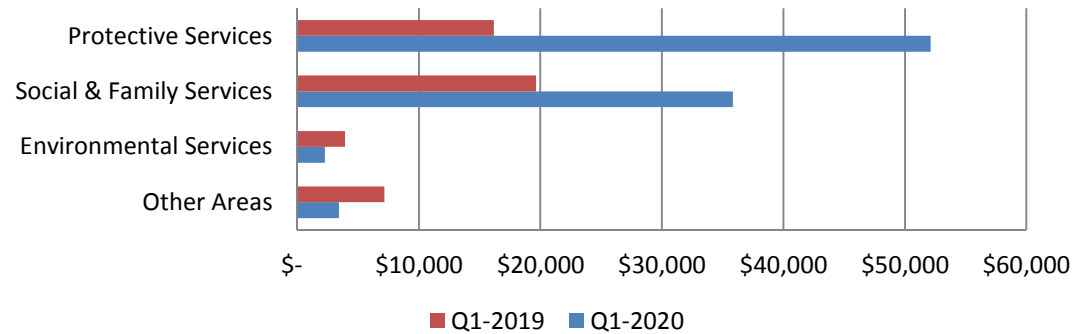


# Labour Analysis: Q1-2020

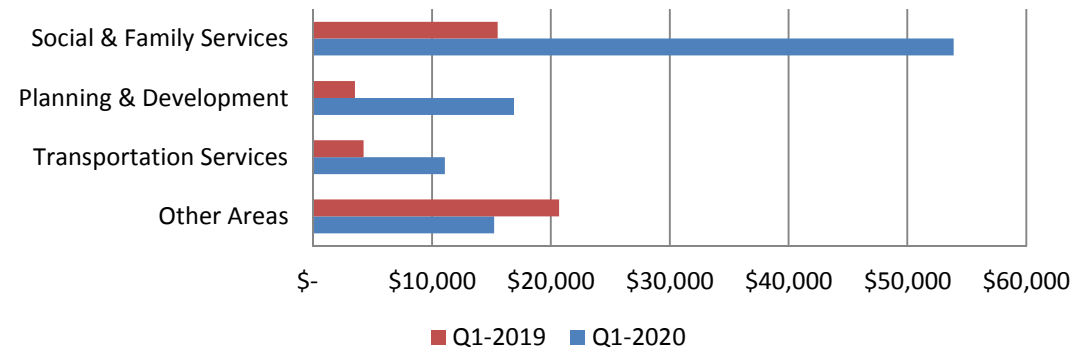
# Town of Kirkland Lake

Labour & Related Costs	Q1-2020	Q1-2019	Variance
Regular Salaries & Wages	\$ 1,140,815	\$ 1,206,705	(65,890)
Part Time Salaries & Wages	361,650	310,277	51,373
Employee Benefits	648,394	633,384	15,009
Sundry Payroll Costs	2,050	2,600	(550)
Retiree Benefit Costs	38,539	30,738	7,801
Distributed Salaries & Wages	411,794	529,564	(117,770)
Vacation Time	144,446	97,450	46,995
Statutory Holidays	142,966	131,144	11,822
Sick Time	97,119	43,994	53,124
Overtime Shift Premium	93,614	46,896	46,717
<b>Total Labour &amp; Related Costs</b>	<b>\$ 3,081,385</b>	<b>\$ 3,032,752</b>	<b>48,632</b>

## Overtime by Area




## Sick Time by Area




## Quarterly Highlights

- Contained a remarkable response and preservation of surrounding structures on recent Government Road fire. Completed site remediation within five days and paid for by property owner.
- Negotiated agreement with Volunteer Brigade.

## Key Metrics

Callouts		
<b>83</b>	<i>YTD</i>	<b>83</b>
	<i>Q1</i>	83
	<i>Q2</i>	
	<i>Q3</i>	
	<i>Q4</i>	
92 <small>Q4-2019</small>	 <b>-10%</b>	

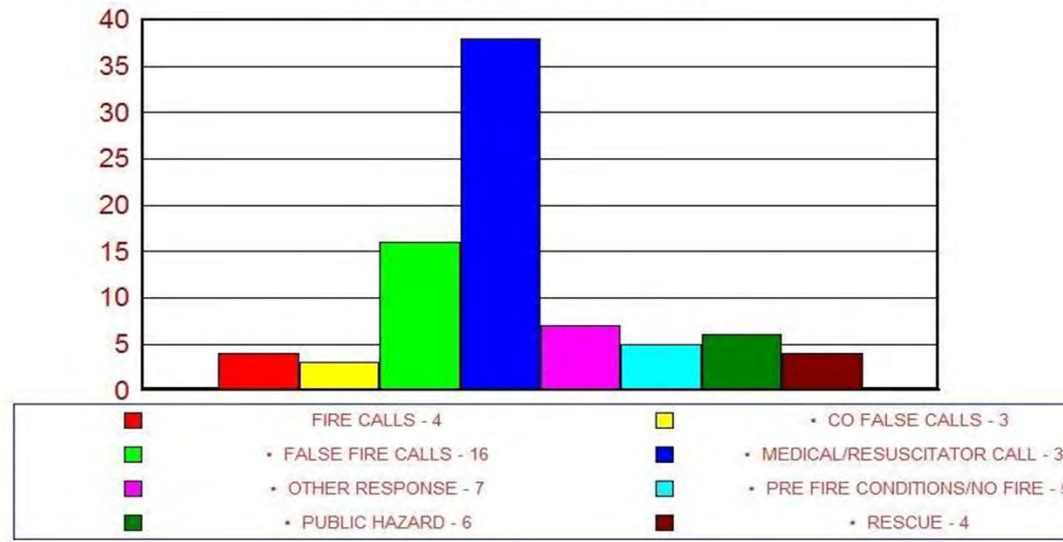
Average Response Time		
<b>03:53</b>	<i>YTD</i>	<b>03:53</b>
	<i>Q1</i>	03:53
	<i>Q2</i>	
	<i>Q3</i>	
	<i>Q4</i>	
04:10 <small>Q4-2019</small>	 <b>7%</b>	

Other Metrics	Q1-2020	Q4-2019	Change
Avg. Fire Response - FT	3.3	2.0	65%
Avg. Fire Response - VOL	8.5	4.5	89%
Inspections	11	45	-76% <span style="color: red;">●</span>
Training Hours	78	38	106%
Public Education Sessions	4	3	33%
Smoke Alarm Program	171	-	
Burn Permits	-	4	-100% <span style="color: red;">●</span>

Other Metrics	2020 YTD	2019	% of PY
Avg. Fire Response - FT	3.3	-	
Avg. Fire Response - VOL	8.5	-	
Inspections	11	51	22%
Training Hours	78	116	67%
Public Education Sessions	4	24	17%
Smoke Alarm Program	171	172	99%
Burn Permits	-	119	0%

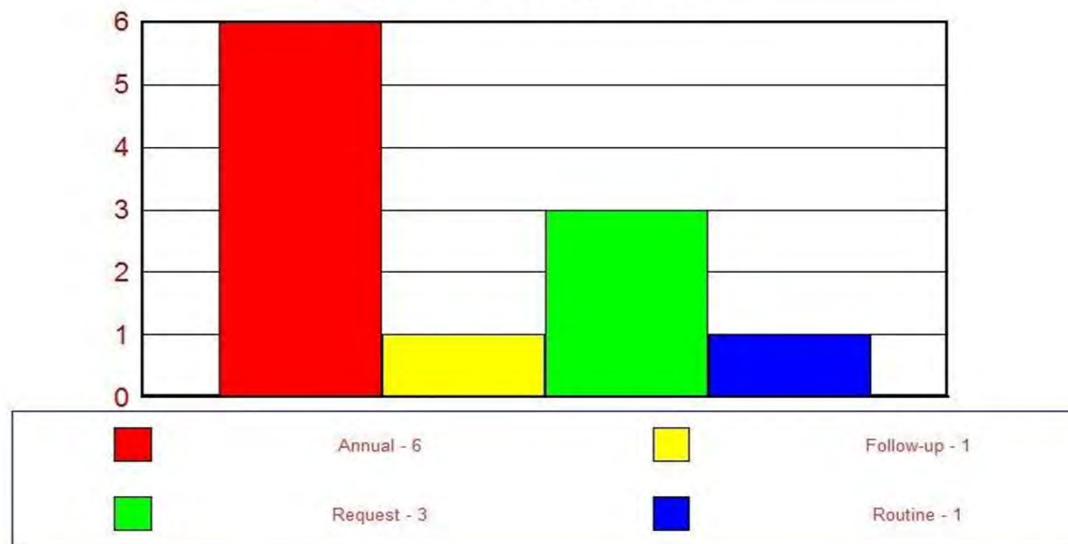
Callouts:

Totals by Type (grouped)  
From Jan 1 20 to Mar 31 20



Inspections:

Totals by Reason  
From Jan 1 20 to Mar 31 20



## Quarterly Highlights

- Implementation of public service request software.
- 10 Year Equipment Plan is under review.
- The engineering design for Swastika WPCP Decommissioning and Sewer System Connection to Kirkland Lake WWTP Project is progressing well and the construction phase is forecasted to begin in October 2020.

## Key Metrics

<i>Customer Service</i>	Q1-2020	Q4-2019	Change	2020 YTD	2019	% of PY
Average Number of Complaints per Week	12	14	(2) ●	12	166	7%
% of Complaints Addressed within 24 Hours	45%	31%	14%	45%	28%	160%
Service Response Level (Avg. Days to Close)	-	-	-	-	-	

<i>Waterworks</i>	Q1-2020	Q4-2019	Change	2020 YTD	2019	% of PY
Number of Water Line Breaks	4	3	1	4	13	31%

<i>Winter Control</i>	Q1-2020	Q4-2019	Change	2020 YTD	2019	% of PY
Roadway (Lane KMs Maintained)	126	126	-	126	126	100%
Roadway Winter Control \$ per Lane KM	\$ 2,001	\$ 1,274	727	\$ 2,001	\$ 6,365	31%
Sidewalk (KMs Maintained)	14	14	-	14	14	100%
Sidewalk Winter Control \$ per KM	\$ 2,384	-\$ 187	2,572	\$ 2,384	\$ 4,708	51%

<i>Waterworks</i>	Q1-2020	Q4-2019	Change	2020 YTD	2019	% of PY
Number of Water Line Breaks	4	3	1	4	13	31%

## Quarterly Highlights

- Awarded contract for Zoning By-Law Update to JL Richards;
- Issued 287 parking tickets, resulting in added revenue for the municipality;
- Modified Parking By-Law to increase parking in downtown core;
- COVID-19 will likely negatively impact revenues from planning applications and permits in coming quarter;

## Key Metrics

<i>Building</i>	Q1-2020	Q4-2019	Change	2020 YTD	2019	% of PY
New Residential Units	-	-	-	-	1	0%
Amended Permits	-	-	-	-	-	
All - Permits	7	11	(4) ●	7	95	7%
New Residential Value	\$ -	\$ -	-	\$ -	\$ 719,000	0%
Amended Permit - Value	\$ -	\$ -	-	\$ -	\$ -	
All - Construction Value	\$ 780,321	\$ 666,000	114,321	\$ 780,321	\$ 11,846,659	7%
Building & Property Standards Complaints	5	12	(7) ●	5	78	6%

<i>Planning</i>	Q1-2020	Q4-2019	Change	2020 YTD	2019	% of PY
Consents	-	-	-	-	2	0%
Minor Variance	1	-	1	1	3	33%
Official Plan Amendment	-	-	-	-	-	
Zoning By-Law Amendment	1	-	1	1	4	25%
Site Plan Control Agreement	-	-	-	-	2	0%
Deeming By-Law	-	-	-	-	5	0%
Fence Permit	-	-	-	-	3	0%
Sign Permit	1	-	1	1	-	

# Key Metrics Cont'd

# Development Services

<b>Land Proposals</b>	<b>Q1-2020</b>	<b>Q4-2019</b>	<b>Change</b>	<b>2020 YTD</b>	<b>2019</b>	<b>% of PY</b>
Proposed Sales	3	-	3	3	10	30%
Actual Sales	-	2	(2) ●	-	6	0%

<b>Cemetery</b>	<b>Q1-2020</b>	<b>Q4-2019</b>	<b>Change</b>	<b>2020 YTD</b>	<b>2019</b>	<b>% of PY</b>
Vault Storage	2	3	(1) ●	2	15	13%
Burials	-	8	(8) ●	-	93	0%
Sunken Graves	-	27	(27) ●	-	277	0%
Gravesite Maintenance	-	42	(42) ●	-	176	0%

<b>Recycling</b>	<b>Q1-2020</b>	<b>Q4-2019</b>	<b>Change</b>	<b>2020 YTD</b>	<b>2019</b>	<b>% of PY</b>
Recyclables      Tonnes	30	197	(168) ●	30	197	15%
WEEE              Tonnes	-	8	(8) ●	-	21	0%
Scrap Metal      Tonnes	-	166	(166) ●	-	166	0%
MHSW             Tonnes	-	-	-	-	-	-

<b>Waste Management</b>	<b>Q1-2020</b>	<b>Q4-2019</b>	<b>Change</b>	<b>2020 YTD</b>	<b>2019</b>	<b>% of PY</b>
Free Tipping      M <sup>3</sup>	-	-	-	-	4,350	0%
Tipping            M <sup>3</sup>	5,299	6,920	(1,621) ●	5,299	32,984	16%
Eco-Logic        M <sup>3</sup>	46	60	(14) ●	46	301	15%
Sand Haul         M <sup>3</sup>	-	-	-	-	-	-

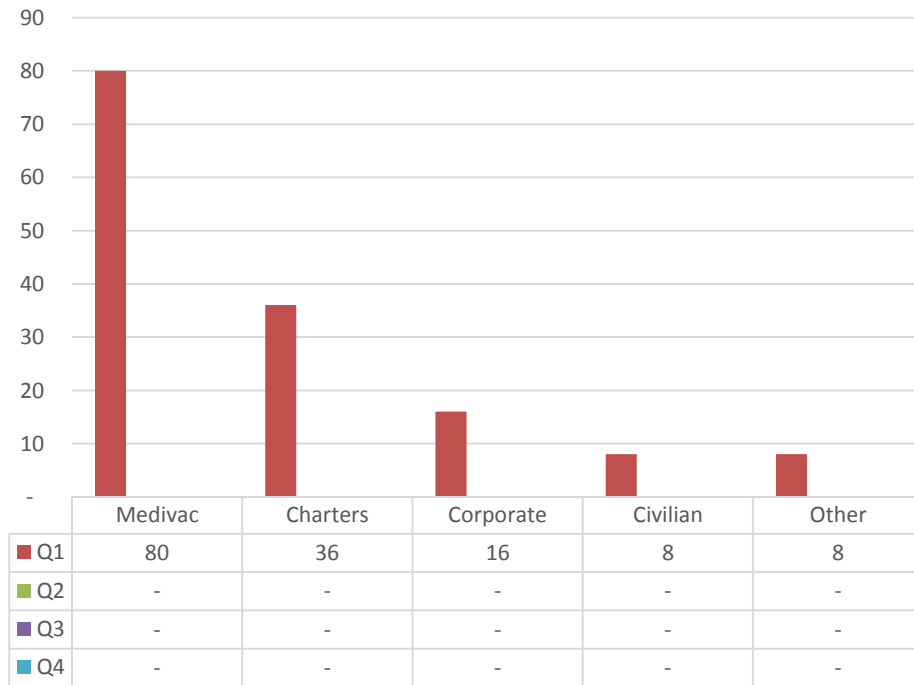
<b>Airport</b>	<b>Q1-2020</b>	<b>Q4-2019</b>	<b>Change</b>	<b>2020 YTD</b>	<b>2019</b>	<b>% of PY</b>
Airport Movement	148	226	(78) ●	148	709	21%

<b>By-Law Enforcement</b>	<b>Q1-2020</b>	<b>Q4-2019</b>	<b>Change</b>	<b>2020 YTD</b>	<b>2019</b>	<b>% of PY</b>
Parking Warnings Issued	-	-	-	-	-	-
Parking Tickets Issued	287	-	287	287	-	-
Community Standards Warnings Issued	-	-	-	-	-	-
Community Standards Tickets Issued	-	-	-	-	-	-

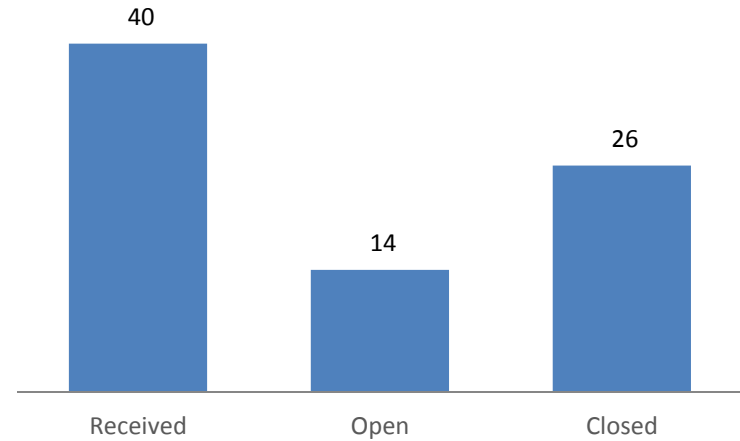
# Additional Details

# Development Services

2020 YTD: Airport Movement



By-Law Enforcement: Activity Requests



## Quarterly Highlights

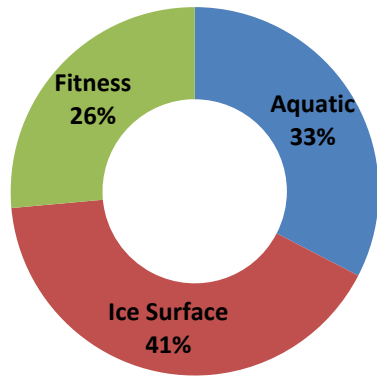
- Closure of the facility on March 16th has affected revenues and participation numbers negatively.
- A new approach for swim lessons allowing more families to take advantage. A successful adult swim class is extremely encouraging - the first adult swim lessons in over a decade!
- Moving Youth program has been met with incredible success.
- Provincial swim admission standards create challenges to some, however, create a safer environment.

## Key Metrics

<i>Aquatic Centre</i>	Q1-2020		Q4-2019		Change		2020 YTD		2019	% of PY
Swim Lesson Registrants	111		53		58		111		385	29%
Pool Memberships Purchased	25		21		4		25		115	22%
Daily Visits	7,323		7,831		(508)	●	7,323		36,299	20%
Aquatic Centre Revenues	\$ 41,860		\$ 45,067		(3,207)	●	\$ 41,860		\$ 193,383	22%
<i>Fitness &amp; Related Programming</i>	Q1-2020		Q4-2019		Change		2020 YTD		2019	% of PY
Number of classes per week	21		20		1		21		87	24%
Average Attendance	11		11		(1)	●	11		48	22%
Fitness Memberships Sold	152		200		(48)	●	152		913	17%
Fitness Revenues	\$ 33,986		\$ 32,068		1,917		\$ 33,986		\$ 163,472	21%
<i>Ice Surface</i>	Q1-2020		Q4-2019		Change		2020 YTD		2019	% of PY
Ice Revenues	\$ 52,682		\$ 54,560		(1,878)	●	\$ 52,682		\$ 126,431	42%
<i>Trails</i>	Q1-2020		Q4-2019		Change		2020 YTD		2019	% of PY
Free Equipment Rentals	765		310		455		765		1,213	63%



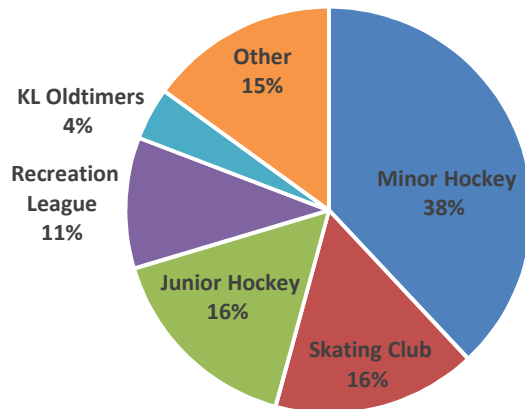
**Revenues by Type**



**Free Equipment Rentals**

Snowshoes	134
Jr Snowshoes	29
Adult Ski	432
Jr Ski	148
Skate Ski	22
<b>Total Usage</b>	<b>765</b>

**Ice Revenues by User Group**



## Quarterly Highlights

- Provincial funding secured for KLG Expansion Project (\$698,000).
- Come North Planning Conference (02/2020) may serve as first step towards development of local relocation/recruitment project.
- COVID-19 - Initial business survey well recieved and used now as template across Northern Ontario. Planning for follow up surveys to assist community/region to plan for post-COVID 19 recovery.
- HN Service Delivery Completed.

## Key Metrics

<i>Administration and Communications</i>	Q1-2020	Q4-2019	Change	2020 YTD	2019	% of PY
Planning & Strategy Sessions Held	-	1	(1) ●	-	1	0%
Professional Dev. Opportunities	1	-	1	1	-	
Promotional Placements	1	-	1	1	-	
Responses Received	2	-	2	2	-	
Website Visits	24,206	-	24,206	24,206	-	
Other Administrative Time (%)	55%	0%	55%	63%	0%	

<i>Business Development</i>	Q1-2020	Q4-2019	Change	2020 YTD	2019	% of PY
Open Business Development Enquiries	2	-	2	2	-	
Active Business Development Projects	3	2	1	3	2	150%
Funding Applications in Process (BD)	-	1	(1) ●	-	1	0%
Regional Initiatives Participation (BD)	1	-	1	1	-	
CIP Applications Received	-	-	-	-	-	
CIP Applications Approved	-	-	-	-	-	

# Additional Details

# Economic Development

<i>Community Development</i>	Q1-2020	Q4-2019	Change	2020 YTD	2019	% of PY
Open Community Development Enquiries	-	-	-	-	-	
Active Community Development Projects	-	-	-	-	-	
Funding Applications in Process (CD)	-	-	-	-	-	
Regional Initiatives Participation (CD)	1	-	1	1	-	
Community Grant Applications Received	1	-	1	1	-	
Community Grant Applications Approved	-	-	-	-	-	

<i>Tourism</i>	Q1-2020	Q4-2019	Change	2020 YTD	2019	% of PY
Tourism Enquiries	2	4	(2) ●	2	4	50%
Active Tourism Projects	1	-	1	1	-	
Funding Applications in Process (Tourism)	-	-	-	-	-	
Regional Tourism Initiatives Participation	-	-	-	-	-	

**Comments:**

Minimal metrics to report in Q4-2019 due to allocation and constraints of personnel. Renewed emphasis on function anticipated in Q2 of 2020.

## Quarterly Highlights

- Continually working towards a more transparent agenda and looking into implementing an agenda software
- Inventory of lottery Licences in progress

## Key Metrics

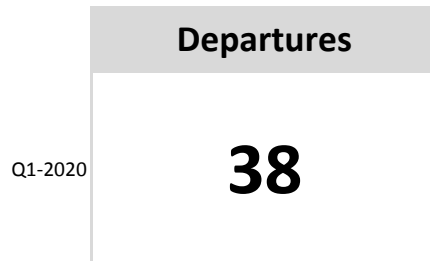
Statistics	Q1-2020	Q4-2019	Change
Marriage Licenses - Issued	7	-	
Marriage Licenses - Fees Collected	\$ 875	\$ 625	40%
Lottery Licenses - Issued	-	-	
Lottery Licenses - Fees Collected	\$ 3,989	\$ 7,409	-46% ●
Commission of Oath - Issued	11	-	
Commission of Oath - Fees Collected	\$ 220	\$ 120	83%
Burial Permits - Issued	34	-	
Burial Permits - Fees Collected	\$ 1,020	\$ -	
Website Visits	24,206	-	
Facebook Followers	2,370	-	

Statistics	2020 YTD	2019	% of PY
Marriage Licenses - Issued	7	-	
Marriage Licenses - Fees Collected	\$ 875	\$ 4,625	19%
Lottery Licenses - Issued	-	-	
Lottery Licenses - Fees Collected	\$ 3,989	\$ 28,922	14%
Commission of Oath - Issued	11	-	
Commission of Oath - Fees Collected	\$ 220	\$ 760	29%
Burial Permits - Issued	34	-	
Burial Permits - Fees Collected	\$ 1,020	\$ 4,500	23%
Website Visits	24,206	-	
Facebook Followers	2,370	-	

## Quarterly Highlights

- On-boarding of key personnel including CAO, General Manager of Public Works, Clerk & Treasurer.
- Continued progress on succession planning and successful placement of positions within the Fire Department, Treasury and other areas.
- Open postings at March 31, 2020: Executive Assistant & Fire Fighter

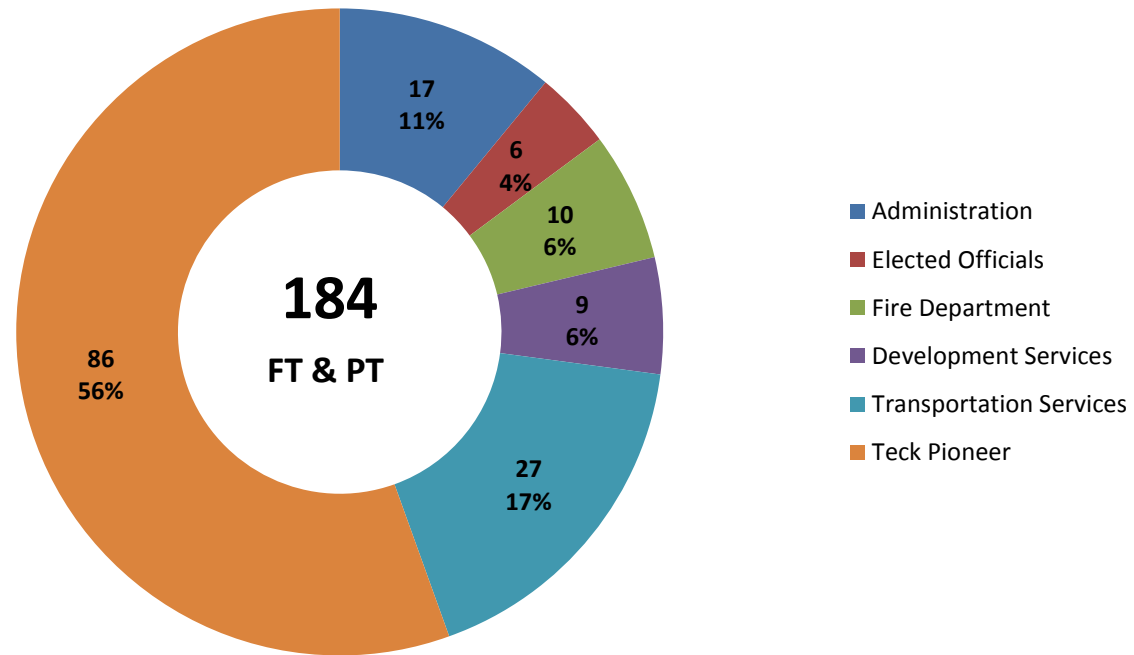
## Key Metrics



Other Metrics	Q1-2020	Q4-2019	Change
Full-Time Staff	120	139	-14% ●
Part-Time Staff	64	74	-14% ●
Days Injury Free	-	-	

Other Metrics	2020 YTD	2019	% of PY
Full-Time Staff	120	139	86%
Part-Time Staff	64	74	86%
Days Injury Free	-	-	

Departmental Breakout





## REPORT TO COUNCIL

Meeting Date: 4/21/2020	Report Number: 2020-CS-003
Presented by: Bonnie Sackrider	Department: Community Services

### REPORT TITLE

Naming Rights

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-CS-003 entitled “**Naming Rights**”, be received.

### BACKGROUND

At the Regular Meeting of Council held on December 3, 2020, Council received a recommendation from the Parks and Recreation Advisory Committee (PRAC), recommending that the Community Complex should retain the name “Joe Mavrinnac Community Complex”. The following motion was put forward and was defeated.

That Council approves the recommendations from the Parks & Recreation Advisory Committee that the Community Complex should retain the name “Joe Mavrinnac Community Complex”

**DEFEATED**

The agenda from December 3, 2019, Committee of the Whole Meeting, including the Parks and Recreation Advisory Committee, Recommendation is attached to this report as *Attachment 1*.

Council subsequently directed staff to investigate possible corporate naming rights opportunities for Kirkland Lake. The minutes of the December 3, 2019 Regular Meeting of Council are attached to this report as *Attachment 2*.

Report Number 2020-CS 003 is presented to Council in response to that direction.

---

The Town of Kirkland Lake currently has an approved Policy on Naming, which was adopted by Council on January 12, 2016.

The Minutes from the January 12, 2016 Regular Meeting of Council are attached to this report as *Attachment 3*.

## RATIONALE

Across Ontario, there are over 70 parks, stadiums, arenas, recreation centres, theatres and performance venues named after a business. Examples include, The Tribute Communities Centre in Oshawa, First Ontario Center in Milton, Tim Horton's Field for the Hamilton Tiger Cats, Paramount Fine Foods Centre in Mississauga, CAA Centre in Brampton, and the Scotiabank Arena, Rogers Centre and the Scotiabank Caribbean Carnival in Toronto.

A 2015 survey by the Centre of Excellence for Public Sector Marketing found that nearly every municipality with a population over 50,000 engages in corporate sponsorship deals with 94 per cent of those seeking naming right sponsors.

The following municipalities and their corresponding populations have published their naming rights policies; however, none of them indicates dollar amounts for facility naming:

Brampton	593,638
Kingston	123,798
Belleville	50,716
Vaughan	306,233
Pickering	91,771
Richmond Hill	195,022
Windsor	217,188
Peterborough	81,032
Toronto	2,731,571
Barrie	141,436
Oakville	193,832
Whitby	128,377

Interested parties typically respond to a Request for Proposal (RFP) for naming rights for a specific building issued by the municipality, or by completing a municipal application for naming rights.

To better respond to the interest shown by Council regarding neighbouring municipalities' practices, staff contacted colleagues in Northern Ontario. The Clerk contacted the network of Clerks and Treasurers, and the Director of Community Services reached out to the network of Recreational Professionals in Northern Ontario



to determine if any of these municipalities had naming rights policies and a threshold of amounts that they based naming of buildings or areas on. None of the municipalities contacted reported that they had anything in place.

The Town of Cochrane did advise that in 2004, the Tim Hortons Advertising and Promotion Fund Inc. donated \$1,000,000 to the municipality to help fund the construction of their Recreation Centre. Cochrane is currently looking at developing a naming rights policy in the near future since they do not have one.

At this time, due to the probable economic decline, staff do not recommend an aggressive solicitation of naming rights; however, staff do recommend that if interested benefactors approach the municipality, that the current Policy on Naming be adhered to.

## **OTHER ALTERNATIVES CONSIDERED**

Council may wish to amend the recommendation to state that staff be directed to issue an RFP for the naming of buildings or areas as requested by Council.

## **FINANCIAL CONSIDERATIONS**

Naming Rights could be a new revenue stream for the community. The full extent of the financial implications is difficult to measure as the revenues are dependent upon the willingness of a benefactor to contribute funds in exchange for the naming rights of facilities within the Town of Kirkland Lake.

## **RELATIONSHIP TO STRATEGIC PRIORITIES**

Naming Rights is not currently identified in external reviews received by Council for approval.

## **ACCESSIBILITY CONSIDERATIONS**

Not applicable.

## **CONSULTATIONS**

Numerous Northern Ontario Municipalities  
CAO, Richard McGee

## **ATTACHMENTS**

Attachment 1 – December 3, 2019, Committee of the Whole Agenda and recommendation of Parks and Recreation Advisory Committee.

Attachment 2 – Minutes of the Regular Meeting of Council, December 3, 2019

Attachment 3 – Minutes of the January 12, 2016 Regular Meeting of Council including Naming Rights Policy

[\*\*BACK TO TOP\*\*](#)



# ***Agenda***

Corporation of the Town of Kirkland Lake  
Committee of the Whole  
Council Chambers, Town Hall  
December 3, 2019  
4:40 p.m.

1. **Approval of the Agenda**
2. **Declaration of Pecuniary Interest**
3. **Petitions and Delegations**
4. **Committee of the Whole Reports**
  - a. [Finance](#) – Chair Councillor Eugene Ivanov
  - b. [Planning](#) – Chair Rick Owen
  - c. [Recreation & Health](#) – Chair Patrick Adams
5. **Adjournment to a Regular Meeting of Council**

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

# AGENDA

## **Parks & Recreation Advisory Committee Community Fitness Providers meeting**

**Tuesday, November 26, 2019**

**6:30 pm, Council Chambers**

### **Approval of the Agenda**

### **Adoption of the Minutes**

Minutes of the Meeting held October 22, 2019

### **Recommendations to Council from the PRAC**

- Community Fitness Programming (Private vs Municipal)
- Naming of the Kirkland Lake Complex

### **Items for Discussion**

1. Affordable Access – Ian Solonias
2. Outdoor Rink – Colin Hudson

### **Additional Information**

### **Adjournment**

# **Parks & Recreation Advisory Committee**

## **Recommendations to Council**

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### **Community Fitness Programming (Private vs Municipal)**

Following the Fitness Forum that took place on Tuesday, September 24, 2019, a discussion was held at the Tuesday, October 22, 2019 Parks and Recreation Advisory Committee Regular Meeting.

Every member had the opportunity to review the notes and to comment. It was determined that the private groups that presented had little in duplication with the Town. They all seem to attract different clients at different times. The constant message was the general public should be able to choose between the Complex and other private providers.

In saying this, the Parks and Recreation Advisory Committee would like to recommend to Council that Parks and Rec staff take a lead role in organizing meetings with the private groups in the Spring and Fall of each year to initiate positive discussion between all partners and minimize any potential conflicts.

We further recommend staff, when possible, to partner with the private groups (i.e. advertising in Seasonal Brochure and forming partnerships on training and instructional opportunities).

By opening the lines of communication and working together the groups will improve fitness opportunities for the entire community.

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Private fitness operators and non-profit recreation and leisure groups, be listed in the program guide and that Council, in consultation with the recreation department, determine advertising rates for profit and not for profits groups in the program guide.

---

### **Name of the Complex**

As per section 3.5 on the policy of Naming - the Recreation Advisory Committee recommends that the use of the Community Complex has not changed and it should retain its name - Joe Mavrinac Community Complex.

As in the past few years advertising has referred to it as the Kirkland Lake Community Complex it is further recommend that it now be referred to as the Joe Mavrinac Community Complex.



# Minutes

Corporation of the Town of Kirkland Lake  
Meeting of Council  
Council Chambers, Town Hall  
December 3, 2019  
6:20 p.m.

## Attendance

Mayor: Pat Kiely  
Councillors: Eugene Ivanov  
Rick Owen  
Casey Owens  
Dennis Perrier  
Stacy Wight  
Patrick Adams  
Staff: Acting Chief Administrative Officer: Yves Labelle  
Clerk: Jo Ann Ducharme  
Interim Treasurer: Sheri Matthews  
Interim Deputy Treasurer: Peter Georgeoff  
Manager of Planning and Building: Ashley Bilodeau  
Director of Community Services: Bonnie Sackrider  
Roads Foreman: Steve Ranta  
Airport/Cemetery/Landfill Supervisor: Rick Charbonneau  
Fire Chief: Rob Adair

## Moment of Silence

Mayor Pat Kiely requested a moment of silence.

## Approval of the Agenda

Moved by: Councillor Stacy Wight

Seconded by: Councillor Rick Owen

That Council approves the Agenda for its Regular Meeting of December 3, 2019, with the removal of the Bernhardt Drive Winter Maintenance and the addition of two items Chief Administrative Officer Recruitment Hiring Committee (Item 6.ii.b) and a verbal report from the Interim Chief Administrative Officer (Item 12).

CARRIED.

## Declaration of Pecuniary Interest

Mayor Pat Kiely requested those present to declare any pecuniary interest with matters appearing on the agenda.  
None Declared.

## Petitions and Delegations

There were no petitions or delegations appearing before the committee.

## Acceptance of Minutes and Recommendations

Moved by: Councillor Rick Owen

Seconded by: Councillor Stacy Wight

That Council accepts the Minutes of the following meetings:

- the Teck Pioneer Residence Committee of Management held August 20, 2019
- the 100<sup>th</sup> Anniversary Executive Meeting held October 17, 2019
- the Parks & Recreation Advisory Committee held October 22, 2019
- the Regular Meeting of Council held November 19, 2019

CARRIED.

**Reports of Municipal Officers and Communications**

- i. Approval of Recommendations from the Committee of the Whole
  - a. Recreation & Health
    - i. Community Fitness Programming Recommendation
    - ii. Complex Naming Recommendation
  - b. Finance & Corporate
    - i. Drawn Down from Wastewater Reserve Fund for North Clarifier – ***Amendment to the Capital Budget***
    - ii. Tactile Plates Expenditures to Operating
    - iii. Year End Reserve and Reserve Fund Resolution
- ii. Clerk
  - a. Chamber of Commerce Breakfast with Santa Request for Swim Passes
- iii. Manager of Planning & Land Development
  - a. Community Safety and Well Being Plan – Combined Municipalities
  - b. Modification to Winter Maintenance Plan
  - c. Request to Amend the Traffic and Parking Bylaw

**Reports of Municipal Officers and Communications**

Moved by: Councillor Rick Owen

Seconded by: Councillor Stacy Wight

That Council approves the recommendations from the Parks & Recreation Advisory Committee that Staff take a lead role in organizing meetings with the private groups in the Spring and Fall of each year to initiate a positive discussion between all partners and minimize any potential conflicts;

And that staff, when possible, partner with private groups (i.e. advertising in Seasonal Brochure and forming partnership on training and instructional opportunities).

And that fitness operators and non-profit recreation and leisure groups be listed in the program guide, and that Council, in consultation with the recreation department, determine advertising rates for profit and not for profit groups in the program guide.

CARRIED.

Moved by: Councillor Rick Owen

Seconded by: Councillor Stacy Wight

That Council approves the recommendations from the Parks & Recreation Advisory Committee that the Community Complex should retain the name 'Joe Mavrincac Community Complex';

And that a bylaw be brought forward for consideration at the next meeting of Council.

DEFEATED.

Moved by: Councillor Dennis Perrier

Seconded by: Councillor Stacy Wight

That Council directs staff to investigate possible corporate naming rights opportunities for the Kirkland Lake Complex.

CARRIED.

Moved by: Councillor Dennis Perrier

Seconded by: Councillor Stacy Wight

That Council approves the recommendations from the Finance and Corporate Services Committee to draw down \$5,424 from the Wastewater Reserve Fund to cover the over budget amount of the North Clarifier Rake Gearbox and Core Bas Repair 2019 Capital Project.

CARRIED.

Moved by: Councillor Stacy Wight

Seconded by: Councillor Dennis Perrier

That Council approves the recommendations from the Finance and Corporate Services Committee to draw \$10,909 from the 2019 Operating Budget, Sidewalk Replacement, to fund the incurred expenses related to the tactile plate purchases made under the Main Street Revitalization Initiative prior to change in scope (resolution dated November 5, 2019).

CARRIED.

Moved by: Councillor Dennis Perrier

Seconded by: Councillor Stacy Wight

That the following transactions be recorded, in accordance with the Canadian Public Sector Accounting Standards, in the reserves and the reserve funds for the year ended December 31, 2019:

1. That any net revenues from sundry land sales be directed to the 'Reserve for Working Capital'.
2. That the unspent portion of tax levy dollars for 2019 capital projects be directed to the 'Reserve for Infrastructure-Capital'
3. That the overspent portion of capital projects completed in 2019 that were to be funded by tax levy dollars or by transfers from the 'Reserve for Infrastructure-Capital' be funded from the 'Reserve for Infrastructure-Capital' to the extent that a balance exists in the 'Reserve for Infrastructure-Capital'.
4. That in the event of a 2019 winter control surplus, that the surplus be transferred to a 'Reserve for Winter Control Stabilization'.
5. That in the event of any operating surplus, that the surplus, in its entirety, be allocated to the 'Reserve for Working Capital'.
6. That in the event of a consolidated deficit, the deficit shall be carried forward to the subsequent year's budget in accordance with the provisions of the Municipal Act.

#### RESERVE FUNDS

1. That any surplus resulting in the Waterworks fund be directed into the 'Reserve Fund for Waterworks Capital Projects', the intention of which is to defray the costs of waterworks.
2. That any surplus resulting in the Wastewater fund be directed into the 'Reserve Fund for Wastewater Capital Projects', the intention of which is to defray the costs of wastewater.
3. That any proceeds from the sale or long term lease of land located on Archer Drive be directed in its entirety to the existing 'Reserve Fund for Archer Drive'.

That the Town of Kirkland Lake's share of any 2019 net revenues from The Town of Kirkland Lake Solar Inc. be directed to the existing 'Life Cycle Replacement Reserve Fund'.

CARRIED.

Moved by: Councillor Dennis Perrier

Seconded by: Councillor Stacy Wight

That Council approves the request from the Chamber of Commerce for a donation of 70 swim passes to the Dinner with Santa held on December 4, 2019.

CARRIED.



Moved by: Councillor Stacy Wight

Seconded by: Councillor Dennis Perrier

That Council approves the following members by appointed to the Chief Administrative Officer recruitment committee: Mayor Pat Kiely, Councillor Eugene Ivanov, and Councillor Rick Owen.

CARRIED.

Moved by: Councillor Rick Owen

Seconded by: Councillor Stacy Wight

Whereas The Ministry of the Solicitor General has mandated under Part XI of the current Police Services Act (1990) that municipalities are required to prepare and adopt a Community Safety and Well-Being (CSWB) Plan;

And Whereas The Ministry of the Solicitor General has mandated that the CSWB plan be adopted by municipalities prior to January 31, 2021;

Now therefore, the Council of the Town of Kirkland Lake hereby agree to work as a collective with the surrounding municipalities within the District of Timiskaming to develop a Community Safety and Well-Being (CSWB) Plan.

CARRIED.

#### **Introduction, Reading and Consideration of Bylaws**

Moved by: Councillor Stacy Wight

Seconded by: Councillor Rick Owen

That Bylaw 19-116 being a bylaw to authorize Mayor and Clerk to execute loan documents with Ontario Infrastructure and Lands Corporation for the purchase of a 2019 John Deere 644K Loader, be read a first, second and third time, enacted and passed.

CARRIED.

Moved by: Councillor Rick Owen

Seconded by: Councillor Stacy Wight

That Bylaw 19-117 being a bylaw to authorize Mayor and Clerk to execute all documents related to the purchase of 13 and 15 Calbeck Avenue, be read a first, second and third time, enacted and passed.

CARRIED.

#### **Questions from Council to Staff**

There were no outstanding questions from Council to Staff.

#### **Notice(s) of Motion**

There were no notices of motion presented before Council.

#### **Confirmation Bylaw**

Moved by: Councillor Stacy Wight

Seconded by: Councillor Rick Owen

That Bylaw 19-118 being a bylaw to confirm the proceedings of Council at its meeting held December 3, 2019, be read a first, second and third time, enacted and passed.

CARRIED.

#### **Councillor's Reports**

Council members reported on their activities over the past two weeks.

#### **Additional Information**

There was no additional information added to the agenda.

**Adjournment**

Moved Councillor Rick Owen

Seconded by: Councillor Stacy Wight

That Council adjourn its Regular Meeting of December 3, 2019.

CARRIED.

The meeting adjourned at

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Pat Kiely, Mayor

---

Jo Ann Ducharme, Clerk

## **Attendance**

Chair: Tony Antoniazzi  
Councillors: Tom G. Barker  
Jean-Guy Chamaillard  
Pat Kiely  
Norm Mino  
Todd Morgan  
Jim Roman

Staff: Chief Administrative Officer: Nancy Allick  
Clerk: Jo Ann Ducharme  
Director of Community Services: Bonnie Sackrider  
Director of Economic Development & Tourism: Wilf Hass  
Director of Physical Services: Mark Williams  
Building/Planning Supervisor: Mike Aldred  
Environmental Coordinator: Jenna McNaughton  
Treasurer: Jennifer Elder  
Tax Collector/Deputy Clerk: Ryan Dagelman

## **Moment of Silence**

Mayor Antoniazzi requested a moment of silence.

## **Approval of the Agenda**

Moved by: Councillor Tom Barker  
Seconded by: Councillor Todd Morgan  
That Council approves the Agenda for its Regular Meeting of January 12, 2016 as presented.

Carried.

## **Declaration of Pecuniary Interest**

Mayor Antoniazzi requested those present to declare any pecuniary interest with matters appearing on the agenda.  
None declared.

## **Petitions and Delegations**

There were no petitions or delegations appearing before the committee.

## **Acceptance of Minutes and Recommendations**

Moved by: Councillor Todd Morgan  
Seconded by: Councillor Tom Barker  
That council accepts the Minutes of the following meetings:

- the Teck Centennial Library Board held November 19, 2015
- the Regular Meeting of Council held December 15, 2015
- the Meeting to Open Request for Proposals for Consulting Engineering Services for the new Aquatic Centre held December 22, 2015
- the Meeting to Open Tenders for Supply of Fuel held December 23, 2015

Carried.

**Reports of Municipal Officers and Communications**

- i. Chief Administrative Officer
  - a. POLICY: Name Rights on Venues
  - b. POLICY: Customer Service
  - c. POLICY: Corporate Code of Discipline
- ii. Director of Physical Services
  - a. Water Financial Plan
  - b. New Aquatic Centre Consulting Engineer
  - c. Waste Management Request for Proposals Review

**Motions Arising from Reports of Municipal Officers and Communications**

Moved by: Councillor Tom Barker

Seconded by: Councillor Todd Morgan

That Council approves the Naming Rights on Venues Policy as presented by the Chief Administrative Officer.

Carried.

Moved by: Councillor Todd Morgan

Seconded by: Councillor Tom Barker

That Council approves the Customer Service Policy as presented by the Chief Administrative Officer.

Carried.

Moved by: Councillor Tom Barker

Seconded by: Councillor Todd Morgan

That Council approves the Corporate Code of Discipline as presented by the Chief Administrative Officer.

Carried.

Moved by: Councillor Todd Morgan

Seconded by: Councillor Tom Barker

That Council received the Drinking Water Quality Management System, Water Financial Plan, as presented by the Director of Physical Services.

Carried.

Moved by: Councillor Todd Morgan

Seconded by: Councillor Tom Barker

That Council:

1. Directs the Director of Physical Services to put out for tender the waste collection and landfill operations for a 7-year contract.
2. Approves a municipal-run recycling depot.
3. Directs the Director of Physical Services to investigate further and bring back to Council a budget for recycling collection.
4. Directs the cancellation of the RFP for Waste Collection Management.

Carried.

**Introduction, Reading and Consideration of Bylaws**

Moved by: Councillor Tom Barker

Seconded by: Councillor Todd Morgan

That Bylaw 16-001 being a bylaw to authorize Mayor and Clerk to execute a marketing license agreement with Service Line Warranties of Canada, be read a first, second and third time, enacted and passed.

DEFEATED.

Moved by: Councillor Todd Morgan

Seconded by: Councillor Tom Barker

That Bylaw 16-002 being a bylaw to prohibit smoking, effective March 1, 2016 on the municipal owned property at 145 Government Road East, Teck Pioneer Residence, be read a first, second and third time, enacted and passed.

Carried.

Moved by: Councillor Tom Barker

Seconded by: Councillor Todd Morgan

That Bylaw 16-003 being a bylaw to authorize Mayor and Clerk to execute an agreement with NOHFC for funding a Tourism and Event Coordinator Intern, be read a first, second and third time, enacted and passed.

Carried.

Moved by: Councillor Todd Morgan

Seconded by: Councillor Tom Barker

That Bylaw 16-004 being a bylaw to authorize Mayor and Clerk to execute an agreement with Ontario Trillium Foundation for Museum of Northern History renovations, be read a first, second and third time, enacted and passed.

Carried.

Moved by: Councillor Tom Barker

Seconded by: Councillor Todd Morgan

That Bylaw 16-005 being a bylaw to authorize Borrowing for Current Expenditures, be read a first, second and third time, enacted and passed.

Carried.

Moved by: Councillor Todd Morgan

Seconded by: Councillor Tom Barker

That Bylaw 16-006 being a bylaw to authorize Mayor and Clerk to execute documents related to the sale of laneway abutting 17 George Street, be read a first, second and third time, enacted and passed.

Carried.

Moved by: Councillor Tom Barker

Seconded by: Councillor Todd Morgan

That Bylaw 16-007 being a bylaw to Deem part of a registered plan Lots 822 and 823 of Plan M137T – 17 George Street, be read a first, second and third time, enacted and passed.

Carried.

Moved by: Councillor Todd Morgan

Seconded by: Councillor Tom Barker

That Bylaw 16-008 being a bylaw to authorize Mayor and Clerk to execute a contract with Salterpilon Architecture for consulting engineering services for the New Aquatic Facility, be read a first, second and third time, enacted and passed.

Carried.

#### **Notice(s) of Motion**

There were notices of motion presented before the committee.

#### **Confirmation Bylaw**

Moved by: Councillor Tom Barker

Seconded by: Councillor Todd Morgan

That Bylaw 16-009 being a bylaw to confirm the proceedings of Council at its meeting held January 12, 2016, be read a first, second and third time, enacted and passed.

Carried.

#### **Councillor's Reports**

Committee Members reported on the activities over the past three weeks.

#### **Additional Information**

There was no additional information added to the agenda.

**Adjournment**

Moved by: Councillor Todd Morgan

Seconded by: Councillor Tom Barker

That Council adjourn its Regular Meeting of January 12, 2016 to discuss 1 disposition of property issue as permitted under Section 239(2)c. of the Municipal Act.

Carried.

The meeting adjourned at 6:30 p.m.

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Tony Antoniazzi, Mayor

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Jo Ann Ducharme, Clerk

<b>SECTION:</b>  <b>ADMINISTRATION</b>	<b>SUBJECT:</b>  <b>Policy on Naming</b>	<b>Pg. 1 of 3</b> <hr/> <b>DATE: January 12, 2016</b>
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1) Purpose

The Town of Kirkland Lake (TKL) welcomes the opportunity to name physical facilities (buildings, rooms, parks, etc) and other items to honour the distinguished contributions of individuals or organizations. It also welcomes the opportunity to honour those whose generous benefactions enhance the Town’s ability to further its mission and purpose.

This policy sets out the Town’s guidelines for granting the honour of naming.

2) Scope

2.1 This policy applies to the naming of:

- Buildings or substantial parts of buildings (wings, rooms, etc)
- Parks
- Roads
- Playing fields
- Beaches
- Trails or trail systems
- Such other items as the Town may from time to time see fit to name in order to perpetuate the name of a distinguished person or benefactor.

2.2 This policy does not apply to the recognition of distinction or benefactions by placing of plaques or other memorials where such recognition does not carry with it the naming of something such as above. The Chief Administrative Officer or designate is delegated the responsibility for approving all matters in connection with the design and location of plaques.

3) General Provisions

3.1 In circumstances pertaining to the naming of Town assets, the public unveiling of naming rights or a gift announcement will typically occur once an initial payment toward an outstanding pledge has been received by the Town.

3.2 Notwithstanding any other provision in this policy, no naming will be approved or continued where identification with the recognized individual or organization would constitute a challenge to the reputation of the Town.

3.3 No name will be approved that will imply the Town’s endorsement of a partisan political or ideological position (*removal of ‘or of a commercial product’*). This does not preclude a naming after an individual who has at one time held public office or with the name of an individual or a company that manufactures or distributes commercial products or services.

3.4 A benefactor whose naming gift also provides for the creation of an endowment to support the future maintenance of a building or a part thereof or a facility or fund will be granted naming rights in perpetuity subject to section 3.5. When a naming gift is not sufficient for the creation of such an endowment, or if a benefactor does not wish to create an endowment, naming rights will be typically granted for a negotiated period of time.

3.5 Where a building or part thereof or a facility has been named, the Town will continue to use the name so long as the building, part or facility remains in use and serves its original function. When the use is changed such that it must be demolished, substantially renovated or rebuilt, the Town may retain use of the name, name another comparable room or facility, or discontinue the use of the name. Where it is proposed that the use of the name not be maintained, the discontinuation will require the approval of Council. Once a decision to rename is taken, the person or entity for which the facility has been named, or their descendants, will be informed of the decision. If appropriate and feasible, suitable arrangements will be made to honour the name previously used.

3.6 The CAO or designate may recognize gifts from benefactors of physical objects which reside in buildings such as books, decorative windows, paintings, furniture and the like. Such recognition is usually marked by the mounting of plaques or nameplates or inclusion in published lists.

3.7 When an endowment has been established or donated to continue something that has been named, the Town will make its best effort to protect the capital of the endowment from erosion due to inflation or investment in order to perpetuate the thing that has been named and the use of the name.

3.8 Other factors to be considered when approving a name change shall include:

- Tradition, history, previous agreements, existing commitments and building uses
- Costs associated with the name change
- Legal implications of the name change
- Consideration of the recognition already accorded to the same individual (s).

**ADDITION:**

3.9 Where a company/benefactor changes name or mergers occur, the cost of renaming, re-signing and any other related costs will be borne by those requesting the change.

4) Naming in Recognition of Distinctions

4.1 To avoid emotional decisions in the case of a naming proposal to honour a deceased individual, no naming decisions will be considered for at least one year following the death of the individual.

5) Naming in Recognition of Benefactions

5.1 For recognition by naming, it will be expected that the benefactor, and/or other contributors wishing to honour a benefactor, will provide all or a substantial part of the cost of the entity. "Substantial" is deemed to mean either a significant majority of the cost or a contribution which, while not being a significant majority, is regarded as central to the completion of the building, etc. Other specific criteria appear below.

5.2 Whenever possible, gift amounts required to secure the naming rights to physical Town assets such as buildings or significant parts of buildings, special facilities and locations shall be set by the Treasury Office using a calculation formula that considers factors such as:

- Base space value of asset (cost per square metre)
- Location of asset
- Utility of asset

5.3 In the establishment of objectives for a fundraising campaign, Town Council or the campaign committee to which Council delegates authority, may establish in advance naming opportunities and the level of benefaction required for each, and may advise potential benefactors that the benefaction will be recognized by naming, subject to approvals and decisions being consistent with this policy.



5.4 In all such cases, individuals representing the Town of Kirkland Lake will make clear to potential benefactors that naming is subject to the following:

- 5.4.1 the proposal must be approved according to the Town's criteria, and
- 5.4.2 where the benefaction does not meet the full cost of the building, etc., the naming is subject to completion of satisfactory funding arrangements, and the naming will take place only after that is achieved. If the Town is unable to proceed, the potential benefactors will be entitled to redirect their contributions.

5.6 Benefactors establishing endowments are asked to include provision giving the Town the authority to amend the use of the benefaction if the original use becomes inappropriate or impossible, providing that the Town undertakes to make its best efforts to ensure that the endowment is maintained as a separate entity and that the naming in recognition of the benefactor is maintained.

#### 6) Procedures

6.1 All proposals for naming should be forwarded to the Chief Administrative Officer, who shall make a determination whether the proposed naming conforms to this policy. The proposal will then be forwarded to Town Council who shall make a determination whether the proposed naming is appropriate and of sufficient merit. If Council deems the proposal has sufficient merit, the naming will be approved as outlined below.

#### 7) Approvals

7.1 Town Council approval will be required for the naming of individual rooms and similar interior spaces, buildings, substantial part of buildings, or parks.

7.2 Prior to the consideration naming proposals, notice will be sent on a confidential basis, by the Chief Administrative Officer to all Council members to enable any member to comment. Names approved by Council will be reported to the Chief Administrative Officer for information.

7.3 The authority to name does not extend to the decision to erect a building, or otherwise proceed with the thing which is to be named.

Approved By:

Date:

<b>SECTION:</b> <b>ADMINISTRATION</b>	<b>SUBJECT:</b> <b>CUSTOMER SERVICE</b>	<b>Pg. 1 of 1</b>
		<b>DATE: January 12, 2016</b>

**A. PURPOSE**

**Customer Service Standards**

The Town of Kirkland Lake delivers services that are focused on the customer. Kirkland Lake Town Council and Staff value our customers and are committed to providing excellent service in every aspect of our business.

**B. POLICY STATEMENT**

We strive to meet the following standards with each and every customer and appreciate their feedback.

- We will treat you with dignity and respect.
- We will treat you fairly while complying with all our policies, bylaws and regulations.
- We will ensure our services are accessible for all of our customers.
- We will identify ourselves to you by using our first name and the department in which we work.
- We will provide our service in the most cost-effective and timely manner possible.

**MY311 - Customer Service Standards**

The mission of My311 is to ensure a single-point-of-access to non-emergency Town of Kirkland Lake program and service inquiries for all residents, businesses and visitors, in order to provide convenient, prompt, accurate and reliable Municipal government information and requests for service to the public, while making the best use of staff expertise, resources and technology.

**Online Service Request Triage**

**SERVICE STANDARD:** Within 1 business day  
**DESCRPTION:** Provide a tracking number for online service requests

**Telephone Response**

**SERVICE STANDARD:** Answer 80 percent of calls in 75 seconds or less  
**DESCRPTION:** Incoming calls to 311 Contact Centre

**Complaint Response**

**SERVICE STANDARD:** Within 5 business days  
**DESCRPTION:** Initial response to complaints about the 311 service

**Email Response**

**SERVICE STANDARD:** Within 48 hours  
**DESCRPTION:** Response to an email

**Mail Out**

**SERVICE STANDARD:** Within 5 business days  
**DESCRPTION:** Provide material mail outs

**E-Updates**

**SERVICE STANDARD:** Daily weekdays  
**DESCRPTION:** Website, Facebook, Twitter updates

**Enquiries:** Chief Administrative Officer 705-567-9361 #236  
Clerk, 705-567-9361 #238

Approved By:

Date:

**TOWN OF  
KIRKLAND LAKE**

**POLICY**

<b>SECTION:</b> <b>MUNICIPAL EMPLOYEE</b>	<b>SUBJECT:</b> <b>CODE OF DISCIPLINE, CORPORATE</b>	<b>Pg. 1 of 10</b>
		<b>DATE: December 22, 2015</b>

**1. Introduction**

All employees of the Corporation of the Town of Kirkland Lake share a common goal of providing the best possible service both within the Corporation and to the public, and to strive to reach the Corporation's goals and objectives.

In order to reach these goals, all line management shall strive through personal leadership and motivation, to maintain an atmosphere of trust and open communication with employees. They shall operate from the premise that problems which may arise from time to time are best resolved through open dialogue between the employee and the supervisor.

It is also recognized that unions can, and should, play a vital role in attempting to resolve problems at the earliest stage possible. To this end, management is committed to meet and discuss problems with the appropriate union representative of bargaining unit employees.

In the pursuit of achieving the Corporation's goals and objectives, it may become necessary for line management to contemplate some form of disciplinary action if circumstances warrant. If this situation should arise, it is the Corporation's position and philosophy that disciplinary action is designed to be corrective rather than punitive in nature. The effect of this would be to encourage employees to change unacceptable behavior, to deter similar acts of behavior and to motivate the employee towards achieving the overall goals of the Corporation.

For the most part, an employee shall be given the opportunity to improve unacceptable work performance or conduct insofar as this is reasonable and practical. However, there may be occasions where, due to the frequency or seriousness of an employee's misconduct, the most appropriate disciplinary measure is termination of employment by discharge. While it is hoped that these situations will be most rare, it is recognized that this action would be required in the event that the employer/employee relationship is no longer viable.

In all actions involving disciplinary action, it is recognized that the employee has the right to access the grievance procedure as outlined in the respective collective agreement or his/her supervisor in the case of non-union employees.

## **2. Application of Discipline Policy**

Due to the variety of situations that may arise in an organization as diversified as the Corporation of the Town of Kirkland Lake, this document is intended to be a guideline only regarding the handling of disciplinary matters. However, it is important to recognize that, to the extent possible, a consistent approach to discipline is both appropriate and desirable. To this end, the Administration Department is available to discuss the appropriateness of contemplated disciplinary action.

## **3. Prerequisites for Discipline**

An employee cannot, in most instances, be disciplined for, among other items, breach of Town of Kirkland Lake policy, violation of rules and/or regulations, or failure to perform satisfactorily unless it can be demonstrated that a reasonable employee should have been aware of what was expected.

Therefore, it is important to note that employees should be informed about the rules, regulations and policies governing all Town employees and specific information related to what is expected of the employee in the work environment. If an employee's behaviour is not acceptable, it must be pointed out to the employee what is expected of them and what the consequences of such behaviour would be. Unless the employment relationship is being terminated: such counseling should result in the behaviour being corrected.

A distinction should be drawn between disciplinary and non-disciplinary action. In instances where an employee is incapable of performing or conducting themselves satisfactorily, then the employee may be removed from that employment. Such removal, however, is non-disciplinary.

## **4. Disciplinary Action**

If an employee's actions are unacceptable and informal discussions have failed to correct the situation, it may be appropriate for the supervisor to consider some type of disciplinary action. It is extremely important that accurate records be kept by the supervisor with respect to all efforts to correct the undesired behaviour.

Prior to deciding whether or not disciplinary action is appropriate, the supervisor should investigate the situation in as fair and objective a manner as possible. Assistance in this matter is available from the Department Heads and Town Administrator. Supervisors are also reminded that employees can, and indeed should avail themselves of union representation when appropriate. To this end, the employee must be advised that they can have a union representative present when disciplinary action is being discussed. Indeed: this element is imperative as a case can, and in all probability will, be lost if the employee was not advised that they could have a union representative with them.

## **5. Types of Disciplinary Action**

Generally speaking, discipline falls into one of the following categories:

- a) Written Reprimand
- b) Suspension
- c) Discharge

Oral Warnings are generally not regarded as discipline unless they were intended to form part of the employee's record.

In imposing disciplinary action, it is Important to note that generally such sanctions will be progressive. However, it may happen that an offence is so flagrant or serious that the only appropriate penalty is discharge without having imposed any lesser penalty.

### **I. Oral Warnings**

If informal discussions with the employee do not resolve the problem of a minor nature, the employee should be given an oral warning. This would include a statement of what the employee did wrong, how It could be corrected and the possible consequences if corrective action is not forthcoming from the employee. In most circumstances this action will be sufficient to correct any inappropriate behaviour.

### **II. Written Reprimand**

The written reprimand is a formal warning that an employee's conduct is unsatisfactory. It would normally be utilized for minor infractions or first occurrences. Written reprimands shall be addressed directly to the employee and clearly specify the infraction, the corrective measures required and the possible consequences if no improvement is forthcoming. The employee should be requested to acknowledge receipt by signing and dating the written reprimand. A copy shall be placed on the employee's Personal File and another copy shall be forwarded to the Town Administrator.

A written reprimand will normally be initiated and signed by the supervisor and handed directly to the employee. Where this is not possible, the written reprimand shall be sent by registered mail to the employee's last known home address.

### **III. Suspension**

While it is anticipated that the number of suspensions for employees of the Town of Kirkland Lake would be minimal, there may be occasions when such action is necessary. Such could occur when a written reprimand fails to resolve a problem. It could also be imposed where an incident is of such a nature that a written reprimand would be inappropriate, for example, disorderly conduct, theft, fighting, or falsifying documents to name a few.

A suspension is the temporary removal of an employee from the place of work usually for a specified period of time, without pay. It is done in order to impose a definitive disciplinary measure for an act of misconduct and is designed to be corrective in nature. On very rare occasions, it may be necessary to suspend an employee indefinitely pending an investigation. This would occur, for example, if the employee committed a serious offence and the continued presence of this employee represents a threat to other employees. The employee is suspended while the investigation is going on but such investigation should be as expeditious as possible.

Suspensions must be immediately reported to both the Department Head and to the Town Administrator.

#### **I V Discharge**

In the event that it is not possible to continue the Employer/employee relationship, it may be appropriate for the Corporation to consider discharging an employee. Discharge may be an appropriate sanction if an infraction is of a major nature; or it may be appropriate if an infraction is the latest in a series of offences which have been dealt with through progressive stages of the disciplinary process. These offences may or may not be related and may by themselves, not warrant discharge. However, when examined as a whole, the employee's record may indicate that the continuation of the employment relationship is not appropriate. Such events are known as the culminating incidents or the straw that broke the camel's back.

Discharge is the most serious sanction which the Employer can impose. The decision to proceed should be taken only after very careful consideration of all the available information and only when it is determined that the employee is no longer suitable for continued employment. It should be noted that only a Department Head can discharge an employee. This can only occur after a full discussion has taken place with the Town Administrator and at the discretion of the Town Administrator, subject to legal advice.

A letter of discharge should set out the facts and should include the reasons for the decision. It should be sent directly to the employee by registered mail and signed by the employee to acknowledge receipt. A copy shall be forwarded to the Town Administrator.

#### **V. Other Penalties**

Other penalties such as demotion or transfer may be applied. When such penalties are contemplated, the Town Administrator shall be consulted.

#### **6. Factors Affecting the Degree of Penalty**

In all cases where disciplinary action is contemplated, it is important to ascertain that the corrective measure to be applied is consistent with the particular circumstances surrounding the infraction.

(a) Seriousness of The Infraction

An Infraction is composed of two parts. The first part relates to the actual offence. The second part relates to the effect of that offence on the operational unit.

(b) Effect or Potential Effect of Infraction

If the effect or potential effect on the operational unit is great, then the appropriate penalty will lean towards more severe discipline. The range of penalties outlined on pages 8, 9 & 10 is intended to apply in normal circumstances. In an abnormal situation, the penalty could far exceed the maximum penalty indicated. For example, consider the situation of a physical fight. In the normal course of events, it would generally be appropriate to apply a suspension. However, if that fight occurred in a control room filled with sensitive instruments and control equipment, and damage occurred to the equipment resulting in the shutdown of operations, the employees would be disciplined for fighting, for damaging equipment and for being responsible for the shutdown. The appropriate discipline might be discharge.

(c) Uniformity of Application

This factor is of prime importance and is one of the major reasons for the existence of this policy. It is important that discipline for similar offences in similar circumstances be applied consistently for two reasons:

- i. From a staff relations perspective: employee reaction will be better with the knowledge that the discipline policy is applied fairly and consistently to all employees.
- ii. In the legal sense, arbitrators tend to look with disfavor on Employers with an inconsistent approach to this matter.

The appropriateness of the penalty from within the range suggested is determined by past practices of the Town of Kirkland Lake and current labour arbitration jurisprudence. It is necessary to investigate and find out what penalty has been applied in the past in similar circumstances. Therefore, the Town Administrator shall be consulted in this regard.

(d) Prior Warnings

Repeated occurrences of the same offence, when documentation exists that prior warnings did occur, increase the degree of penalty that is appropriate. Generally, warnings are required before any discipline may be applied.

Although in the normal course of events a warning is required, there may be instances where misconduct or insubordination is so serious that suspension may be warranted.

(e) Momentary Aberration or Premeditated Act

The discipline which would be imposed upon an employee could be affected by whether or not the action arose as a result of an impulsive act or whether it was premeditated. Generally, an impulsive act would tend to be subject to a lesser degree of penalty than a premeditated act.

(f) Provocation

The consideration as to whether or not an employee was provoked into action enters into the determination of the degree of penalty.

Provocation does not absolve the employee of responsibility for their actions, but the existence of provocation might be a mitigating factor in considering discipline.

(g) Misunderstanding

In such areas such as rules, regulations and performance standards the onus is on the Employer to make sure that the employee is aware of, and understands what is expected. Lack of knowledge and/or understanding of what is expected in such situations generally does not give rise to discipline.

Certain areas may exist where misunderstanding on the part of the employee does warrant disciplinary action. However, misunderstanding can affect the degree of penalty imposed. For example, consider the case where an employee misinterprets the motives of a supervisor in assigning different duties. As a result of this misinterpretation, the employee acts in a manner inconsistent with the responsibilities given to carry out such duties. In such an instance, the employee may be subject to discipline but the degree of discipline would be less than in a similar situation where no such misinterpretation exists.

When contemplating disciplinary action, consideration shall be given to employees who have identified substance abuse or other physical, personal or domestic problems. While such problems are not, by themselves, an excuse for misconduct, every effort should be made to encourage and assist an employee to seek and obtain professional assistance. If the employee's performance continues to deteriorate, it may be necessary to resort to disciplinary measures.

(h) Seniority

An employee's length of service will have a bearing on the degree of penalty which may be applied. An employee with a long and unblemished service record will, in all likelihood, be treated more leniently than a recent hire for the same offence.

(i) Past Performance

Another factor in the determination of the applicable penalty is the employee's previous record.



(j) General Comments

It has been stated that uniformity is an important factor in applying discipline.

Mitigating circumstances may well require variations in supervisor's response to apparently similar offences, but whatever the response, it must be made evident to all employees that disciplinary actions depend upon the nature of the offence and the attendant circumstances.

When mitigating circumstances exist which affect the degree of penalty to be applied, such circumstances should be fully documented in order not to set a precedent and prejudice a penalty which may be applied at a later date for the same type of offence but where no mitigating circumstances exist.

Disciplinary action should not be delayed by an unwarranted length of time. Too great a time gap between the breach of discipline and supervisor's response tends to disassociate the offence from the corrective action.

**7. Disciplinary Guidelines**

The following is intended to be an overall guideline for the Corporation. The offences have been grouped in to one of four categories ranging from the least serious to the most severe. However, circumstances may be such that an offence might be a 'group 1' in one branch of a Department and a 'group 2' or even a 'group 3' elsewhere or vice versa. It is intended to assist supervisors in deciding the severity of the offence as well as to indicate to employees how the Corporation would generally look upon various types of behaviour. The offences shown on the guidelines are not all inclusive and are intended to be used as a guide.

VERBAL WARNING	WRITTEN REPRIMAND	SUSPENSION	DISCHARGE
Group 1			
Group 2			
		Group 3	
		Group 4	
Length of Suspension (without pay)		0	10
		days	

**Group 1 Types of Offences:**

Minor in Nature:

- late without a reasonable explanation
- departs early without reasonable explanation
- interferes with the work of others
- wastes time while on duty

**Group 2 Types of Offences:**

More Serious in Nature:

- is discourteous or rude to members of the public or employees of other Branches or Departments
- is insubordinate
- improperly uses the services of another employee during working hours or uses the property of the Corporation at any time for other than officially approved activities
- disregards established safety practices
- fails to promptly report a work accident
- as a person in authority, condones or fails to take action when an employee has committed an infraction
- tampers with another employee's locker, tool box, etc.
- misuse of Town computers or information systems by violating computer policy

**Group 3 Types of Offences:**

Very Serious in Nature:

- fraudulently obtains documentation required for approval of leave is absent without permission
- tampers with attendance registers or time clocks deliberately misrepresents attendance
- acts in a manner likely to bring discredit to the Corporation while on duty
- makes a false statement in relation to any matter affecting appointment or employment
- makes or signs a false statement in relation to the performance of duties
- sleeps on duty
- falsifies expense or any other claim forms
- reports for duty impaired or is unfit for duty due to the influence of alcohol or illegal drugs
- consumes alcoholic beverages, legal drugs or illegal drugs which cause impairment while on duty, on or off of Town of Kirkland Lake premises.
  - o this includes paid and unpaid breaks for employees who are required by their jobs to operate vehicles and/or equipment, or work in safety sensitive areas (such as water distribution) while on duty
  - o for all other employees 'while on duty' pertains to only paid breaks

- fails to notify immediate manager of use of prescribed drugs causing impaired alertness and/or disorientation. Each employee is responsible for :
  - o determining any potential adverse effects of using prescribed or over-the-counter medication with his/her doctor or pharmacist
  - o Heading warning labels on medications re: impairment
- fails to account for, improperly withholds, misappropriates or misapplies any public money or property
- breach of confidentiality by an employee who is entrusted with or has access to employee personal information or any other information deemed by the Corporation or by legislation to be confidential in nature
- sustained, intemperate or unbalanced public criticism of either Corporate policy or procedures or the character or integrity of those responsible for the development or administration of policy or procedures

#### **Group 4 Types of Offences:**

Extremely Severe in Nature:

- assaults a supervisor or members of the public
- acts in contravention of the Corporation's policies on Conflict of Interest and Personal Use of Town Property
- commits an indictable offence or an offence punishable under any statute of Canada or any Province or territory which affects ability to perform the duties of the position
- steals or participates in the theft of public property
- willfully causes waste, damage or destruction of any public property
- operates a Town vehicle while employee's license is suspended
- sexual harassment of subordinates, supervisors or peers.

#### **8. Documenting Performance/Behavioural Problems**

Throughout the discussion of the various types of disciplinary actions available to supervisors, the importance of making and keeping records has been emphasized. It is part of the supervisor's responsibility and duty to keep records of an employee's performance and/or conduct. Further, copies of all disciplinary documentation shall be forwarded to the Town Administrator.

A record of the disciplinary action must be placed on the Personal File of the employee concerned. However, nothing of a disciplinary nature should be placed on the employee file without the knowledge of the employee. If an employee declines to acknowledge the content of the document to be placed on their file, a notation should be made to this effect prior to filing the document.

Supervisors should consider the following in preparing and maintaining records and/or supervisory reports:

- a) The records of an employee's performance/behaviour must be as complete and detailed as possible.
- b) The record must be dated and signed by the supervisor, and where appropriate, by the employee concerned.
- c) The record must state the action taken by the supervisor to remedy performance/behavioural problems.
- d) Both performance/behavioural problems and the effect or potential effect of these problems must be recorded.
- e) Those factors which were considered as affecting the degree of penalty for performance/behavioural problems should be specified.
- f) The record must be objective.
- g) All discipline records forwarded to the employee's Personal File shall be clearly dated and identified in the subject line as follows:
  1. "Discipline"-suspension (or whatever it actually is)
  2. Last three digits of S.I.N./surname

**9. One Penalty for One Offence**

An employee may not be disciplined more than once for the same incident.

**10. Consultation with the Town Administrator**

Further information or clarification concerning disciplinary action is available by contacting the Town Administrator at the Town Hall.

REPORT TO COUNCIL	
Meeting Date: 1/12/2016	Report Date: 1/8/2016
Decision Requested: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Direction Only	Priority: <input checked="" type="checkbox"/> High <input type="checkbox"/> Low Type of Meeting: <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed
Presented by: Mark Williams	Department: Physical Services

**Report Title**

Kirkland Lake Water Financial Plan #314-301

**Recommendations**

See attached

**Budget Implications**

See attached

**Background**

See attached

**Options / Discussions**

**Other Departments Consulted and Affected**

**Attachments**

Report  
Water financial Plan

**CAO Comments**

**SUBJECT:**

**KIRKLAND LAKE WATER FINANCIAL PLAN #214-301**

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**RECOMMENDATION:**

THAT the Finance & Administration recommend to Town Council that:

1. In accordance with Provincial Regulation 453/07, the Water financial Plan (Provincial #214-301) as provided in appendix #1, which has been prepared in the Public Sector Accounting Board (PSAB) format employing tangible capital asset methodology, be approved;
2. A copy of the Water financial Plan and Council Resolution approving the plan be submitted to the Ministry of Municipal Affairs and Housing (MMAH) as prescribed by Ontario Regulation 453/07 under the Safe Drinking Water Act, 2002 which required owners of municipal drinking water systems to submit a Water Financial Plan to the province in order to obtain or maintain a Municipal Drinking Water Licence; and
3. Staff be authorized to place notification in newspapers and on the Town's website advising the public of the availability of Kirkland Lake's Water Financial Plan, as prescribed by Ontario Regulation 453/07.

**REPORT:**

**1.0 BACKGROUND**

- As part of the Province's commitment to implement all of Justice O'Connor's Walkerton recommendations, the Ministry of Environment (MOE) has put in place a new approvals framework (The Municipal Drinking Water Licence program) under the Safe Water Drinking Act, 2002 (SWDA) for municipal residential drinking water systems. This new program replaced the previous Certificate of Approval process.
- There are five requirements under the Municipal Drinking Water Licence Program in order for a municipality to become licensed, which include:
  1. Obtaining a water works permit;
  2. Acceptance of the operational plan for the system based on the Drinking Water Quality Management Standard;
  3. Accreditation of the Operating Authority;
  4. Obtaining a permit to take water; and
  5. **Preparing and providing a financial plan.**
- The first four requirements have been approved by the Province. The preparation and submission of a Financial Plan is the last requirement to be provided.

- The Province passed Ontario Regulation 453/07 in August 2007 which identified the requirements of the Financial Plan for Water systems. The regulation is part of the Province's long term strategy to ensure that municipal drinking water systems are financially viable.

## **2.0 REQUIREMENTS OF FINANCIAL PLANNING REGULATION 453/07**

- The regulation requires owners of municipal drinking water systems to complete and submit Financial Plans for existing and new water systems. The financial Plans must be developed for a six-year period and must contain details of a system's financial position, financial operations and cash flow and be made available to the public. **The regulation does not require Provincial approval of Financial Plans but the plans must be submitted to MMAH.**
- The regulation sets out different requirements for existing and new systems.

### **2.1 New Water Supply Systems**

- For new water supply systems, the regulation requires the owner to declare in the form of resolution (Council resolution) that the financial impacts of the proposed system have been considered and that the proposed system is financially viable. The resolution must include a copy of the Financial Plan and sent to MMAH.
- **The financial Plan for an existing water supply system requires significantly more information as compared to a Financial Plan for a new system.** The Financial Plan for an existing system must include all the information required for a new system, plus information on tangible capital assets as follows:
  - Details of the financial position of the system include:
    - Total non-financial assets;
    - Tangible capital assets acquisition;
    - Betterments;
    - Write downs;
    - Disposals; and
    - Total liabilities and net debt.
  - Details of the financial operations for the system include:
    - Total revenues, itemized by water rates, user charges and other revenues;
    - Total expenses, itemized by amortization expenses, interest expenses and other expenses;
    - Annual surplus or deficit; and
    - Accumulated surplus or deficit.

- Details of the drinking water system's cash flow including receipts and payments arising from:
  - Financing activities;
  - Capital activities;
  - Investing activities;
  - Operating activities;
  - Changes in cash and cash equivalents in the period; and
  - Cash and cash equivalents at the beginning and end of period.

### 3.0

- **Despite the financial planning utilized by the Municipality, a separate financial plan is required to be submitted to the Province as part of the municipal license renewal.**

### 4.0 **KIRKLAND LAKE'S FINANCIAL PLAN #003-301A (APPENDIX #1)**

- **Kirkland Lake received its municipal drinking water license on July 29<sup>th</sup>, 2011 which requires a Financial Plan to be submitted to MMAH. The Financial plan covering the next 6 years is due January 26, 2016.**
- **Kirkland Lake's Financial Plan (Appendix #1) is for an existing water supply system and has been prepared in PSAB format employing tangible capital asset methodology. The schedules are unaudited and contain detailed information related to tangible capital assets including acquisitions, assumption of assets, amortization, and disposal costs. The time period for the Financial Plan is the 6-year period (2017-2022). After submitting the financial Plan to MMAH, the Municipality will be in full compliance with the Municipal Drinking Water License Program.**
- It should be noted that the schedules provided in the Financial Plan do not provide the necessary information regarding user rate pressures and potential shortfall in development charge funding. Town Council requires to make informed decisions on the Water Budget and user rate increases.

### 5.0 **PUBLIC NOTICE**

- Section 3(5) of Ontario Regulation 457/03 requires that the owner of a drinking water system must:
  - Make the financial plans available, on request, to members of the public who are served by the drinking-water system without charge;
  - Make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the internet; and



- Provide notice advising the public of the availability of the financial plans in a manner in the opinion of the owner, will bring the notice to the attention of members of public who are services by the drinking-water system.
- It is recommended that staff be authorized to provide notification in the Northern News to advise the public that the Town of Kirkland Lake's Financial Plan has been completed and is available on the Town's website or through the Town Clerk's Office at no charge.

## **6.0 SUMMARY AND CONCLUSION**

- As the Town of Kirkland Lake received their municipal drinking water license on July 29<sup>th</sup> 2011, a Financial Plan for the Town's water supply system must be submitted every 6years to MMAH. The Financial Plan for the next 6years is due by January 26<sup>th</sup> 2016. The Town has the option to amend the financial plan at any time. It is recommended that the Financial Plan as included in Appendix #1 be approved and provided to the Province to fulfill the requirements of the Municipal Drinking Water License Program. The Water Financial plan may be amended later this year depending on the results of the water and sewer rate study that will be commissioned.

Mark Williams

Director of Physical Services

## **APPENDICES**

APPENDIX #1                      FINANCIAL PLAN #214-301

**CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**WATER FINANCIAL PLAN  
ONTARIO REGULATION 453/07**

**FINANCIAL PLAN #214-301A**

**Prepared by:**

**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

## **1.0 INTRODUCTION**

### **1.1 Purpose**

The Town of Kirkland Lake has completed a financial plan for the time period 2017-2022 for their existing water supply system as part of the requirements to obtain a municipal drinking water license as per the Safe Drinking Water Act, 2002. The Town received their municipal drinking water license on July 29, 2011. The next financial Plan must be submitted to MMAH by January 26, 2016. The Financial Plan is being made available to the public, as required by Ontario Regulation 453/07. As well, a notice will be provided in the local newspaper to advise the public of the availability of the Town of Kirkland Lake's Financial Plan.

### **1.2 Background**

The Financial Plan includes capital and operating costs, acquisition and disposal of tangible capital assets including amortization costs and consideration of available funding sources. The Financial Plan complies with Ontario Regulation 453/07 for an existing water system. The Town of Kirkland Lake has 1 water supply system; the Financial Plan is being submitted for this system as permitted.

Under new municipal accounting standards, municipalities must adopt full accrual accounting practices beginning January 1, 2009. The new requirements under section PS3150 require municipalities to report additional information related to treatment of tangible capital assets and amortization costs. The information provided in the schedules complies with the new municipal accounting standards.

### **1.3 Financial Plan**

The following three unaudited schedules for the Town of Kirkland Lake Water Supply system provide the information required by Ontario Regulation 453/07:

- i. Schedule 1 is Town of Kirkland Lake's Statement of financial Position which identifies the financial assets, liabilities, net debt and non-financial assets;
- ii. Schedule 2 is the Statement of Operations which provides water revenue, expenses, annual surplus or deficit and accumulated surplus or deficit; and
- iii. Schedule 3 is the Statement of Cash Flow which provides cash provided by operating transactions, cash applied to capital transactions, cash provided by investing transactions, cash applied to financing transactions and cash and cash equivalents (beginning and end of year).

There is no schedule for Lead Water Service Replacement as the Capital Forecast does not include funding for service.

**Schedule 1**Corporation of the Town of Kirkland Lake  
Statement of Financial Position – Water Supply  
Unaudited: For Financial Planning Purposes Only  
2016-2022

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Financial Assets	62,000	65,000	63,000	60,000	61,000	62,000	62,000
Financial Liabilities	240,000	244,800	249,696	254,690	259,784	264,979	270,279
Net Financial Assets/(Debt)	-178,000	-179,800	-186,696	-194,690	-198,784	-202,979	-208,279
Total Non-Financial Assets	15,484,075	15,576,979	15,670,441	15,764,464	15,859,051	15,954,205	16,049,930

TOWN OF KIRKLAND LAKE

FINANCIAL PLAN #214-301A

PAGE 1

**Schedule 2**  
 Corporation of the Town of Kirkland Lake  
 Statement of Operations – Water Supply  
 Unaudited: For Financial Planning Purposes Only  
 2016-2022

	2016	2017	2018	2019	2020	2021	2022
<b>Revenues</b>							
Water Revenues	1,880,000	1,917,600	1,955,952	1,995,071	2,034,972	2,075,672	2,117,185
Other Revenues	27,120	27,662	28,216	28,780	29,356	29,943	30,542
SubTotal	1,907,120	1,945,262	1,984,168	2,023,851	2,064,328	2,105,615	2,147,727
<b>Expenses</b>							
Operating Expenses	1,763,433	1,798,702	1,834,676	1,871,369	1,908,797	1,946,973	1,985,912
Amort. Expenses	549,685	552,983	556,301	559,638	562,996	566,374	569,773
Interest Expenses	7,353	6,000	5,000	3,500	2,500	1,500	500
SubTotal	2,320,471	2,357,685	2,395,977	2,434,507	2,474,293	2,514,847	2,556,185
<b>Total Annual Surplus</b>	-413,351	-412,422	-411,809	-410,656	-409,965	-409,232	-408,458
Total Accumulated Surplus (End-of-Year Balance)	-2,289,144	-2,701,566	-3,113,375	-3,524,031	-3,933,996	-4,343,228	-4,751,686

TOWN OF KIRKLAND LAKE

FINANCIAL PLAN #214-301A

PAGE 1

**Schedule 3**  
Corporation of the Town of Kirkland Lake  
Statement of Cash Flow – Water Supply  
Unaudited: For Financial Planning Purposes Only  
2016-2022

	2016	2017	2018	2019	2020	2021	2022
Cash Provided by Operating Transactions	100,000	150,000	150,000	150,000	150,000	150,000	150,000
Cash Provided by/(Applied to) Capital Transactions	-100,000	-100,000	-100,000	-100,000	-100,000	-100,000	-100,000
Cash Provided by/(Applied to) Investment Transactions							
Cash Provided by/(Applied to) Financing Transactions							
Increase in Cash and Cash Equivalents	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Cash and Cash Equivalents, Beginning of Year	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Cash and Cash Equivalents, End of Year	n/a	n/a	n/a	n/a	n/a	n/a	n/a



REPORT TO COUNCIL	
Meeting Date: 1/12/2016	Report Date: 1/7/2016
Decision Requested: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Direction Only	Priority: <input checked="" type="checkbox"/> High <input type="checkbox"/> Low
	Type of Meeting: <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed
Presented by: Mark Williams	Department: Physical Services

### Report Title

Joe Mavrinac Community Complex Aquatics Facility Consulting Engineering Services

### Recommendations

It is recommended that the Consulting Engineering Services for the Joe Mavrinac Community Complex Aquatics Facility be awarded to Salterpilon Architecture.

Seven expression of interest submissions were received and scored by the town's Aquatics Centre project team as per decision matrix identified in the Expression of Interest (EOI). The firms were shortlisted to provide a cost proposal based on the EOI submission. Reference check and interviews were conducted on the two top scoring proposals. The outcome of the selection process is to recommend to council that the Consulting Engineering Services for the Joe Mavrinac Community Complex Aquatics Facility be awarded to Salterpilon Architecture. This would allow the town to negotiate a contract with Salterpilon Architecture for the Architectural, Aquatics, Structural, Mechanical, Electrical and Civil engineering:

Total estimated Contract price for above:        \$735,987.50

### Budget Implications

The New Aquatics Centre has a council approved budget. Consulting Engineering Services for this project are within the estimate for these services. The final award will be for construction. The CMR Firm (Monteith) in consultation with Salterpilon will need to establish the Guaranteed Maximum Price (GMP) for completion of the project at the 50% design stage. The GMP will need to come in within the project budget or Monteith stands to lose their 10% holdback.

The CMR Services project delivery option creates a team between the Town, Constructor and Architect at the beginning of the Project and allows everyone to have input as the design phase progresses, the town will be specific on what we want, the constructor has input on constructability, materials, schedule etc to allow the architect and engineers to design efficiently and remain on budget.

## **Background**

The new Aquatics Facility Design Build RFP was not successful in acquiring a design build team that would bring the project in on Budget for the type of Facility desired.

Several other procurement methods were reviewed, the CMR procurement method was selected as the best approach to complete the project on Budget and have a facility that has all the programming components that have been sought.

## **Options / Discussions**

Award Consulting Engineering Services to Salterpilon

Do not award Consulting Engineering Services

## **Other Departments Consulted and Affected**

Park and Recreation

## **Attachments**

EOI review summary

Minutes of Tender Opening

## **CAO Comments**



## REPORT TO COUNCIL

Meeting Date: 1/12/2016	Report Date: 12/30/2015
Decision Requested: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Direction Only	Priority: <input type="checkbox"/> High <input type="checkbox"/> Low
	Type of Meeting: <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed
Presented by: Mark Williams	Department: Department of Physical Services

### Report Title

Waste Management Follow up – Request for Proposals Review

### Recommendations

Refer to Options as listed under Options/Discussions

### Budget Implications

There will be an increase in budget

### Background

The current recycling and waste collection/ disposal contracts come to conclusion on March 31<sup>st</sup>, 2016. On October 16<sup>th</sup>, 2015, a public opening of the Request for Proposals (RFP) took place. The RFP opening revealed a potential significant increase in costs to the overall operating budget. We look forward to moving towards a new program in the near future and wish to provide council with some options to consider at the most affordable cost.

### Options / Discussions

The attached report sets out 6 options and the current cost of operations as follows:

Option	Cost	Increase
1- Current operations	\$ 556,043.00	
2- Municipally run matching current operations	\$ 954,981.00	(\$398,938.00)
3- Municipally run Waste Collection only	\$ 843,439.00	(\$287,396.00)
4- RFP lowest grouped price by various contractors	\$ 967,670.00	(\$411,627.00)
5- RFP lowest group price by one contractor	\$1,379,915.00	(\$823,872.00)
6- Lowest RFP price for landfill, recycling, waste collection plus Town owned and operated depot	\$ 933,232.00	(\$377,189.00)
7- Lowest RFP price landfill, plus Town run waste collection and depot (no residential curbside recycling collection)	\$ 827,220.00	(\$271,177.00)

The most cost efficient above listed option works out to be option 7. Besides being the most cost efficient, there allows flexibility in operating and or altering the system in the future based on provincial changing mandates for recycling and waste diversion. Option 3 and 7 also provide a similar budget to alternating bi-weekly waste and recycling collection.

The RFP process provided important feedback but fell short from our expectations such as a tent/bin structure for a depot, service reductions etc. Based on reviewing all options, we have a better understanding in moving forward and propose to cancel the RFP.

By establishing a more defined level of service and determining which processes to tender will provide better pricing. In all recommendations and to provide the municipality with flexibility for value added services such as a local electronic waste site, Municipal Hazardous and Special Waste events, etc. It is suggested that the Town build and operate the recycling depot/transfer facility. Therefore we would suggest the following recommendations:

1. Tender out landfill operations. Town operated collection. Operate a town built recycling depot. Further discussion of frequencies i.e.
  - a. Consider alternating on a bi-weekly basis between residential curbside recycling and waste curbside collection or
  - b. Consider cancelling curbside residential recycling collection and only provide waste collection weekly.
2. Tender out the collection(waste and or Recycling frequencies TBD) and landfill operations. Operate a town built recycling depot.
3. Further evaluate the RFP bids to determine the most cost efficient programs.

## Other Departments Consulted and Affected

None

## Attachments

Update – Internal Waste Management Report

## CAO Comments

To: Mark Williams

From: Mike Aldred  
Jenna McNaughton

Re: Waste Management 482-15-RFP

Per your request, we have reviewed the overall budget costs, and included a more global review of the proposals. For conveniences sake, we have set out 7 potential options as follows:

1. Current operations
2. Town Operated matching current collection frequencies
3. Town Operated No recycling collection
4. RFP lowest pricing options
5. B&R Environmental Inc. (see note)
6. Lowest price no recycling collection
7. Lowest price same collection frequencies

**1 Current Operations**

The current collection frequencies are as follows:

Type	Frequency
Residential waste, Industrial/Institutional Waste	Weekly
Downtown Commercial waste	Twice weekly (Mon. Thurs.)
Residential recycling	Bi Weekly

Current Budget is as follows:

Type	Admin	Contracted	Capital	Total
Waste Collection	\$ 31,117.00	\$256,217.00	\$0.00	\$287,334.00
Landfill Operations	\$ 189,404.00	\$227,211.00	\$0.00	\$416,615.00
Recycling	\$ 13,489.00	\$153,605.00	\$0.00	\$167,094.00
Depot (included in Recycling)	\$0.00	\$0.00	\$0.00	\$ 0.00
Sub Total	\$234,010.00	\$637,033.00	\$0.00	\$871,043.00
			Revenues	(\$315,000.00)
			Net Costs	\$556,043.00

Other associated costs not included are: (rounded off not including potential revenues from MHSW)

MHSW	\$ 40,000.00
Spring Clean Up	\$ 60,000.00

The RFP included the development of a new Depot/ Transfer facility. We are currently working with the MOECC to obtain a Certificate of Approval for the site on Archer Drive. The transfer facility will act as a hub for recyclables and other value added services such as but not limited to:

- Municipal Hazardous and Special Waste (MHSW)
- Batteries
- Waste Electronics bin
- IC&I recycling etc.

**The Following OPTIONS 2 & 3 Bins and Carts**

Both proposals include purchasing 6 – 5 yard bins for the depot. The waste collection would include the purchase of 5000 carts to either be 35 or 65 US gal. The recycling would continue utilizing the blue box system.

- 5,000 carts at a price of \$75.00 per cart or \$375,000

There would be no reduction in collection frequencies, however by limiting the size of a waste receptacle, would in part create a bag limit. The waste carts will provide each and every location with the same frequency and volume of collection. This will also encourage the commercial sector to begin recycling. This similar type of system in Sudbury, when introduced, experienced a 40% increase in recycling for residential. This also provides an opportunity to consider additional yearly revenues for facilities requiring additional containers. This revenue would help offset operation costs and reflect a user fee for larger waste creators and promotion of the depot for increased recycling availability.



<b>35 Gallon</b>	<b>65 Gallon</b>	<b>95 Gallon</b>
Holds 2 to 3 tall kitchen bags of trash a week	Holds 4 to 5 tall kitchen bags of trash a week	Holds 7 to 8 tall kitchen bags of trash a week

**Various Options**

- 1- Provide one sized bin free per location including free pick up. Charge additional units as follows:  
*Example*  
Small 35 Gal (132 l)     \$2.00/wk x 52 wks= \$104.00     Plus one time cost for tagged cart  
Med 65 Gal (246 l)     \$4.00/wk x 52 wks= \$208.00  
Large 95 Gal (360 l)     \$6.00/wk x 52 wks= \$312.00  
Commercial may be doubled based on two pickups per week.
- 2- Free First cart, pay per year for second tagged cart.
- 3- Limit the volume of waste collected per site by selecting a cart size

If free pick up is to be maintained with a bag limit based on carts, then the following would be suggested.

Households	1
Apartment building	1 for every two units
Commercial	1 or 2 per business (Initial suggestion).
Institutional	2 or 3 per each facility
Industrial	1 per facility

## 2 Town Operated matching current collection frequencies

Proposed collection frequencies: no change  
 Method of collection will change to Waste Carts

Proposed break down as follows:

<u>Type</u>	<u>Admin</u>	<u>Contracted</u>	<u>Capital 10 yrs</u>	<u>Total</u>
Waste Collection	\$244,731.00	\$0.00	\$81,374.00	\$326,105.00
Landfill Operations	\$364,352.00	\$0.00	\$87,271.00	\$451,622.00
Recycling	\$ 99,675.00	\$0.00	\$25,356.00	\$125,031.00
Depot	\$275,941.00	\$0.00	\$91,280.00	\$367,222.00
Sub Total	\$984,699.00	\$0.00	\$285,281.00	\$1,269,981.00
			Revenues	<u>(\$315,000.00)</u>
			Net Costs	\$954,981.00
			2015 Budget	<u>-\$556,043.00</u>
			INCREASE	<u>\$398,938.00</u>

This proposal will include a 56' x 80' garage containing: heated office, washroom, shower & locker area and a heated 16'x 80' storage garage for equipment. The purchasing of used equipment could save as much as \$43,000/yr. The proposal also includes the purchasing waste carts and using the current residential blue boxes.

Note: For scheduling purposes, the recycling vehicle employees were budgeted for 52 weeks in spite of alternating collection. This additional time will facilitate the need for replacing employees who are sick and/or on vacation. There are other revenue options as well which could be utilized such as, a fee for service for additional collection, offer commercial recycling collection at a fee, offer neighbouring communities a cost to collect recyclable etc.

### 3 Town Operated No recycling collection

The proposed collection frequencies are as follows:

<u>Type</u>	<u>Frequency</u>
Residential waste	Weekly
Down town Commercial area waste	Twice weekly (Mon. Thurs.)
Industrial/Institutional Waste	Weekly
Residential recycling	<b>None</b>

Proposed break down as follows:

<u>Type</u>	<u>Admin</u>	<u>Contracted</u>	<u>Capital 10 yrs</u>	<u>Total</u>
Waste Collection	\$244,732.00	\$0.00	\$81,374.00	\$326,106.00
Landfill Operations	\$364,351.00	\$0.00	\$87,271.00	\$451,622.00
Recycling	\$ 4,000.00	\$0.00	\$0.00	\$ 4,000.00 (Blue Box's)
Depot	<u>\$285,430.00</u>	<u>\$0.00</u>	<u>\$91,280.00</u>	<u>\$376,711.00</u>
Sub Total	\$898,513.00	\$0.00	\$259,925.00	\$1,158,439.00
			Revenues	<u>(\$315,000.00)</u>
			Net Costs	\$843,439.00
			2015 Budget	<u>-\$556,043.00</u>
			INCREASE	<u>\$287,396.00</u>

Once again the purchasing of used equipment could save as much as \$43,000/yr. As mentioned in Part 2, the proposal includes purchasing waste carts and using the current residential blue boxes. In this case the residents will be required to transport their recyclables to the depot facility to be located on Archer Drive, therefore the purchase of additional blue boxes would be required. This proposal once again includes 56' x 80' Depot Facility station.

**The Following OPTIONS 4 & 5**

The following two options, are utilizing the submitted prices within the RFP process. Additional discussions with the proponents will be required to provide additional clarity as to their submission and to determine if their prices in fact work out cheaper than the other competing submissions. The submissions also need to be reviewed more in-depth as to their proposed implementation, best value, service levels proposed etc. as specified in section 4 of the RFP.

**4 RFP lowest pricing options**

The proposed price submitted by “TNR for the waste recycling collection” and “Landfill operations”, plus “B&R Enviro Services Inc. for the building and operations of the transfer station/depot” form the lowest price.

Proposed collection frequencies: no change

Proposed break down as follows:

<u>Type</u>	<u>Admin</u>	<u>Contracted</u>	<u>Capital 10 yrs</u>	<u>Total</u>
TNR Waste Collection	\$ 32,117.00	\$266,667.00	\$0.00	\$298,784.00
TNR Landfill Operations	\$189,404.00	\$246,000.00	\$0.00	\$435,404.00
TNR Recycling	\$ 13,489.00	\$133,333.00	\$0.00	\$146,822.00
B & R Depot	<u>\$ 28,974.00</u>	<u>\$359,714.00</u>	<u>\$12,972.00</u>	<u>\$401,660.00</u>
Sub Total	\$263,984.00	\$1,005,714.00	\$12,972.00	\$1,282,670.00
			Revenues	<u>(\$315,000.00)</u>
			Net Costs	\$967,670.00
			2015 Budget	<u>-\$556,043.00</u>
			INCREASE	<u>\$411,627.00</u>

**5 B&R Environmental Inc.**

We selected to include the B&R Enviro pricing which appeared to be the most complete overall proposal. The proposed collection frequencies will introduce a change in services and as previously mentioned additional discussions would be required. B & R Environmental Inc provided a proposed contract price of 1,417,959.00 which included a tent-style depot. To reflect a general view of the overall operations, we used the previous recycling operational cost of \$359,714.00 including Depot, than divided the remaining \$1,058,245.00 equally in Waste Collection, Landfill Operations and Recycling collections. This is not to say, that the contract can be divided in this way, but is used for evaluation purposes only:

<u>Type</u>	<u>Admin</u>	<u>Contracted</u>	<u>Capital 10 yrs</u>	<u>Total</u>
Waste Collection	\$ 32,117.00	\$352,748.00	\$0.00	\$384,865.00
Landfill Operations	\$189,404.00	\$352,748.00	\$0.00	\$542,152.00
Recycling	\$ 13,489.00	\$352,748.00	\$0.00	\$366,237.00
Depot	<u>\$ 28,974.00</u>	<u>\$359,714.00</u>	<u>\$12,972.00</u>	<u>\$401,660.00</u>
Sub Total	\$263,984.00	\$1,417,959.00	\$12,972.00	\$1,694,915.00
			Revenues	<u>(\$315,000.00)</u>
			Net Costs	\$1,379,915.00
			2015 Budget	<u>-\$556,043.00</u>
			INCREASE	<u>\$823,872.00</u>

## 6 Lowest price same collection frequencies

Proposed collection frequencies: no change

Proposed break down as follows:

<u>Type</u>	<u>Admin</u>	<u>Contracted</u>	<u>Capital 10 yrs</u>	<u>Total</u>
TNR Waste Collection	\$ 32,117.00	\$266,667.00	\$0.00	\$298,784.00
TNR Landfill Operations	\$189,404.00	\$246,000.00	\$0.00	\$435,404.00
TNR Recycling	\$ 13,489.00	\$133,333.00	\$0.00	\$146,822.00
TOWN Depot	<u>\$275,941.00</u>	<u>\$0.00</u>	<u>\$91,280.00</u>	<u>\$367,222.00</u>
Sub Total	\$510,951.00	\$646,000.00	\$91,280.00	\$1,248,232.00
			Revenues	<u>(\$315,000.00)</u>
			Net Costs	\$933,232.00
			2015 Budget	<u>-\$556,043.00</u>
			INCREASE	<u>\$377,189.00</u>

This proposal will include a 56' x 80' Garage containing: heated office, washroom, shower locker area and a heated 16'x 80' storage garage for equipment. The purchasing of used equipment could save as much as \$4,000/yr.

## 7 Lowest price no recycling collection

The lowest price for collection only was TNR, but their price was \$400,000/yr including recycling. We are unable to provide a break down as to how much potential saving is available unless we negotiate recycling collection from the price submitted. Therefore we used town operated prices for collection of waste only.

The proposed collection frequencies are as follows:

<u>Type</u>	<u>Frequency</u>
Residential waste	Weekly
Down town Commercial area waste	Twice weekly (Mon. Thurs.)
Industrial/Institutional Waste	Weekly
Residential recycling	<b>None</b>

Proposed break down as follows:

<u>Type</u>	<u>Admin</u>	<u>Contracted</u>	<u>Capital 10 yrs</u>	<u>Total</u>
TOWN Waste Collection	\$244,731.00	\$0.00	\$81,374.00	\$326,105.00
TNR Landfill Operations	\$189,404.00	\$246,000.00	\$0.00	\$435,404.00
TOWN Recycling	\$ 4,000.00	\$0.00	\$0.00	\$ 4,000.00
TOWN Depot	<u>\$285,430.00</u>	<u>\$0.00</u>	<u>\$91,280.00</u>	<u>\$376,711.00</u>
Sub Total	\$723,566.00	\$246,000.00	\$172,655.00	\$1,142,220.00
			Revenues	<u>(\$315,000.00)</u>
			Net Costs	\$827,220.00
			2015 Budget	<u>-\$556,043.00</u>
			INCREASE	<u>\$271,177.00</u>



## **CONCLUSION**

It is abundantly clear the Municipality will be seeing an increase in the operating costs of waste management for 2016. This increase may not necessarily come with an improved level of service. To this respect, we provided a break down for a municipally run system including potential blending operations. The RFP does permit us to review each option independently and therefore we are hoping the above mentioned options will assist in providing us with a more clear direction to move forward.

Respectfully,

Micheal S. Aldred CET, CBCO  
**Supervisor Planning & Building**  
**Department of Physical Services**



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

By-Law 16-001

A by-law to Authorize the Mayor and Clerk  
to execute an agreement with  
Service Line Warranty Program for a  
Marketing Warranty Program for Owners of Private Water and Sewer Lines

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE  
ENACTS AS FOLLOWS:

- 1) The Mayor and Clerk be and are hereby authorized to execute a 3 - year Marketing Licensing Agreement with Service Line Warranty Program for private service line laterals (water and sewer lines) protection service, per the agreement attached as [Schedule "A"](#).

READ a first, second and third time, enacted and passed this 12<sup>th</sup> day of January 2016.



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

Bylaw 16-002

A Bylaw to Regulate Smoking  
On the municipal Property at 145A Government Road East  
(Teck Pioneer Residence)

WHEREAS subsection 115 of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that the Council of a municipality may pass bylaws prohibiting or regulating smoking in public places and workplaces;

AND WHEREAS subsection 115(4) of the *Municipal Act*, 2001, as amended, permits the municipality to identify designated smoking areas within the restricted area;

**THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:**

**1. Definitions**

For the purpose of this by-law the following definitions shall apply:

- 1.1 **Municipal Law Enforcement Officer** means a Municipal Law Enforcement Officer or a Special Constable appointed by the Municipality and a member of the Ontario Provincial Police;
- 1.2 **Smoking** includes any lighted tobacco product and the smoking, holding or carrying of a lighted cigar, cigarette, pipe or electronic cigarette and Smoke has a corresponding meaning;

**2. Regulation**

- 2.1 No person shall smoke anywhere on the municipally-owned property at 145A Government Road East;

**3. Exemption**

- 3.1 This bylaw does not apply to the resident gazebo for the use of residents of Teck Pioneer Residence, their family and visitors.

**4. Enforcement and Penalties**

- 4.1 Any person found to be in contravention of the provisions of this Bylaw is guilty of an offence and upon conviction thereof, is liable to a fine of not more than two thousand dollars (\$2,000.00), exclusive of costs for each offence and every such penalty shall be recoverable under the *Provincial Offences Act*.
- 4.2 This By-law shall be enforced by:
  - a. The Town of Kirkland Lake Special Constables;
  - b. The Town of Kirkland Lake By-law Officer; and
  - c. The Ontario Provincial Police
- 4.3 Any person in contravention of this bylaw is subject to the following fines:

a. First offence:	Warning
b. Second offence:	\$25.00
c. Third and subsequent offences:	\$50.00

This bylaw shall come into force and effect the day of its passing.

Read a first, second and third time, enacted and passed this 12<sup>th</sup> day of January 2016.



**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BYLAW 16-003**

**A Bylaw to Authorize  
the Mayor and Clerk  
to Execute an Agreement with  
Northern Ontario Heritage Fund Corporation  
Northern Ontario Internship Program -Tourism and Event Coordinator Intern**

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE  
ENACTS AS FOLLOWS**

That the Mayor and Clerk be and they are hereby authorized to execute an agreement with Northern Ontario Heritage Fund Corporation (NOHFC) for a Youth Intern to work as a Tourism and Event Coordinator Intern, a copy of which agreement is attached and marked as schedule 'A' to this bylaw Project #8500977.

**READ a first, second and third time, enacted and passed this 12<sup>th</sup> day of January 2016.**



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

**Bylaw 16-004**

**A bylaw to Authorize the Mayor and Clerk  
To execute a Funding Agreement Between  
The Ontario Trillium Foundation and the Town of Kirkland Lake  
For Renovations at the Museum of Northern History**

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE  
ENACTS AS FOLLOWS:**

- 1) That the Mayor and Clerk be and they are hereby authorized to execute an agreement with The Ontario Trillium Foundation for Project ID No. CP90251, contribution to renovations at the Museum of Northern History, a copy of which agreement is attached and marked as schedule 'A' to this bylaw.

**READ a first, second and third time, enacted and passed this 12<sup>th</sup> day of January 2016**

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Tony Antoniazzi, Mayor

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Jo Ann Ducharme, Clerk



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NO. 16-005

**Being A By-Law To Authorize  
The Borrowing for Current Expenditures for 2016**

WHEREAS under Section 407(1) of the *Municipal Act 2001*, the Municipality is authorized to incur temporary borrowings until taxes are collected and other revenues are received;

AND WHEREAS Section 407(3) of the *Municipal Act, 2001* states that until a budget is adopted in a year, the limits upon borrowing shall temporarily be calculated using the estimated revenues of the municipality for the previous year, which is \$36,170,826;

AND WHEREAS under Section 407(2) of the *Municipal Act*, the total amount the Municipality is empowered to borrow for current expenditures at any one time shall not exceed from January 1 to September 30, 50% of the total estimated revenues and from October 1 to December 31, 25% of the total estimated revenues;

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

1. The Head and the Treasurer are hereby authorized on behalf of the Municipality to borrow from time to time by way of promissory note from TD CANADA TRUST (hereinafter called the "Bank"), a sum or sums not exceeding in the aggregate \$18,085,413.00 between January 1 and September 30 and \$9,042,706.00 between October 1 and December 31 to meet, until the taxes are collected, the current expenditures of the Municipality for the year, including the amounts required for the purposes mentioned in Section 407(1) of the *Municipal Act*, and to give on behalf of the Municipality to the Bank a promissory note or notes sealed with the Corporate Seal and signed by the Head and Treasurer for the monies so borrowed, with interest at such rate as may be agreed upon from time to time with the Bank.
2. All sums borrowed pursuant to the authority of this By-law, as well as all other sums borrowed in this year and in previous years from the Bank for any or all of the purposes mentioned in the said Section 407(1), shall, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when such revenues are received.
3. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the moneys hereafter collected or received either on account or realized in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for such purpose.
4. The Treasurer is hereby authorized to furnish the Bank a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed under Section 407(1) of the *Municipal Act* that have not been repaid.

Read a first, second and third time enacted and passed this 12th day of January 2016.

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Tony Antoniazzi, Mayor

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Jo Ann Ducharme, Clerk

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

**BY-LAW NO. 16-006**

**A Bylaw to Authorize the  
Mayor and Clerk to Execute Documents related  
to the sale of part 1 of plan 54R-5897 to  
Shawn and Anita Delenardo**

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

**WHEREAS** the procedural by-law was in force on the date of the sale or disposition of the property described as part 1 of plan 54R-5897 (laneway south of 17 George Street);

**WHEREAS** the Municipality provided a public notice of the Town's intent to sell or dispose of the property in the May 22<sup>nd</sup>, 2015 edition of the Northern News;

**WHEREAS** the Municipality declared part 1 of plan 54R-5897 (laneway south of 17 George Street); as surplus land on June 16, 2015;

**WHEREAS** the Municipality has received an offer to purchase land described as part 1 of plan 54R-5897 (laneway south of 17 George Street);

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

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:**

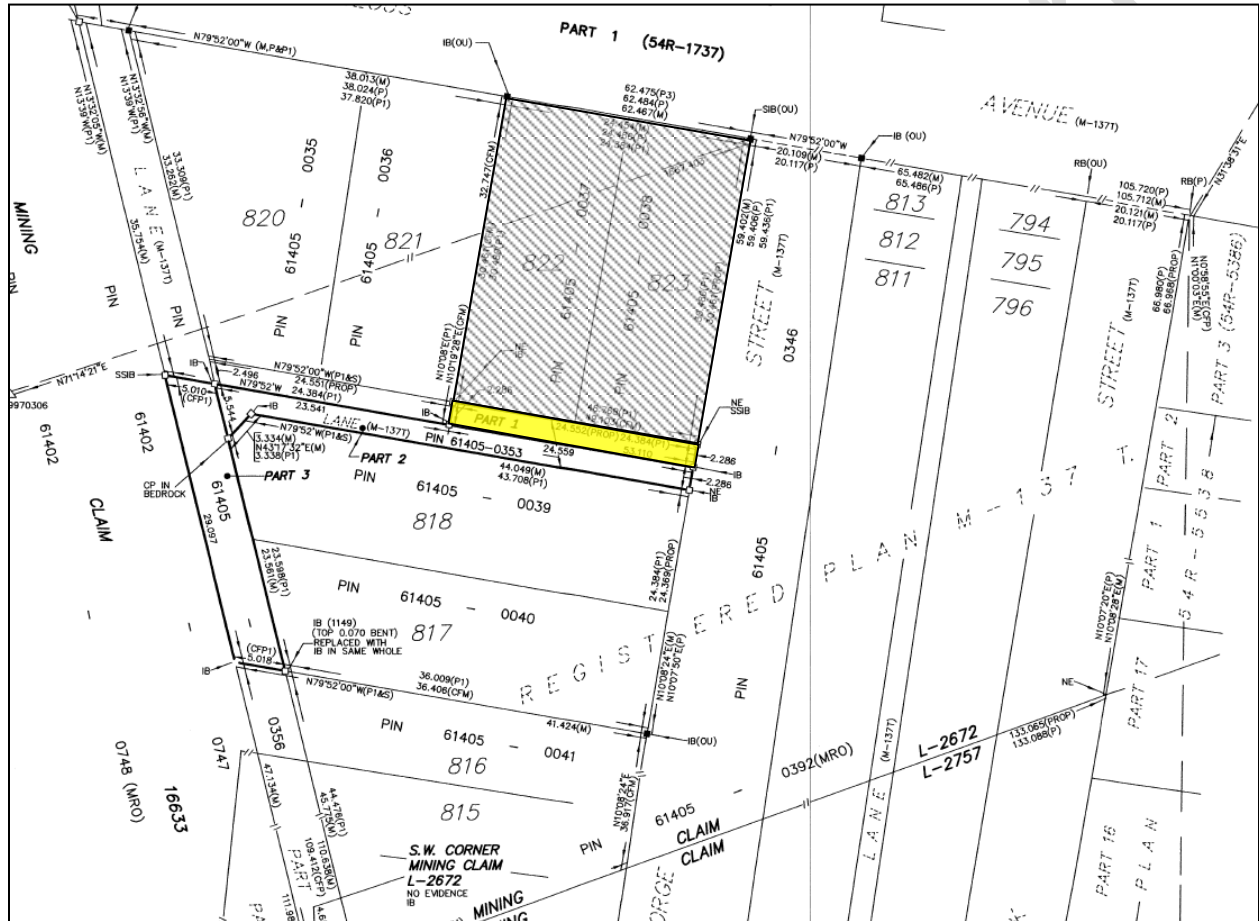
The Mayor and Clerk be and they are hereby authorized to execute all documents related to the sale of the land described as part 1 of plan 54R-5897 (laneway south of 17 George Street) to Shawn and Anita Delenardo for \$703.68, plus legal costs on condition that the property be consolidated with 17 George Street.

**READ a first, second and third time, enacted and passed this 12<sup>th</sup> day of January 2016.**

## More Information

Sale to Mr. and Mrs. Delenardo and concurrent Deeming By-law Application 01-2016

The owners of 17 George Street are in the process of purchasing part of an adjacent laneway from the Town of Kirkland Lake (Part 1, Plan 54R-5897). As a condition of the land sale, a Deeming By-law was requested in order for the lots to merge on title.



Deeming By-law 17 George Street (Lots 822 & 823, Plan M137T)



Land Sale



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

By-Law No. 16-007

Being a By-Law to deem part of a Registered Plan not to be registered  
Lots 822 and 823, Plan M137T (17 George Street)

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

**AND WHEREAS** it is deemed expedient in order to control adequately the development of land in the municipality that a By-law be passed pursuant to the said Section 50;

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

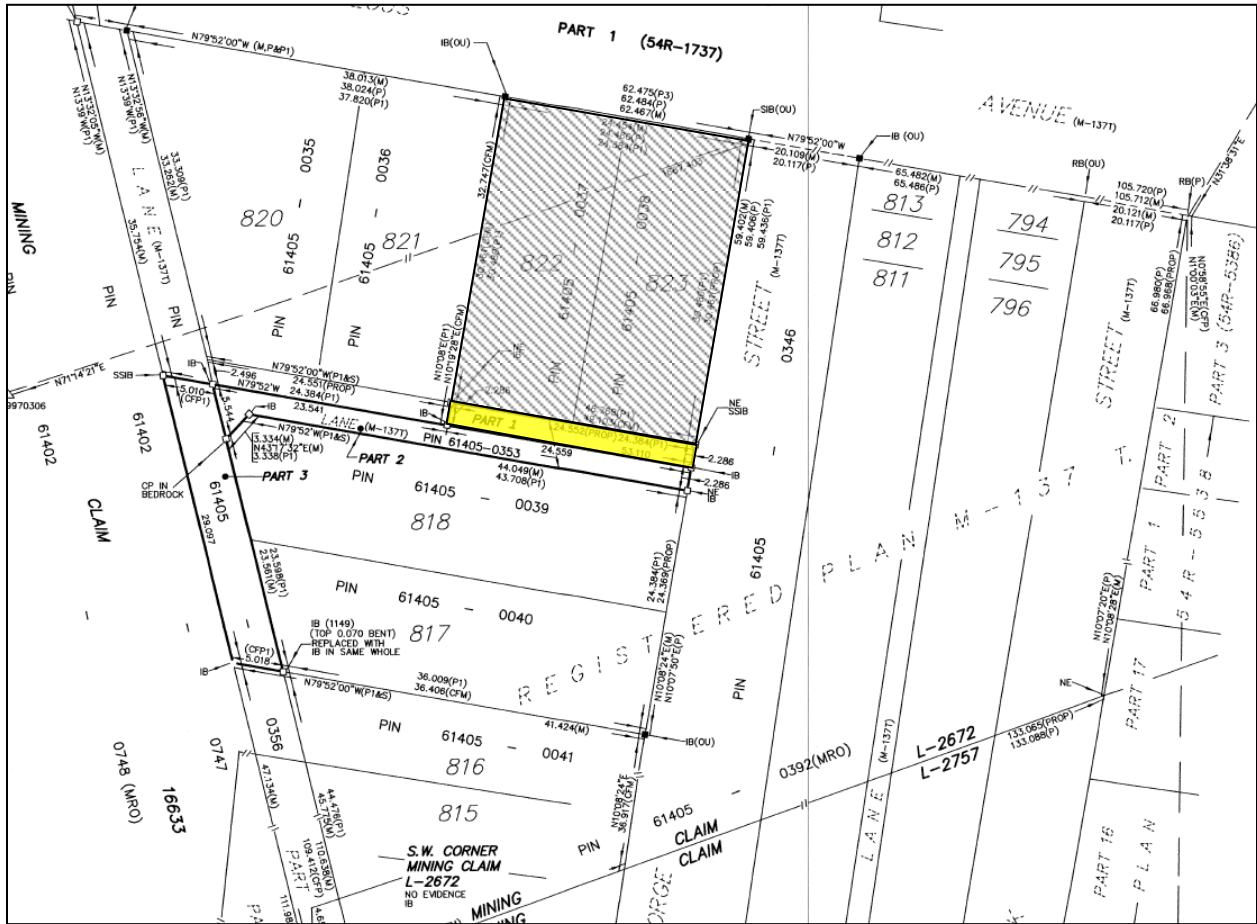
1. The plans of subdivision or parts of plans of subdivision described as follows are hereby designated to be plans of subdivision or parts thereof which shall be deemed not to be registered plans of subdivision for the purposes of Subsection 3, of Section 50 of the Planning Act, R.S.O. 1990 Chapter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

Lots 822 and 823, Plan M137T; parcels 8083, 12186CST

READ a first time, second and third time, enacted and passed this 12<sup>th</sup> day of January, 2016.

**More Information**

Sale to Mr. and Mrs. Delenardo and concurrent Deeming By-law Application 01-2016  
The owners of 17 George Street are in the process of purchasing part of an adjacent laneway from the Town of Kirkland Lake (Part 1, Plan 54R-5897). As a condition of the land sale, a Deeming By-law was requested in order for the lots to merge on title.



-  Deeming By-law 17 George Street (Lots 822 & 823, Plan M137T)
-  Land Sale

For Coils



**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**By-Law 16-008**

**A by-law to Authorize the Mayor and Clerk  
to execute a contract  
with Salterpilon Architecture  
for Consulting Engineering Services for the New Aquatic Centre**

WHEREAS request for proposals were called for consulting engineering services for the Joe Mavrinac Community Complex Aquatics Facility;

AND WHEREAS upon review it has been recommended to the Council of the Town of Kirkland Lake that a contract be executed with Salterpilon Architecture for Consulting Engineering Services for the Joe Mavrinac Community Complex Aquatics Facility;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:**

- 1) The Mayor and Clerk be and are hereby authorized to execute a Contract with Salterpilon Architecture for Consulting Engineering Services for the Joe Mavrinac Community Complex Aquatics Facility at a cost of \$735,987.50 + HST.

**READ a first, second and third time, enacted and passed this 12<sup>th</sup> day of January 2016.**

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Tony Antoniazzi, Mayor

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Jo Ann Ducharme, Clerk



# REPORT TO COUNCIL

Meeting Date: 4/21/2020	Report Number: 2020-CS-004
Presented by: Bonnie Sackrider	Department: Community Services

## REPORT TITLE

Concession Services – Recreational Facilities

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-CS-004 entitled “**Concession Services – Recreational Facilities**”, be received, and

**THAT** monthly rental fees be waived in full for the time period of March 16<sup>th</sup>, 2020 to May 31<sup>st</sup>, 2020 or until such time that the facility re-opens, whichever comes first.

## BACKGROUND

The last Request for Proposal for Concession Services for Recreation Facilities was issued in April of 2016. Polly James was the successful proponent and was granted a term from June 1, 2016 to May 31, 2020. This included the original three-year term, as well as a one-year extension as granted by Council on April 2, 2019. By-law 16-041 and 19-038 are attached to this report as *Attachment 1*.

All aspects of the current agreement including, the agreement, the proposal, the RFP, the Report to Council and the minutes are attached to this report as *Attachment 2*.

A letter was received by Clerk Meagan Elliott, from Polly James, requesting relief from paying the full monthly rental amount, due to the closure of the facility on March 16<sup>th</sup> due to the COVID-19 Pandemic. A copy of this letter is attached to this report as *Attachment 3*.

## **RATIONALE**

Staff recommend that rental fees be waived in full for the time period of March 16<sup>th</sup>, 2020 to the end of this contract which is May 31<sup>st</sup>, 2020 (unless the facility re-opens prior to May 31<sup>st</sup>).

An RFP will be issued for the next three year period and the contract will come into effect in 2020 at the time the facility re-opens to the public.

## **OTHER ALTERNATIVES CONSIDERED**

Do not provide financial relief to the current concessionaire.

## **FINANCIAL CONSIDERATIONS**

The current contract generates revenues of \$800 per month, or \$2,000 for the time period of March 16, 2020 to May 31<sup>st</sup>, 2020. The Town may lose as much as \$2,000.00 in revenue, which will be included in the COVID-19 financial analysis for recovery of revenues, if and when a relief program is announced by the Province of Ontario.

## **RELATIONSHIP TO STRATEGIC PRIORITIES**

Although the Strategic Plan is not yet finalized, Council has stressed the importance of ensuring fiscal responsibility. The recommendation is in line with this unapproved strategic priority.

## **ACCESSIBILITY CONSIDERATIONS**

Not applicable.

## **CONSULTATIONS**

Keith Gorman, Treasurer

## **ATTACHMENTS**

Attachment 1 – By-law 16-041 and 19-038  
Attachment 2 – Current Agreement  
Attachment 3 – Letter requesting financial relief

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THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

By-Law 16-041

**A by-law to Authorize the Mayor and Clerk  
to execute an agreement for  
Concession Services  
with Holly James**

WHEREAS requests for proposals were called for the operation of food and beverage concessions at the Joe Mavrinac Community Complex, Civic Service Stadium and Baird Park; and

WHEREAS upon review it has been recommended that Council of the Town of Kirkland Lake enter into an agreement with Holly James for concession services at the Canteen in the Joe Mavrinac Community Complex.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:**

- 1) The Mayor and Clerk be and are hereby authorized to execute a 3-year agreement with Holly James for concession services at the Canteen in the Joe Mavrinac Community Complex and Civic Service Stadium, per the agreement attached as Schedule "A".

**READ a first, second and third time, enacted and passed this 17<sup>th</sup> day of May 2016.**

\_\_\_\_\_  
Tony Antoniazzi, Mayor

\_\_\_\_\_  
Jo Ann Ducharme, Clerk



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

By-Law 19-038

**A by-law to Amend Bylaw 16-041  
To Authorize a 1 - Year Extension  
to the Concession Services Agreement  
with Polly James**

WHEREAS Council passed Bylaw 16-041 to enter into an agreement with Polly James for concession services at the Canteen in the Joe Mavrinac Community Complex;

AND WHEREAS the Agreement expires on May 31, 2019;

AND WHEREAS the Acting Chief Administrative Officer is recommending that a 1 - year extension of the existing agreement be approved.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:**

- 1) The a 1-year extension be granted to the current agreement with Polly James for concession services at the Canteen in the Joe Mavrinac Community Complex.

**READ a first, second and third time, enacted and passed this 2<sup>nd</sup> day of April 2019.**

Pat Kiely, Mayor

Jo Ann Ducharme, Clerk

**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**PROJECT NO. RFP-488-16**

**AGREEMENT**

This Agreement made in triplicate this 16th day of May, 2016, between

**Polly James** hereinafter called "The Contractor",

and

**The Corporation of the Town of Kirkland Lake** hereinafter called "The Owner".

**WITNESSETH**, that the Contractor agrees with the Owner to perform all the work in accordance with the Contract Documents referred to in the Proposal of the Contractor (Proponent) dated the 1st day of June, 2016 (which shall be deemed to form part of this Contract) to the satisfaction of the Contract Administrator for the total contract price of **\$ 28,800** which Contract Documents are attached hereto and which are hereby expressly made part of this Contract.

The Owner hereby agrees with the Contractor, that in consideration of the work being performed by the Contractor as specified, the Owner shall pay the Contractor for said work in accordance with the prices set out in the Option Pricing attached hereto, and in accordance with the provisions set out in the attached Contract Documents.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement under their respective corporate seals and by the hands of their proper officers thereunto duly authorized.

**SIGNED, SEALED AND DELIVERED** in the presence of:

**EXECUTION BY OWNER -**

**EXECUTION BY CONTRACTOR -**

THE CORPORATION OF THE  
TOWN OF KIRKLAND LAKE

Company Name:

Officers:

Signatures.....*[Signature]*.....

*[Signature]*  
Tony Antoniazzi, Mayor

Witness.....*[Signature]*.....

*[Signature]*  
Jo Ann Ducharme, Clerk

Date.....*May 17/16*.....

Date.....*May 16 2016*.....

Seal

Seal



# CONCESSIONS SERVICES

## Joe Mavrinac Community Complex Proposal

April 27 2016

My name is Polly James I have been a life long resident of Kirkland Lake, I have been married for 28 years and have 2 grown children and 1 grandson. I have been working for Don and Polly Strachan for the past 5 years. For the past 2 years I have been in the management position at the Joe Mavrinac community complex canteen for Don and Polly. My life occupational goal has always been to own/operate a small food/café type business. After working for Don and Polly in this type of industry I know 110% this is what I want to be doing.

I feel completely confident in being fully capable of running the complex canteen. My objective to meeting the needs of the customers are as follows.

- 1, To continue with the menu the customer have enjoyed over the years.
- 2, To bring in a larger healthy food selection to the customers.
3. To bring in healthy homemade foods.
- 4, I will have the canteen open for any of the sporting events on ice or in the swimming pool, I will also be open to serve for any small or large events that the complex hold. I may also open for the high school kids during their lunch hour.
- 5, I will have enough employees working to keep the flow moving smoothly and quickly so the people do not miss out on what they have come to see.
- 6, I plan to train all employees to have excellent customer service skills.
- 7, I expect all employees to know safe food handling and cooking procedures.
- 8, I expect food to be well cooked and served for the enjoyment of the customer
- 9, I expect the kitchen to be clean and uncluttered at all times
- 10, I expect the serving area to be clean and uncluttered at all time
- 11, I expect the customer condiments area to be clean and clutter free at all times.

I fully understand that I am responsible for 100% of the canteen, the equipment and storage areas.

Reduce, Reuse, Recycle will be implemented.

I understand I am to keep all areas clean and have all equipment maintained in accordance or above the level of the Public Health Standards. and if any repairs are to be done I am to have a person whom is licenced and insured to do the work required.

Upon acceptance of the bid I will attend and receive WHIMS training, First Aid/CPR and any other additional training/certificates that may be required. I will also provide any training/certificates needed for all my employees.

Myself and any employees will provide a clear criminal reference check.

I understand I am not to make any changes in the canteen or stock rooms without the acceptance of the site authority.

May 3/16  
Polly James  
M.D.

I understand I am to know and follow the regulations issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. I Polly James will be the said concessionaire under said Act.

Upon acceptance of the bid I will then get the required Insurance for the canteen, business, and employees.

All staff will be expected to dress in an attire to suit a family environment. Black t-shirts with black ball caps will be provided to each employee to wear.

I thank you for taking the time to read over and consider my proposal. I look forward to hearing from you in the near future.

yours truly  
Polly James

[Print](#)[Close](#)

## reference letter

From: **Don and Polly Strachan** (dandpstrachan@live.com)

Sent: April-25-16 10:34:32 AM

To: living\_4u@hotmail.com (living\_4u@hotmail.com)

Town of Kirkland Lake

Att: Council members

Kirkland Lake, Ont.

April 25,2016

Polly James has worked for Donald Strachan Ltd from September 2010 to the present.

Polly is a very capable reliable honest worker who keeps an exceptionally clean kitchen.

She is hard working and responsible. Her friendly outgoing personality shows in her enjoyment with working with the public.

We can always rely on Polly to have snack bar prepared for the next hockey game or big tournament.

Some of her responsibilities include .....ordering products and supplies from wholesalers and local merchants, stocking freezers and fridge with products, short order cooking and food prep such as making gravy,popcorn and much more.

In addition management duties included interviewing and training of new employees.

We felt totally comfortable leaving Polly in charge of the operation during our absence.

If more information is needed regarding Polly James we would be happy to discuss it with the committee.

Don & Polly Strachan

[Print](#)[Close](#)

## Letter

From: **heather.mackinnon50@yahoo.ca**  
Sent: April-23-16 4:10:28 PM  
To: Polly James (Living\_4u@hotmail.com)

To whom it may concern,

I've have worked for Polly and Don Strachan for 20 years in their canteen located inside the Community Complex.

For approximately 3.5 years of that I worked with Polly James.

I believe she would be a excellent candidate to run the canteen. She has excellent customer service, has the know how running the canteen during Jr. Games, tournaments, pubs, swim meets as well as school lunch hour.

She is very very clean and would love to provide a much larger selection of healthy choices then what is currently available.

Thank you  
Heather Gignac  
705-567-1980

## RESUME

Polly James  
150 Duncan Ave S.  
Kirkland Lake, On.  
P2N 1Y7  
705-962-0243

### OBJECTIVE:

seeking to become concessionaire at community complex.

### EDUCATION:

Grade 12

### EXPERIENCE:

Don Strachan LTD

Sept 2010 - present

short order cook, food prep, cleaning and sanitizing kitchen,  
washing dishes, sweeping and moping floors.  
receiving orders and putting away stock.

Management of kitchen and employees included Ordering products and  
supplies from wholesalers, managing kitchen and staff when owners were away,  
interviewing, hiring and training of new employees. Meeting with the health inspector and  
showing him around all areas. greeting and serving customers.

Counting cash at end of shift.

Often worked alone.

Chartwells

Sept 2009-May 2010

Short order cook, food prep, cleaning and sanitizing kitchen, washed dishes  
swept and mopped floors. Received and put away stock. Greeting and serving  
customers.

Reason for leaving: season was over.

Teck Pioneer Residence

2005-2008

food server to the elderly. Set up table place setting in dining room,  
picked up dishes in dining room after meal was finished. Swept and mopped  
floors, washed dishes, sanitized kitchen. Prepared drinks for all meals.

Prepared snacks for snack time. Prepared drinks for the next morning.

Received orders and put away stock.

Reason for leaving: health complications.

### ACTIVITIES:

Volunteer on the Deacons board.

Cooking, cleaning, walking, camping, fishing, spending quality time with family.

**TRAINING, CERTIFICATION, SKILLS:**

Smart Food Training, 2005

First Aid Training 2005

I have great skills in dealing with food allergies and healthy eating. I cook all meals from scratch at home as I deal with numerous food allergies.

Joe Mavrinac Community Complex Menu

plus Tax

DRINKS

Tea	1.33
Coffee	1.33
Hot Chocolate	1.33
White Milk,	S 1.15, L 1.75
Chocolate Milk,	S 1.15, L 1.75
Bottled Water	1.14
Apple and Orange Juice	1.30 a can
Power Aid	2.21
Slush	S, 1.10, L 1.99
Fountain Pop	S, 1.25, L 1.60

} 13%

SNACKS

Popcorn	Regular 1.50, Butter 1.75
Chocolate Bars	1.55
Candy Bags	1.25
Gum	1.55
Muffins	1.55
Butter Tarts	1.39
Brownies	1.39
Granola Bars	1.55
Packaged nuts.	1.99
Nacho's and cheese	2.85
Yogurt	1.49
Fruit cups	1.75
Salad bowls	2.50

} 13%

BREAKFAST MENU

Egg Muffin sandwich with a drink	4.20
Grilled Cheese	3.15
Egg Sandwich	3.15
BLT	3.95
Bagels	2.25
Cream Cheese, Jam or Nut spread	.35

} PST 8%

LUNCH AND DINNER MENU

Homemade Chili	S, 3.55 L, 4.45
Homemade Soup	S, 2.25 L, 3.50

PST 8%

LUNCH AND DINNER MENU CONTINUED

Homemade Stew	S, 3.55 L, 4.45
Homemade Mac and Cheese	S, 3.25 L, 4.35
Dinner Rolls	.75
Hamburgers	3.25
Cheese Burgers	3.75
Hot dogs	2.65
Cheese dog	2.95
Chili Cheese Dog	3.50
Oktoberfest	3.80
Sandwiches	3.25
Wraps	2.75
Fries	S, 3.00 L, 3.50
Poutine	S, 4.00 L, 4.50
Onion Rings	S, 3.00 L, 3.50
Chicken Fries	S, 3.35 L, 4.50
Chicken Burger	3.50
Pizza fingers	1.75 Each or Platter additional 2.50 with Fries and Onion Rings.
Deep fried Pickles	5 for 3.50
deep fried Mozza sticks	5 for 4.00

Plus PST 8%

Meals - PST



## **HOURS OF OPERATION:**

All JR games. Example of hours

1.5 hours before hockey starts until end of game. Game starts at 7.30 pm. Canteen opens at 6.00 pm, game ends at 9.30 pm we close at 9.30 pm

All minor Hockey. Hockey starts at 11.00 am. Canteen opens at 9.30 am. Canteen stays open until end of final game.

Any other Hockey Games Canteen will be open 1.5 hours before and during entire game with canteen closing at end of game.

All swim meets canteen will be open 1.5 hours before meet and close at end of meet. Anytime there is swim training/red cross we will be open for business.

Concerts, canteen will be open 1.5 hours before concert starts, canteen stays open until concert and guests have left the building.

Home and trade shows. Canteen will be open during the entire hours of operation of the home and trade shows.

Canada Day Celebrations while being held at Baird Park. Canteen will be open for the entire hours of planned events at the Park.

Any other events that take place at the community complex the canteen will be sure to be open during hours of the events.

There is a possibility of the canteen being open from 10.30 am to 12.30 pm for the lunch hour of the high school kids. This depends of the number of customers that would come during said time.

**THE TOWN OF KIRKLAND LAKE  
REQUEST FOR PROPOSAL (RFP)  
KIRKLAND LAKE CONCESSIONS SERVICES**

Department of Physical Services  
Planning and Building Branch  
P.O. Box 1757  
Kirkland Lake, Ontario  
P2N 3P4

Project No. RFP-488-16  
Date: April 19, 2016  
Issued by: Mike Demers  
Purchasing Agent

**ADDENDUM NO. 1**

This Addendum shall form part of the Request for Proposal document.

Section 4 is amended by adding the following:

**4.2 Lease Pricing**

Note: Proponents May bid to provide services to **Any or All** of the Locations

Proposals:

- .1 Shall include the name and address of the submitter, and be signed and dated.
- .2 Shall be clear and accurate with any special conditions well specified and fully described.
- .3 Shall be submitted in accordance with the following format and shall be complete in every detail.
- .4 Shall identify all terms and conditions associated with the lease proposal.

Sealed Proposals shall include the following seasonal leases. Each season begins on June 1<sup>st</sup> and runs till May 31<sup>st</sup> of the following year.

<b>Site:</b>	<b>Joe Mavrinac Community Complex</b>	<b>Per Season</b>
	June 1, 2016 to May 31, 2017	\$ <u>9,600.00</u>
	June 1, 2017 to May 31, 2018	\$ <u>9,600.00</u>
	June 1, 2018 to May 31, 2019	\$ <u>9,600.00</u>
	3 Season total	\$ <u>28,800.00</u>

<b>Site:</b>	<b>Civic Service Stadium</b>	
	June 1, 2016 to May 31, 2017	\$ _____
	June 1, 2017 to May 31, 2018	\$ _____
	June 1, 2018 to May 31, 2019	\$ _____
	3 Season total	\$ _____

Site: **Baird Park**

June 1, 2016 to May 31, 2017

\$ \_\_\_\_\_

June 1, 2017 to May 31, 2018

\$ \_\_\_\_\_

June 1, 2018 to May 31, 2019

\$ \_\_\_\_\_

3 Season total

\$ \_\_\_\_\_

We, the undersigned, having read, understood and accepted the Request for Proposal Documents for the above-named Project, including Addendum Number(s) \_\_\_\_\_ to \_\_\_\_\_ (if applicable), hereby offer to perform the work in accordance with the Proposal, for the price stipulated.

We, the undersigned, declare that:

- a) We have arrived at this Proposal without collusion with any competitor,
- b) This Proposal is open to acceptance by the Owner for a period of 60 days from the date of Proposal closing,
- c) All Proposal Forms and Forms called for by the Instructions to Proponents form an integral part of this Proposal, and
- d) No member of the Owner's Council and no other officer or employee of the Owner is, will be, or has become interested, directly or indirectly, as a contracting party, partner, surety or otherwise in, or in the performance of the Contract, or in the supply, work, or business to which it relates, or in any portion of the profits thereof, or any of the money to be derived there from.

Signatures:

Signed and submitted by:

Polly James  
Company Name

\_\_\_\_\_  
Signature of authorized signing officer

\_\_\_\_\_  
Name and Title of Authorized Signing Officer

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Signature of Witness

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**In addition to the above, the Request for proposal shall include all information and documentation as specified in section 5.0 "Proposed Content" of RFP. For convenience we have included the following reference section.**

**References**

- 1 Provide contact information for two or more past clients. The Town of Kirkland Lake may contact any/or all of the contacts provided by the Proponent or other representatives from past clients of the Proponent.

**Reference #1:**

Company/Municipality Name:

Contact Name and Title:

Contact Phone Number:

Term of Contract:

Nature of work:

This is my first proposal, Therefore  
I do not have any Past clients. I have  
provided 2 reference letters.

**Reference #2:**

Company/Municipality Name:

Contact Name and Title:

Contact Phone Number:

Term of Contract:

Nature of work:

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**REQUEST FOR PROPOSALS (RFP)**

**KIRKLAND LAKE CONCESSIONS SERVICES**

**RFP-488-16**

**DATE: April 15, 2016**

**The Corporation of the Town of Kirkland Lake  
Department of Physical Services  
1 Dunfield Road  
PO Box 1757  
Kirkland Lake, Ontario  
P2N 3P4  
Phone: (705) 567-9365  
Fax: (705) 567-9400**

**Town Hall  
3 Kirkland Street  
PO Box 1757  
Kirkland Lake, Ontario  
P2N 3P4  
Phone: (705) 567-9361  
Fax: (705) 567-3535**

<b>TOWN OF KIRKLAND LAKE</b>	<b>REQUEST FOR PROPOSAL CONCESSIONS SERVICES</b>	Rev #: 0 Issued: April 15, 2016
	<b>Department of Physical Services</b>	

**1.0 Introduction**

1.1 Service to be performed

To provide concessions services for any or all of the following locations:

- Joe Mavrinac Community Complex,
- Civic Service Stadium – scheduled to open late summer/early fall 2016
- Baird Park.

The Town of Kirkland Lake reserves the right to add or delete concession locations from the contract if it is in the best interests of the Municipality to do so.

1.2 Period of Contract

The services shall be performed during the period of:

- June 1, 2016 – May 31, 2019

**2.0 Scope of Work**

2.1 Seasonal Hours of Operation

The approximate hours of operation for the facilities include:

2.2 Joe Mavrinac Community Complex

Ice Season – Prime Time Hours and Special Events

Non Ice Season – Special Events Coverage

2.3 Civic Service Stadium

Regular coverage based on activities booked including special events- TBD

2.4 Baird Park


Special Event Coverage

Youth Ball/Soccer Coverage

Note: Concessionaire at Baird Park is entitled to have a mobile unit to service the Splash Park and Extreme Park areas

Sample annual and weekly schedules can be made available by contacting the Business Office coordinator in the Administrative Office.

These times are suggested minimum hours of operation, and each respondent is requested to provide its proposed hours of operation. The Site Authority will assist in determining

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the hours of operation with the Concessionaire according to schedules and special events. Once hours of operation per facility are determined, the Concessionaire will be obligated to honour those hours of operation unless a change is mutually agreed upon with facility management.

2.5 Advertising

Concession advertising is limited to the space of the concession area and is subject to approval of the Site Authority.

2.6 Restrictions

The sale of alcohol, cigarettes and e-cigarettes are strictly prohibited at all facilities.

2.7 Maintenance

All maintenance of the concession and storage areas are the responsibility of the Concessionaire. This includes all equipment repair, cleaning, inspections and daily, weekly, monthly, and yearly maintenance items.

NOTE: Pest control is provided by the Municipality.


2.8 Sanitation / Health and Safety / Environmental

The Concessionaire shall at all times be responsible for maintaining a high housekeeping and sanitation level. This level is to exceed Public Health Standards. The Concessionaire will supply a schedule on all housekeeping procedures detailing daily, weekly and monthly duties. The Municipality of Kirkland Lake reserves the right to amend these procedures. The Concessionaire is responsible for their own cleaning supplies, garbage bags, and removal of garbage.

The Concessionaire is responsible to provide or arrange for provision of annual employee WHMIS training, First Aid/CPR Training, and any additional training required for staff. The Concessionaire will accept full responsibility for all controlled products located in the concession area. The Concessionaire will provide the Municipality with copies of the same for their files.

The Concessionaire is to take all measures necessary to reduce, re-use and recycle in an effort to be environmentally conscious and to support an efficient and environmentally friendly community.

The Concessionaire is to provide a clear criminal reference check and vulnerable sector screening for all staff.

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The Concessionaire’s attention is drawn to the regulation issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. The concessionaire acknowledges that they will comply with these regulations and that they will be the Concessionaire under said Act as it relates to the completion of this procurement.

2.9 Dress Code / Uniforms / Customer Service

All front line staff are to be properly attired in clothing appropriate to a family recreational environment.

The Concessionaire will agree to maintain a high level of customer service and will train all employees in the importance of good customer relations.

2.10 Plumbing and Electrical

Any plumbing or electrical work required by the Concessionaire shall be at the Concessionaire’s expense and shall be carried out by a Government licensed tradesman. Prior to the start of any proposed renovations, the Municipality of Kirkland Lake shall approve all proposed work. The Concessionaire shall ensure all trades provide proof of General Liability Insurance certificate (naming the Municipality of Kirkland Lake as an additional insured) and WSIB certificate of clearance.

2.11 Alterations

Any alterations or renovations to the concession area by the Concessionaire are prohibited except with prior approval of the Site Authority.


**3.0 Instructions to Bidders**

The bidder will supply two (2) copies of a Proposal clearly marked “Concessions Services” to be received by the Town of Kirkland Lake to be mailed to:

Jo Ann Ducharme, Municipal Clerk  
3 Kirkland Street West  
Kirkland Lake, ON P2N 3P4

By May 5<sup>th</sup> at 2:00pm. Submissions received later than the specified closing date will be returned unopened to the proponent.



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3.1 Mandatory Site Visit

- Joe Mavrinac Community Complex
- April 25, 2016 at 2:00pm
- Opportunity to see concession area and equipment and obtain further information

3.2 Site Authority

Stella Williams  
 Joe Mavrinac Community Complex  
 55 Allen Avenue  
 Kirkland Lake, Ontario, Ont P2N 3P4  
 (705)567-5215

All work must be performed to the satisfaction of the Site Authority.

3.3 Questions and Answers

To ensure fairness to all Proponents, any and all questions that require detailed clarification or that may materially alter this proposal shall be submitted in writing (email form is acceptable) by May 3<sup>rd</sup>, 2016 at 9:00am. Answers shall be provided to all proponents who have requested an RFP package.

Questions and requests for clarification can be directed to: Stella Williams

Any revision to this RFP will be issued as an addendum to all proponents

**4.0 Submissions:**

Two (2) copies of a Proposal clearly marked “Concessions Services” to be received by the Town of Kirkland Lake to be mailed to:

Jo Ann Ducharme, Municipal Clerk  
 3 Kirkland Street West  
 Kirkland Lake, ON P2N 3P4

By **May 5<sup>th</sup> at 2:00pm**. Submissions received later than the specified closing date will be returned unopened to the proponent.

4.1 Acceptance or Rejection of Proposals

The Municipality of the Town of Kirkland Lake reserves the right to accept or reject any or all Proposals submitted. The highest financial return proposed may not necessarily be

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accepted by the Town of Kirkland Lake. The Town of Kirkland Lake is not under any obligation to award or contract and reserves the right to terminate the RFP at any time for any reason.

**5.0 Proposal Content**

The Proponent is to submit a proposal, which addresses the following:

- a) Resume and qualification of the Project Manager.
- b) A brief outline of the Concessionaire, including related prior experience in work of similar size and scope including a minimum of 2 relevant references.
- c) A detailed overview of the approach to be utilized to achieve the objectives of the assignment. The methodology must contain enough information to indicate a sound understanding of the requirements of the project and provide the evaluators with step by step procedures indicating how the submitted proposal meet these requirements.
- d) Proposed operating schedule
- e) A schedule of the proposed lease payment to the Municipality of Kirkland Lake.
- f) Proposed menu selection and the proposed retail prices.
- g) Any other information which may be useful and relevant for the Municipality of Kirkland Lake to better understand and evaluate the Respondent.

**6.0 Proposal Evaluation Criteria**

The following are mandatory requirements. Proposals not clearly demonstrating their compliance will receive no further consideration during the evaluation process:

- a. The proposal must be received at the closing location by the specific closing date and time;
- b. The proposal must be signed by a person authorized to sign on behalf of the respondent;
- c. Respondents not meeting these minimum requirements will result in disqualification of their proposal with no further consideration.

Proposals will be assessed on the basis of information provided by the Respondent at the time of submission as well as any additional information provided during subsequent meetings with the Respondent. The evaluation of Proposals will be conducted by an evaluation team comprised of staff members from the Town of Kirkland Lake.

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In recognition of the importance of the procedure by which a Respondent may be selected, the following criterion outlines the primary considerations to be used in the evaluation and consequent awarding of this project (not in order).

The following scoring system will be used when evaluating proposal components:

Criteria	Maximum Score
<b>Price:</b> Financial Return to the Municipality of Kirkland Lake (lease payment)	40
<b>Responding Firms:</b>	
• Qualification and experience of the Project Manager assigned to the Project	10
• Proven experience with projects of a similar scope and size	10
• Menu selection	20
• Retail Prices	10
<b>Others:</b>	
• Approach and methodology to project and compliance and clarity of report	10
<b>TOTAL</b>	100

Selection of a proposal(s) will be based on all the above criteria (but not solely limited to the above) and any other relevant information provided by the Respondent(s).

### **7.0 Selection Process**

The Municipality of Kirkland Lake reserves the right to accept or reject any or all proposals, to enter into negotiations with one or more submitting firms and to waive

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irregularities and omissions if in so doing, the best interests of the Municipality of Kirkland Lake will be served.

Proponents, whose proposals have been selected for further evaluation, may be invited to attend an interview with the Evaluation Committee where their proposal will be discussed.

Proponents may be requested to clarify information provided in their submission.

Proponents are encouraged to provide any additional information, which may be relevant in the evaluation of their proposal.

The Corporation of the Municipality of Kirkland Lake reserves the right to negotiate changes in the technical content of the most satisfactory proposal and, if necessary, interview key personnel.

**8.0 Protection of Property**

The Concessionaire will be responsible for any damage, including fire, which may occur relative to the execution of all operations arising from the Contract. Any damage done to the Town or surrounding property must be made good to the satisfaction of the Town of Kirkland Lake.

The Concessionaire shall maintain adequate fire protection at the site, portable fire extinguishers, etc., to the satisfaction of the Town of Kirkland Lake.


Temporary safeguards and protection shall be provided by the Concessionaire to adequately guard against injuries to the public.

**9.0 Workplace Safety & Insurance Board**

The WSIB will issue a clearance number issued free of charge which declares that a business, contractor or subcontractor is registered with WSIB and has an account in good standing with WSIB. The proponent shall provide proof of being registered and in good standing with WSIB by providing a clearance number to the Town prior to execution of the agreement and will keep this in force for the duration of the contract. If WSIB coverage is not deemed to be required by the WSIB, proof must be provided to the Town directly from WSIB.

**10.0 Insurance**

The Concessionaire shall indemnify and hold harmless the Town, their agents and employees from and against claims, demands, losses, costs, damages, actions, suits or

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proceeding arising out of the Concessionaire's performance of the Contract which are attributable to a lack of or defect in title or an alleged lack of or defect in title to the Place of Work. The Concessionaire agrees to maintain comprehensive liability insurance covering all operations and liability assumed under the Contract.

The successful concessionaire shall, for the term of the contract, maintain full, necessary and adequate insurance with insurers licensed to carry on business in the Province of Ontario, at their own expense.

- Such coverage must be maintained and in effect continuously while the work is in progress, and renewal certificates must be provided prior to the policy expiry.
- Certificates must provide; for thirty (30) days' notice to the Municipality in the event of cancellation or in the event of non-renewal of an Insurance Policy or pertinent coverage.

Certificates to name the Corporation of the Town of Kirkland Lake as additional insured with respect to work performed.

#### 10.1 General Liability

- \$2M per occurrence
- Shall include but not limited to bodily injury including death, personal injury, property damage including loss of use thereof, contractual liability, tenants' legal liability, non-owned automobile liability and owner's contractors' protective insurance coverage with respect to the Premise and the business operations conducted by the Tenant and any other person on the Premise for whom the Tenant is responsible for in law
- Shall contain a cross liability, severability of insured clause
- Fire and theft
- Corporation of the Town of Kirkland Lake named as an additional insured

At the commencement of the work, the Concessionaire shall provide the Municipality of the Town of Kirkland Lake with a Certificate of Insurance.

#### 11.0 Licensing

The Concessionaire will be responsible for a strict adherence to all Federal, Provincial, and Municipal codes and by-laws and must obtain all permits and licenses as applicable.

#### 12.0 Safety Regulations and Labour Codes

The Concessionaire must adhere to all safety rules, regulations and labour codes in effect in all jurisdictions where the work is to be performed.

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**13.0 Contractor Health and Safety Responsibility Agreement**

The Concessionaire must sign off the Town’s Contractor Health and Safety Responsibility agreement as outlined in Appendix A

**14.0 Influence**

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

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any Town of Kirkland Lake purchasing or disposal process will be disqualified.

**15.0 Funding**

The award of any contract shall be conditional upon the approval of Kirkland Lake Town Council.

The Municipality of Kirkland Lake reserves the right in its sole discretion to accept or reject all or part of any bid which is non-compliant with the requirements of this invitation, as well as to choose any one or combination of bids which best suits the needs of the Town of Kirkland Lake.

The Town, within its sole discretion, will not accept a bid response from:

1. Any entity which has initiated a legal proceeding against the Town, or against which the Town has initiated a legal proceeding with respect to any previous contract, bid submission or business transaction, with the Town;
2. Any entity which is considering or proposing to initiate litigation against the Town, or against which the Town is considering or proposing to initiate litigation with respect to any previous contract, bid submission or business transaction, with the Town;
3. Any entity which has either breached, or has failed to perform satisfactorily in, a previous Town contract in the last five (5) years, and which has been notified by the Town of:
  - i. It’s failure to have performed satisfactorily; and

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- ii. The fact that the Town will not accept a bid response. The Town will notify such entity of its breach or failure to perform as soon as is reasonably practicable in the circumstances; and

## 16.0 Concession Profile

### 16.1 Joe Mavrinac Community Complex Canteen

Fountain Pop Machine

Slush Machine

Hot Dog Unit

Coffee Machine

Cooler/Freezer

Popcorn Machine

Butter Melter

Nacho Machine

Cooking Equipment

- Griddle
- 4 Burner Range
- Deep Fryer

Ice Machine

Pizza Warmer/Conveyor

Gravy Warmer

Cash Register

Double Compartment Pot Sink

Automatic Hand Wash Unit

### 16.2 Baird Park Canteen


Sink

### 16.3 Civic Park

Double sink

## **17.0 Nutrition Standard for the *Eat Smart!*<sup>®</sup> Recreation Centre Program**

At a recreation center, an *Eat Smart!*<sup>®</sup> choice is a **healthier** choice in vending machines or snack bars. *Eat Smart!*<sup>®</sup> choices meet specific nutrition criteria that make them healthier choices. The ***Eat Smart!*<sup>®</sup> Choices Calculator** is a user-friendly tool that can be used to assess whether or not single-serving packaged food products meet the *Eat Smart!*<sup>®</sup> nutrition criteria.

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1. Packaged Foods (sold in vending machines and snack bars)

The nutrition criteria used to rate single-serving packaged foods found in vending machines and snack bars are based on recommendations in **Canada's Food Guide**. The Nutrition Facts panel, ingredient list, and package size are used to assess food products according to the following criteria:

Product Category	Nutrition Criteria (per package)	Examples of <i>Eat Smart!</i> <sup>®</sup> choices
<b>Vegetables and Fruit</b>	<ul style="list-style-type: none"> <li>⊕ The first ingredient is a vegetable or fruit</li> <li>⊕ Container size for juice is 360mL or less</li> <li>⊕ Fruit juice must be 100% juice</li> <li>⊕ Vegetable cocktail is reduced in sodium</li> </ul>	<ul style="list-style-type: none"> <li>⊕ Any fresh fruit or vegetable</li> <li>⊕ Fruit canned in 100% juice</li> <li>⊕ Unsweetened fruit purees</li> <li>⊕ 100% fruit or vegetable leathers</li> <li>⊕ Some types of dried fruit</li> <li>⊕ 100% fruit juice</li> <li>⊕ Reduced sodium vegetable cocktail</li> </ul>
<b>Vegetable or Fruit "chips"</b>	<ul style="list-style-type: none"> <li>⊕ Vegetable or fruit "chips" are graded on the amount of fat, saturated fat, trans fat, sodium, sugar, fibre and iron</li> <li>⊕ Products must not contain more than 2% of total fat in the form of trans fat</li> </ul>	<ul style="list-style-type: none"> <li>⊕ Some varieties of baked potato chips or crisps</li> <li>⊕ Some varieties of veggie chips</li> <li>⊕ Some varieties of fruit chips (e.g., mango)</li> </ul>
<b>Grain Products</b>	<ul style="list-style-type: none"> <li>⊕ Products are graded on the amount of fat, saturated fat, trans fat, sodium, sugar, fibre and iron</li> <li>⊕ Products must not contain more than 2% of total fat in the form of trans fat</li> </ul>	<ul style="list-style-type: none"> <li>⊕ Some varieties of granola and cereal bars</li> <li>⊕ Some varieties of pretzels, popcorn, pita chips</li> <li>⊕ Some varieties of crackers, rice cakes</li> <li>⊕ Some varieties of cold breakfast cereals</li> </ul>
<b>Milk and Alternatives</b>	<ul style="list-style-type: none"> <li>⊕ Container size for milk and soy beverages must not be larger than 500mL</li> <li>⊕ Container size for milkshakes must not be larger than 360mL</li> <li>⊕ <b>Fluid milk, soy beverages and milkshakes</b> contain at least 25% of the Daily Value for calcium, at least 40% of the Daily Value for vitamin D and no more than 28g sugars per 250mL</li> <li>⊕ <b>Cheese</b> contains at least 10% DV for calcium and no more than 20% milk fat (processed cheese)</li> </ul>	<ul style="list-style-type: none"> <li>⊕ White and chocolate milk with 2% MF or less</li> <li>⊕ Chocolate or vanilla soy beverage</li> <li>⊕ Yogurt, plain and flavored with 2% MF or less</li> <li>⊕ Yogurt drinks</li> <li>⊕ Some varieties of pudding cups</li> <li>⊕ Hard cheese with 20% MF or less</li> </ul>



<b>TOWN OF KIRKLAND LAKE</b>	<b>REQUEST FOR PROPOSAL CONCESSIONS SERVICES</b>	Rev #: 0 Issued: April 15, 2016
	<b>Department of Physical Services</b>	

	slices or spreads are not <i>Eat Smart!</i> ® choices) ☉ <b>Yogurt, yogurt drinks, puddings and cottage cheese</b> contain at least 10% of the Daily Value for calcium and no more than 16g sugar per 100g container	
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<b>Meat and Alternatives</b>	☉ Products contain no more than 480mg of sodium and no more than 25% calories from sugars (unless dried fruit is an ingredient) ☉ Added sugar is not one of the first three ingredients	☉ Plain nuts, soy nuts ☉ Seeds ☉ Some varieties of bars with nuts or seeds as the first ingredient ☉ Some varieties of trail mix with nuts or seeds as the first ingredient
<b>Mixed Foods</b> (contain more than one food group)	☉ Products are assessed based on the amount of fat, saturated fat, trans fat, sodium, fibre, protein, iron, calcium, and vitamin A	☉ Some varieties of sandwiches ☉ Some varieties of microwavable entrées ☉ Some soups ☉ Some cheese and cracker or tuna and cracker snack packs

**2. Non-packaged Foods (sold in snack bars)**

The nutrition criteria used to rate non-packaged foods available in snack bars are based on recommendations in *Canada's Food Guide*. Foods are prepared and/or served in a healthier way.

Healthier preparation methods include: baking, broiling, grilling, steaming, roasting, and toasting. Foods that are deep fried, or prepared and served with cream, high-fat cheese, or other high-fat toppings, sauces or dressing are excluded. Higher fat spreads, dressings or dips may come with *Eat Smart!*® choices, but must be served on the side so the customer can control the amount used.

Food Group	Nutrition Criteria	Examples of <i>Eat Smart!</i> ® choices (may be ingredients in other food products)
<b>Vegetables and Fruit</b>	☉ Vegetables and fruit are prepared with little or no added fat, sugar or salt  100% fruit juice or low-sodium vegetable cocktail may be counted as one of the two Vegetable and Fruit choices required in Snack Bars	☉ Leafy green salad ☉ Whole pieces of fruit, such as apples or pears ☉ Fruit cocktail packed in juice or light syrup ☉ Fresh veggies served with dip ☉ Baked potato

<b>TOWN OF KIRKLAND LAKE</b>	<b>REQUEST FOR PROPOSAL CONCESSIONS SERVICES</b>	Rev #: 0 Issued: April 15, 2016
	<b>Department of Physical Services</b>	

		<ul style="list-style-type: none"> <li>⌚ Cooked vegetables (in soup or chilli)</li> <li>⌚ Fresh vegetables (in sandwiches or wraps)</li> <li>⌚ Broth-based vegetable soup</li> </ul>
<b>Grain Products</b>	<ul style="list-style-type: none"> <li>⌚ Grain products are prepared with little or no added fat, sugar or salt</li> <li>At least one whole wheat or whole grain product is available</li> <li>⌚ If bread products are available, there is an option for whole wheat or whole grain</li> </ul>	<ul style="list-style-type: none"> <li>⌚ Bread</li> <li>⌚ English muffins</li> <li>⌚ Bagels</li> <li>⌚ Buns</li> <li>⌚ Pasta or rice</li> <li>⌚ Air-popped popcorn</li> </ul>
<b>Milk And Alternatives</b>	<ul style="list-style-type: none"> <li>⌚ Milk and Alternatives are lower in fat</li> </ul>	<ul style="list-style-type: none"> <li>⌚ Hard cheese with no more than 20% MF</li> <li>⌚ Yogurt with 2% MF or less</li> </ul>
<b>Meat and Alternatives</b>	<ul style="list-style-type: none"> <li>⌚ Meats are lean</li> <li>⌚ Meat and Alternatives are prepared with little or no added fat or salt</li> </ul>	<ul style="list-style-type: none"> <li>⌚ Lean deli meat or ground meat</li> <li>⌚ Some types of veggie burgers</li> <li>⌚ Eggs</li> <li>⌚ Fish</li> <li>⌚ Nut butters</li> <li>⌚ Dry roasted nuts and seeds or mixtures</li> </ul>

**18.0 Requirements for the Eat Smart Recreation Centre Program Nutrition Standard**

At least ¼ or 25% of the choices in participating **vending machines** are healthier choices. The healthier choices are labelled with the *Eat Smart!*<sup>®</sup> symbol.



Participating recreation centre snack bars will:

<b>TOWN OF KIRKLAND LAKE</b>	<b>REQUEST FOR PROPOSAL CONCESSIONS SERVICES</b>	Rev #: 0 Issued: April 15, 2016
	<b>Department of Physical Services</b>	 KIRKLAND LAKE

1. Offer a minimum of two (2) *Eat Smart!*<sup>®</sup> choices from each of the following three (3) food groups:
  - Grain Products
    - At least one of the two choices must be whole grain (as defined above).
    - If any bread products are offered, at least one whole grain option must be available.
  - Vegetables and Fruit
  - Milk and Alternatives
2. Offer a minimum of one (1) *Eat Smart!*<sup>®</sup> choice from the Meat and Alternatives food group.
3. If asked by customers, provide ingredient/nutrition information on any products served in the snack bar.
4. Provide water (tap and/or bottled) at all times.

If applicable, the **snack bar** will also:

1. Accommodate customer requests for healthier<sup>†</sup> food preparation (e.g., spreads, dips, dressings, sauces and gravy are not used or are served on the side; no salt added).
2. Use healthier types of fat and oils:
  - a. In all margarines and spreads.
  - b. In at least one type of salad dressing, offered on a daily basis.
  - c. In other fat-based condiments like dips and sauces, if available.
3. Offer the option of a 112g/4oz portion of French fries or poutine.
4. Offer the option of a 300mL or smaller portion of slush drinks and other fruit-flavoured beverages.

REPORT TO COUNCIL	
Meeting Date: May 17, 2016	Report Date: May 13, 2016
Decision Requested: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Direction Only	Priority: <input checked="" type="checkbox"/> High <input type="checkbox"/> Low Type of Meeting: <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed
Presented by: Bonnie Sackrider	Department: Community Services

### Report Title

Concessionaire Bid for Community Complex

### Recommendations

That council accept the bid from Polly James

### Budget Implications

Annual revenue of \$9,600/year for three years.

### Background

Two submissions were received for Concessions Services. Both bid on the Community Complex only. The following scoring system was utilized to evaluate the proposal components:

- Price – Financial Return to the Municipality
- Qualification and experience of the Project Manager
- Proven experience with projects of a similar scope and size
- Menu Selection
- Retail Prices
- Approach and Methodology to the project

Polly James scored the highest score.

### Options / Discussions

Accept the bid with the highest score who also had excellent reference checks.

**Other Departments Consulted and Affected**

**Attachments**

**CAO Comments**

# Minutes

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Corporation of the Town of Kirkland Lake  
Tender Opening  
Kirkland Lake Town Hall  
May 5, 2016  
2:00 p.m.

## Attendance

Jo Ann Ducharme, Clerk  
Bonnie Sackrider, Director of Community Services  
Mike Demers, Town Purchaser

The purpose of this meeting was to open proposals for the operation of food and beverage concession at the Joe Mavrinac Community Complex, Baird Park and Civic Service Stadium:

The tenders received were as follows:

Rick's Magic Touch
Polly James

The tenders were provided to Department of Community Services for review.

The meeting adjourned at 2:01 p.m.

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Jo Ann Ducharme  
Clerk

*Bonnie Sackrider*  
\_\_\_\_\_  
Bonnie Sackrider  
Director of Community Services

**Bonnie Sackrider**

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**Subject:** FW: carters canteen renewal

**From:** Polly James [[mailto:living\\_4u@hotmail.com](mailto:living_4u@hotmail.com)]

**Sent:** April 2, 2020 5:24 PM

**To:** Meagan Elliott

**Subject:** Re: carters canteen renewal

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

Date: April 1, 2020

Polly James/ Carter's Canteen

Dear Council members of Kirkland Lake, On. I am sending this letter as it is that time of year in which I would like to let you know that I am very interested in continuing with the operations of the complex canteen. I do have a request at this time. With the loss of our festivals committie, which creates the loss of the concerts in june . The loss of the Merchant mania due to the covid- 19 and also with hockey being so unpredictable nearing the end of the season. I am asking that the rent for the months of may, june, july, and august be waved. I was originally going to suggest the months of june , july and august. But as with not having merchant mainia I have no means of bringing in the income for May. The months in which I bring in income are Sept, Oct, Nov, Dec, Jan, Feb, march, May, If you have another suggestion on how we may work this out I would gladly hear it. Even 10% from my month gross would also work but for me to continue paying rent for the months that we are not even operating I can no longer do.

I truly enjoy the running of the canteen. I enjoy the work it involves, I have great employees, and just love the customers. I have made a number of changes at the canteen for the better of my customers. I have worked well with the health unit in bringing in a number of healthy items. Such as fruit smoothies, grilled chicken wraps, fresh fruit and vegetables, soups and sandwiches,that they had recommended. I have brought in a number of fresh food products rather than frozen. We offer breakfast all day any day.

I personally do not bring in much of a profit . Each year I range between 2 and 3 thousand dollars. I do not do the job for the making of a large income I do it for the enjoyment of the job and the customers.

I hope you will keep me in consideration for the Canteen. I have complied with what I have been asked, My customers are very happy, the food is really Good and I love the job.

I thank you for your time and await hearing on your decision.

Yours truly  
Polly James



# MEMORANDUM TO COUNCIL

Meeting Date: 4/21/2020

Memo Number: 2020-ED-002

Presented by: W. Hass

Department: Economic Development

## MEMO TITLE

Heritage North Preliminary Service Delivery Review Update

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Memorandum Number 2020-ED-002 entitled “**Heritage North Preliminary Service Delivery Review Update**”, be received, and

**THAT** the final draft of the Service Delivery Review be presented to Council at the May 5, 2020 Council meeting.

## BACKGROUND

At the January 14, 2020 meeting of Council, staff was directed to prepare a Service Delivery Review of Heritage North. At the March 24, 2020 meeting of Council, the Interim Facility Administrator provided an update on the project. The following motion was passed by Council with the understanding that the Review would be presented to Council at the April 7, 2020 Meeting.

**BE IT RESOLVED THAT** Memorandum Number 2020-ED-001 entitled “Heritage North Service Review – Update”, be received.

The Service Delivery Review is almost complete and is in the review phase. Staff will present the Service Delivery Review to Council at the Regular Meeting of Council on May 5, 2020.

## RATIONALE

The work was delayed as the Interim Facility Administrator had been instructed by the former CAO to defer the project to the Director, Economic Development. The Director was on leave and returned to work on a full-time basis on April 1, 2020. Since that time,



the report narrative, analytics and comparator data was revised. The revision went beyond the report as it existed on March 31 as it was felt that it should be as complete as possible to provide Council with the information required to identify other data that it would like to see addressed in the corporate SDR.

The report is complete in draft form and is currently being reviewed by the Treasurer and the Chief Administrative Officer.

## **ATTACHMENTS**

Attachment 1 – January 14 RTC requesting Service Delivery Review of Heritage North  
Attachment 2 – March 24 Memo providing a project update

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REPORT TO COUNCIL	
Meeting Date: January 14, 2020 from June 18th, 2019	Report Date: 6/16/2019
Decision Requested: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Direction Only	Priority: <input checked="" type="checkbox"/> High <input type="checkbox"/> Low Type of Meeting: <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed
Presented by: Patrick Adams	Department: Councillor
Report Title	

Service review of operations at Heritage North

### Recommendations

That council directs staff to complete a service review of Heritage North and provide options for different uses of Heritage North.

### Budget Implications

Staff hours

### Background

Section 244 of the Municipal Act states:

**224.** It is the role of council,

- a. to represent the public and to consider the well-being and interests of the municipality;
- b. to develop and evaluate the policies and programs of the municipality;
- c. to determine which services the municipality provides;
- d. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
  - o d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- e. to maintain the financial integrity of the municipality; and
- f. to carry out the duties of council under this or any other Act.

Heritage North is currently used as a Conference and Banquet Centre.

From 2015 to 2018 the total operating loss of Heritage North was \$824,545.09; including the mortgage, this loss amounted to \$2,343,674.44.

In 2010 the Ministry of Municipal Affairs and Housing and its partners provided *Making Choices: A Guide to Service Delivery Review for Municipal Councillors and Senior Staff* as a helpful resource to municipalities. Within the Guide, it provided the recommendation that when reviewing service delivery of a municipality, always investigate alternate service delivery through one of the following options:

- Direct Delivery
- Purchase of Services
- Municipal Business Corporations
- Municipal Service Boards and other Local Entities
- Partnerships
- Licensing
- Privatization

Financial constraints are not a new challenge for the municipality. In the Recent Request for proposal for a Corporate Operational Review, it was identified that “Economic growth has been paralleled by significant investments in municipal infrastructure. These include new waste-water treatment plant; creation of an all season event centre; development of a conference centre; and construction of a new aquatic centre. As beneficial as these facilities are, they do place a strain on municipal operations.”

## Options / Discussions

For Council to direct Staff to investigate alternative options of Heritage North including:

- Tendering out the operations of the Banquet Facility
- Moving municipal offices to Heritage North
- Sale of property
- Other income opportunities

For Council to direct staff to work with Strategy Corp to ensure an Operational Review of Heritage North is identified as a priority and have the recommendations for Heritage North be brought back for discussion once the Operational Review is complete.

## Attachments

[A Guide to Service Delivery Review](#)

[Request For Proposal Corporate Strategic Review](#)

[2018 Multi Year Budget Actual](#)

## CAO Comments



## MEMORANDUM

Meeting Date: 3/17/2020	Memorandum Number: 2020-ED-001
Presented by: Scott McDowell	Department: Economic Development

### Memorandum Title

Heritage North Service Review – Update

### Recommendations

**BE IT RESOLVED THAT** Memorandum Number 2020-ED-001 entitled “**Heritage North Service Review – Update**”, be received.

### Background

On January 14<sup>th</sup>, 2020 Council directed the CAO to perform a service review of Heritage North Conference & Events Centre, and provide an update as to its progress by March 31<sup>st</sup>, 2020.

Shortly after the January 14<sup>th</sup> meeting of Council, proper analytical tools were developed to support budget simulation and assess alternatives. Extensive data has been compiled in order to identify cost and revenue drivers, as well as recognize and substantiate variances. The analysis is ongoing in the development of a list of opportunities targeting the increase of current revenue channels, the creation of new revenue streams, reducing cost-of-goods-sold (COGS) and increasing market share. All opportunities identified to date are favourable in support of an overall reduction in Heritage North’s operating subsidy while enhancing the level of service delivery. Resources have also been compiled to define and investigate alternative methods of service delivery, specifically sale, tender and relocation of municipal services.

Progress in completion of the report was momentarily paused as direction was given to await contribution from the Director of Economic Development. It is for this reason that the next update on progress of the service review will be at the April 7<sup>th</sup> Regular Meeting of Council, being the first meeting after March 31<sup>st</sup>.

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# REPORT TO COUNCIL

Meeting Date: 4/21/2020	Report Number: 2020-DEV-011
Presented by: Ashley Bilodeau	Department: Development Services

## REPORT TITLE

Deputy Chief Building Official and Property Standards Officer Appointment - Clayton Seymour

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-DEV-011 entitled “**Deputy Chief Building Official and Property Standards Officer Appointment - Clayton Seymour**”, be received, and

**THAT** an Appointment By-law be presented to Council for passage to appoint Clayton Seymour as Deputy Chief Building Official and Property Standards Officer.

## BACKGROUND

The Building Code Act stipulates that every municipality is required to have a Chief Building Official (CBO) appointed by By-law. The municipality is also required to ensure that the CBO is capable of meeting the mandated requirements and timelines of the Building Code Act for building plan review, permit issuance and inspection. Recognizing that the Building Department has one qualified staff member, Council retained the services of RSM Building Consultants to conduct building and property standards related responsibilities for the Town of Kirkland Lake, in the Chief Building Official’s absence.

Staff were aware of a scheduled absence in March, and as a result, planned accordingly. Staff arranged for the deferral of certain permits to April and were able to arrange virtual inspections for projects already in the process of construction. This resulted in minimal costs to the municipality.

Unfortunately, the CBO’s absence has been extended for an undetermined period of time and there is a need to proceed with in-person building inspections and Property Standards Orders. In an effort to reduce costs associated with site visits, RSM has

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retained Clayton Seymour, a certified Building Official that is located in Temiskaming Shores. The cost associated with site visits will be reduced significantly by appointing Clayton Seymour as CBO for the interim period.

## **R A T I O N A L E**

The Town is required to have a CBO and to meet legislative timeframes for building review, issuance of permits and inspections. The Town has retained RSM Building Consultants to meet these requirements in the CBOs absence. Unfortunately, the costs associated with processing permits, conducting inspections and issuing Orders will become substantial should Clayton Seymour not be appointed.

The Town currently has two roof collapses that need to be addressed and a plumbing inspection. Without “in person” visual inspections, the Orders to demolish the buildings with roof collapses would likely be revoked in court. It is absolutely essential that site visits be conducted quickly in order to issue the Orders and have these matters resolved.

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

Staff have posted for a Building Inspector / Property Standards Officer in hopes of attracting a qualified building official. The intent is to train the successful individual to assume the CBO role, once the current CBO retires and to assist with property standards related enforcement. It is the intent, once the Town has two certified building officials on staff, to cancel the agreement with RSM Building Consultants.

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

Due to the emergent nature of the Property Standards Orders and the current circumstances resulting from COVID-19, the costs associated with site visits have increased exponentially due to the lack of flights to the area. By continuing the service with RSM, there is a \$6,000 cost per visit to Kirkland Lake. RSM has retained Clayton Seymour to perform site visits on their behalf, reducing the costs by \$5,000 Staff are confident that the appointment of Clayton Seymour as Deputy Chief Building Official and Property Standards Officer is financially responsible.

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

Although the Strategic Plan has not yet been received nor approved, Council has stressed the importance of better value for the taxpayers and ensuring fiscal

responsibility. The decision to appoint a CBO in closer proximity to Kirkland Lake is consistent with this unapproved strategic priority.

## **ACCESSIBILITY CONSIDERATIONS**

Not applicable.

## **CONSULTATIONS**

Gerald Moore, RSM Building Consultants  
Richard McGee, Chief Administrative Officer

## **ATTACHMENTS**

No attachments.

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# REPORT TO COUNCIL

Meeting Date: 4/21/2020	Report Number: 2020-DEV-012
Presented by: Ashley Bilodeau	Department: Development Services

## REPORT TITLE

Unencumbered By-law Enforcement

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-DEV-012 entitled “**Unencumbered By-law Enforcement**”, be received, and

**THAT** Council approves the step-by-step process presented in this report, and

**THAT** an unencumbered Municipal Law Enforcement process is hereby adopted by Council.

## BACKGROUND

Municipal By-law Enforcement is currently provided through a contracted service by Protection and Detection Services (PADS). The By-law Enforcement Officer(s) are responsible for enforcing all municipal by-laws, more notably the Parking By-law, Community Standards By-law, Snow By-law and Zoning By-law.

As presented at the April 7, 2020 Regular Meeting of Council, until the government has lifted the Emergency Order, the Town’s By-law Enforcement Officers are refraining from issuing tickets, unless absolutely necessary. Instead, Municipal Law Enforcement Officers are issuing warnings to individuals who are non-compliant with the Town’s By-laws. By-law Enforcement Officers have been dedicating time toward properties that may be out of compliance with the Community Standards By-law.

Notices have been drafted (Attachment 1 – Notice for Spring Clean-Up Week) and will be distributed to provide those property owners with an opportunity to take advantage of Spring Clean-Up Week and bring the property into compliance with



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associated by-laws.

The Town, having seen a very relaxed approach to enforcement in the past, witnessed an energetic approach to enforcement activities in October of 2019 when PADS began the enforcement contract. Tickets were being issued regularly and property owners were being instructed to clean up properties. This resulted in disorder amongst the residents and resulted in complaints to Members of Council and in some instances, encumbered involvement by individual Members of Council. In order to prepare Members of Council for inquiries from residents receiving notices / tickets, staff have developed a step-by-step approach for how individual Members may deal with constituents to ensure that the by-laws are fairly enforced for the public at large.

## **R A T I O N A L E**

In order to enforce by-laws in an accountable and transparent manner, it is absolutely essential for them to be enforced consistently, to all members of the public. Failure to do this, will cause long-term damage to the enforcement system in Kirkland Lake.

Enforcement of laws at any level of government is a system built upon trust and jurisprudence. Encumbrance at the administrative and/or political level of government can jeopardize and undermine this democratic institution. When the public loses confidence in the justice system, or recognizes by-laws are not being enforced fairly or at all, enforcement loses credibility and may result in cases being dismissed at court.

Staff and Council's role in the by-law process is important. Staff is responsible for making recommendations relating to by-law approval and Council is responsible for reviewing and adapting the by-laws that residents wish to see enforced. Language in by-laws should be very clear and concise to avoid confusion at the enforcement stage. Once a by-law is adopted, it should be delivered to staff for implementation and enforcement.

At the enforcement stage, it is important for enforcement officers to have a non-biased view of violations and to proceed with enforcement in a consistent manner each and every time. Staff can assure Council that a level of discretion is used when proceeding with enforcement. The Town's enforcement officers take the following steps when approaching violations:

1. provide warnings on first occurrences,
2. converse, when possible with the offender to inform them of the violation,
3. recommend options to remedy the non-compliant situation, and

4. issue a ticket when enforcement deems appropriate.

In order to assist Council when constituents contact them regarding a ticket or by-law violation, staff recommend the following:

1. It is completely acceptable to be sympathetic. It is important for the constituent to know that there are options. If the resident has received a ticket, options may be found on the back of the ticket. If a notice has been generated and the resident requires clarification, they can contact the By-law Enforcement Officer.
2. If the resident is confident that the ticket was issued incorrectly or unfairly, they may contact the By-law Enforcement Officer. The enforcement officers have been instructed to use best judgement when ticketing; however, there may be extenuating circumstances in some cases that the enforcement officer is not aware of. In these instances, the By-law Enforcement Officer has the ability to revoke the ticket.
3. It is important to note that staff and/or Council does not have the authority to revoke a ticket. The only individual who has the authority to revoke a ticket is the enforcement officer who issued it. Failure to respect this is considered an obstruction of justice and could result in charges under the Criminal Code of Canada.
4. If Council does not support the content within a By-law, a motion may be passed by Council to amend the By-law or to repeal the By-law.

As the summer months' approach, there will be warnings and potential tickets issued related to the Community Standards By-laws in an effort to clean-up the Town. Individual Members of Council may be contacted to involve themselves in the enforcement process. In order to protect Council and the enforcement process in Kirkland Lake, staff recommend that a motion be passed by Council to support the step-by-step approach listed above and to avoid any encumbrance with the enforcement process.

#### **OTHER ALTERNATIVES CONSIDERED**

Council may choose to maintain the status quo; however, this is not recommended and may result in a return to a relaxed law enforcement regime.

#### **FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with the recommendations presented.

## **RELATIONSHIP TO STRATEGIC PRIORITIES**

Although the Strategic Plan is not yet finalized, Council has stressed the importance of accountability and transparency, and a fair, just system of enforcement. It is essential that Council and staff take a hands-off approach to by-law enforcement, once a ticket has been issued.

## **ACCESSIBILITY CONSIDERATIONS**

Not applicable.

## **CONSULTATIONS**

Ryan Dougan, Detachment Commander - OPP  
Daniella Gagnon, By-law Enforcement Officer - PADS  
Richard McGee, Chief Administrative Officer

## **ATTACHMENTS**

Attachment 1 – Notice of Spring Clean-Up Week

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# Free Tipping

The Town of Kirkland Lake is committed to improving the appearance of the community and is offering free tipping fees at the Landfill site again this spring!!

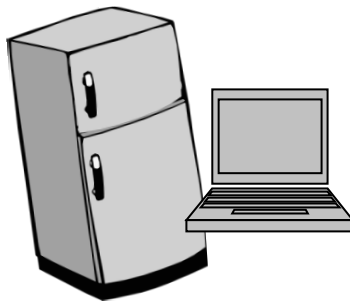
**Monday May 4<sup>th</sup>, 2020 to Sunday May 17<sup>th</sup>, 2020**

In preparation for this event, Town personnel will be inspecting properties in Kirkland Lake to identify non-compliance with the Community Standards By-law. During an inspection of this property, the following contraventions of Municipal By-law 17-005, Community Standards were identified:

The Town of Kirkland Lake encourages you to take advantage of this free tipping event to avoid costs associated with cleaning up this property. Free tipping fees for residential waste will be in effect from Monday May 4<sup>th</sup> to Sunday May 17<sup>th</sup>, 2020 for residents of Kirkland Lake to dispose of refuse at the landfill site.

Landfill Schedule	
Days	Landfill Hours
Monday May 4 <sup>th</sup> to Saturday May 9 <sup>th</sup>	8:00 am to 5:00 pm
Sunday May 10 <sup>th</sup>	8:00 am to 12:00 noon
Monday May 11 <sup>th</sup> to Saturday May 16 <sup>th</sup>	8:00 am to 5:00 pm
Sunday May 17 <sup>th</sup>	8:00 am to 12:00 noon

**Save the Date**  
**Material Household**  
**Hazardous Waste Event 2020**  
**Saturday May 23<sup>rd</sup>**  
**Archer Drive**



Freon containing items (fridges, freezers, water coolers etc.) will be charged a \$40.00 processing fee

A local electronics drop off will be at 1 Dunfield during clean-up weeks only. Electronic drop off is free year-round at the landfill site.

## **BE ADVISED**

**A follow up inspection will take place following the free tipping event. Any outstanding non-compliance issues at that time may result in a formal notice of violation under the Community Standard By-law and be subject to By-law Enforcement.**

Inspecting Officer: \_\_\_\_\_

Signature

\_\_\_\_\_ Date

DEPARTMENT OF PHYSICAL SERVICES  
P.O. Box 1757, 1 Dunfield Road, Kirkland Lake, Ontario, Canada P2N 3P4  
T (705) 567-9365 F (705) 567-9400

[www.kirklandlake.ca](http://www.kirklandlake.ca)

# REPORT TO COUNCIL

Meeting Date: 4/21/2020	Report Number: 2020-DEV-013
Presented by: Ashley Bilodeau	Department: Development Services

## REPORT TITLE

Body Cameras for By-law Enforcement Officers

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-DEV-013 entitled “**Body Cameras for By-law Enforcement Officers**”, be received, and

**THAT** staff be directed to work with PADS to prepare a Cost Analysis and Policy (including an Information Management Agreement with PADS and Standard Operating Procedure) for use of body cameras on By-law Enforcement Officers in the Town of Kirkland Lake.

## BACKGROUND

The owner of Protection and Detection Services (PADS), the contractor responsible for By-law Enforcement in the Town of Kirkland Lake, has acquired a body camera for use by the By-law Enforcement Officers. According to PADS, there have been a number of threats and inappropriate behaviours targeted at the Enforcement Officers. The owner of PADS hopes to address these threats and inappropriate behaviours by equipping Law Enforcement Officers with body cameras in an effort to reduce the incidents of threats and inappropriate behaviours, in addition to collecting evidence in the event matters proceed to court. The owner of PADS has a legal obligation in accordance with the Occupational Health and Safety Act to provide a workplace free from violence and harassment for employees and the Town arguably has a contractual obligation to support PADS in the pursuit of a workplace free from violence and harassment.

While staff support improving the working conditions for By-law Enforcement Officers, staff have reservations regarding several factors associated with the introduction of body cameras that require resolution prior to the introduction of body cameras, including the following:

- 
- Privacy concerns;
  - Technology related issues (storage of videos, necessary timeframes to keep videos, access to the videos, video corruption, hardware/software issues and troubleshooting);
  - Data collection and proprietary rights to the videos; and
  - Administrative responsibilities (downloading the videos, storing them in an appropriate and secure database, ownership of data).

Staff have reviewed pilot projects and examples from other Ontario municipalities to provide Council with the necessary information prior to making a decision regarding this request.

## RATIONALE

After reviewing several Ontario-based studies and pilot projects, the following is a breakdown of the benefits and challenges associated with implementing body cameras on By-law Enforcement Officers.

### **Benefits**

- Majority of their community members felt that body-cameras would help make the community safer, and would make the police / enforcement officers more accountable. It would also aid in improving public trust in the police / enforcement officers.
- Few community members showed concern for possible negative aspects of body-worn cameras, including privacy issues and the associated costs.
- Wearing body cameras would result in an unbiased account of interactions between the police / enforcement officers and members of the general public.
- Individuals may be more cautious about what they say, and more likely to be certain that they clearly articulate reasons for an interaction.
- Supervisors also feel that their officers act with more professionalism when they are wearing cameras.
- Assist the police / enforcement officers in responding to complaints against them and protects them from false accusations of misconduct.
- Some studies indicate that body-worn cameras have a positive impact on early resolution potential and the litigation process as a whole.

### **Challenges**

- Studies / pilot projects noted an increased number of arrests and a considerably decreased number of *Provincial Offences Act* warnings (could be a reflection of officers feeling less able to use discretion).

- Studies / pilot projects noted technology-related issues (associated hardware / software, issues with battery life, upload speed, ability to classify and ease of review). Video corruption was also identified as a technical challenge. If videos are not available for Freedom of Information requests, for court, or in highly-scrutinized situations, there is the risk that any gains in public trust may be lost.
- Studies / pilot projects noted additional administrative responsibilities (increased workload in support units and information system support, downloading / uploading videos to databases).
- Studies / pilot projects noted technological storage constraints (size of files, safe storage, software component).
- The police / enforcement officers felt that the cameras limited their ability to use discretion.

### **Recommendations**

Should Council be supportive in proceeding with the implementation of body cameras, the following will be completed by staff:

- Development of a process to monitor the impact of the cameras on workload, office availability, officer injury and use of force, public complaints and resolutions and court.
- Development of a policy with clear direction about when the body worn cameras should be on and when they should be off (i.e. only during enforcement and investigative situations, not in private homes, etc.). The Policy would need to balance community expectations, officer concerns, privacy concerns and current research into the effects of body-worn cameras.
- Development of a procedure to ensure proper notice to the public (advertising, patch on uniform, necessary to inform as soon as reasonably possible that a body worn camera is in operation, etc.)
- Development of an agreement with PADS to confirm the ownership and storage of the information, how and when it is to be obtained (satisfying the Municipal Freedom of Information and Protection of Privacy Act) and how to ensure the data is secure. The agreement will also need to specify how long the data is to be stored for.
- A Cost Analysis to determine the financial impact this may have on the Corporation. Depending on the agreement with PADS, there may be costs associated with training, storage of videos, cost of vetting videos, resolving technological challenges, etc.

## **OTHER ALTERNATIVES CONSIDERED**

The alternative is to not allow body cameras to be used, and to have the contractor review other options to ensure safety for their employees.

## **FINANCIAL CONSIDERATIONS**

There may be budget implications that have not yet been calculated. Prior to making a decision, it is recommended that a cost analysis be completed to determine the financial impact this initiative may have on the Corporation.

## **RELATIONSHIP TO STRATEGIC PRIORITIES**

Although no Strategic Plan has been adopted at this time, Council has expressed their intent to be accountable and transparent to the public, while also remaining fiscally responsible. The implementation of body cameras has not been properly analyzed to determine costs associated with implementing this measure. It is recommended that staff review the costs to provide the best recommendation to Council related to the implementation of a body camera program.

## **ACCESSIBILITY CONSIDERATIONS**

Not applicable.

## **CONSULTATIONS**

Ryan Dougan, Detachment Commander – Ontario Provincial Police

## **ATTACHMENTS**

No attachments.

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# MEMORANDUM TO COUNCIL

Meeting Date: 4/21/2020	Memo Number: 2020-MYR-001
Presented by: Pat Kiely	Department: Mayor and Council

## MEMO TITLE

Frontline Workers Appreciation Signage

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Memorandum Number 2020-MYR-001 entitled “**Frontline Workers Appreciation Signage**” be received,

**THAT** staff be directed to allocate funds not to exceed \$1,000.00 to purchase Frontline Workers Appreciation Signage, and

**THAT** the funds be included in the 2020 Operating Budget as part of the COVID-19 expenditure account.

## BACKGROUND

Three local business people have approached the Mayor and would like to promote the Frontline Workers in Kirkland Lake who are providing essential services during the current Pandemic. The group has already procured and erected 4X8 foot double sided signs at both hospital entrances in Kirkland Lake and Englehart at a substantial cost. A photo is attached of the signage in Kirkland Lake as Attachment 1.

The proposal is to supply approximately 60 to 65 signs for display in downtown storefronts which will read “**THANK YOU TO OUR HEROES! OUR FRONTLINE WORKERS**” The cost for each sign is estimated to be \$15.00.

This initiative is similar to the program initiated for firefighters a few years ago during the threat of forest fires. It is a reasonable gesture to recognize the essential workers for their dedication and service to the community during these very challenging and unprecedented times.

## ATTACHMENTS

Attachment 1 – Signs at Kirkland District Hospital  
Attachment 2 – Proposed Signage

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**THANK YOU  
TO OUR HEROES!  
OUR FRONTLINE WORKERS**





**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 20-040**

**BEING A BY-LAW TO AMEND BY-LAW 15-017 FOR THE REGULATION OF PARKING FOR THE TOWN OF KIRKLAND LAKE**

**WHEREAS** according to Section 27 of the *Municipal Act, S.O. 2001, Chapter 25*, as amended, the Council of a Municipality may pass by-laws in respect to highways;

**AND WHEREAS** Section 137 of the *Highway Traffic Act, R.S.O. 1990, Chapter H.8*, as amended, permits the Council of the Municipality to provide by-laws for the erection of stop signs at the intersections on highways under its jurisdiction;

**AND WHEREAS** Council deems it expedient to amend By-law No. 15-017 to amend no parking areas within the Town of Kirkland Lake;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE HEREBY ENACTS AS FOLLOWS:**

1. THAT the following be added as 16.6 *“No person shall park a motor vehicle in a municipal parking lot beyond the times mentioned in the table below.”*

<b>Municipal Parking Lot Number</b>	<b>Winter Months (November – April)</b>	<b>Summer Months (May – October)</b>
1	7:00 am – 2:00 am	No restrictions
2	5:30 am – 2:00 am	No restrictions
3	7:00 am – 2:00 am	No restrictions
4	7:00 am – 2:00 am	No restrictions
5	7:00 am – 2:00 am	No restrictions

1. THAT the following be added as 17.5 *“No person shall park a trailer on public property without prior approval from Council.”*
2. THAT the following be added as 18.7 *“No person shall park a recreational vehicle on public property without prior approval from Council.”*
3. THAT Schedule “K” detailing Parking Restrictions within the Town of Kirkland Lake be hereby deleted and replaced with the updated Schedule “K”, as attached to this By-law as Schedule “A”.
4. THAT Table “K” detailing Parking Restrictions within the Town of Kirkland Lake be hereby deleted and replaced with the updated Table “K”, as attached to this By-law as Schedule “B”.
5. 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, ENACTED AND PASSED this 21<sup>st</sup> day of April 2020.**

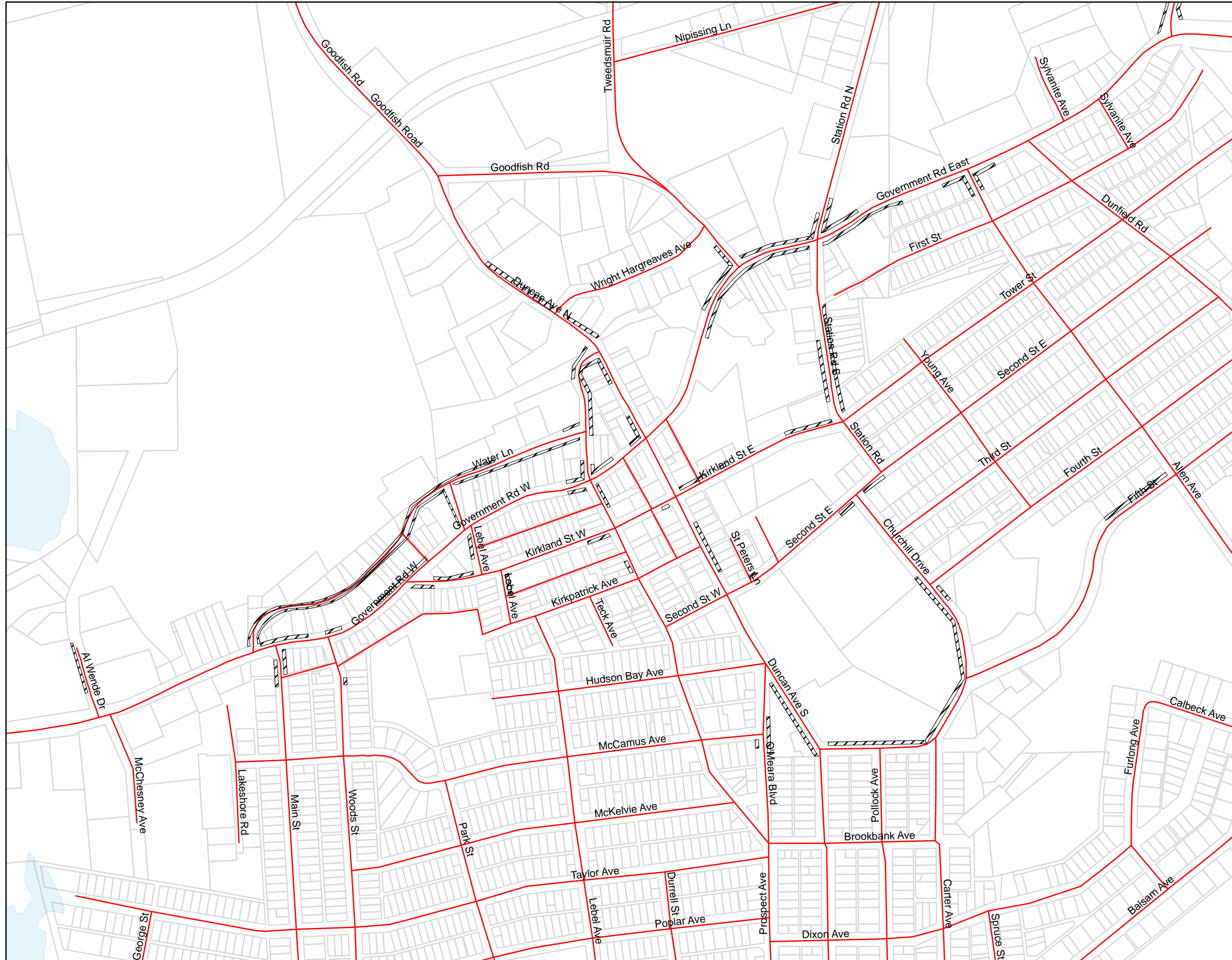
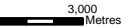
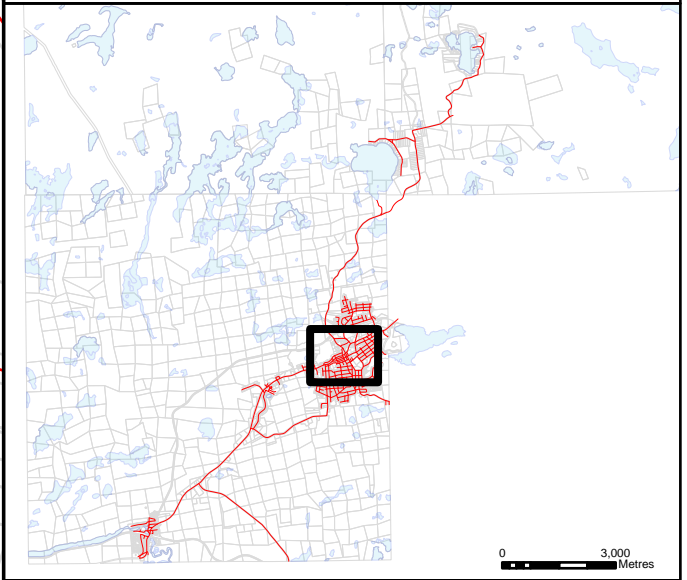
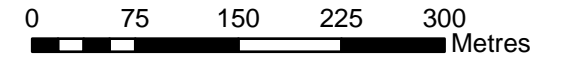
\_\_\_\_\_  
Patrick Kiely  
Mayor

\_\_\_\_\_  
Meagan Elliott  
Clerk

# Schedule K-2 Parking Restrictions

## Legend

-  Parking Restrictions
-  Roads
-  Parcels
-  Lakes



**Discover**  
KIRKLAND LAKE  
By-Law 15-017  
Amended by By-law 20-040

By-Law 15-017  
 Amended by By-law 18-109  
 Amended by By-law 19-021  
 Amended by By-law 19-029  
 Amended by By-law 19-119  
 Amended by By-law 20-012  
 Amended by By-law 20-024  
 Amended by By-law 20-036  
 Amended by By-law 20-

**Table K - Parking Restrictions**

Identification Number	Location	From	To	Road Side	Time Period
1	Al Wende	Front Entrance to Mall	Rear entrance to Mall	West	No parking between Nov. 1 <sup>st</sup> and April 15 <sup>th</sup>
2	Allen Avenue	Government Road East	South to laneway	West	No parking at any time
3	Allen Avenue	Government Road East	20 metres South	East	No parking at any time
4	Burnside Drive	Government Road East	Railway tracks	East	No parking at any time
5	Burnside Drive	Government Road East	Railway tracks	West	No parking at any time
6	Churchill Drive	Fourth Street	26m South	East	No parking at any time
7	Churchill Drive	Entrance to Assomption School on Churchill Drive	Carter Avenue	West	No parking at any time
8	Churchill Drive	Carter Avenue	Duncan Avenue South	North	No parking Monday to Friday 8:00am to 4:30pm
9	Duncan Avenue	Government Road	33 metres North	West	No parking at any time
10	Duncan Avenue	Prospect and Duncan Intersection (4 Duncan S)	Wright-Hargreaves Avenue	East	No parking at any time
11	Duncan Avenue	Prospect and Duncan Intersection	South boudary of 9 Duncan S	West	No parking at any time
12	Duncan Avenue North	44 Duncan Ave North	36 Duncan Ave N	East	No parking at any time
13	Duncan Avenue North	Wright Hargreaves Avenue	North of Police Station	North East	No parking at anytime
14	Duncan Avenue South	O'Meara Boulevard	Churchill Drive	West	No parking between 8:00am and 9:00am AND between 3:00pm and 4:00pm
15	Fifth Street	Allan Avenue	74 Fifth St	North	No parking at any time
16	Foss Lane	Federal Street	Wishman St	Both	No parking at any time
17	Foss Lane	Grierson Road	Federal St	Both	No parking at any time
18	Government Road East	Station Road	Entrance of KL Inn	North	No parking at any time
19	Government Road East	Station Road	61 Government Road East	South	No parking at any time
20	Government Road East	Entrance to post office parking	Station Road	South	No parking at any time
21	Government Road East	Station Road	Tweedsmuir Road	North	No parking at any time

Identification Number	Location	From	To	Road Side	Time Period
22	Government Road East	Tweedsmuir Road	14 Government Road East	North	No parking at any time
23	Government Road East	Allan Avenue	middle of 71 Government Road E	South	No parking at any time
24	Government Road East	Allan Avenue	30 Metres East (middle of lot at 83 Government Road E)	South	No parking at any time
25	Government Road West	Duncan Avenue	West end of 2 Government Road	North	No parking at any time
26	Government Road West	Prospect Avenue	Stairs in front of 6 Gov't Rd W	North	No parking at any time
27	Government Road West	Lasalle Theatre (98 Government Road West)	East to 90 Government Road W	North	No parking at any time
28	Government Road West	80 Government Road West	60 Government Rd W	North	No parking at any time
29	Government Road West	Prospect Avenue	Government Road W (Suykens Denture)	North	No parking at any time
30	Government Road West	Water Lane	102 Government Road West	North	No parking at any time
31	Government Road West	Prospect Avenue	25 metres West	South	No parking at any time
32	Kirkland Street East	Station Road	14 Kirkland Street (Union Gas)	North	No parking at any time
33	Kirkland Street East	Light post in front of Library Entrance	Accessible parking space	North	No parking at any time
34	Kirkland Street East	Duncan Avenue South	Library Entrance	North	No parking at any time
35	Kirkland Street West	Government Road West	Lebel Avenue	North	No parking at any time
36	Kirkland Street West	Town Hall	Duncan Avenue	South	Town Hall Business only, between 8am and 7pm
37	Kirkland Street West	Government Road West	Laneway between 55 and 57 Kirkland St W	South	No parking at any time
38	Kirkland Street West	19 Kirkland Street West	Prospect Avenue	South	No parking at any time
39	Lebel Avenue	Government Road West	40 metres South	West	No parking at any time
40	Lebel Avenue	Kirkland Street West	Laneway beside 39 Kirkland Street (Holy Name Church)	East	No parking at any time
41	Main Street	Government Road West	Laneway behind 93 Government Road W	East	No parking at any time
42	Main Street	Government Road West	49 metres South	West	No parking at any time
43	Market Street	Water Lane	Government Road West	West	No parking between Nov. 1 <sup>st</sup> and April 15 <sup>th</sup>



Identification Number	Location	From	To	Road Side	Time Period
44	O'Meara Boulevard	9 metres South of Fire Department	12 metres North of Fire Department	East	No parking at any time
45	O'Meara Boulevard	McCamus Avenue	12 Metres South	West	No parking at any time
46	Prospect Avenue	Government Road West	South 39 metres (NW corner of municipal parking lot)	East	No parking at any time
47	Prospect Avenue	39 Prospect Avenue	Kirkpatrick Avenue	West	No parking at any time
48	Prospect Avenue	Corner of Prospect Ave and Government Road West	13 metres North	East	No parking at any time
49	Prospect Avenue	Water Lane	Duncan Avenue	East	No parking at any time
50	Prospect Avenue	Rear parking lot of Family Health Team/Entrance to old Commodore	Duncan Avenue	West	No parking at any time
51	Prospect Avenue	Government Road West	25 metres north/accessible parking space	West	No parking at any time
52	Second Street	St. Peter's Lane	1 Hospital Green	North	No parking at any time
52	Second Street	Churchill Drive	41 Second Street	South	No parking at any time
54	Second Street	Churchill Drive	25 metres West	South	No parking at any time
55	Station Road South	Tower Street	Laneway North of 40 Tower St.	East	No parking at any time
56	Station Road South	Kirkland Street East	47 metres north, beside central school entrance	West	No parking at any time
57	Station Road North	Government Road East	45 metres North	East	No parking at any time
58	Station Road North	Government Road East	35 metres North	West	No parking at any time
59	Tweedsmuir Road	Government Road East	35 metres North	West	No parking at any time
60	Water Lane	Market Street	Prospect Avenue	South	No parking at any time
61	Water Lane	Government Road West	22 Water Lane	North	No parking at any time
62	Water Lane	Market Street	Government Road West	South	No parking at any time
63	Water Lane	Prospect Avenue	25 Metres West	North	No parking at any time
64	Westinghouse Avenue	Childs Avenue	North side of 12 Childs Avenue	West	No parking at any time
65	Woods Street	South of 8 Woods Street (White Eagle)	North of 8 Woods Street	East	No parking at any time
66	Woods Street	Poplar Avenue	71 Woods Street	West	No parking at any time
67	Woods Street	Queen Street	South end of School parking lot	East	No parking Monday to Friday 8:00am to 4:30pm



**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 20-041**

**BEING A BY-LAW TO APPOINT A DEPUTY CHIEF BUILDING OFFICIAL AND PROPERTY STANDARDS OFFICER**

**WHEREAS** Sections 1 and 3 (2) of the Ontario Building Code Act, authorizes the appointment of Property Standards Officer, Deputy Chief Building Official and Chief Building officials;

**AND WHEREAS** Council deems it appropriate to have a Deputy Chief Building Official and Property Standards Officer to ensure legislative timeframes are met;

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

1. That Clayton Seymour be and he is hereby appointed Deputy Chief Building Official and Property Standards Officer of the Town of Kirkland Lake to hold office at the pleasure of Council.
2. That the duties of the Property Standards Officer and Building Official shall be to enforce the provisions of the Ontario Building Code Act, Regulations, By-Laws and all amendments pursuant thereto.

**READ A FIRST, SECOND AND THIRD TIME, ENACTED AND PASSED this 21<sup>st</sup> day of April 2020.**

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Patrick Kiely, Mayor

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Meagan Elliott, Clerk

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Good afternoon,

There has been a substantial change to the format of the Agenda of The Corporation of the Town of Kirkland Lake between March 3, 2020 and March 24, 2020 without report or discussion with council members. After asking the public which we serve for input, I have received some negative feedback to these changes. I understand this is an unusual time, however, I am requesting a report be presented at council concerning the sudden changes during a global crisis, so that the public and members of council may officially have input on the agenda as per procedural by law, etc.

-Councilor Wight

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Good morning

Again this year, the Kirkland Lake Horticultural Society is willing to volunteer to take the lead in planting flowers in the permanent planters around town.

In conversation with Town Staff, money will be requested in the 2020 budget - \$5,000.

Unfortunately, the purchase of flowers cannot wait until the budget is passed. Usually flowers are ordered in November. The supplier is willing to work with the Horticultural Society to put together an order with what is available, however, it must be done as soon as possible.

Our request to Council is to discuss the desire for flowers, and if favourable, please pass a resolution for the expense of approximately \$3,000 for the purchase of flowers prior to the passing of the 2020 budget.

The Horticultural Society has been volunteering their time for many years to beautify the downtown, the two town entrance signs, the Miners Memorial, Swastika Firemans' Park, and the Cenotaph. The volunteers are willing to continue if it is Council's desire.

Your consideration of the request is greatly appreciated.

Sincerely

Jo Ann Ducharme and Dianne Merrell

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Dear Megan:

i am requesting that council looks at the idea of making a bylaw pertaining to the placement , condition and other related issues that pertain to portable shelters in the Town of Kirkland Lake. My neighbour at 106 Poplar placed one in his driveway and placed it a foot away from the my property line and near my fence. Over the winter snow accumulations went up against my fence and over onto my property and against my house. This caused damage to my fence and excess snow to accumulate against my basement. I was away all winter and had to return early and noticed it.I asked for the snow accumulation to be removed and was ignored. I contacted the Town and was informed that there are no rules or bylaws in place regarding this issue. The City of Timmins along with other municipalities have rules and bylaws in place so this kind of issue does not occur. My only other options now are taking this matter to court. Had the Town had means of enforcing the placement of these, I would not have deal with this issue. I am sure you are not allowed to build a structure beside another persons property. I have also noted while out walking that there are collapsed portable garages all over Town.

Please advise me if you require any additional information.

Sincerely,  
Mike Howey



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**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 20-042**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL  
AT ITS MEETING HELD APRIL 21, 2020**

**The Council of the Corporation of the Town of Kirkland Lake hereby enacts as follows:**

1. The actions of the Council at its meeting held on the 21<sup>st</sup> day of April, 2020, in respect to each recommendation contained in the Reports of:

Minutes of the Regular Meeting of Council held April 7, 2020

and in the reports of the other Committees forwarded therewith, and in respect to each motion, resolution, and other action passed and taken by the Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board or its successors is required, hereby adopted, and ratified and confirmed.

2. The Mayor or if absent the Acting Mayor of Council and the proper officials of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and except where otherwise provided, the Mayor or if absent the Acting Mayor, and the Clerk, or if absent the Deputy Clerk, are hereby directed to execute all documents required by Statute to be executed by them, as may be necessary in that behalf and to affix the Corporate Seal of the Municipality to all such documents.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21<sup>st</sup> DAY OF APRIL, 2020.**

\_\_\_\_\_  
Pat Kiely, Mayor

\_\_\_\_\_  
Meagan Elliott, Clerk

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