



AGENDA

Regular Council Meeting

Tuesday, November 21, 2023

4:40 PM

Council Chambers/Zoom

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

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

1. CALL TO ORDER AND MOMENT OF SILENCE

2. APPROVAL OF THE AGENDA

RECOMMENDATION:

THAT the Agenda for the Regular Meeting of Council held on Tuesday, November 21, 2023 be approved as circulated.

AND FINALLY THAT Section 15 of the Town of Kirkland Lake's Procedural By-Law No.15-075, as amended, be suspended to allow for a recess to hold a Public Meeting prior to commencement of business noted in Item 6. Reports of Municipal Officers and Communications.

3. DECLARATION OF PECUNIARY INTEREST

4. PETITIONS AND DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES AND RECOMMENDATIONS

5.1. Council Minutes

[Minutes - Council - November 7, 2023](#)

RECOMMENDATION:

THAT Council approve the minutes of the following meeting:

- Minutes of the Regular Meeting of Council held November 7, 2023.

5.2. Local or Regional Board Minutes

[Minutes - DTSSAB - October 25, 2023](#)

[Minutes - THU - October 11, 2023](#)

[Minutes - KLPSB - August 30, 2023](#)

RECOMMENDATION:

THAT Council receive the minutes of the following meetings:

- Minutes of the District of Timiskaming Social Services Administration Board of Directors held October 25, 2023;
- Minutes of the Timiskaming Health Unit Board of Health held October 11, 2023; and
- Minutes of the Kirkland Lake Police Services Board held August 30, 2023.

6. REPORTS OF MUNICIPAL OFFICERS AND COMMUNICATIONS

6.1. Handling Hazardous Waste

Brian Springer, Manager, Operations and Environmental Services

[2023-PW-015](#)

RECOMMENDATION:

THAT Report Number 2023-PW-015 entitled “**Handling Hazardous Waste**” be received for information.

6.2. Operational Key Performance Indicators (O-KPIs) Update – Quarter Three

Stephanie Dell, Strategic Initiatives & Workplace Performance Coordinator

[2023-CAO-006](#)

RECOMMENDATION:

THAT Report Number 2023-CAO-006 entitled “**Operational Key Performance Indicators (O-KPIs) Update – Quarter Three**” be received for information.

6.3. Winter Operations & Updated Winter Maintenance Manual

Stephane Fortin, Director of Public Works

[2023-PW-018](#)

RECOMMENDATION:

THAT Report Number 2023-PW-018 entitled “**Winter Operations & Updated Winter Maintenance Manual**” be received;

AND FINALLY THAT Council adopts the Town of Kirkland Lake’s updated Winter Maintenance Manual.

6.4. Amendment to User Fees By-Law Schedules (General Housekeeping)

Jennifer Montreuil, Municipal Clerk

[2023-CLK-022](#)

RECOMMENDATION:

THAT Report Number 2023-CLK-022 entitled “**Amendment to User Fees By-Law Schedules (General Housekeeping)**” be received;
AND THAT Council direct that Schedules C, D, G and I to the Town’s User Fees and Charges By-Law be amended as presented within the Report;
AND FINALLY THAT an amending By-Law be brought forward for three readings on November 21, 2023.

- 6.5. Kirkland Lake Recreation Centre Building Renovation Project: NOHFC Rural Enhancement Stream Stage Two Application
Bonnie Sackrider, Director of Community Services
[2023-CS-005](#)

RECOMMENDATION:

THAT Report Number 2023-CS-005 entitled “**Kirkland Lake Recreation Centre Building Renovation Project: NOHFC Rural Enhancement Stream Stage 2 Application**” be received;
AND THAT Council of the Town of Kirkland Lake supports the submission of a Stage Two Application to the Northern Ontario Heritage Fund Corporation (NOHFC) for funding assistance totalling \$666,680.00 in support of the Building Renovation Project;
AND THAT Council direct the Chief Administrative Officer to submit a Stage Two Funding Application entitled “**Recreation Centre Building Renovation Project**” on behalf of The Corporation of the Town of Kirkland Lake to the NOHFC, as identified within the Report;
AND FINALLY THAT the contribution of \$166,680.00 towards the said project be allocated in the Town’s portion of the 2024 Capital Budget to cover any project-related cost overruns should they occur.

- 6.6. Timiskaming Health Unit (THU) Municipal Allocation Method Proposal
Lloyd Crocker, Treasurer
[2023-FIN-013](#)

RECOMMENDATION:

THAT Report Number 2023-FIN-013 entitled “**Timiskaming Health Unit (THU) Municipal Allocation Method Proposal**” be received;
AND FINALLY THAT Council supports the recommendation of the Temiskaming Health Unit (THU) in moving to a Census-based allocation for board of health expenditures effective January 1, 2024.

7. CONSIDERATIONS OF NOTICES OF MOTIONS

None.

8. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

- 8.1. **By-Law # 23-076**

[23-076 Execution By-Law Food Cycle Science Partnership Agreement](#)

RECOMMENDATION:

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

By-Law Number 23-076, being a by-law authorizing the execution of an Partnership Agreement between the Corporation of the Town of Kirkland Lake and Food Cycle Science Corporation for the implementation partnership for Impact Canada Food Waste Reduction Challenge.

8.2. **By-Law # 23-078**

[23-078 Amending User Fees and Charges Schedules](#)

RECOMMENDATION:

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

By-Law Number 23-078, being a by-law to amend By-Law 23-041 to establish User Fees for the Corporation of the Town of Kirkland Lake (Schedules "C,D,G & I").

8.3. **By-Law # 23-079**

[23-079 Municipal Accomodation Tax By-Law](#)

RECOMMENDATION:

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

By-Law Number 23-079, being a by-law to establish a Municipal Accommodation Tax (MAT) within the Town of Kirkland Lake.

9. QUESTIONS FROM COUNCIL TO STAFF

None.

10. NOTICE(S) OF MOTION

11. COUNCILLOR'S REPORTS

11.1. Updates from Members of Council

RECOMMENDATION:

THAT the verbal updates from members of Council be received.

12. ADDITIONAL INFORMATION

None.

13. CLOSED SESSION

RECOMMENDATION:

THAT Council adjourn in-camera pursuant to Section 239 (2) of the *Municipal Act*, 2001, as amended, to discuss personal matters about an identifiable individual, including municipal or local board employees, a proposed or pending acquisition or disposition of land by the municipality or local board, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards, advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

at ____ PM for the following reason(s):

- Item 13.1 Request to Purchase Part of Lot 775 Plan M118T East of Comfort St.;
- Item 13.2 Request to Purchase Part of Lot 775 Plan M118T West of Park St.;
- and
- Item 13.3 Legal and Insurance Update

RECOMMENDATION:

THAT Council reconvene in open session at _____ PM.

14. MATTERS FROM CLOSED SESSION

15. CONFIRMATION BY-LAW

15.1. By-Law # 23-080

[23-080 Confirming Proceedings - November 21, 2023](#)

RECOMMENDATION:

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

By-Law Number 23-080, being a by-law to confirm the proceedings of Council at its meeting held Tuesday, November 21, 2023.

16. ADJOURNMENT

RECOMMENDATION:

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

MINUTES

Regular Council Meeting

Tuesday, November 7, 2023

4:40 PM

Council Chambers/Zoom

The Regular Council of the Town of Kirkland Lake was called to order on Tuesday, November 7, 2023, at 4:40 PM, in the Council Chambers/Zoom, with the following members present:

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

Staff: Chief Administrative Officer Alan Smith, Director of Corporate Services Shawn LaCarte, Director of Community Services Bonnie Sackrider (4:40 – 5:53 PM), Director of Long-Term Care and Senior Services Tanya Schumacher, Municipal Clerk Jennifer Montreuil, Treasurer Lloyd Crocker, Manager, Operations and Environmental Services Brian Springer (4:40 - 5:11 PM), Acting Planning Administrator Brook-Lynn Rozon (4:40 -5:11 PM), Manager of Economic Development & Tourism Dan Laverdure (4:40 -5:53 PM), Manager, and Human Resources Services Kassandra Young

1. CALL TO ORDER AND MOMENT OF SILENCE

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

2. APPROVAL OF THE AGENDA

Moved by: Councillor Janice Ranger

Seconded by: Councillor Lad Shaba

BE IT RESOLVED THAT the Agenda for the Regular Meeting of Council held on Tuesday, November 7, 2023 be approved as amended to include Item 8.3. By-Law 23-075.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

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

4. PETITIONS AND DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES AND RECOMMENDATIONS

- 5.1. Moved by: Councillor Casey Owens
Seconded by: Councillor Dolly Dickens

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

- Minutes of the Regular Meeting of Council held October 17, 2023.

CARRIED

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

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

- Minutes of the Kirkland Lake Public Library Board held September 21, 2023;
- Minutes of the Timiskaming Municipal Association held October 26, 2023;
- Minutes of the District of Timiskaming Social Services Administration Board of Directors held September 20, 2023; and
- Minutes of the Timiskaming Health Unit Board of Health held September 6, 2023.

CARRIED

6. REPORTS OF MUNICIPAL OFFICERS AND COMMUNICATIONS

- 6.1. Municipal Accommodation Tax By-Law
Lloyd Crocker, Treasurer
Dan Laverdure, Manager of Economic Development and Tourism

Moved by: Councillor Janice Ranger
Seconded by: Councillor Lad Shaba

BE IT RESOLVED THAT Report Number 2023-FIN-012 entitled “**Municipal Accommodation Tax By-Law**” be received;

AND THAT Council direct that a Public Meeting be scheduled on November 21, 2023 at 4:40 PM to allow for comments on the proposed Municipal Accommodation Tax By-Law, as presented;

AND THAT a Reserve Fund be established for the Municipal Accommodation Tax;

AND FINALLY THAT the Municipal Accommodation Tax By-Law, as presented, be brought forward for three readings on November 21, 2023.

CARRIED

- 6.2. Request for Owner’s Authorization to Submit a Minor Variance Application – 9 Main St.
Brook-Lynn Rozon, Acting Planning Administrator

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

BE IT RESOLVED THAT Report Number 2023-DEV-045 entitled “**Request for Owner’s Authorization to Submit a Minor Variance Application – 9 Main St.**” be received;

AND FINALLY THAT Council authorize the Mayor and Municipal Clerk to execute the Owner’s Authorization Form permitting Joel Sauvé to apply for a Minor Variance for municipally owned property located at 9 Main Street.

CARRIED

- 6.3. Request to Purchase Lot 165 of Plan M158-NB, Swastika Ave.
Brook-Lynn Rozon, Acting Planning Administrator

Moved by: Councillor Patrick Kiely
Seconded by: Councillor Janice Ranger

BE IT RESOLVED THAT Report Number 2023-DEV-047 entitled “**Request to Purchase Lot 165 of Plan M158-NB, Swastika Ave.**” be received for information.

CARRIED

- 6.4. FoodCycler™ Pilot Program Update
Brian Springer, Manager, Operations and Environmental Services

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

BE IT RESOLVED THAT Report Number 2023-PW-017 entitled “**FoodCycler™ Pilot Program Update**” be received;

AND THAT Council hereby approve the development of a food waste diversion initiative through the introduction of a pilot program in partnership with Food Cycle Science Corporation, utilizing FoodCycler™ technology;

AND THAT the Mayor and Municipal Clerk be authorized to execute a Partnership Agreement with Food Cycle Science Corporation for 109 household units as presented;

AND THAT the sum of \$35,000.00 be drawn from the Working Capital Reserve to fund the Town’s participation in the FoodCycler™ Pilot Program;

AND THAT any unspent portion or refund received by the Town surrounding the funding of the project be returned to the Working Capital Reserve;

AND FINALLY THAT an execution by-law be brought forward for three readings on November 21, 2023.

CARRIED

7. CONSIDERATIONS OF NOTICES OF MOTIONS

7.1. Councillor Lad Shaba - Kirkland Lake Drive Center Hours of Operation

Moved by: Councillor Lad Shaba

Seconded by: Councillor Dolly Dikens

WHEREAS the Kirkland Drive Test Center serves the residents from Virginiatown on the East side of Highway 66, Matachewan on the West, and various towns and villages in between;

AND WHEREAS the current hours of operations of one day a week are insufficient to service the vast geographical area and its inhabitants;

AND WHEREAS the residents of the Town of Kirkland Lake are making appointments at Drive Test Centers in Timmins and Temiskaming Shores which materializes as an added expense and inconvenience given that there is a Centre in the Town;

THEREFORE, BE IT RESOLVED THAT the Kirkland Lake Drive Test Center revert to pre-Covid hours of operations which were three (3) days per week (Monday, Wednesday and Friday) during peak season.

AND FINALLY THAT a copy of this Motion to be sent to the Honourable Prabmeet Sarkaria, Minister of Transportation and John Vanthof, MPP Timiskaming-Cochrane.

CARRIED

Councillor Kiely took the Chair at 5:23 PM.

7.2. Councillor Rick Owen - Traffic Calming

Moved by: Councillor Rick Owen

Seconded by: Mayor Stacy Wight

WHEREAS Council acknowledge that residents of the Town of Kirkland Lake have a right to a safe environment;

AND WHEREAS Kirkland Lake's development as a mining Town has led to a road network with unique intersections and blind spots;

AND WHEREAS the Town has been vigilant in addressing past road safety concerns by installing radar signage and implementing other traffic-calming measures;

AND WHEREAS despite these efforts, additional education and signage may lend to enhanced road safety and complimentary traffic calming;

THEREFORE BE IT RESOLVED THAT a Report be brought forward on the strategic application and cost of acquiring traffic calming cut-out signage prior to the 2024 Budget deliberations.

CARRIED

Mayor Wight resumed as Chair at 5:34 PM.

8. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

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

BE IT RESOLVED THAT the following by-law be read, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto; **By-Law Number 23-072**, being a by-law to authorize the execution of documents related to the sale of Lot 165 of Plan M158-NB.

CARRIED

- 8.2. Moved by: Councillor Janice Ranger
Seconded by: Councillor Lad Shaba

BE IT RESOLVED THAT the following by-law be read, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto; **By-Law Number 23-073**, being a by-law authorizing the execution of a Contribution Agreement with His Majesty the King in Right of Ontario as represented by the Minister of Transportation for the 2023-24 Connecting Link Project (Highway 66).

CARRIED

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

BE IT RESOLVED THAT the following by-law be read, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto; **By-Law Number 23-075**, being a by-law authorizing the execution of a Third Amending Agreement with His Majesty the King in Right of Ontario as represented by the Solicitor General for the provision of police services in the Town of Kirkland Lake.

CARRIED

9. QUESTIONS FROM COUNCIL TO STAFF

None.

10. NOTICE(S) OF MOTION

None.

11. COUNCILLOR'S REPORTS

- 11.1. Updates from Members of Council

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

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

CARRIED

12. ADDITIONAL INFORMATION

12.1. Proclamation - Indigenous Veterans' Day - November 8, 2023

Moved by: Councillor Rick Owen

Seconded by: Councillor Patrick Kiely

BE IT RESOLVED THAT Council sanction the Proclamation for "**Indigenous Veterans' Day**" in the Town of Kirkland Lake.

CARRIED

12.2. Chief Administrative Officer - Call for 2024 ROMA Delegations

Council took recess at 5:53 PM and resumed the meeting at 6:04 PM.

13. CLOSED SESSION

Moved by: Councillor Janice Ranger

Seconded by: Councillor Lad Shaba

BE IT RESOLVED THAT Council adjourn in-camera pursuant to Section 239 (2) of the *Municipal Act, 2001*, as amended, to discuss:

- personal matters about an identifiable individual, including municipal or local board employees;
- labour relations or employee negotiations;
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board,

at 6:04 PM for the following reason(s):

Item 13.1 Supplemental Legal Update – Town of Kirkland Lake Solar Inc.;

Item 13.2 Collective Bargaining – Ontario Nurses' Association (ONA) Local 215; and

Item 13.3 KLEDAC Appointments for Remainder of Term of Council.

CARRIED

Moved by: Councillor Casey Owens

Seconded by: Councillor Dolly Dikens

BE IT RESOLVED THAT Council reconvene in open session at 6:45 PM.

CARRIED

14. MATTERS FROM CLOSED SESSION

- 14.1. Supplemental: Legal Update – Town of Kirkland Lake Solar Inc.
Shawn LaCarte, Director of Corporate Services
(Item 4.1 in Closed Session)

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

BE IT RESOLVED THAT Report Number 2023-CORP-009 entitled “**Supplemental: Legal Update – Town of Kirkland Lake Solar Inc.**” be received;

AND THAT Council direct that notice be given to The Town of Kirkland Lake Solar Inc. Board of Directors of The Corporation of the Town of Kirkland Lake exiting the Partnership/Corporation contingent upon the negotiation of an acceptable Share Transfer Agreement and Property Lease terms;

AND THAT Council direct the Chief Administrative Officer with the assistance of Legal Counsel to negotiate an acceptable Share Transfer Agreement and new Property Lease terms;

AND FINALLY THAT a supplemental Report including the proposed Share Transfer Agreement and negotiated Property Lease be presented at a future meeting.

CARRIED

- 14.2. Collective Bargaining – Ontario Nurses’ Association (ONA) Local 215
Kassandra Young, Manager of Human Resources Services
(Item 4.2 in Closed Session)

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

BE IT RESOLVED THAT Report Number 2023-HR-004 entitled “**Collective Bargaining – Ontario Nurses’ Association (ONA) Local 215**” be received;

AND THAT Council approve the Memorandum of Agreement between the Corporation of the Town of Kirkland Lake and Ontario Nurses’ Association (ONA) Local 215 as presented;

AND THAT Council authorize the Mayor and Municipal Clerk to ratify the Collective Agreement between the Corporation of the Town of Kirkland Lake and the ONA Local 215 covering the period of April 1, 2023, to March 31, 2025;

AND FINALLY THAT an execution by-law be brought forward for three readings at a later date.

CARRIED

- 14.3.** Supplemental: KLEDAC Appointments for 2024-2026
Jennifer Montreuil, Municipal Clerk
(Item 4.3 in Closed Session)

Moved by: Councillor Dolly Dickens
Seconded by: Councillor Janice Ranger

BE IT RESOLVED THAT the following members and representatives be appointed to the Kirkland Lake Economic Development Advisory Committee for the remainder of this Terms of Council (2024-2026):

Community Members: Brianna Julien, Natasha Dombrowski, Sarah Holden, Jeff Molyneaux, Brian Bronson, Sheila Ackbarali; and

Council Representative: Mayor Stacy Wight, Councillor Dolly Dickens

CARRIED

15. CONFIRMATION BY-LAW

15.1. By-Law # 23-074

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

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

By-Law Number 23-074, being a by-law to confirm the proceedings of Council at its meeting held Tuesday, November 7, 2023.

CARRIED

16. ADJOURNMENT

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

BE IT RESOLVED THAT this Regular Meeting of Council do now adjourn at 6:48 PM.

CARRIED

Stacy Wight, Mayor

Jennifer Montreuil, Municipal Clerk



MINUTES OF THE REGULAR MEETING OF THE BOARD

Held on Wednesday, October 25th, 2023, at 5:30 PM at Englehart Family Health Team

- Present: Derek Mundle, Rick Owen, Jeff Laferriere, Clifford Fielder, Ian Macpherson, Jesse Foley, Mark Stewart (CAO)
- Staff: Steve Cox – Housing Services Manager, Janice Loranger – Director of Finance, Shane Taylor – Commander of CP (A), Corey Mackler – Information Technology Manager, Louanna Lapointe – Ontario Works Manager, Michelle Sowinski - Recorder
- Absent: Pat Kiely, Mary-Jo Lentz, Lois Perry
- Guests: Darlene Wroe – Temiskaming Speaker
-

The Regular Meeting of the Board was called to order at 5:30 PM.

1.0 CALL TO ORDER AND LAND ACKNOWLEDGMENT

2.0 DISCLOSURE OF PECUNIARY INTEREST

Nil

3.0 PETITIONS AND DELEGATIONS

Nil

4.0 ACCEPTANCE/ADDITIONS TO AGENDA

Resolution 2023-61

Moved by Clifford Fielder seconded by Ian Macpherson

THAT the agenda of the Regular Meeting of the Board held on October 25th, 2023, be accepted as presented.

Carried.

5.0 ADOPTION OF PREVIOUS MINUTES – September 20th, 2023, REGULAR MEETING OF THE DTSSAB BOARD

Resolution 2023-62

Moved by Rick Owen and seconded by Jesse Foley

THAT the Minutes of the Regular Meeting of the DTSSAB Board held on September 25th, 2023, be accepted as presented.

Carried.

6.0 CORRESPONDENCE

6.1 Landlord and Tenant Board Presentation

Resolution 2023-63

Moved by Jeff Laferriere and seconded by Clifford Fielder

THAT the Board accepts this memorandum and the attached document from the “Advocacy Centre for Tenants Ontario” as information.

Carried.

7.0 NEW BUSINESS

7.1 CAO Report

This report was prepared by CAO, Mark Stewart, presented to the Board for information.

7.2 Ambulance Service Review Preliminary Review Final Report 2023 – Ministry of Health Resolution 2023-64

Moved by Ian Macpherson and seconded by Rick Owen.

THAT the Board accept the following as information related to the EMS 2022 Ministry of Health Ambulance Service Review Team Final Report for Timiskaming EMS.

Carried.

7.3 Deposit for 2024 Ambulance Procurement Resolution 2023-65

Moved by Jesse Foley and seconded by Jeff Laferriere.

THAT the Board approve a transfer of \$128,400 out of the EMS Vehicle Reserve to place a deposit for the procurement of two Crestline Fleetmax 2.0 ambulances to be delivered in 2024 from Crestline Coach Ltd..

Carried.

7.4 Community Paramedicine Verbal Update

This verbal update was presented by Shane Taylor, Director of Community Paramedicine for their information.

8.0 IN-CAMERA SESSION

Resolution 2023-66

Moved by Clifford Fielder and seconded by Ian Macpherson.

THAT the Board move into In-Camera session to discuss a land acquisition matter and human resources matter.

Carried.

9.0 RETURN TO REGULAR SESSION

Resolution 2023-67

Moved by Ian Macpherson and seconded by Rick Owen.

THAT the Board resolved to rise from the In-Camera session and return to the Regular session at 6:57 PM without report.

Carried.

10.0 ADJOURNMENT

Resolution 2023-68

Moved by Jesse Foley and seconded by Jeff Laferriere.

THAT the Board meeting be hereby adjourned at 7:05 PM AND THAT the next meeting be held on November 15th, 2023, or at the Call of the Chair.

Carried.

Minutes signed as approved by the Board:


Derek Mundle, Chair

November 15th, 2023

Date

Recorder: Michelle Sowinski

MINUTES

Timiskaming Health Unit Board of Health

Regular Meeting held on October 11, 2023 at 6:30 P.M.

Timiskaming Health Unit – NL Auditorium / Microsoft Teams

1. The meeting was called to order at 6:33 p.m.

2. **ROLL CALL**

Board of Health Members

Stacy Wight	Chair, Municipal Appointee of Kirkland Lake
Casey Owens	Municipal Appointee for Town of Kirkland Lake
Mark Wilson	Municipal Appointee for Temiskaming Shores (<i>Video</i>)
Jeff Laferriere	Municipal Appointee for Temiskaming Shores
Curtis Arthur	Provincial Appointee
Guy Godmaire	Municipal Representative for Township of Brethour, Harris, Harley & Casey, Village of Thornloe
Steve McIntyre	Municipal Appointee for Township of Armstrong, Hudson, James, Kerns & Matachewan (<i>Video</i>)
Carol Lowery	Municipal Appointee for Town of Cobalt, Town of Latchford, Municipality of Temagami, and Township of Coleman
Paul Kelly	Municipal Appointee for Township of Larder Lake, McGarry & Gauthier (<i>Video</i>)
David Lowe	Provincial Appointee
Cathy Dwyer	Provincial Appointee
Todd Steis	Provincial Appointee
Jesse Foley	Vice-Chair, Municipal Appointee for Temiskaming Shores
Gord Saunders	Municipal Appointee for Township of Chamberlain, Charlton, Evanturel, Hilliard, Dack & Town of Englehart

Regrets None

Timiskaming Health Unit Staff Members

Dr. Glenn Corneil	Acting Medical Officer of Health/CEO (<i>Video</i>)
Randy Winters	Director of Corporate Services
Erin Cowan	Director of Strategic Services and Health Promotion (<i>Video</i>)
Rachelle Cote	Executive Assistant

3. **APPROVAL OF AGENDA**

MOTION #48R-2023

Moved by: Casey Owens

Seconded by: Jeff Laferriere

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on October 11, 2023, as presented.

CARRIED

4. **PRESENTATION: SOCIAL DETERMINANTS OF HEALTH**

By Erin Smith, Public Health Promoter – Health Equity

A brief overview was provided by Erin Smith.

5. **DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE**

None.

6. **APPROVAL OF MINUTES**

MOTION #49R-2023

Moved by: David Lowe

Seconded by: Carol Lowery

Be it resolved that the Board of Health approves the minutes of September 6, 2023, as presented.

CARRIED

7. **BUSINESS ARISING**

N/A

8. **REPORTS OF MOH/CEO**

Dr. Corneil provided a summary of the local situation and other related updates.

9. **HUMAN RESOURCES & FINANCE UPDATE**

Randy Winters provided an update for information purposes.

10. **NEW BUSINESS**

a. **Strategic Plan Update**

Dr. Corneil informed the Board that the Strategic Plan will be expiring on December 31, 2023. In discussion with the senior management team, it was suggested that the document not be renewed or extended at this time due to working on other priorities such as the PHU-THU Voluntary Merger. The team is planning to work on a joint strategic plan with the new entity when required.

b. **alPHa Fall Symposium**

MOTION #50R-2023

Moved by: Curtis Arthur

Seconded by: Cathy Dwyer

Be it resolved that the Board of Health approves the virtual attendance of the following Board of Health members at the alPHa Fall Symposium on November 24, 2023:

1. Curtis Arthur
2. Stacy Wight
3. Mark Wilson

CARRIED

10. **CORRESPONDENCE**

MOTION #51R-2023

Moved by: Jesse Foley

Seconded by: David Lowe

Be it resolved the Board of Health acknowledges receipt of the [correspondence](#) for information purposes.

CARRIED

Erin Smith left the meeting at 7:02 pm.

11. **IN-CAMERA**

MOTION #52R-2023

Moved by: Jeff Laferriere

Seconded by: Gord Saunders

Be it resolved the Board of Health agrees to move in-camera at 7:02 pm to discuss the following matters under section 239 (2):

- MOH Update – Confidential Matter
- In-Camera Minutes (September 6, 2023)

CARRIED

12. **RISE AND REPORT**

MOTION #53R-2023

Moved by: Guy Godmaire

Seconded by: Jeff Laferriere

Be it resolved the Board of Health agrees to rise with report at 7:16 pm.

CARRIED

a. **PHU-THU VOLUNTARY MERGER**

MOTION #3C-2023

Moved by: Casey Owens

Seconded by: Gord Saunders

Be it resolved the Board of Health for the Timiskaming Health Unit reaffirms the prior in-camera motion directing Dr. Glenn Corneil as Acting MOH/CEO to work towards a voluntary merger between the Porcupine and Timiskaming Health Units; and

Furthermore, that the Board of Health for the Timiskaming Health Unit does not support discussions nor work towards mergers beyond these two health units.

CARRIED

b. **IN-CAMERA MINUTES – SEPTEMBER 6, 2023**

MOTION #4C-2023

Moved by: Jesse Foley

Seconded by: Casey Owens

Be it resolved the Board of Health approves the in-camera minutes of the regular Board meeting held on September 6, 2023.

CARRIED

13. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on November 1, 2023 at 6:30 pm in Englehart.

14. **ADJOURNMENT**

MOTION #54R-2023

Moved by: Gord Saunders

Seconded by: Carol Lowery

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 7:18 pm.

CARRIED

Stacy Wight, Board Chair

Rachelle Cote, Recorder



Attendance

- Members:** Ted Assad, Chair, Provincial Representative
Lad Shaba, Vice Chair, Council Representative, Town of Kirkland Lake
Meghan Howe, Provincial Representative
Emile Boulley, Community Representative & OAPSB Zone 1A Executive Director
Janice Ranger, Council Representative, Town of Kirkland Lake
- Guest(s):** Alan Smith, Chief Administrative Officer, Town of Kirkland Lake
Stacy Wight, Mayor, Town of Kirkland Lake
- OPP:** Ron Bellefeuille, Staff Sergeant, Detachment Commander – KL OPP
Detachment
- Secretary:** Jennifer Montreuil, Municipal Clerk, Town of Kirkland Lake

1. Call to Order

The Chair called the special meeting of the Kirkland Lake Police Services Board to order at 4:45 PM

2. Approval of the Agenda

Moved by: Meghan Howe
Seconded by: Lad Shaba

BE IT RESOLVED THAT the Agenda of the Special Meeting of the Kirkland Lake Police Services Board dated August 30, 2023 be approved as circulated.

CARRIED

3. Declaration of Pecuniary Interest

The Chair requested if there were any conflicts to declare. None were noted.

4. Acceptance of Minutes and Recommendations

4.1 Minutes of the Kirkland Lake Police Services Board Meeting held April 12, 2023

Moved by: Meghan Howe
Seconded by: Emile Boulley

BE IT RESOLVED THAT the Minutes of the Kirkland Lake Police Services Board dated April 12, 2023 be approved as circulated.

CARRIED

5. Presentations/Delegations

None.

6. Items for Discussion

6.1 OPP Kirkland Lake Detachment 2023 Q2 Reports, Section 49 Secondary Activities Report (if any) & Part V Complaints System Report (if any)

The Detachment Commander reviewed the quarterly statistical reports with members. Also, discussed one instance of secondary employment under Section 49 Secondary Activities to be reported. He also noted two internal complaints under Part V Complaints System Report since the first quarter; one resulting in a letter to member for a work improvement issue that was addressed, and the other a communication complaint for a non-officer. The Detachment Commander also noted three OARPD Complaints for which two were unfounded, and one for local resolution discussion.

Moved by: Emile Boulley
Seconded by: Janice Ranger

BE IT RESOLVED THAT the Kirkland Lake Police Services Board receive the 2023 Q2 statistical reports, Section 49 Secondary Activities and Part V Complaints System Reports from the Kirkland Lake OPP Detachment Commander, as circulated and so noted.

CARRIED

6.2 Request for Enhanced OPP Kirkland Lake Detachment Community Communication (Public Debriefs)

Members discussed current string of crimes in the Town; adverse narrative from social media false information; OPP communication; Town communication.

The members agreed to have the Board Chair work with Detachment Commander and other members of the Board on drafting a Holding Statement (example supplied from Annual Conference Precedents) from the KLPSB given recent murders. That if a subsequent meeting of the board is required, that it be called at the leisure of the Chair.

6.3 Updates from the 2023 OAPSB Regional Meeting(s) & Annual Conference/ and General Meeting

Emile Boulley, Community Representative and OAPSB North Director Zone 1A provided member with an overview on conference breakout seminars and regional meetings.

Moved by: Lad Shaba

Seconded by: Janice Ranger

BE IT RESOLVED THAT the Kirkland Lake Police Services Board receive the verbal updates provided in relation to the 2023 OAPSB Regional Meetings and the 2023 OAPSB Annual Conference and General Meeting.

CARRIED

6.4 Recommendation for Low-Speed Vehicle Pilot Program in Kirkland Lake

Resource: Government of Ontario – [Municipal Guidelines for LSV Pilot Program](#)

Members discussed the uptake in near-misses and sightings of Low-Speed Vehicles in the Town of Kirkland Lake and surrounding municipalities; discussed legislation and regulation jurisdiction surrounding enforcement. Members also requested research be conducted on potential funding opportunities.

Moved by: Lad Shaba

Seconded by: Janice Ranger

BE IT RESOLVED THAT the Kirkland Lake Police Services Board hereby recommend to the Council for the Corporation of the Town of Kirkland Lake that the Town participate in the Low-Speed Vehicle Pilot Program for the community of Kirkland Lake.

CARRIED

6.5 Draft Board Procedural By-Law, Schedules & Appendices & Land Acknowledgment Statement

Members received a draft Procedural By-Law and overview of information stemming from Solicitor General's Office Orientation, including notations to meeting management, code of conduct, declaration of conflicts, meeting frequencies and land acknowledgment statement.

Moved by: Lad Shaba

Seconded by: Emile Boulley

BE IT RESOLVED THAT the Kirkland Lake Police Services Board hereby adopt Police Services Board Governance By-Law 01-2023 and the Land Acknowledgment Statement, as circulated and presented.

CARRIED

6.6 Annual Board Policy Review

Based on the Orientation received, members reviewed three active policies in force and effect by the Board.

Moved by: Emile Boulley

Seconded by: Meghan Howe

BE IT RESOLVED THAT Differential Response Policy No. 05-01 be hereby repealed;

AND FINALLY THAT that Property Disposal Policy No.04-02 and Winter Parking Policy No. 04-01 both be reviewed by the Board at a later date.

CARRIED

6.7 Relinquishing of Authority - Town of Kirkland Lake By-Laws

Members received information that the Board has no jurisdiction surrounding the establishment or enforcement of Taxi Regulations in the Town of Kirkland Lake. That the authority is that of the Council of The Corporation of the Town of Kirkland Lake. It is suspected that general housekeeping to the by-law was omitted when the local police force was disbanded. Members were also notified that there may be other by-laws that require housekeeping, and that the recommendation this evening would remove reappportion the authority to the Municipal to enforce or govern said things moving forward.

Moved by: Emile Boulley

Seconded by: Meghan Howe

BE IT RESOLVED THAT the Kirkland Lake Police Services Board hereby relinquish their authority to enforce, govern, and/or hear appeals with respect to any Town of Kirkland Lake by-law where this Board is defined and/or appointed as the "Board" for hearing appeals or making decisions, including but not limited to the Town's Taxi By-Law (19-045, as amended);

AND THAT where the Kirkland Lake Police Services Board has been delegated such authority, the authority of such a by-law rest with the Council of The Corporation of the Town of Kirkland Lake, or their designates;

AND FINALLY THAT the Kirkland Lake Police Services Board recommend that Town of Kirkland Lake Taxi By-Law 19-045, as amended, and/or other by-laws identifying the Kirkland Lake Police Services Board as the governing or appeal body authority, be reviewed and amended accordingly.

CARRIED

6.8 New Detachment Board Composition Approval by Solicitor General

Members received and reviewed correspondence from the Office of the Solicitor General dated July 19, 2023 and updates from the Secretary surrounding the CPSA.

Moved by: Janice Ranger

Seconded by: Lad Shaba

BE IT RESOLVED THAT the verbal updates and correspondence surrounding the new OPP Detachment Board composition approved by the Solicitor General be received for information.

CARRIED

6.9 Correspondence Received

- a) MSG/OAPSB – All Chiefs Memo Proceeds of Crime (POC) Front-Line Policing (FLP) Funding;
- b) OPP MPB – January to March 2023 Detachment Revenues;
- c) OPP MPB – April to June 2023 Detachment Revenues;
- d) MSG – Provision of NG911 Primary PSAP Service for TKL;
- e) FONOM – Media Release and Revised Bail Reform Resolution; and
- f) OAPSB Zone 1A – Introduction of New Administrator.

Moved by: Janice Ranger

Seconded by: Emile Bouley

BE IT RESOLVED THAT Bail Reform Support be deferred to the next Regular Meeting of the Kirkland Lake Police Services Board.

CARRIED

7. **Adjournment**

Moved by: Janice Ranger
Seconded by: Emile Boulley

BE IT RESOLVED that the Special Meeting of the Kirkland Lake Police Services Board be adjourned at 7:01 PM.

CARRIED



Ted Assad, Chair



Jennifer Montreuil, Secretary

APPROVED BY THE BOARD ON NOVEMBER 8, 2023

REPORT TO COUNCIL

Meeting Date: 21/11/2023	Report Number: 2023-PW-015
Presented by: Brian Springer	Department: Public Works

REPORT TITLE

Handling Hazardous Waste

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-PW-015 entitled “**Handling Hazardous Waste**” be received.

INTRODUCTION

All municipalities are tasked with collecting and handling hazardous waste generated from their residents as per [Waste Diversion Transition Act, 2016](#) and [Ontario Reg. 387/16: Municipal Hazardous or Special Waste](#). Depending on the size of the municipalities and geographical locations, available services to handle such waste can vary greatly. Some offer year-round service, and some are limited to one collection day per year. For Northern communities the ‘collection company’ must be mobilized from the south and becomes costly.

DISCUSSION

The Town is investigating cost saving alternatives with a goal of offering residents more than a ‘single’ day collection of hazardous waste per year. The best option for Kirkland Lake has been to host a 1-day (6 hours) event per year to collect all hazardous waste generated from residents. The last Material Household Hazardous Waste (MHSW) drop-off event was held on September 5, 2020, from 8:00am to 2:00pm, at 255 Archer Drive. The 1-day MHSW event was heavily funded. This funding has ceased as of September 11, 2023.

There is merit to offering residents more than an annual 1-day event to collect and handle hazardous waste. The unfortunate reality is that people prefer to discard their hazardous waste when ‘convenient to themselves’, and with this in mind, people discard hazardous

waste in ways that damage the environment. No one wants to store hazardous waste for up to a year for the opportunity to discard them.

Administration's objective is to develop a process where residents would be able to discard their hazardous waste on a weekly basis. From 8:00am to 12:00pm one day per week, hazardous waste could be collected and handled.

How can this be accomplished?

There are different types of hazardous waste, and each may require to be collected and handled in different ways. The following are the hazardous waste types staff anticipate in Kirkland Lake and the probable method to collect and handle the waste:

Drop off location – Public Works 1 Dunfield Rd

KRT = KRT Waste Management Solutions

EPRA = Electronic Products Recycling Association

OCWA = Ontario Clean Water Agency

- | | |
|-----------------------|---|
| - Antifreeze | Handled by KRT |
| - Flammable | Handled by KRT |
| - Gasoline | Handled by KRT |
| - Used Automotive Oil | Handled by KRT |
| - Oil Filters | Handled by KRT |
| - Oxidizer | Handled by KRT |
| | |
| - Paint | Handled by EPRA |
| - Batteries | Handled by EPRA |
| - Light Bulbs | Handled by EPRA |
| - Light Tubes | Handled by EPRA |
| | |
| - Fertilizer | Donate to Horticultural Society / Use at Public Works |
| - Pesticide | Request to ORKIN Pest Control – approval pending. |
| - Acid & Base | Handled internally using OCWA's guidelines. |

The above noted hazardous waste could be dropped off at a designated area near the front gate of the Public Work's yard. A new gated enclosure would be required to delineate this new area to ensure no interference with regular vehicular traffic. A confirmation of conformance from the Ministry of the Environment, Conservation and Parks (MECP) will be required to store hazardous waste at the Public Work's Yard in approved containers. An amendment to the Town's current Environmental Compliance Approval (ECA) may be required.

Drop off location – Landfill.

- Fire Extinguishers Emptied and steel is recycled.
- Propane Emptied and steel is recycled.

Drop off location – Local Pharmacies & Health Unit (potentially)

- Pharmaceutical
- Sharps

Both EPRA and KRT are currently under contract with the Town. Their contracts can be expanded to include the hazardous waste types listed above. Their services are ideal as they will collect and handle the hazardous waste that the Town collects and stores for the residents. When the containers are full, they replace them with empty ones.

The next step of the process is to ensure compliance with the MECP and to conceptualize the modifications required at Public Works Yard.

OTHER ALTERNATIVES CONSIDERED

The alternative is to continue to host an annual 1-day event to collect all hazardous waste products. The major difference now is that the funding to hold a Material Hazardous Waste drop-off event ceased on September 11, 2023. This alternative was not considered due to the high cost of holding a 6-hour event.

FINANCIAL CONSIDERATIONS

The overall cost to hold a Material Hazardous Waste Drop-off Event is estimated to be between \$15k and \$20K and is highly dependent of retaining 15 volunteers. This is a one-time 6-hour event per year. Without any funding since September 11, 2023, Administration is seeking alternatives.

The one-time initial cost to the Town for a weekly drop-off, will be for the setup at the Public Work’s Yard/Compound. The next report to Council will have more details, including costs, on the proposed fenced-in compound to store hazardous waste.

ALIGNMENT TO STRATEGIC PRIORITIES

- Strategic Priorities:** Efficiency; Growth
- Goals:** Achieve Sustainable Operational Excellence; Promote Economic Growth
- Objectives:** Find & Implement Efficiencies; Invest in Kirkland Lake

ACCESSIBILITY CONSIDERATIONS

Not Applicable.

CONCLUSION

Moving forward with the EPRA and KRT enables residents to have year-round access to dispose of the above-mentioned hazardous waste. However, to develop a fully robust program will require MECP's consent for the location selected. The most suitable location to store EPRA's drums/containers is at the Public Works Compound.

Administration is awaiting confirmation of consent from the MECP to permit the Town to operate a year-round hazardous waste disposal program for residents at the Public Works Compound.

A second information report with recommendations will be submitted to Council prior to the 2024 budget deliberations.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

MECP Divisional Program Specialist for Hazardous Waste Management

MECP Senior Environmental Officer, Northern Region - Timmins District | Ministry of the Environment, Conservation and Parks

Electronic Products Recycling Association (EPRA)

ATTACHMENTS

None.

REPORT TO COUNCIL

Meeting Date: 21/11/2023	Report Number: 2023-CAO-006
Presented by: Stephanie Dell	Department: Administration (CAO)

REPORT TITLE

Operational Key Performance Indicators (O-KPIs) Update – Quarter Three

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-CAO-006 entitled “**Operational Key Performance Indicators (O-KPIs) Update – Quarter Three**” be received for information.

INTRODUCTION

Operational Key Performance Indicators (O-KPIs) are a set of measurements that relate to the overall status of each department within the Corporation. This report provides an overview of O-KPIs collected by Administration for the purpose of performance reporting to Council and the public.

DISCUSSION

Revision to the O-KPIs will be done quarterly with a report presented to Council once completed. This is the first Quarter that this Administration is monitoring and reporting on Operational KPIs (Attachment 1). Administration remains open to adjusting these metrics as priorities and focuses change.

Key notables from each department based on Attachment 1 include:

Development Services – Building Services Division

- Positive outcomes related to community standards warnings. Most individuals are taking proactive measures, such as repairing, demolishing, or cleaning up their buildings at their own cost.

Corporate Services - Economic Development and Tourism Division

- With the retirement of the Director of Economic Development and the position being vacant until the new Manager of Economic Development and Tourism was hired in early October, the statistics in this section are prior to the previous Director's retirement. Next quarter's update will have recent data.

Corporate Services - Treasury Division

- The increase in taxes receivable is primarily a result of 2 items:
 - Increase industrial assessment and timing of payments.
 - Staff resources are focused on tax sales.
- Interim financial reporting represents a significant KPI that is not included in this report. It started in the past quarter, with Q3 report to be presented to Council by December 31, 2023.
- Budget preparation and reporting also represents a significant KPI. The 2024 budget process has begun internally.

Corporate Services - Clerk's Office Division

- Although much of the statistical data is small in nature, it does accurately represent the allocation of time necessary to complete the lifecycle of a variety of tasks simultaneously.

Kirkland Lake Police Services Board Secretarial Services

- As a result of a fulsome review by the current Administration, it should be noted that the average time spent to prepare for a meeting has resulted in approximately 10-15 hours of human resources time; attending meetings and managing post-meeting action items has resulted in an average of 5 hours of human resources time.

Teck Pioneer Public Library

- E-magazine usage increased by 300% from August to September.
- An average of 25 children per activity in July, and 28 in August and September.

OTHER ALTERNATIVES CONSIDERED

Council may choose not to have O-KPIs reported to them. This is not recommended as reporting on these metrics provides Council with a transparent and accountable update on the operational performance of all Departments/divisions.

FINANCIAL CONSIDERATIONS

Not Applicable.

ALIGNMENT TO STRATEGIC PRIORITIES

Strategic Priorities: Accountability; Efficiency

Goals: Build the Team; Achieve Sustainable Operational Excellence

Objectives: Find & Implement Efficiencies; Improving Staff Accountability to Council & Residents; Improving Staff Accountability to Each other

ACCESSIBILITY CONSIDERATIONS

Not Applicable.

CONCLUSION

In the past, Administration did not consistently use an O-KPIs tracking method for internal monitoring and reporting of statistics. Administration is committed to the ongoing development of Operational KPIs as needs and priorities within Departments/divisions change. For summary purposes, this report showcases select Senior Management's valuable statistics (Attachment 1).

It should be noted that Key Performance Indicators for Council's strategic initiatives will be developed as part of the new Strategic Plan that is currently being created. This process may also result in new O-KPIs which would be included in future reporting of metrics.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

ATTACHMENTS

Attachment 1 – Town of Kirkland Lake O-KPI Statistics Q3

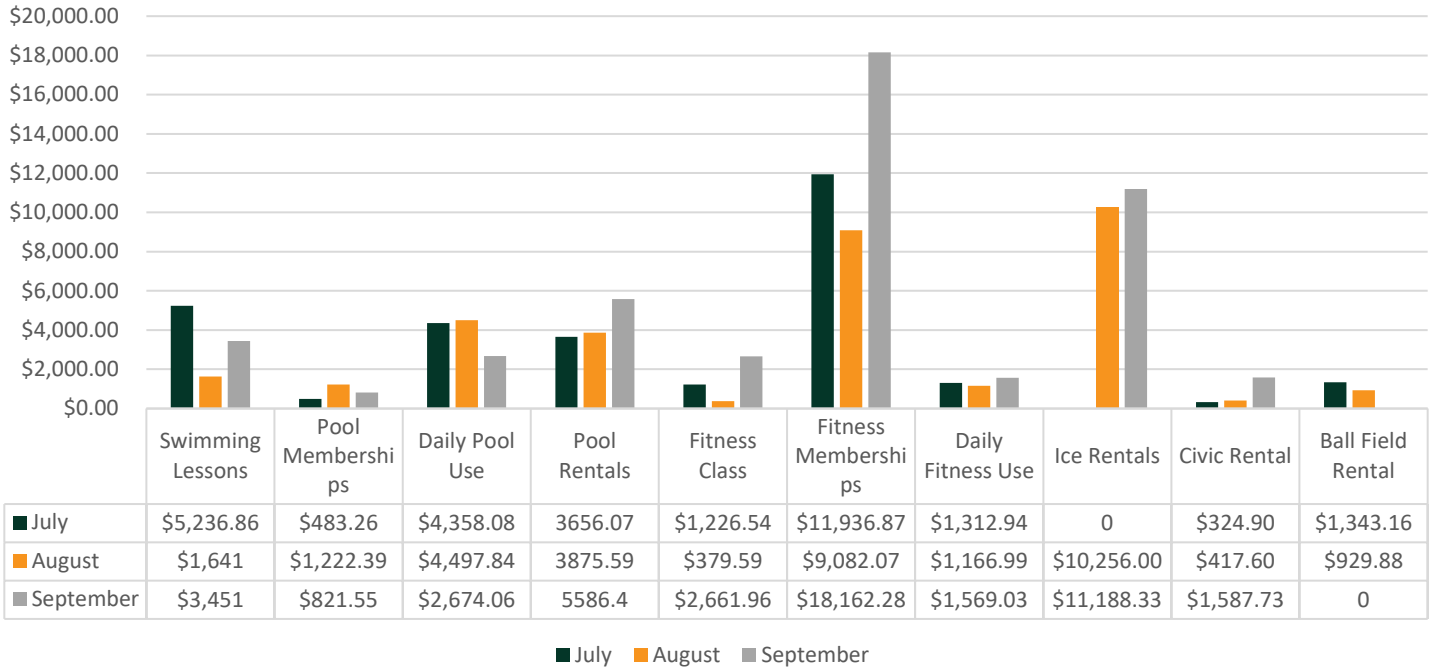


Operational Key Performance Indicators Update

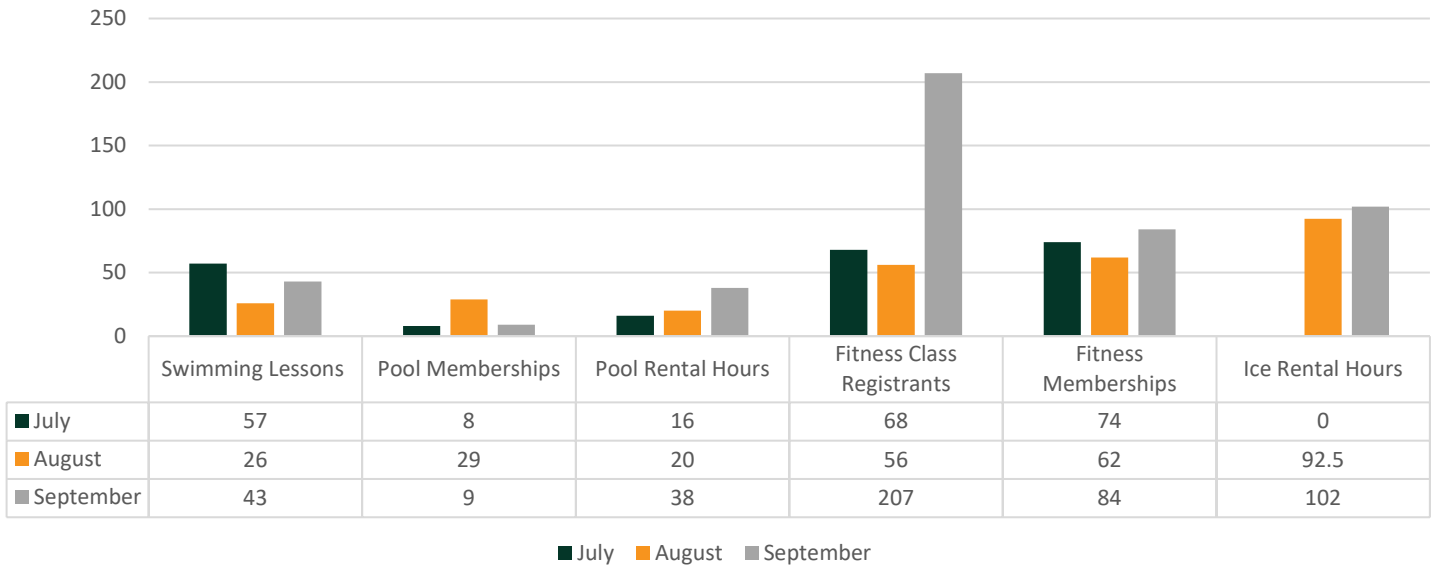
November 21, 2023

COMMUNITY SERVICES

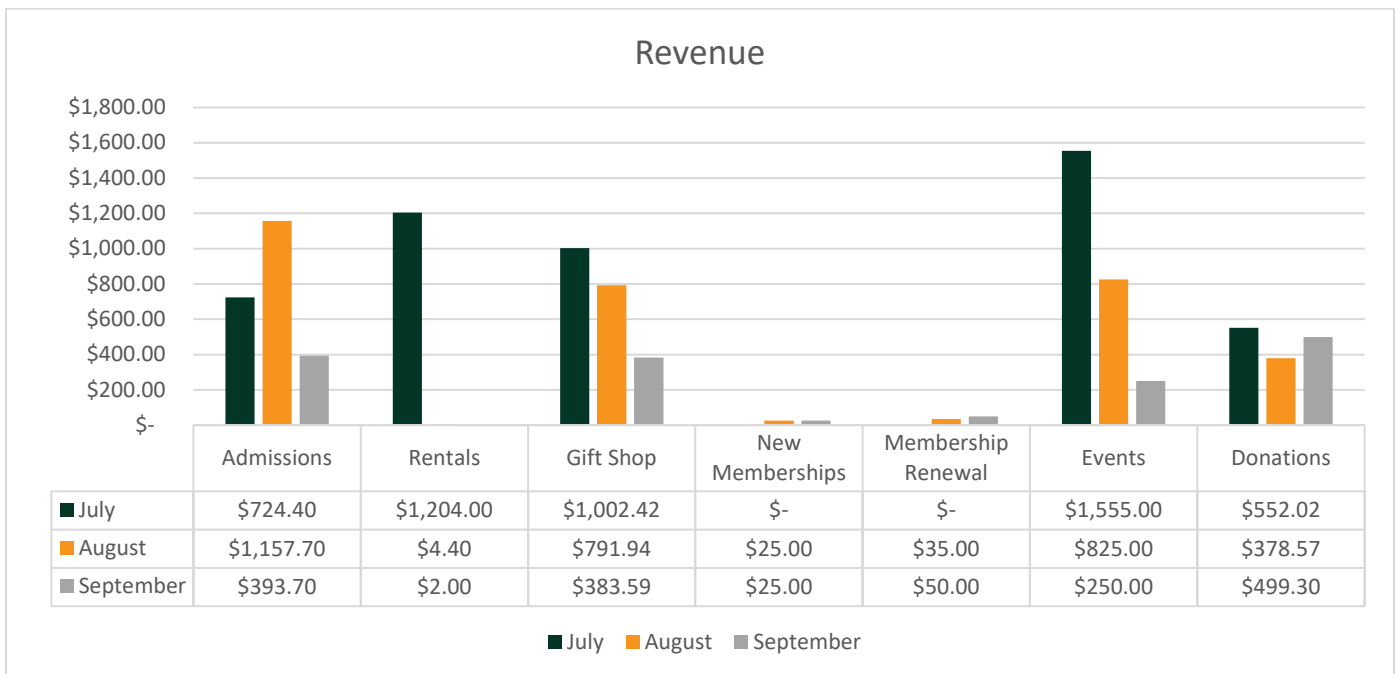
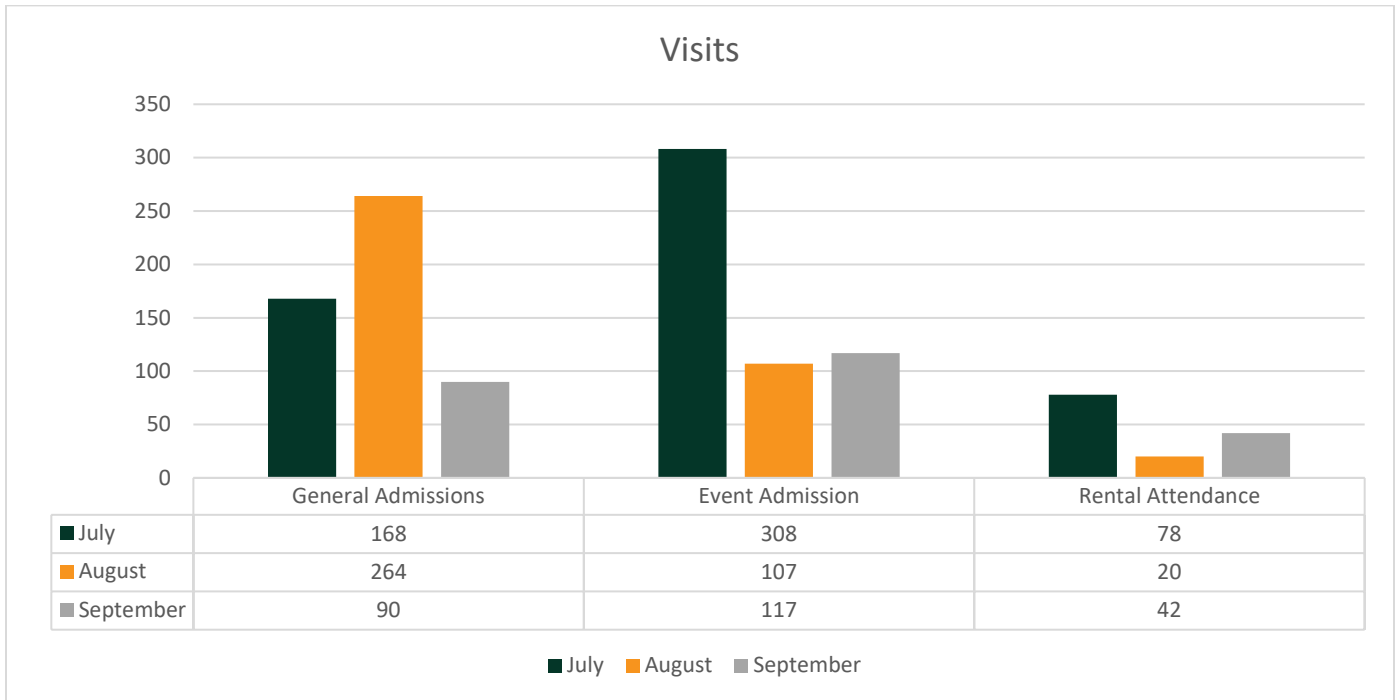
Revenue



Number of Purchases

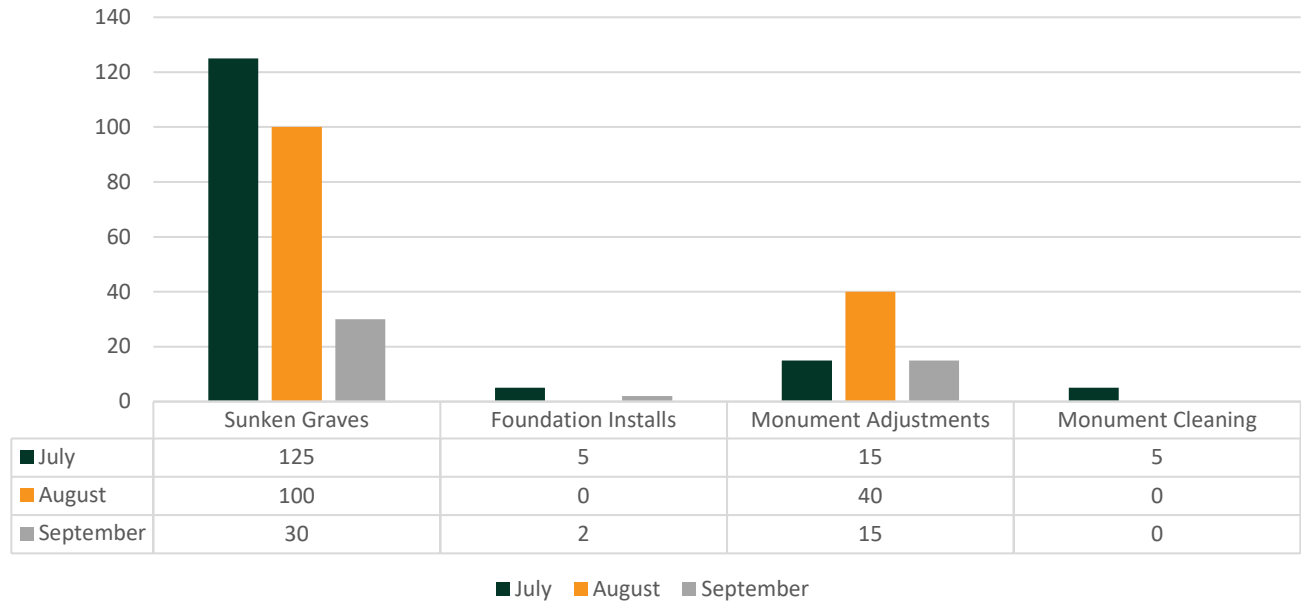


Museum of Northern History

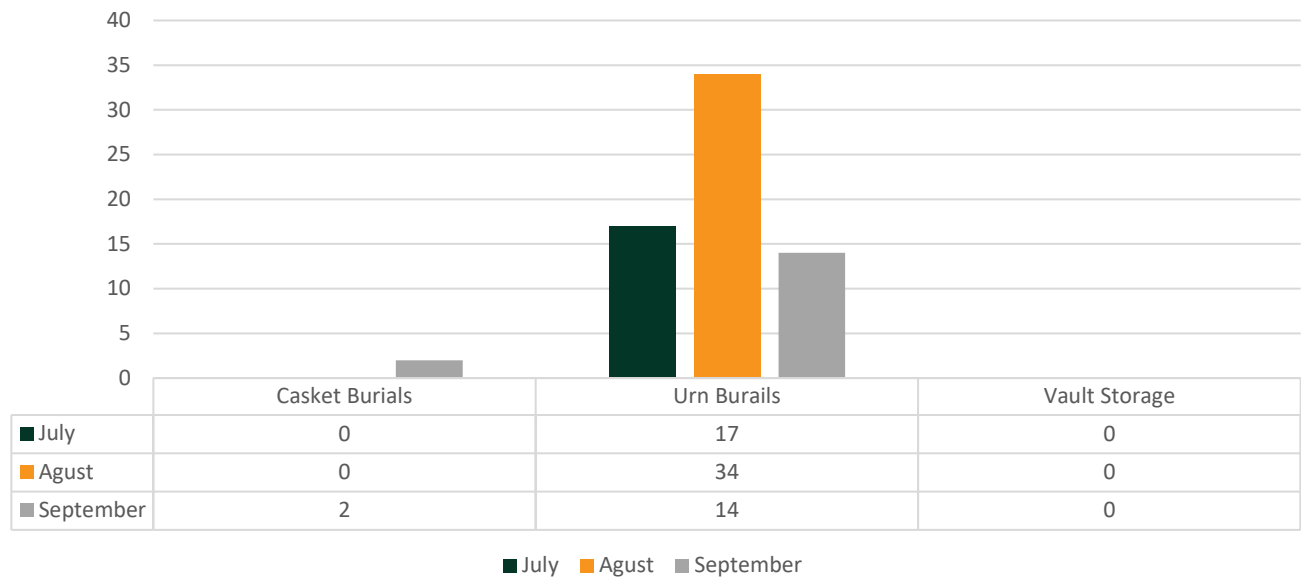


Cemetery

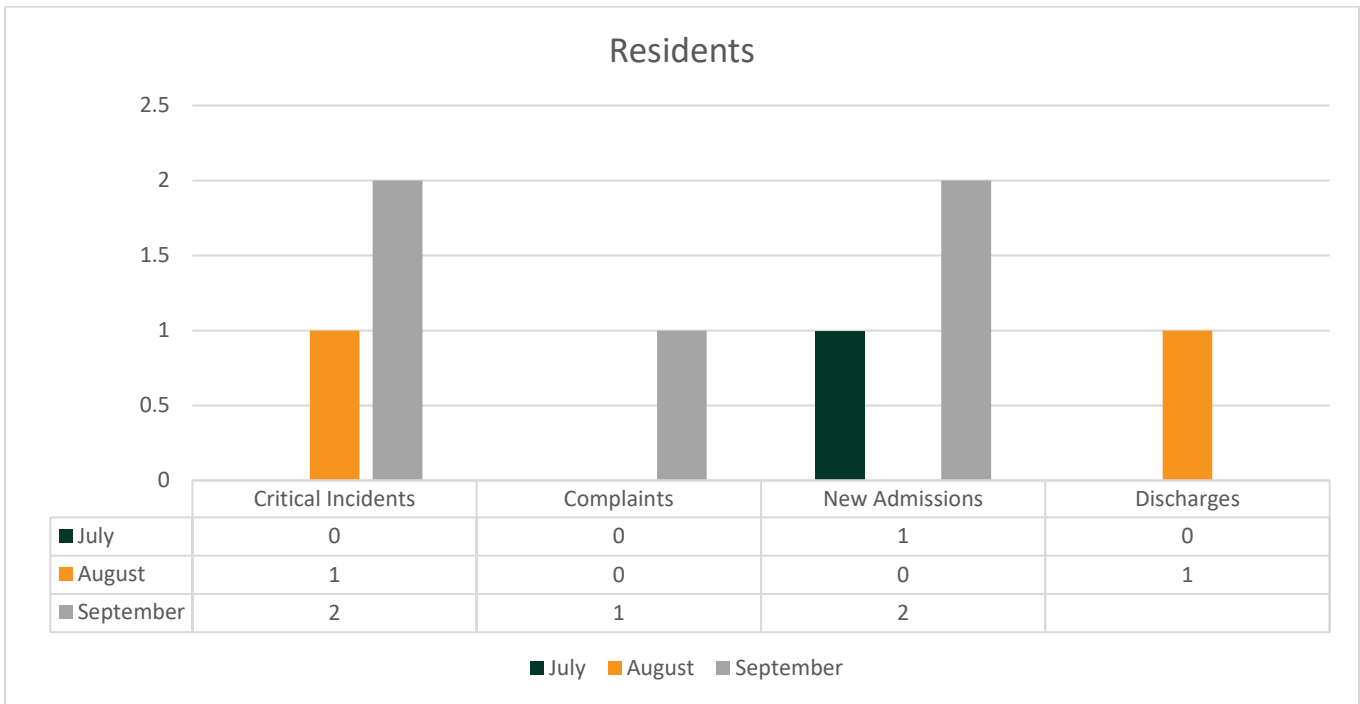
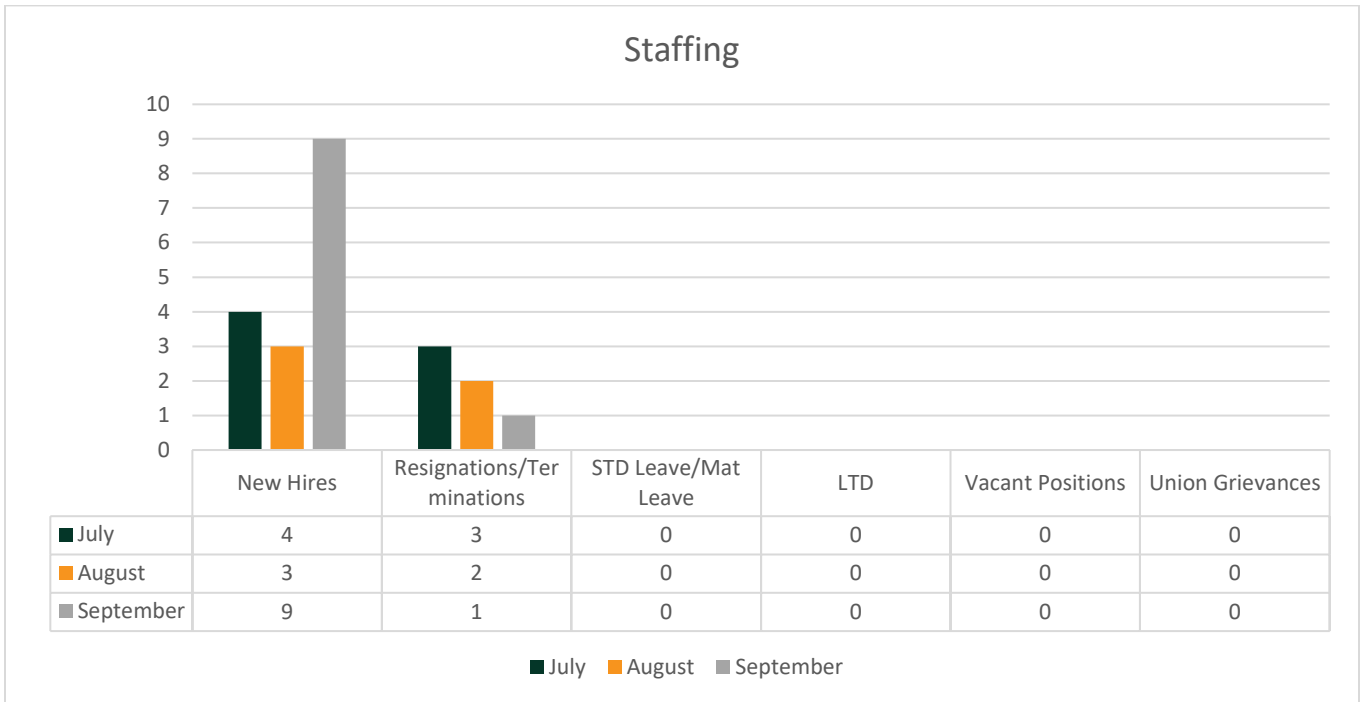
Grave Maintenance



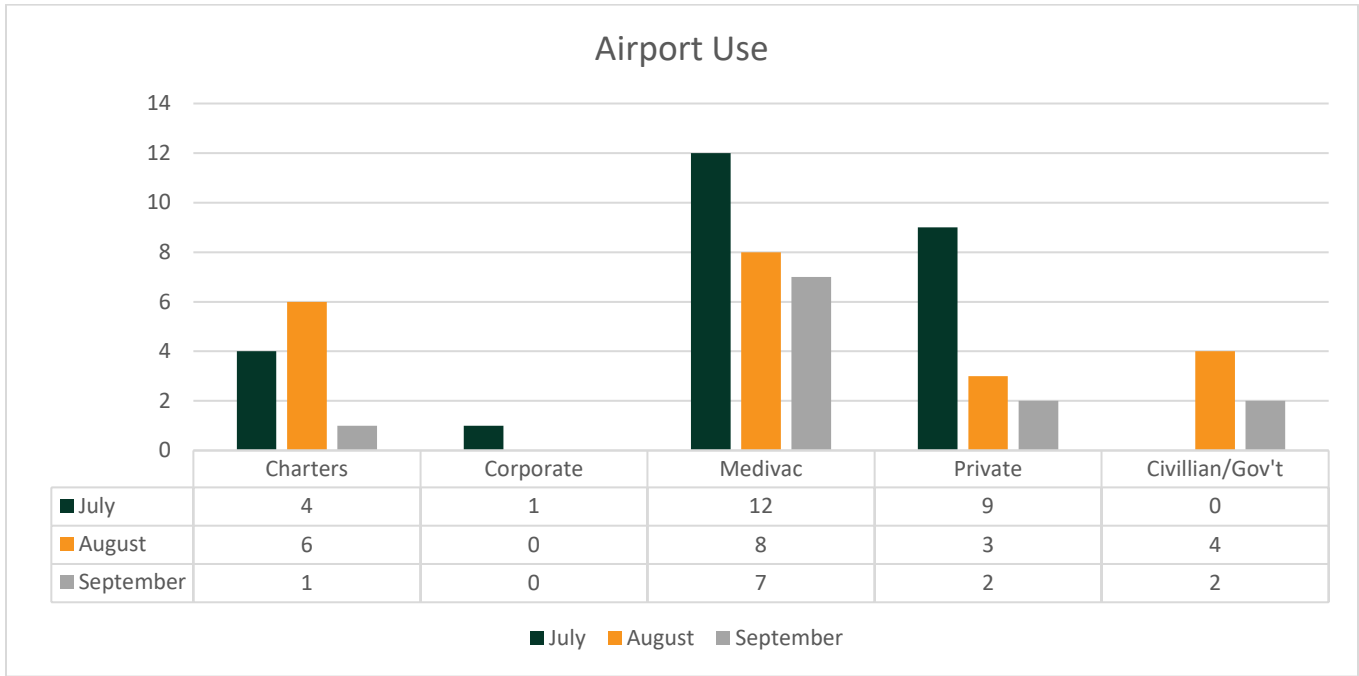
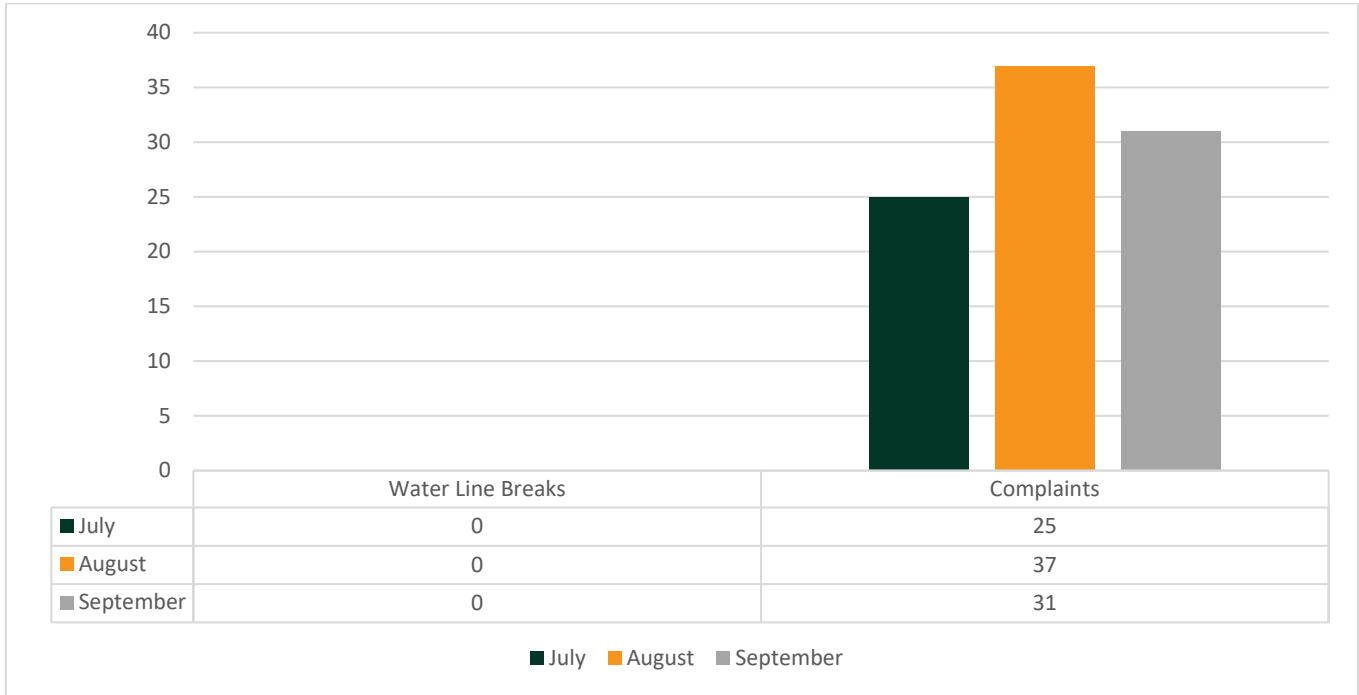
Burials



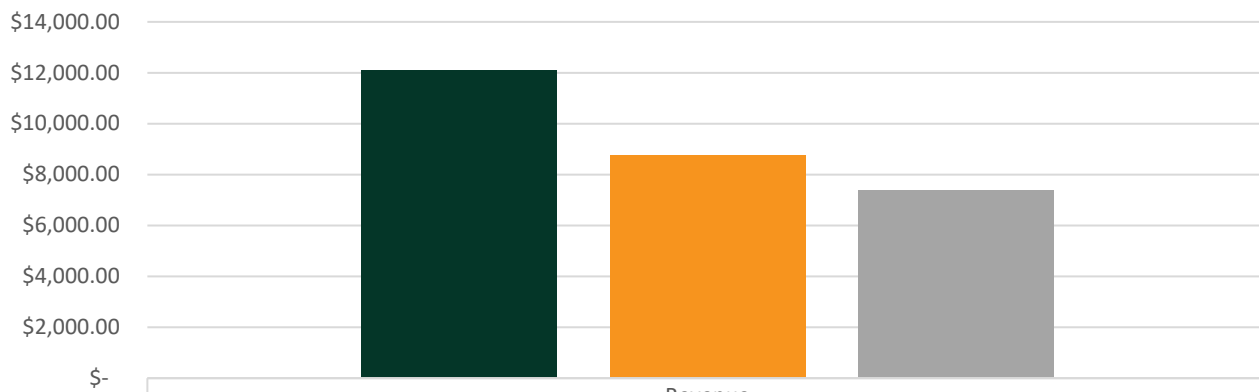
TECK PIONEER RESIDENCE



PUBLIC WORKS



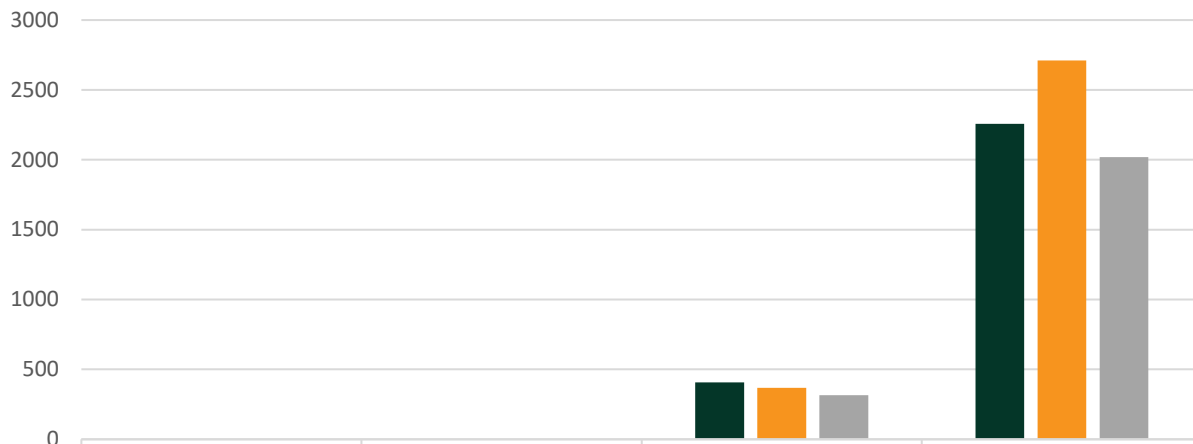
Airport Revenue



	Revenue
July	\$12,100.00
August	\$8,740.00
September	\$7,374.00

■ July ■ August ■ September

Waste Management

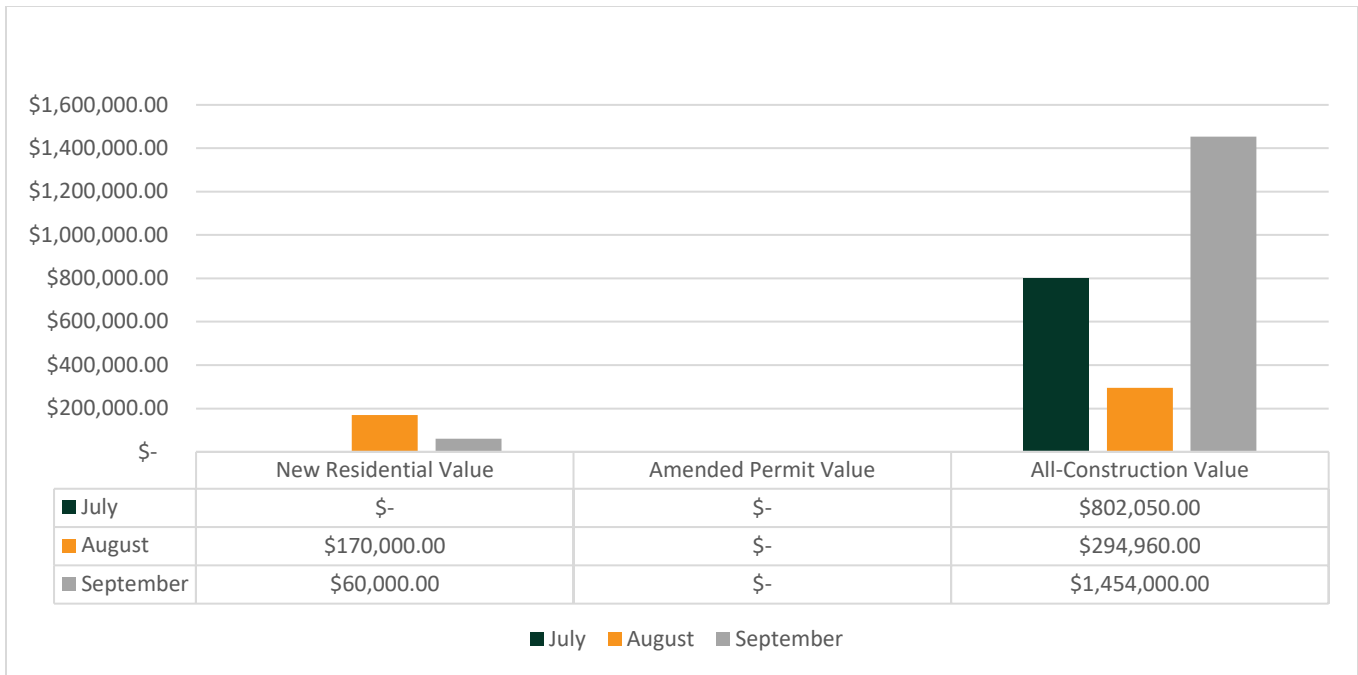
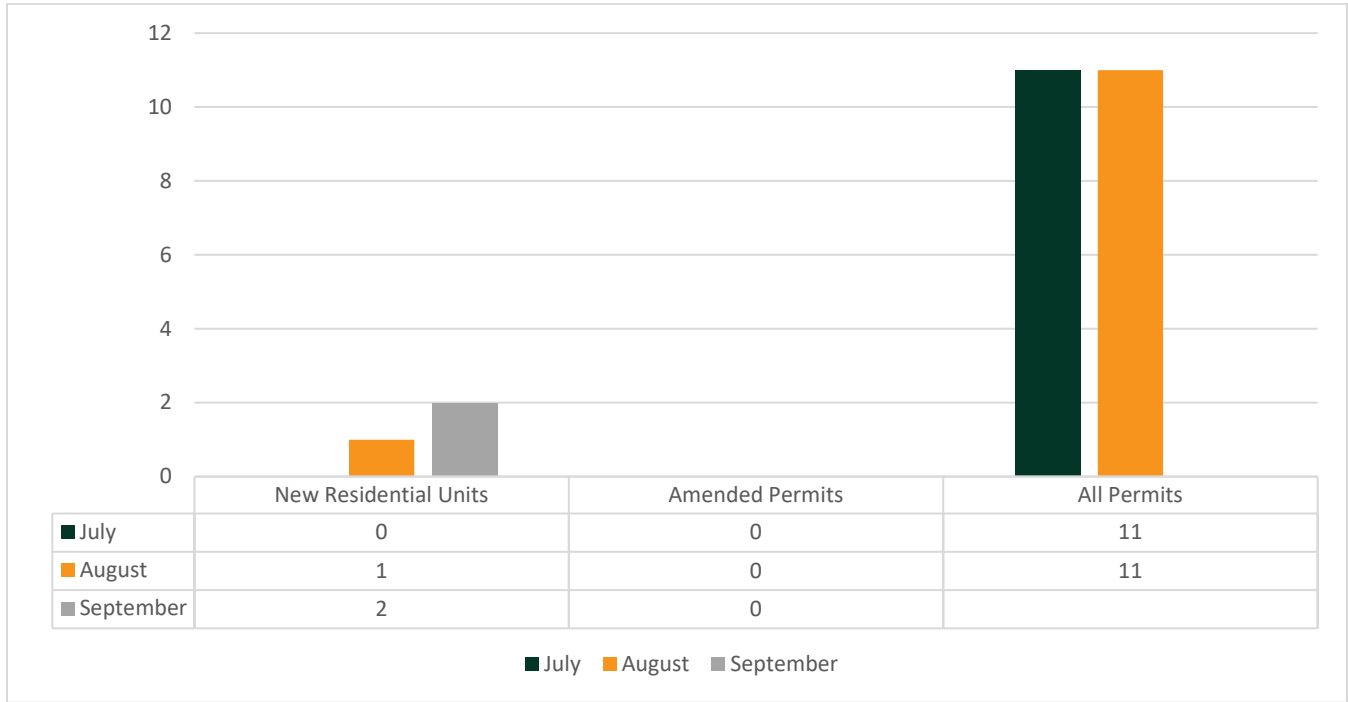


	Proposed Sales	Actual Sales	Free Tipping	Tipping
July	0	1	408	2256.44
August	3	0	368	2710.97
September	0	1	316	2020.31

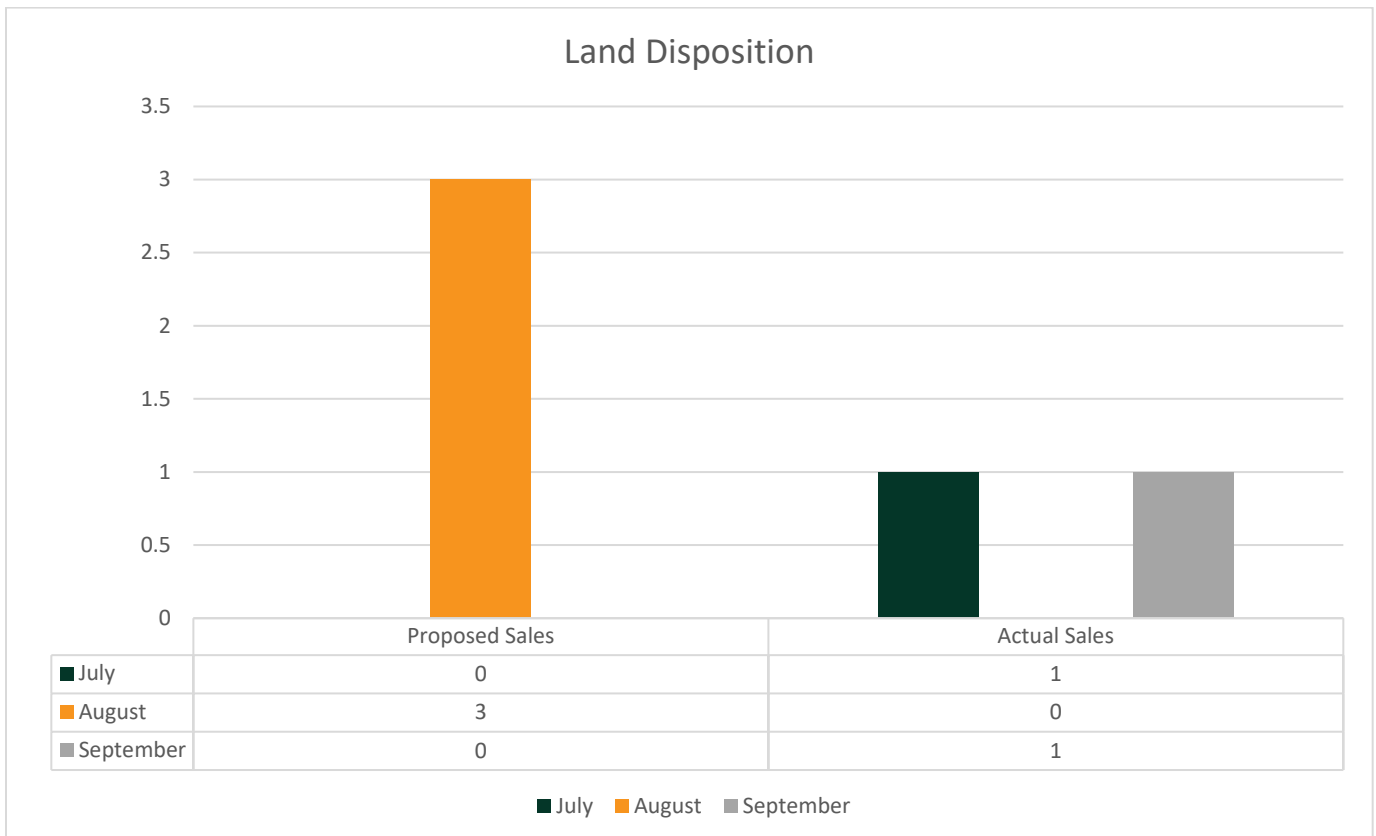
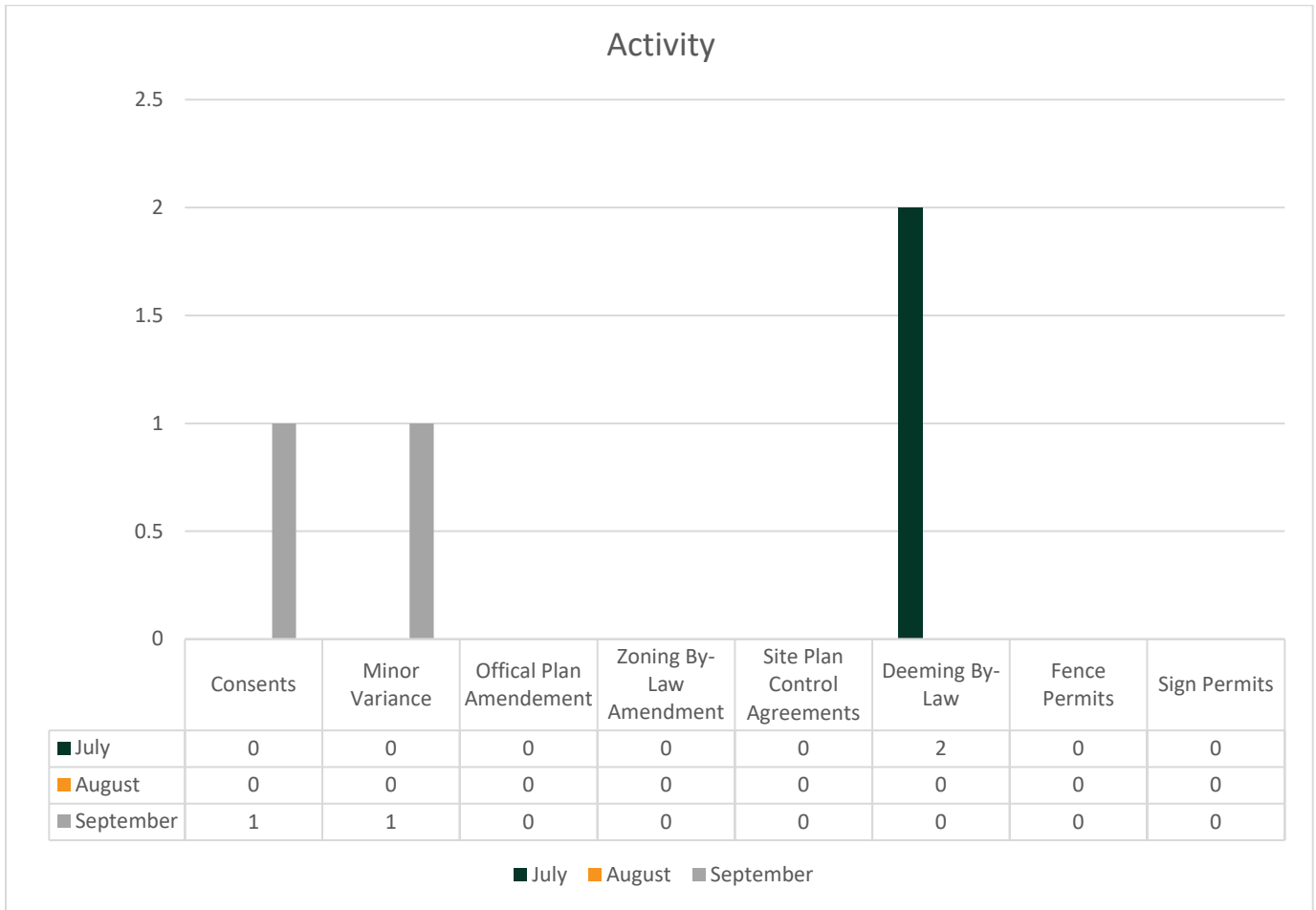
■ July ■ August ■ September

DEVELOPMENT SERVICES

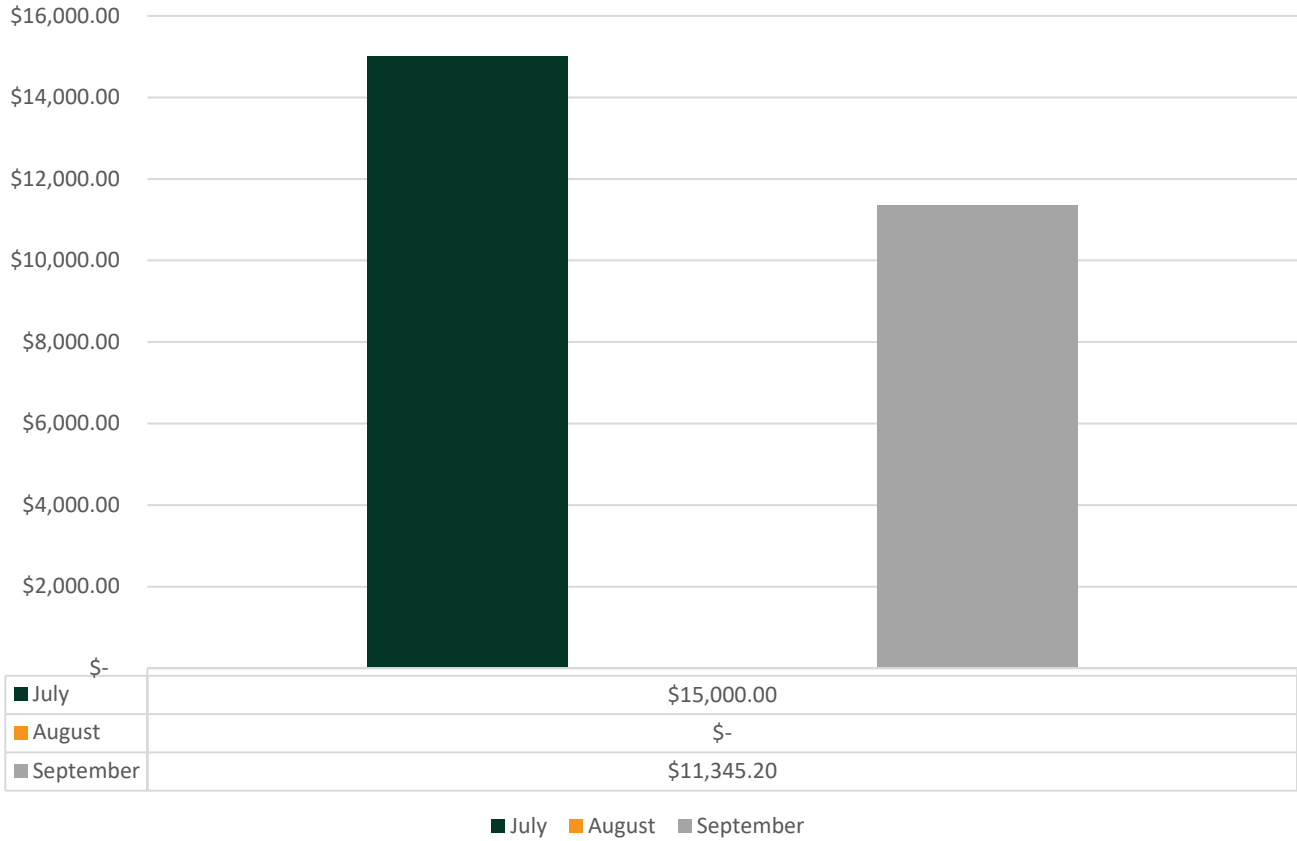
Building



Planning

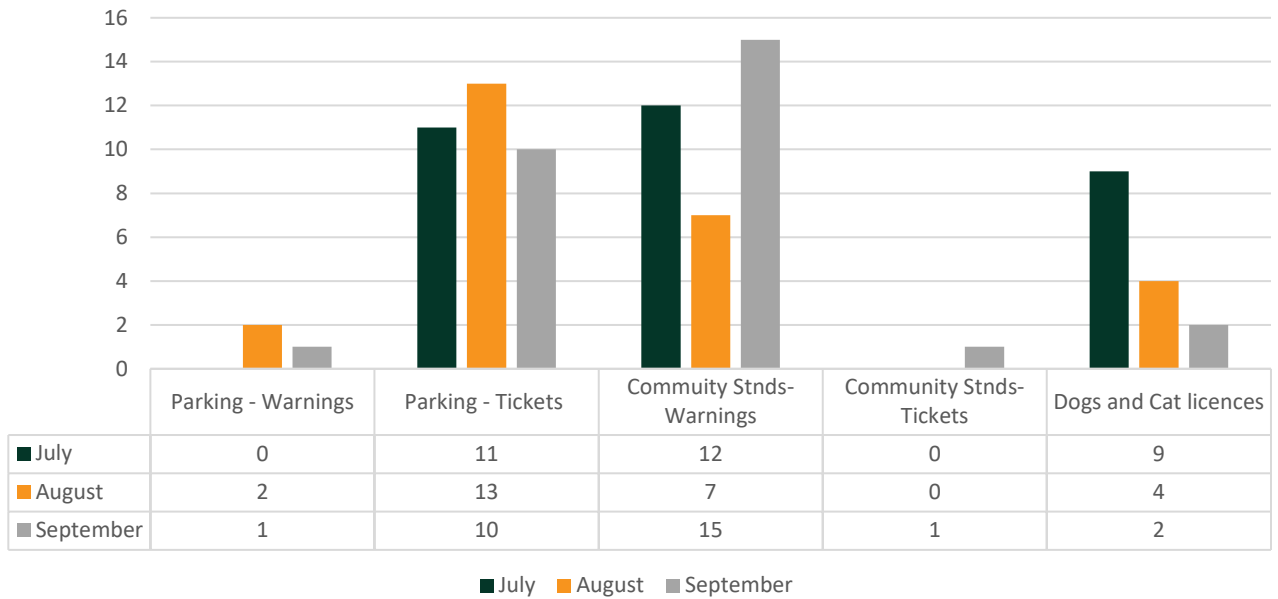


Land Transaction Revenue

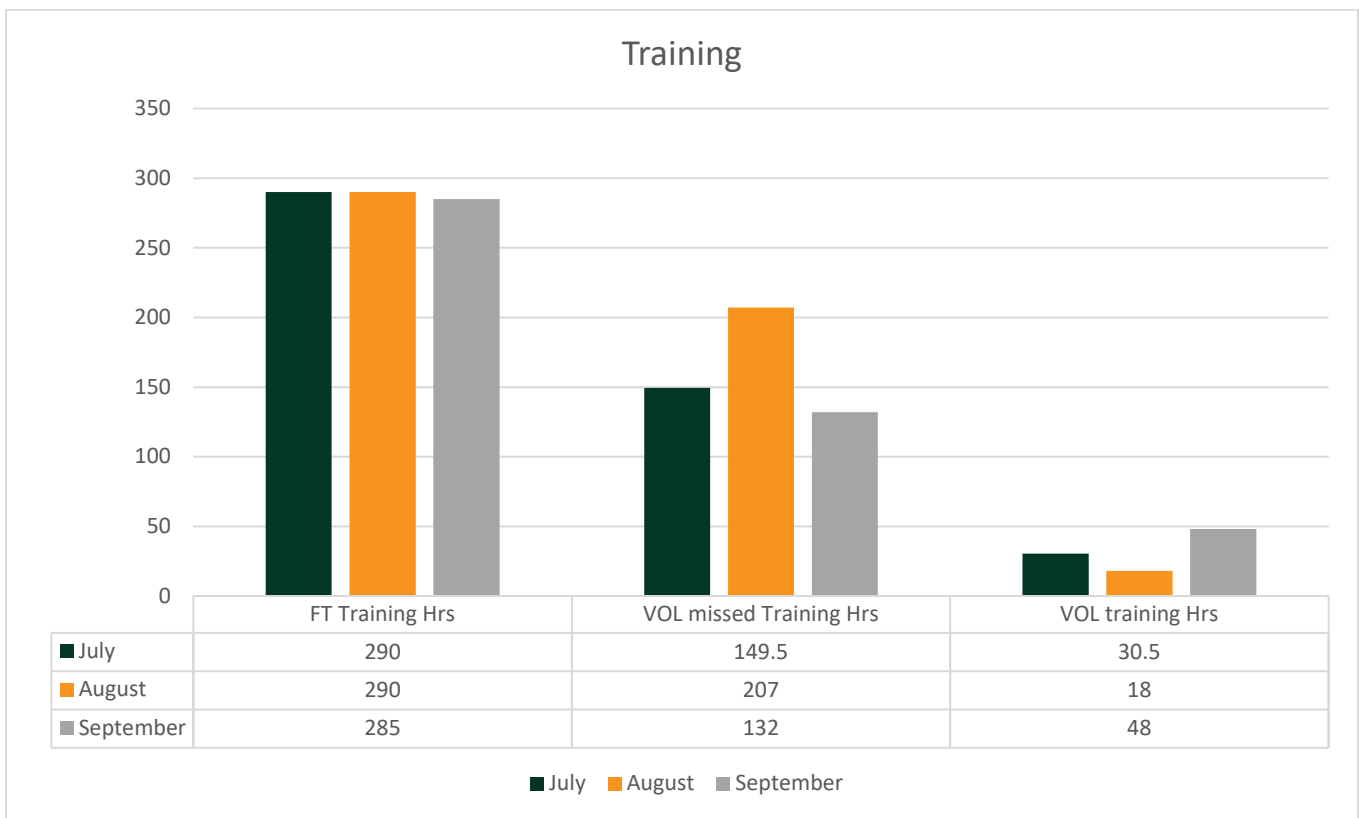
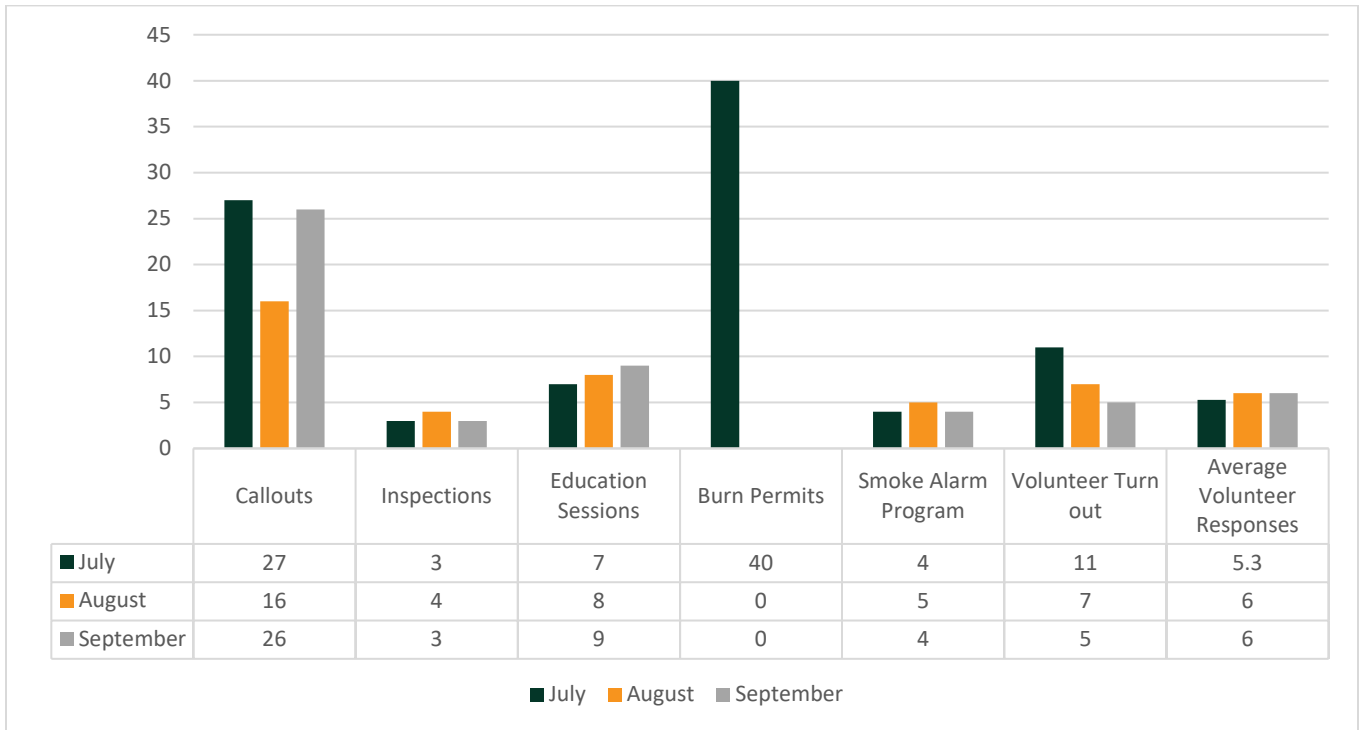


By-Law Enforcement

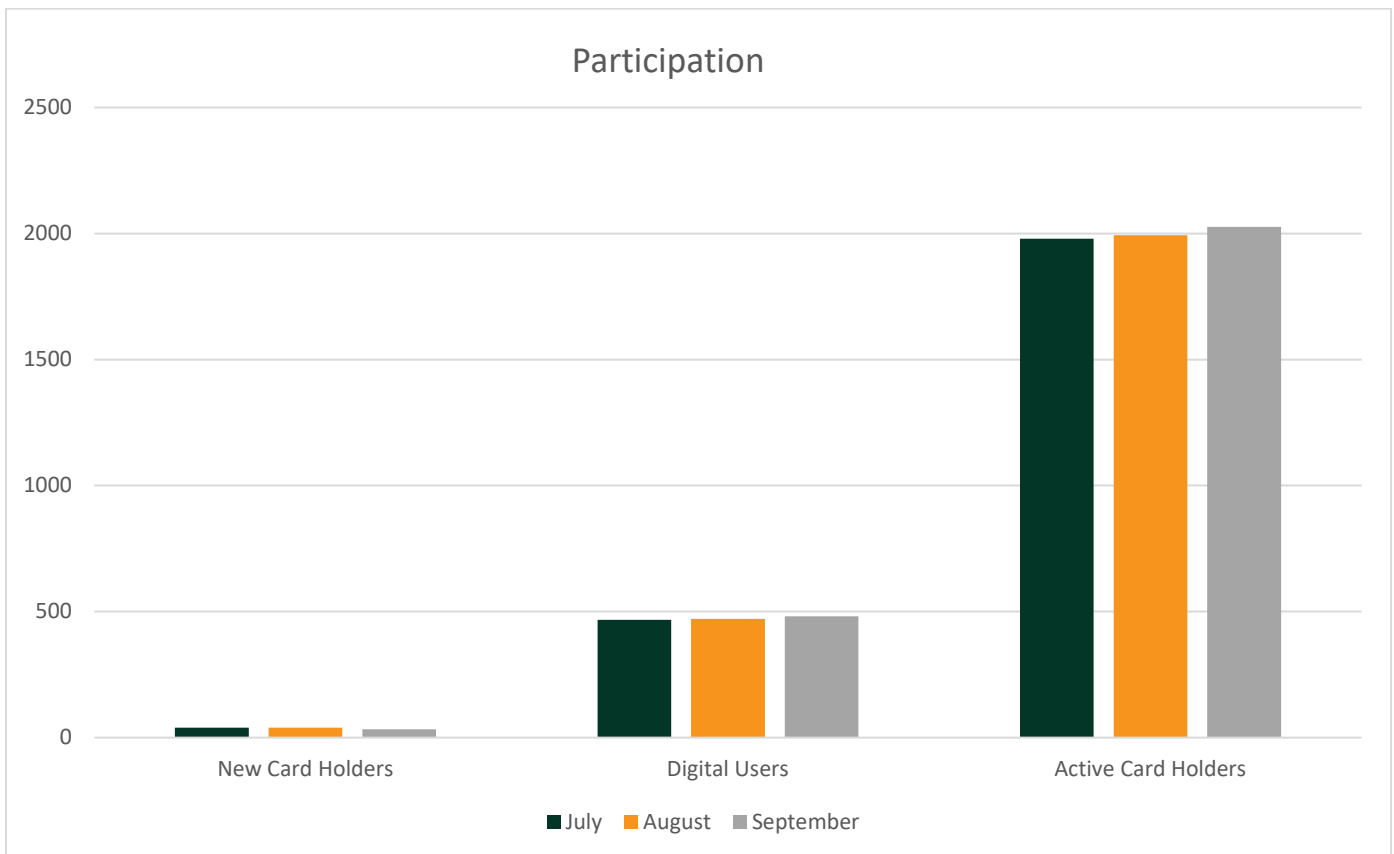
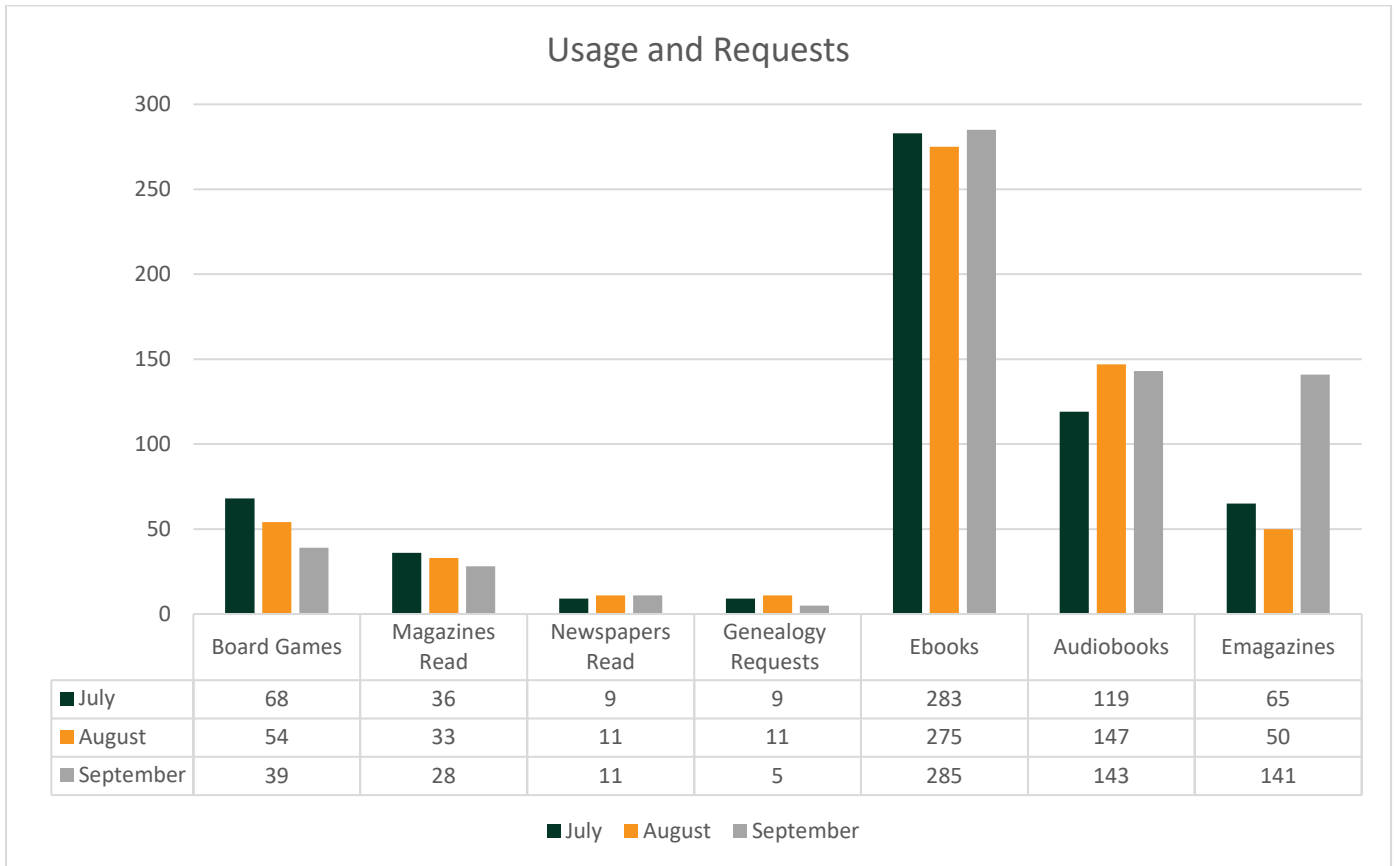
Enforcement



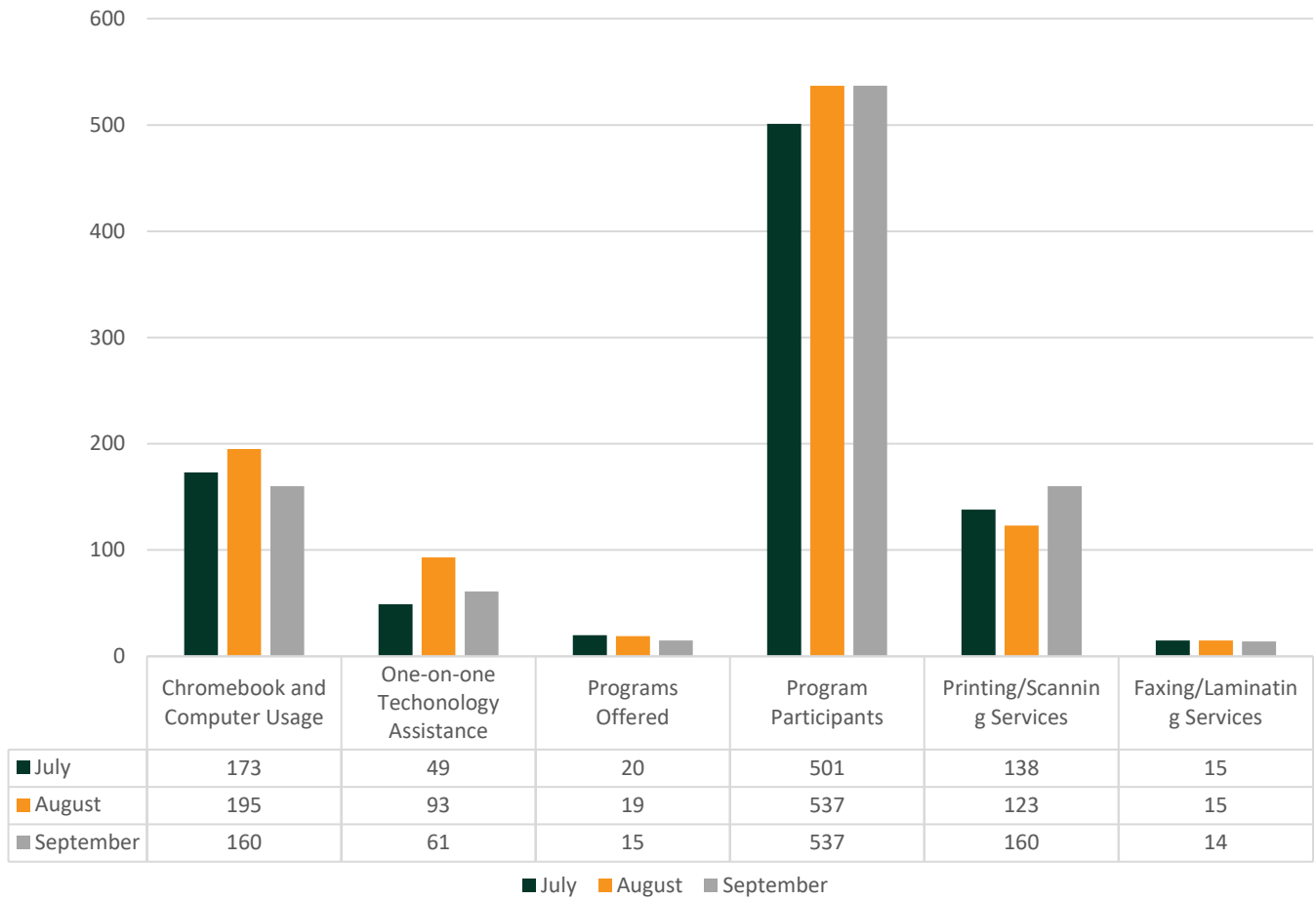
FIRE SERVICES



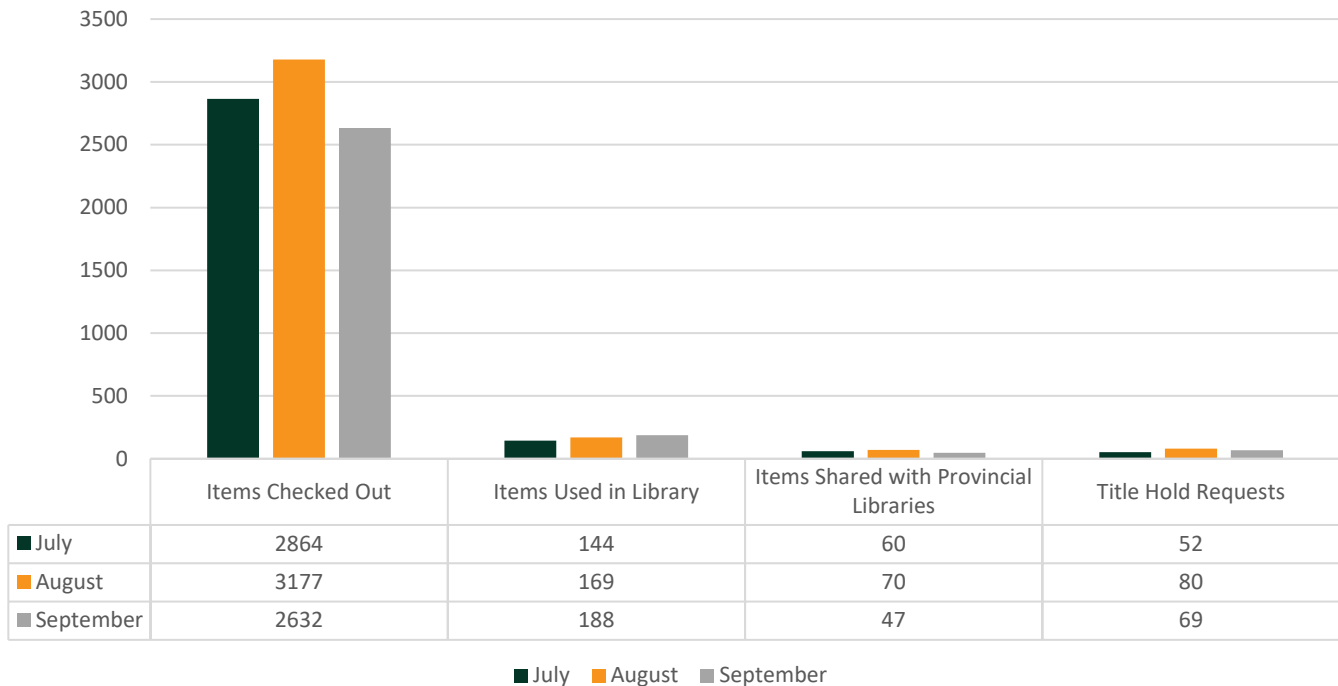
LIBRARY SERVICES



Service Usage

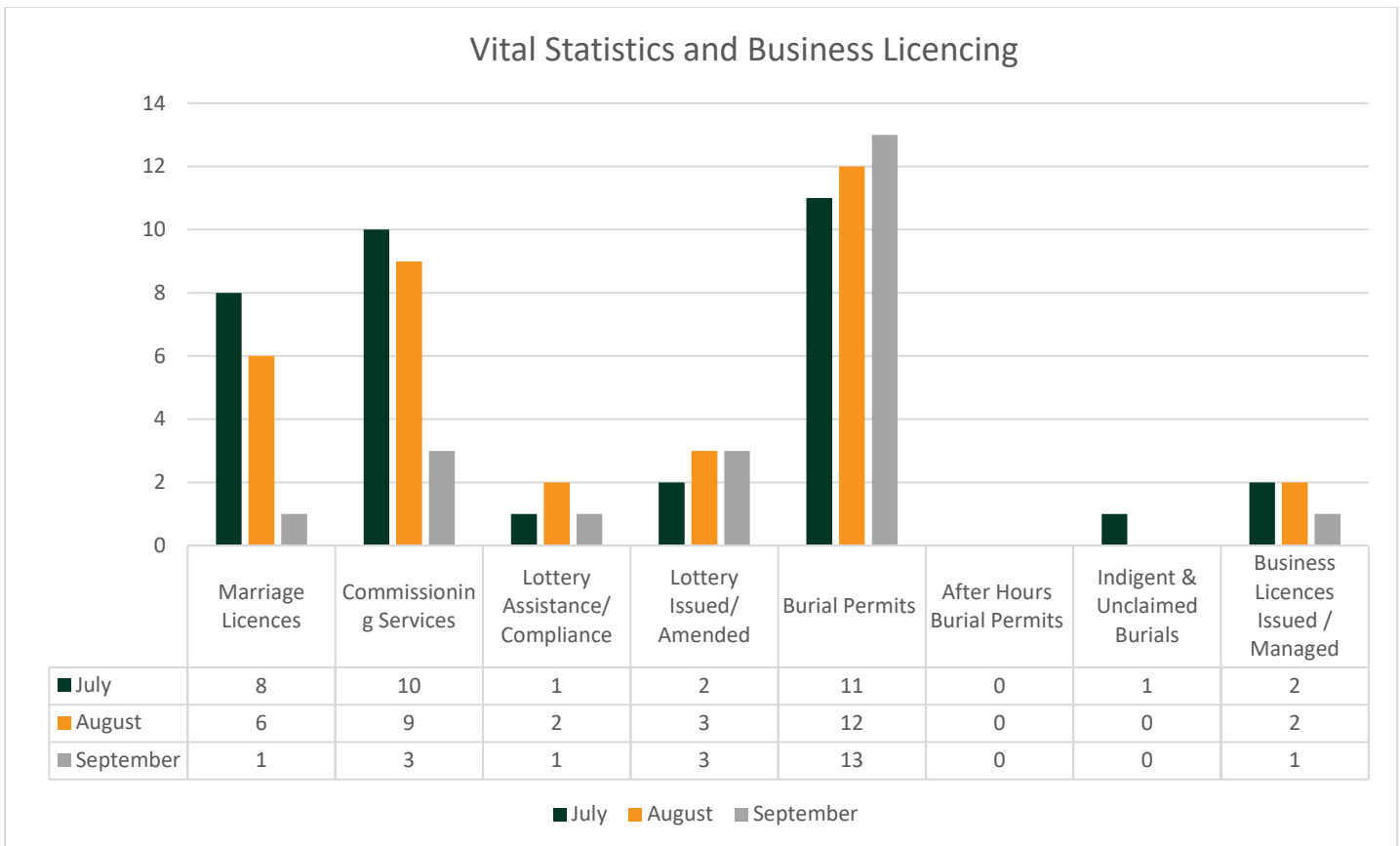
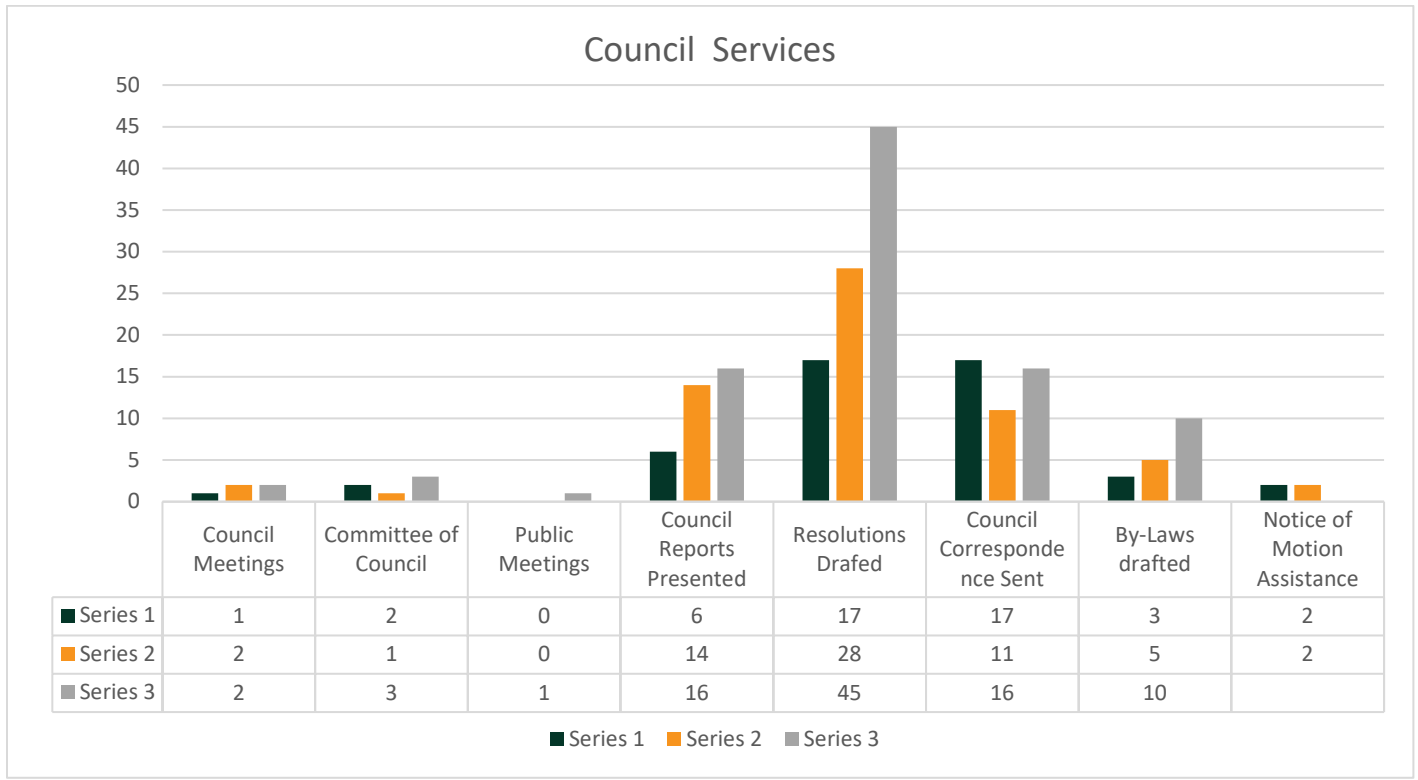


Physical Collection Usage and Interlibrary Services

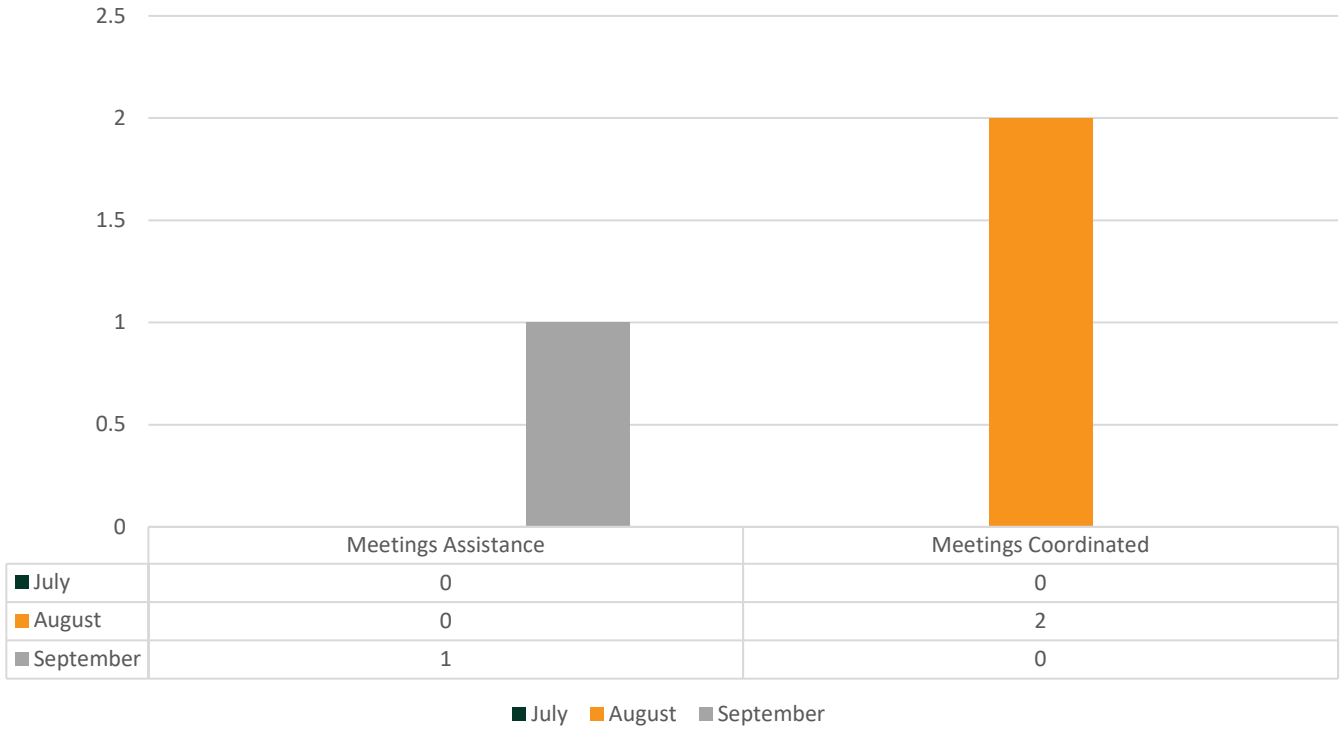


CORPORATE SERVICES

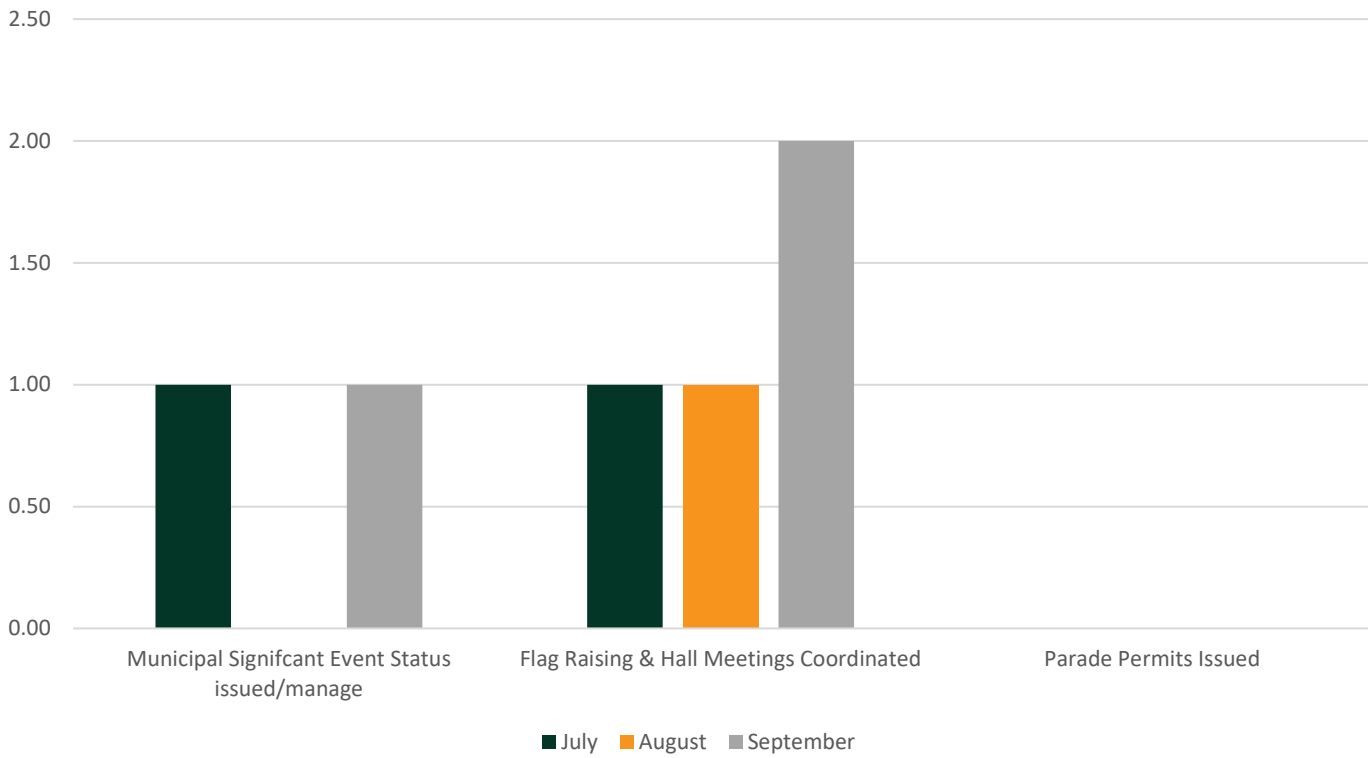
Clerk's Office



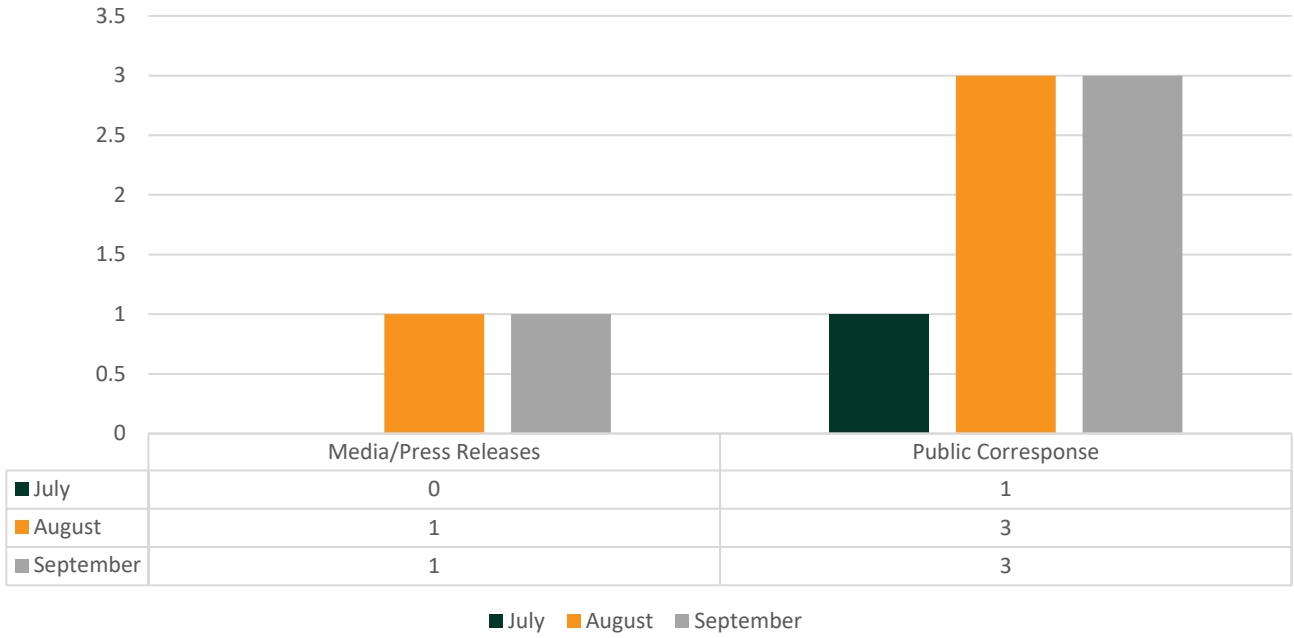
KL Police Services Board Secretarial Services



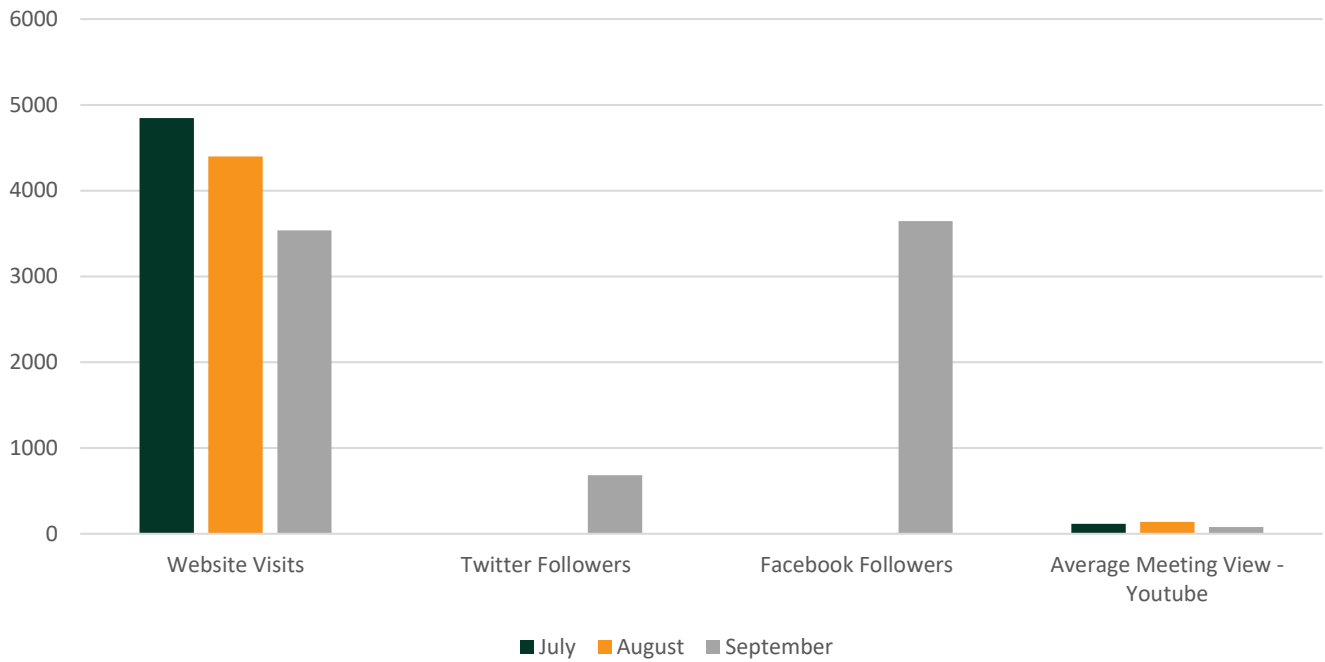
Public Events Coordination



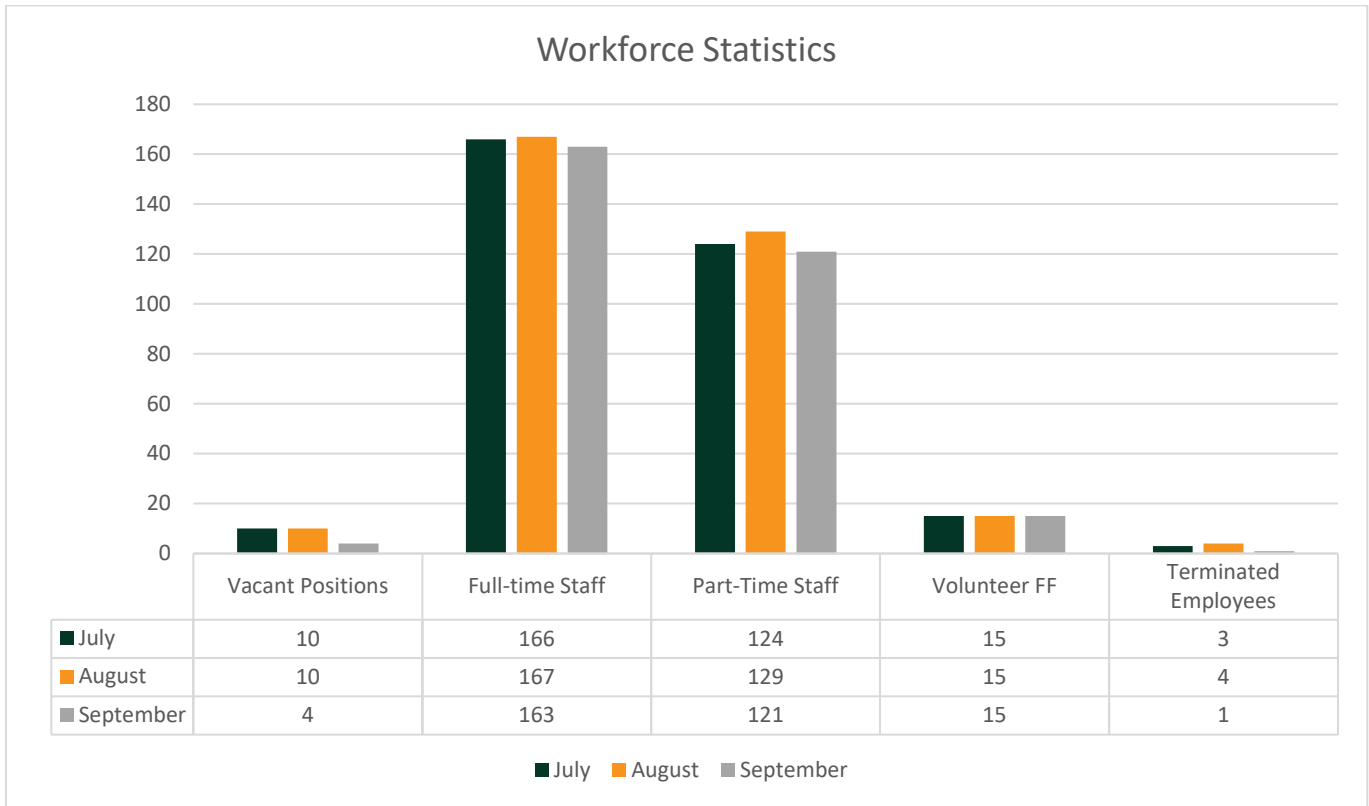
Corporate Communications



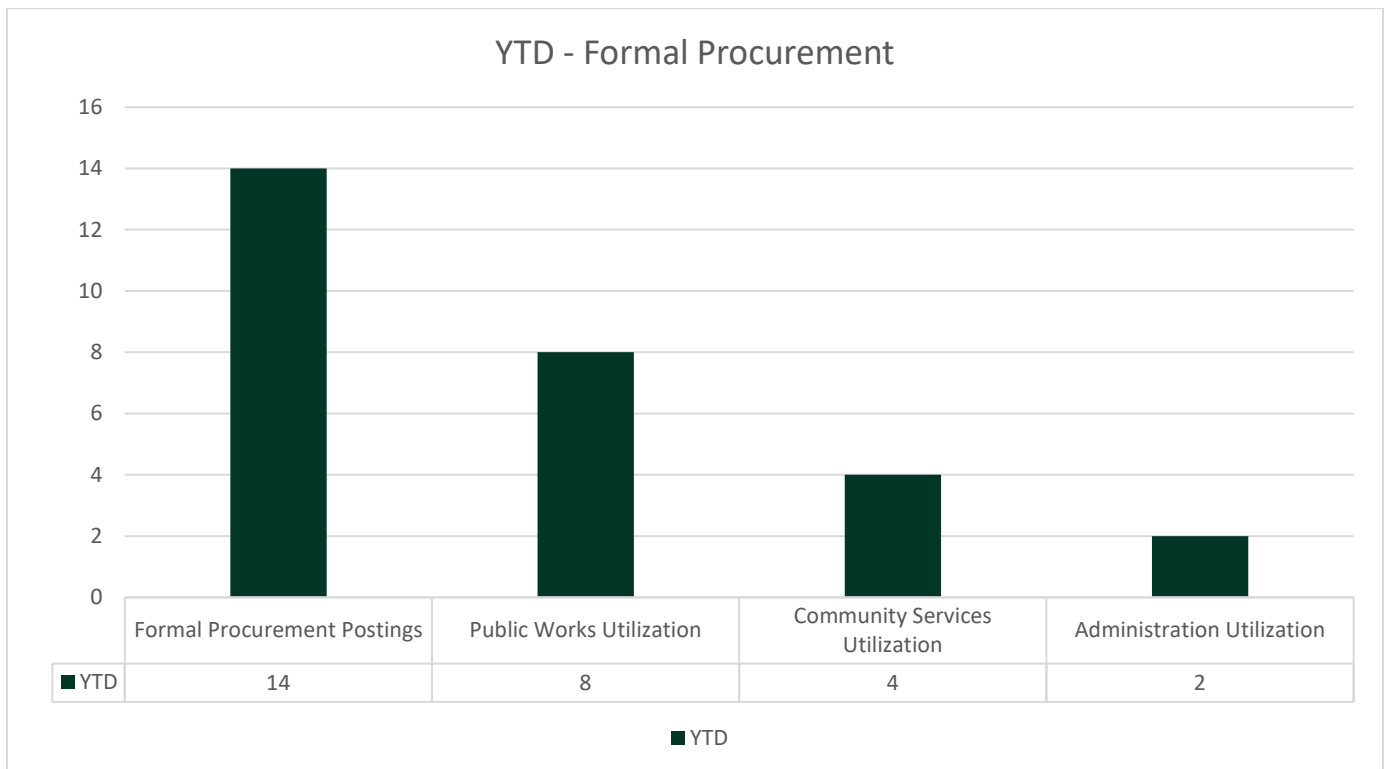
Public Engagement



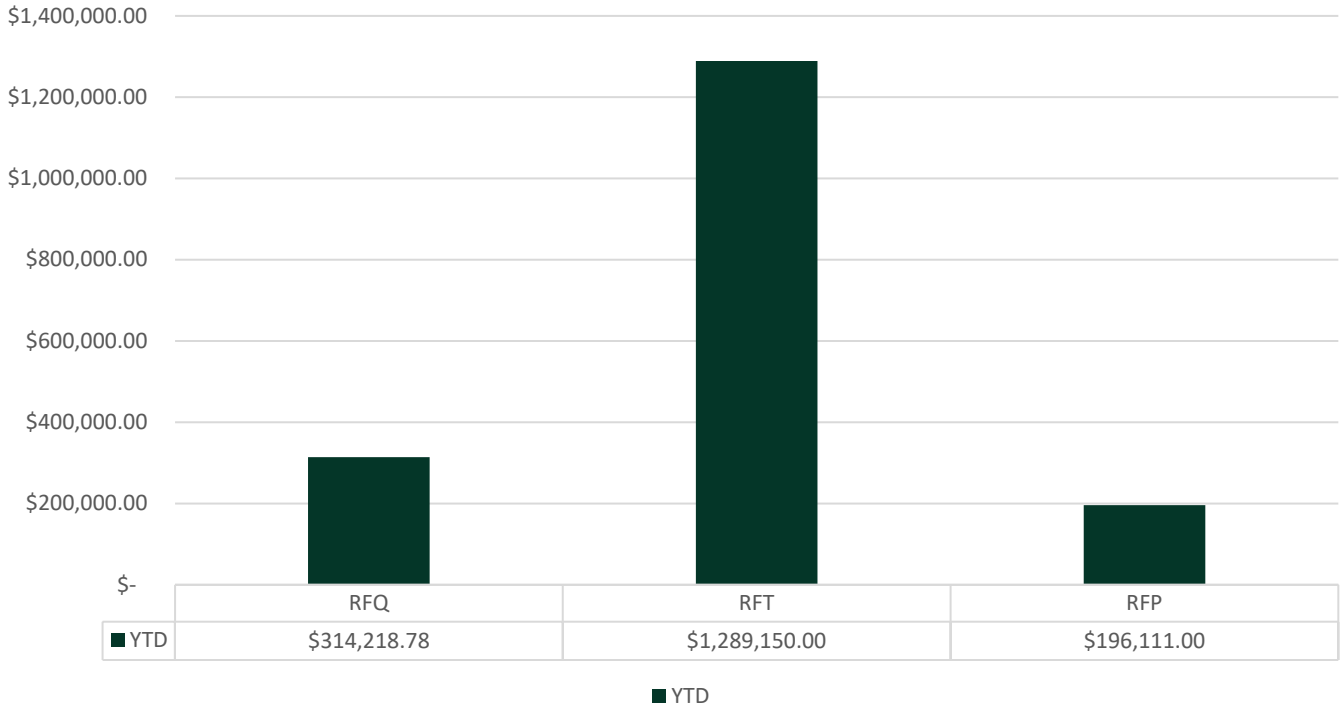
Human Resources



Procurement

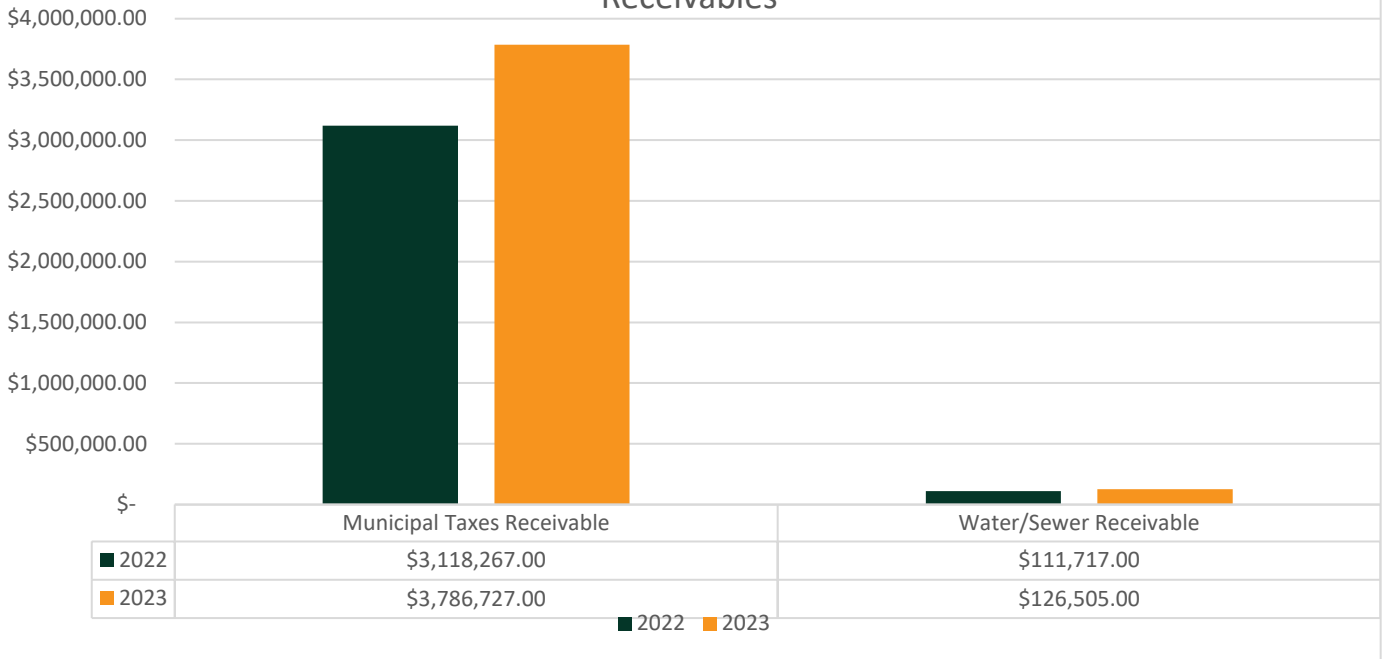


YTD - Formal Procurement Value

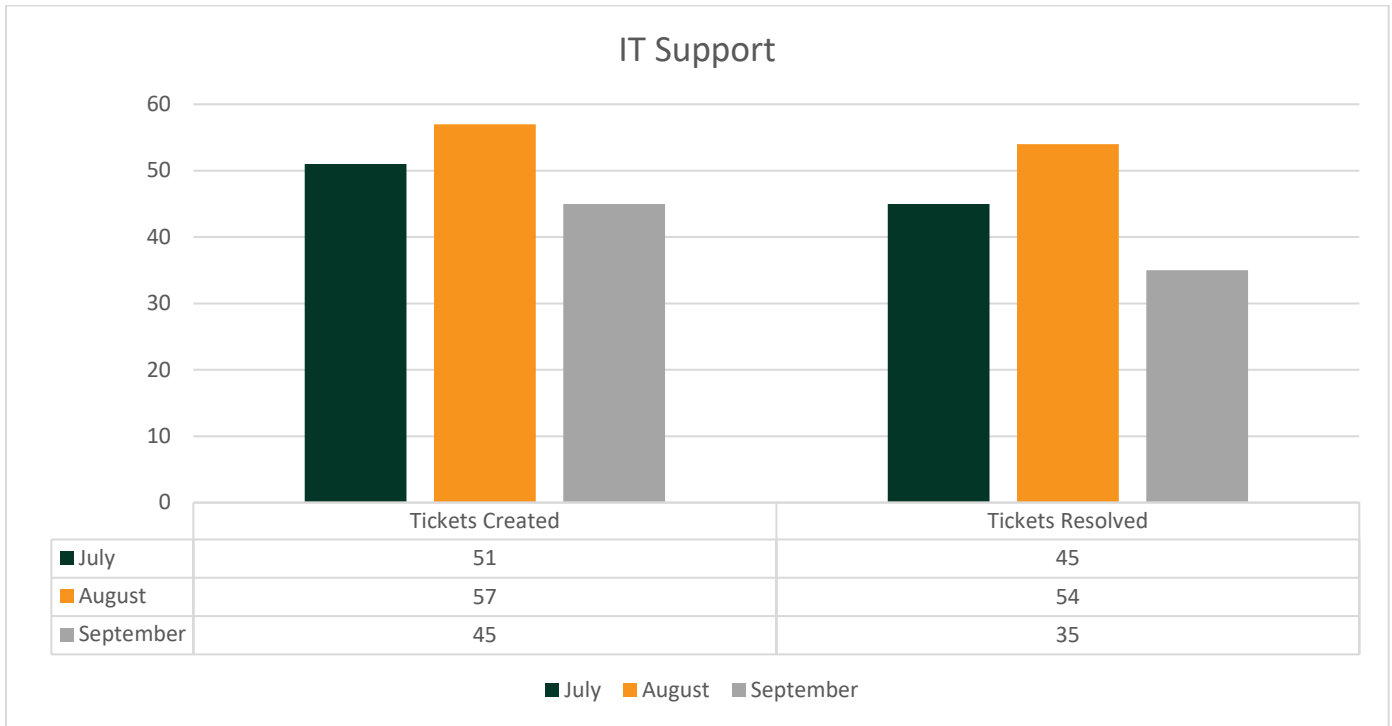


Treasury

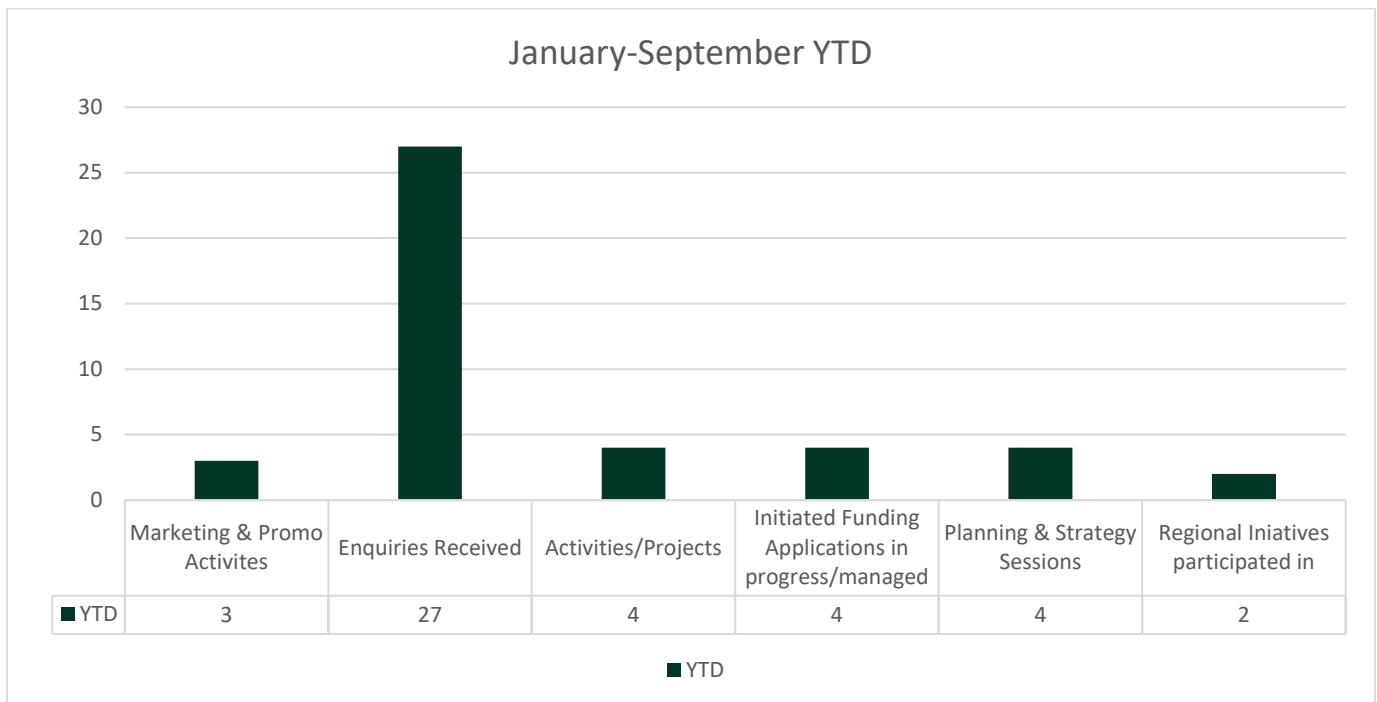
Receivables



Information Technology



ECONOMIC DEVELOPMENT



REPORT TO COUNCIL

Meeting Date: 21/11/2023	Report Number: 2023-PW-018
Presented by: Stephane Fortin	Department: Director of Public Works

REPORT TITLE

Winter Operations & Updated Winter Maintenance Manual

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-PW-018 entitled “**Winter Operations & Updated Winter Maintenance Manual**” be received;

AND FINALLY THAT Council adopt the Town of Kirkland Lake’s updated Winter Maintenance Manual.

INTRODUCTION

Winter 2022-2023 presented the winter maintenance crew with milder challenges than was experienced over the previous 2021-2022 winter season. The major challenge encountered over the 2022-2023 season was the lack of available third-party dump-trucks for snow removal, which greatly affected productivity.

The Winter Maintenance Manual has been reviewed and updated (Attachment 1).

DISCUSSION

Last year’s Report to Council 2022-PW-011 (Attachment 2) included the following main topics:

- Management of Snowpack Depth on Roads and Sidewalks
- Increasing Production of Snow Removal
- Winter Maintenance Manual

Over the 2022/2023 winter season, the Public Works Department started utilizing both Graders to continually shave down the snowpack layers on the roads.

It is important to keep the snowpack layer as thin as possible to avoid issues if the temperature suddenly rises above zero and softens the snowpack layer.

The winter maintenance crew was successful at keeping the snowpack layer thin this past winter and there was no need to 'scarify' the roads when temperatures started rising.

Fluctuations with the temperatures was not historically an issue, but over the past several years, we have seen freeze/thaw temperatures in the middle of winter.

Historically the snowpack thickness was not an issue until the spring, but recent years indicates the need to control the snowpack thickness year-round. Public Works will continue to use both graders to control the snowpack.

Increasing production of snow removal is possible, but not without the correct number of third-party dump trucks. Public Works is currently well equipped with blowers and loaders to potentially increase snow removal production; but the Department has not been able to retain the correct number of dump trucks.

Each blower requires 8 third-party triaxles, dump trucks, to match the production of the blower. The average number of triaxles the Department could get last winter was 5 or 6 trucks per day. This is not enough to reach the maximum production of one blower. Therefore, Public Works are currently unable to consider utilizing a second blower.

The annual review of the Town's Winter Maintenance Manual was conducted. Schedule 'G Maintained Sidewalks' was updated to recognize the new sidewalk installed this year on the SE Corner of Queen St and Wood St. Aside from minor edits and housekeeping items, there were no other changes.

OTHER ALTERNATIVES CONSIDERED

Consideration of Contracted Services for Town Roads

Contracting the winter maintenance on Town Roads has been considered, however, there are reasons why this is not a practical alternative. To begin with, such a move is contrary to the collective agreement in place and would most likely be challenged by the CUPE Local 26. Furthermore, local contractors are not equipped with the large snow blowers required with the accompanying fleet; and, likely would not provide "just in time" availability. Contracting only the plowing operations would lead to conflicts with Town personnel performing snow removal.

Consideration to Clearing Snow on Additional Sidewalks

The Town of Kirkland Lake has historically undertaken snow clearing on select sidewalks only, as listed in the Winter Maintenance Manual. The Public Works Department receives the occasional request from residents and businesses to clear other sidewalks that is not listed in the Winter Maintenance Manual. While clearing more sidewalks may be more convenient for some individuals, clearing more sidewalks will affect the overall cost of snow operations; and would hinder the department's ability to use the 'closed sidewalks/boulevards' as snow storage. Current staffing only just allows the Department

to function properly to meet the current requirements of our Winter Maintenance Manual. Increasing the scope of work would require additional staffing and would cause operational difficulties. It is not recommended to clear sidewalks that are not currently listed in the Winter Maintenance Manual.

Proper Classification of Road Sections

Consideration was given to reclassify the Town’s roads to potentially decrease the level of service. In 2021, the speed limit was changed from 60km/hr to 50km/hr from Hilltop Dr. to AL Wendy on Government Road and ‘speed radars’ were purchased to collect data on traffic counts. Data was collected over a short duration, and staff determined the average daily count of vehicles to be at approximately 6K/day. The results indicate Government Rd could be classified as ‘class 4’ but is currently ‘class 3’. Administration does not recommend reclassifying Kirkland’s roads as this would mean a lowering of services to the residents. Also, this lowering is not recommended as any growth in Kirkland Lake would likely increase the volume of traffic back to a ‘class 3’. This would expose the Town to liability if re-classification to a ‘class 4’ was chosen. For these reasons, Administration’s recommendation is to not reclassify Kirkland Lake’s roads.

TABLE
CLASSIFICATION OF HIGHWAYS

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91 - 100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

O. Reg. 366/18, s. 1 (5).

FINANCIAL CONSIDERATIONS

Consideration was made to potentially reduce the level of service, road reclassification, with a goal of lowering the overall cost of winter maintenance. Administration reviewed the data collected from this study and does not recommend lowering the level of service.

ALIGNMENT TO STRATEGIC PRIORITIES

Strategic Priorities: Efficiency; Transparency

Goals: Achieve Sustainable Operational Excellence; Provide Outstanding Service

Objectives: Find & Implement Efficiencies; Implement Sustainable Service Delivery

ACCESSIBILITY CONSIDERATIONS

Consideration was made to potentially reduce the level of service, road reclassification, which would directly affect accessibility. Recommendation is to not reduce the level of service and to maintain the existing levels.

CONCLUSION

Last winter, the Public Works Department implemented new strategies for the Town's winter operations. This resulted in the snowpack layer successfully kept thin over the winter months. The Department will continue with the new techniques and will continue to evaluate its efficiency.

The current level of service exceeds provincial guidelines based on road classification. Administration recommends continuing with existing service levels as a 'drop' in service level is not recommended.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

Road Supervisors, Executive Assistant – Public Works Department

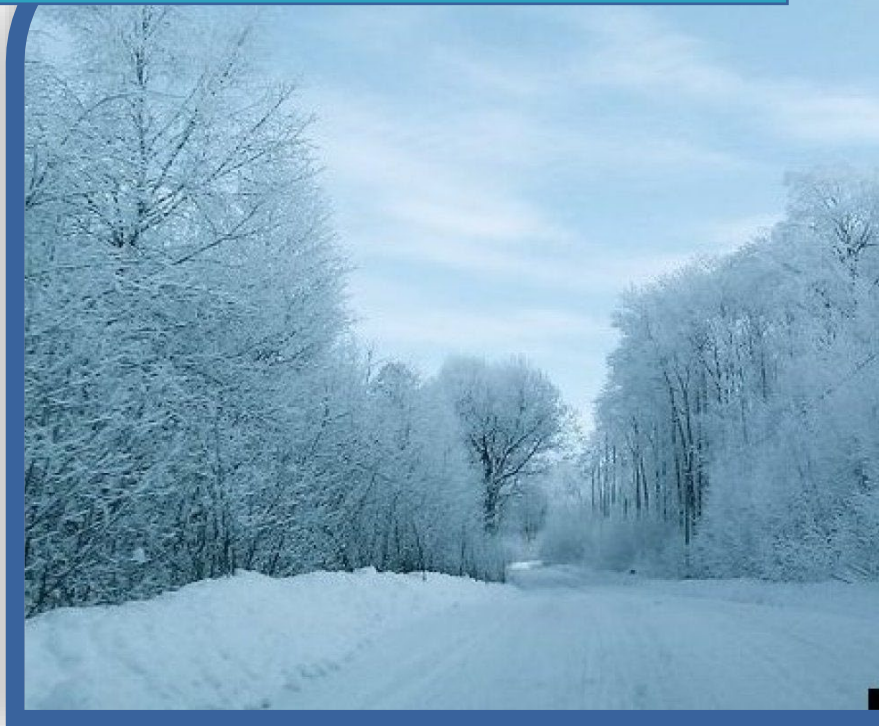
ATTACHMENTS

Attachment 1 – Winter Maintenance Manual (Nov 2023)

Attachment 2 – 2022-PW-011



Winter Maintenance Manual



Roads Division
Department of Physical Services

Updated: November 6, 2023

Purpose

The purpose of the Winter Maintenance Manual is to provide safe, reliable, efficient, and environmentally responsible winter maintenance service within the Town of Kirkland Lake, in accordance with its approved level of service and accepted standards determined by Council, as identified in this Manual.



Objective

The objective is to define a level of service that is to be maintained, along with procedures to be followed, to reduce the hazards resulting from winter snow and ice.

Winter maintenance standards establish levels of service for snow and ice control across the Town, for various classes and priorities of roadways and sidewalks, to ensure the safe and efficient movement of people, goods & services, throughout the community.

The winter maintenance procedures included in this document dictate the actions to be taken to maintain the above-noted standards. Understanding that ‘all’ of the winter control measures cannot be carried out on all roadways and sidewalks at the same time, the procedures must follow the priorities as defined by the priority classifications of the roadways and sidewalks.

Although impossible to eliminate the risk associated with winter storms, it is anticipated that by following the Winter Maintenance Plan, we can minimize the negative impacts of winter storms through a well-managed and consistent approach.

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Policy Statement

The Town of Kirkland Lake will coordinate winter road maintenance activities to comply with the Provincial Minimum Maintenance Standard O. Reg. 239/02 (along with accompanying updates).

It is the intention of the Municipality to provide practical, safe access to connecting highways, residences, businesses, and municipal facilities. Measures of salting, sanding, snow plowing, and snow removal will be determined, based on the type and severity of weather events. Operations may deviate from policy standards at the discretion of the Municipality, to address circumstances such as significant weather events.

It is the Municipality's policy to commence snow ploughing operations when there is accumulation of snow equal to or greater than 8 cm, and to apply salt and/or sand on slippery road surfaces, when required.

The Roads Supervisor, or designate, is responsible for the timely dispatch of Municipal operators; and communication with assigned contractors to confirm dispatch of winter maintenance operators (when applicable).

The outlined policy is intended to serve as the normal operating procedures for winter maintenance. Circumstances which may interfere with the implementation of this policy are as follows:

- Emergencies and safety hazards
- Equipment breakdown
- Snow accumulation more than 2.5 cm per hour
- Freezing rain or other ice conditions
- Traffic congestion
- On-street Parking
- Personnel illness

The Town of Kirkland Lake is committed to continuous improvement of all its operations. This plan will be reviewed and updated on an annual basis.

Road Classifications

On November 1, 2002, Ontario Regulation 239/02 came into effect. An amendment was made this past May (O. Reg. 366/18). This Provincial regulation sets out Maintenance Standards for Municipal Highways.

As stipulated under this Regulation, the levels of service for each road vary according to their classification. There are six classes established by the Ministry of Transportation: Class 1 being the highest level of service and Class 6 being the lowest. The standards classify roads based on Average Annual Daily Traffic (AADT) and on the posted or statutory Speed Limit.

Classification of Highways

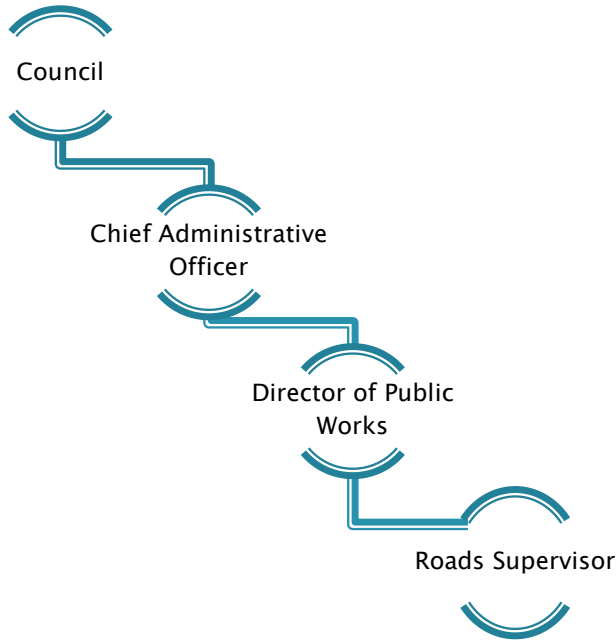
AADT	91-100 km/h	81-90 km/h	71-80 km/h	61-70 km/h	51-60 km/h	41-50 km/h	1-40 km/h
53K +	1	1	1	1	1	1	1
23K - 52,999	1	1	1	2	2	2	2
15K - 22,999	1	1	2	2	2	3	3
12K - 14,999	1	1	2	2	2	3	3
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5K - 5,999	1	2	2	3	3	4	4
4K - 4,999	1	2	3	3	3	4	4
3K - 3,999	1	2	3	3	3	4	4
2K - 2,999	1	2	3	3	4	5	5
1K - 1,999	1	3	3	3	4	5	5
500 - 900	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

MTO, O Reg. 366/18

The Town of Kirkland Lake only has Class 3, 4 and 5 roads within its jurisdiction. These are identified in Schedule "A" attached.

Corporate Organization Chart

The Roads Supervisor reports directly to the Manager of Operations & Engineering, as per the chart below.



It is the Roads Supervisor’s responsibility to implement the Winter Maintenance Manual, as adopted by Council. The operating procedures required to implement the Plan, are at the discretion of the Roads Supervisor. Should the Director of Public Works, the Chief Administrative Officer or Council request something above and beyond the level of standard imposed in the Winter Maintenance Manual, it shall be requested in writing and recorded in Town records.

Maintenance Standards

Patrolling

Patrolling is to be done by the Roads Supervisor or designate.

The standard for the frequency of patrolling of roadways to check conditions is provincially mandated, and set out in the following table:

Class of Highway	Frequency
3	Once in 7 days
4	Once in 14 days
5	Once in 30 days

If weather monitoring indicates that there is a substantial probability of snow accumulation or ice formation, the standard for patrolling roadways is to be completed at the Roads Supervisor's discretion.

Weather Monitoring

Weather monitoring is to be done by the Roads Supervisor or designate.

Weather monitoring can be done by either reviewing various reputable weather forecasting websites or by patrolling roads to check conditions, or any combination thereof.

From October 1 to May 30, the provincial standard is to monitor the weather, both current and forecasted to occur in the next 24 hours, three times per calendar day.

Level of Service for Roadways

Snow Accumulation

The minimum standard for addressing snow accumulation is,

- (1) After becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the “Snow Accumulation Table” in this section, to deploy the resources as soon as practicable to address the snow accumulation; and
- (2) After the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the “Snow Accumulation Table” within the time set out in the “Snow Accumulation Table”.

The depth of snow accumulation on a roadway is determined by the Roads Supervisor or designate.

The depth of snow accumulation on a roadway may be determined by performing an actual measurement, monitoring weather, or performing a visual estimate.

Addressing snow accumulation on a roadway includes, but is not limited to:

- Plowing the roadway.
- Snow removal.
- Salting the roadway.
- Applying abrasive materials to the roadway; or
- Any combination of the methods described above.

Note: This section does not apply to that portion of the roadway designated for parking, sidewalks or used by a municipality for snow storage.

The following table summarizes the level of winter maintenance service that the Town of Kirkland Lake will provide:

Snow Accumulation Table

Class of Highway	Depth	Time
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

There are three beats that are used to effectively plow the snow in Kirkland Lake. They are identified on Schedule “B”. These beats are scheduled when there is 8 cm or more of snow.

When anticipating less than 8 cm, the Number. 1 beat for the grader will tackle the class 3 highways and the downtown core. This beat is identified on Schedule “B”.

Ice Formation on Roadways

The minimum standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

- Monitor the weather.
- Patrol.
- If the municipality determines, because of monitoring the weather and patrolling, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in the table below, starting from the time the municipality determines is the appropriate time to deploy resources for that purpose.

Ice Formation Prevention Table

Class of Highway	Time
3	16 hrs
4	24 hrs
5	24 hrs

The standard for treating icy roadways is to treat the roadway within the time set out on the table below. For this section, treating a roadway means applying material to the roadway, including, but not limited to salt, and a combination of salt and sand.

Treatment of Icy Roadways Table

Class of Highway	Time
3	8 hrs.
4	12 hrs.
5	16 hrs.

Salting routes are attached as Schedule “C” to this Manual. When necessary, the Roads Supervisor will implement the salting of this route. Salting should not take place unless it is warmer than -8 degrees Celsius and intends to stay mild for the remainder of the day.

Sanding routes are attached as Schedule “D” to this Manual. Sanding is completed at the Roads Supervisor’s discretion.

Snow Pull (Lifting and Hauling)

Removal of snow will take place on streets taking into consideration public safety, snow storage capability, emergency access routes, street parking requirements, vehicle and pedestrian traffic volumes and parking lot

capacity. The minimum standard for roadway width is 5.0 meters for Class 4 and Class 5 roads.

Snow pulls are identified on Schedule “E”. Snow removal can occur at any point, at the Roads Supervisor’s discretion, and when the width of the roadway is compromised.

Snow pulls are to be advertised on the radio and online (website and social media) prior to commencing the work.

Scarifying

Scarifying is an operation reserved as a last resort when the snowpack accumulation is thicker than expected and when warm weather is encountered. Scarifying utilizes a grader and will completely remove the snowpack on the roads. There are no set standards as to when scarifying occurs. Scarifying is to be completed on an “as needed” basis, subject to the discretion of the Roads Supervisor and Manager of Operations.

Scarifying is to be advertised on the radio and online (website and social media) prior to commencing the work.

Significant Weather Events

Where appropriate, the Municipality may declare a “significant weather event” related to snow accumulation or icy roadways by way of advertising on the radio and online (website, social media, etc.). The declaration of the end of the significant weather event occurs when the Municipality determines it is appropriate to do so; and once the municipality has addressed the snow accumulation or ice on roadways, in accordance with the tables above.

It is acknowledged that conditions may occur which temporarily prevent achieving the levels of service as detailed in this document. In such cases, attempts will be made to keep roadways as clear as possible by utilizing all maintenance equipment and maximum efficiency.

Winter operations will continue until the prescribed level of service is achieved where conditions permit. Should conditions not permit

accomplishment of the prescribed level of service, operations shall continue as required to maintain as good a driving condition as possible.

Procedures

While conducting Winter Maintenance Operations, the Department of Physical Services will follow the Provincial Standards, under the Highway Traffic Act for Health and Safety and Traffic Control.

Roads

The Municipality is divided into beats. The attached maps identify how the beats are organized. The objective, during a storm, is to keep traffic moving in a safe and efficient manner. Therefore, depending on the storm conditions, it may be necessary to plow lower Class roadways several times before other roadways are plowed.

Winter control procedures are initiated by the Roads Supervisor, or designate, as weather and road conditions demand. Monitoring of weather forecasts, patrol reports and other information, as may be available, may allow preparation for winter control operations to be initiated prior to the beginning of an actual event.

During and upon completion of the winter control roadway operations, a daily record is maintained and updated, indicating the roadway winter maintenance activities that were carried out. Daily record templates have been established and are to be kept for a period of seven (7) years. The templates are attached as Schedule “F”.

Sidewalks

The Town has sidewalk allocated on various road classifications. Not all the sidewalks in the Town of Kirkland Lake receive snow control services. The sidewalks identified on Schedule “G” are serviced in a manner like street plowing, according to a priority system. Plowed/sanded sidewalks are along heavily travelled pedestrian routes along main and arterial streets, including school and bus routes, in front of public buildings, including the hospital and churches, and in the business areas.

Once sidewalk beats are plowed/sanded, the Roads Supervisor or designate will conduct repetitive monitoring and sanding of the entire sidewalk beats during the period until the next snowfall.

Sidewalks are plowed only after the snow accumulation exceeds 8 cm. The standard is to have all maintained sidewalks completed within 48 hours of the snow accumulation ending. The minimum sidewalk width must be no less than 1 meter.

Sanding must take place on all sidewalks within 48 hours of being made aware of the sidewalk becoming icy, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated.

No person shall deposit snow or ice from private property on the sidewalk or the roadway of any highway. Any person found guilty of this offence is liable to a fine, as per our Snow By-law 22-062.

Where appropriate, the Municipality may declare a “significant weather event” related to snow accumulation on sidewalks and/or icy sidewalks by way of advertising on the radio and online (website, social media, etc.). The declaration of the end of the significant weather event occurs when the Municipality determines it is appropriate to do so; and once the municipality has addressed the snow accumulation on sidewalks and/or icy sidewalks.

It is acknowledged that conditions may occur which temporarily prevent achieving the levels of service as detailed in this document. In such cases, attempts will be made to keep roadways as clear as possible by utilizing all maintenance equipment and maximum efficiency.

Winter operations will continue until the prescribed level of service is achieved where conditions permit. Should conditions not permit accomplishment of the prescribed level of service, operations shall continue as required to maintain as good a driving service as possible.

Municipal Parking Lots

Municipal parking lots are to be plowed and sanded at the same time as plowing. These are to be completed as part of the normal beats, and not a return call.

Additional sand/salt applications may be required and are at the discretion of the Maintenance Managers and/or Roads Supervisor on an “as needed” basis.

The Roads Supervisor will be responsible for obtaining/supplying the sand and salt mix and have appropriate storage facilities.

Snow piling shall be done in an orderly fashion in designated areas, when specified, to minimize the impact on available parking spaces and to ensure meltwater will not adversely affect the lot, public sidewalks, or roadways. The entrances must be left unobstructed, and snow shall not be piled in the areas designated for accessible parking use or near walkways.

Snow removal/hauling will be carried out on an “as required” basis.

The locations of all municipal parking lots are identified on Schedule “H” to this Manual.

Special Areas

School Crossing Guard Locations: Snow removal and sanding at school crossings is completed at select crossings.

Canada Post Community Mailboxes: Snow removal around Canada Post Community Mailboxes is the responsibility of Canada Post and is not a service provided by the Town of Kirkland Lake.

Variable Weather Conditions

During extraordinary snow and ice events, additional personnel and/or contractors and equipment may be utilized to supplement operations. During periods of extended continuous snowfall or freezing rain, operations may be focused on primary transportation routes and emergency service delivery locations and may be performed on a limited scale.

Snow and ice control operations should be conducted when weather conditions do not endanger the safety of employees or equipment, and operations are effective. Factors that may delay operations include severe cold, significant winds, limited visibility, and rapid accumulation of snow and/or ice.

Staff will utilize weather forecasting information to predict and pro-actively respond to winter storm events, as per the Provincial Maintenance Standards.

Winter Preparation

Sand Boxes

Sand boxes are placed in random locations throughout the Town for use on public or private property in late fall. Staff inspects the level of sand in the boxes on a regular basis. They are removed in the spring.

Locations of sand boxes are identified on Schedule “T”.

Responsibilities of Residents

Providing information to the public is a vital part of winter maintenance services. Residents need to know how they can help facilitate snow clearing and what to expect in terms of a response to winter storms. Information will be advertised periodically throughout the winter control season advising residents of the Town’s winter control activities and requirements. This notification will inform the public of normal winter control activities and, in effect, list what residents should be aware of to help the Roads Division efficiently maintain their roadways and sidewalks.

Snowplow Safety

- Be patient and keep a safe distance (30m) behind working snow plows. If you cannot see the mirrors of a snow plow, the operator cannot see you. Snow plows often travel slowly because they are removing snow, spreading sand/salt to roadways.
- Keep in mind that snowplows are wider than the average vehicle with large blades that extend a meter or more ahead and into the neighboring lane.
- Do not drive beside snow plows as you risk collision. Snow plows sometimes shift sideways when they are plowing packed snow or drifts.

- Move aside. Snow plows often drive along the centerline of a roadway to remove snow. If you approach a snow plow from the opposite direction, shift right if conditions allow you to, to ensure there is enough space for them to pass you safely.
- Beware of reduced visibility. Even at reduced plowing speeds, a small amount of snow forms a cloud in the wake of a snow plow that severely restricts a driver's visibility, making passing extremely dangerous.
- Do not pass between snow plows in tandem. On multi-lane roads snow plows often work in tandem. Passing or weaving between these plows is dangerous.
- Watch for snow plows on sunny days. Snow plows and removal equipment must be out for several hours after a storm clearing shoulders and cutting back snow banks.

Garbage and Recycling Bins

It is important for residents to follow Waste Management staff's directions regarding the placement of garbage and recycling bins, especially during the winter months.

Garbage and recycling bins do pose challenges for winter maintenance and snow removal. Residents are to locate their garbage and recycling bins as close to the road as possible, in their own driveway. Should the property not have a driveway, a cleared path on the boulevard is acceptable. The property owner is responsible for the maintenance of this cleared path.

In order to effectively clear snow, residents should remove garbage and recycling bins from the boulevard/driveway as soon as possible after collection has been completed.

Should there be any questions regarding the placement of garbage and recycling bins, please contact the Waste Management Division at 705-567-9365.

Managing Complaints and Requests for Services

During snow and ice control operations, numerous inquiries, complaints, and requests for service are received by the Department of Physical Services. The Roads Division will take measures to keep clerical staff informed and updated regarding snow and ice removal operations (i.e., schedules and breakdowns)

The Department of Physical Services shall answer questions and concerns from citizens and record pertinent information related to the inquiry in an activity request tracking system. If the caller requires action, the staff member who took the call shall notify appropriate personnel of inquiries, complaints, and requests based on the following:

- Safety issues affecting the public or Town staff shall be forwarded immediately to the Supervisor.
- Non-safety-related issues shall be forwarded to the appropriate personnel in a timely manner.
- Property damage shall be recorded and turned over to the Roads Supervisor through normal channels.

Activity requests are tracked to ensure each inquiry is dealt with in a effective and timely manner.

All plow beats have been determined based on criteria and availability of resources. Any requests for additional plow beats must be a decision of Council.

Repairing Property Damage

Winter maintenance activities may cause property damage even under the best of circumstances and the exercise of due diligence on the part of the plow operators. The major types of damage are to improvements in the road right-of-way which extends beyond the property line. The intent of this right-of-way is to provide room for snow storage, utilities, sidewalks, and other Town uses. The Town is responsible for the repair of any plow damage to the roadway or grass boulevards.

The Town will replace/repair sod damaged by its snowplow during snow removal if reported to the Roads Division by June 1st following the winter season the damage took place. Other damage within the public right-of-way is the responsibility of the property owner, including but not limited to: trees, shrubs, bushes, landscaping materials, decorative rock, retaining walls, lawn/landscaping irrigation systems. The Town does not repair/replace sod damaged due to the application of sand or salt, or other de-icing chemicals.

By-law Enforcement

The Town's By-law Enforcement branch will be patrolling the streets and enforcing By-laws, including the Winter Parking By-law and the Snow By-law. These are both attached as Schedule "K" and Schedule "L".

Parking By-law: Residents shall refrain from parking on boulevards and sidewalks, as presented in the Town's Parking By-law. Parking on boulevards and sidewalks at any point of the day inhibits staff from being able to implement this Winter Maintenance Plan.

Winter Parking By-law: On-street winter parking restrictions come into play on November 1 to April 15 of each calendar year. This is to expedite and effectively maintain the streets. If vehicles are parked on street when snow removal is being completed, vehicles can be ticketed and/or towed at the owner's expense. Please govern yourself accordingly.

Snow By-law: Each resident is responsible for dealing with their own snow. Snow from a resident's property cannot be moved to someone else's property or onto municipal property. When By-law Enforcement first notices non-compliance, they will provide a written warning. On second notice of non-compliance, they will be charged under the By-law. Any further acts of non-compliance may be subject to towing.

Anyone who contravenes these By-laws is subject to a fine under the Provincial Offences Act.

Frequently Asked Questions

My residential street still has not been plowed, why is it taking so long?

During a snow fall, the Town plows its roadways in accordance with priorities and Provincial Standards. The priority during a snowfall is to ensure all main arterial and collector roads are clear. This means that plows may not be able to immediately clear local residential and less travelled roads. Residential and less-travelled roads are generally cleared after 8-10 cm of snow accumulation and completed within 24 hours of the end of a snowfall.

Why does the snow plow fill in the end of my driveway?

Snow plows clear streets from the center of the street to the curb – sometimes leaving snow across private driveways. This cannot be efficiently prevented and it must be understood that the boulevard area is designed for snow storage from the traveled portion of the roadway.

Why does the snow plow come down my street twice during the same snowfall?

When snow continues to fall over a long period, snow plows may have to clear streets more than once. They do a first pass to open up the street and make it passable to traffic, and then go back to clean-up and bring the street to a satisfactory condition.

Why does the Town plow in the middle of the night?

Depending on how much snow falls, the Town may have to plow overnight. Not only is this a safe and more efficient manner, as there is little road traffic and no cars parked on the streets, but it also ensures that the roads are ready in the morning for our residents.

Why are the snow plows and sanders out on the street when it's not snowing?

Residents may see Town crews out when it's not snowing. We proactively treat the roads during expected weather conditions. In other cases, plows are sent out to address areas of concern that may have

hills/curves. With safety in mind, it is the best interest of the Town and the public to have these areas treated to prevent ice formation.

Is there a number I can call if my street hasn't been plowed?

Residents who live on a local street or on a rural road are asked to wait 24 hours before calling to inquire about plowing operations. Depending on the severity of the storm and the location, plows may not reach your street for 24 hours. Please be patient.

Will anything be done about the high snowbanks along my street?

The Town will work to cut down the snowbanks along major arterial and collector roadways. This will occur when the banks cause sight line issues and snow storage becomes a concern.

How can I help?

Residents can assist the Town in the winter by doing a few things to assist in snow clearing operations:

- Avoid parking on streets to allow plows to do their work.
- When shoveling or plowing snow from your driveway, don't throw it on the street or into public sidewalks. Pile snow on your own property.
- Place garbage containers and blue boxes on a cleared area at the end of your driveway or near the curb. Do not place containers on top of snowbanks, on sidewalks or on roads.
- Be mindful of your neighbors. Do not pile snow so the Town will push it away from your entrance and fill your neighbor's entrance.

Schedules

Schedule “A” – Classification of Roads

Schedule “B” – Snow Plowing & Grader Beats

Schedule “C” – Salting Routes

Schedule “D” – Sanding Routes

Schedule “E” – Snow Pulls

Schedule “F” – Daily Recordings Templates

Schedule “G” – Maintained Sidewalks

Schedule “H” – Location of Municipal Parking Lots

Schedule “I” – Location of Sand Boxes

Schedule “J” – O. Reg. 239/02 – Minimum Maintenance Standards for Municipal Highways

Schedule “K” – Winter Parking By-law

Schedule “L” – Snow By-law

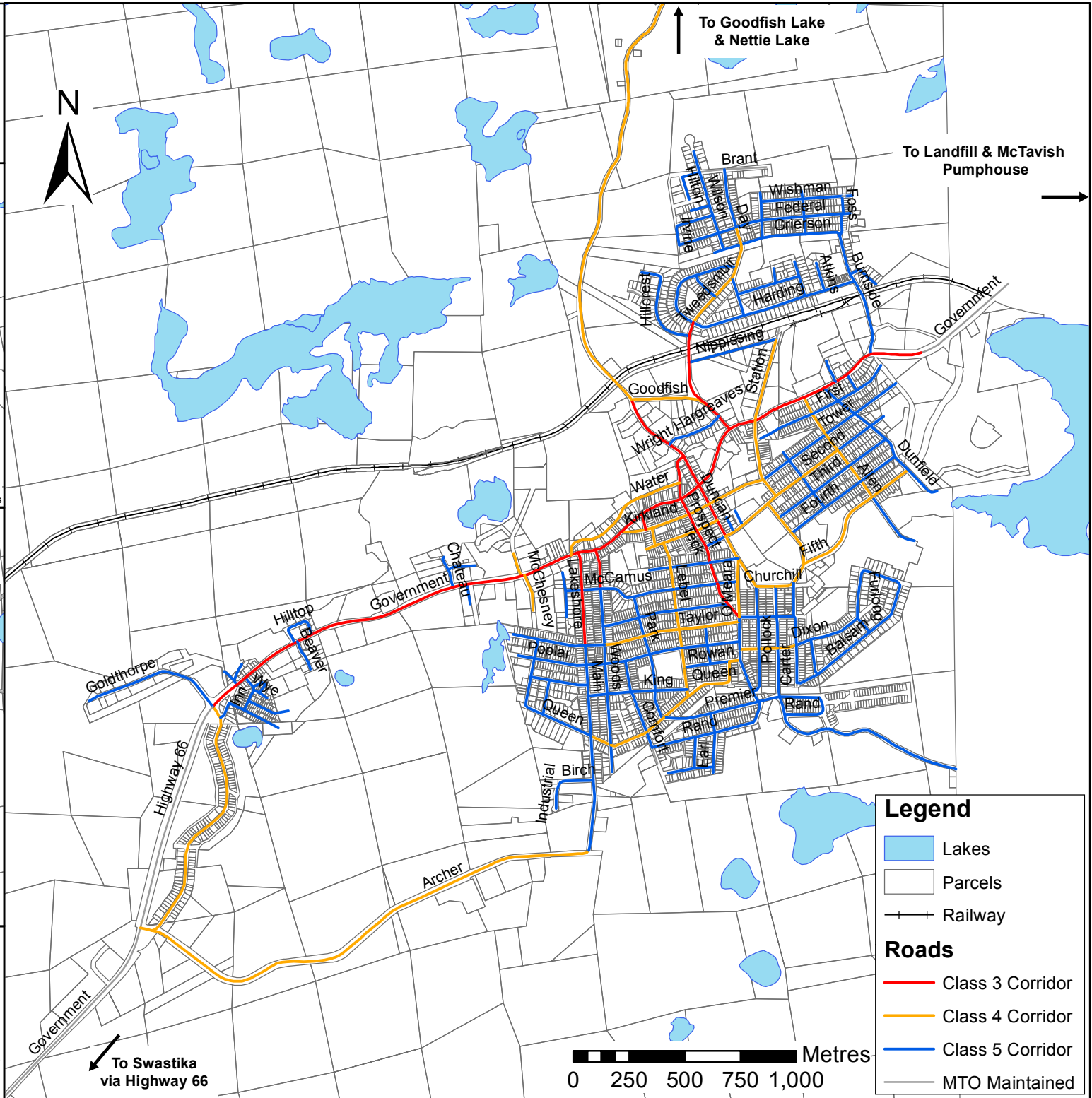
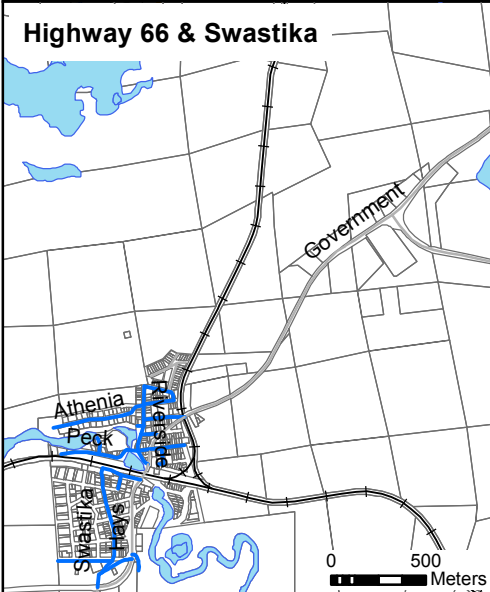
Schedule “A”
Classification of Roads

Roads Division Road Classifications

Goodfish & Nettie



Highway 66 & Swastika



Legend

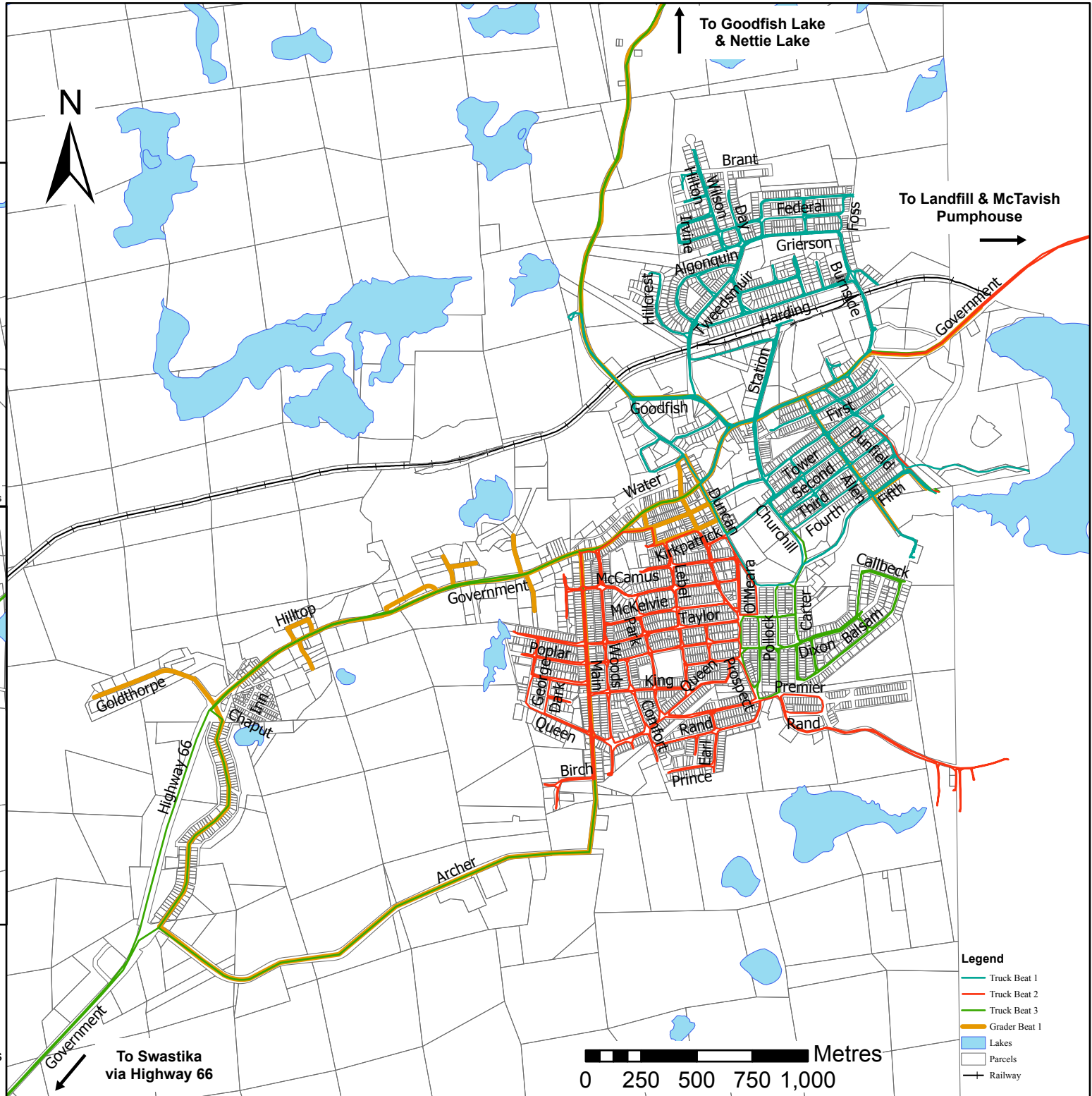
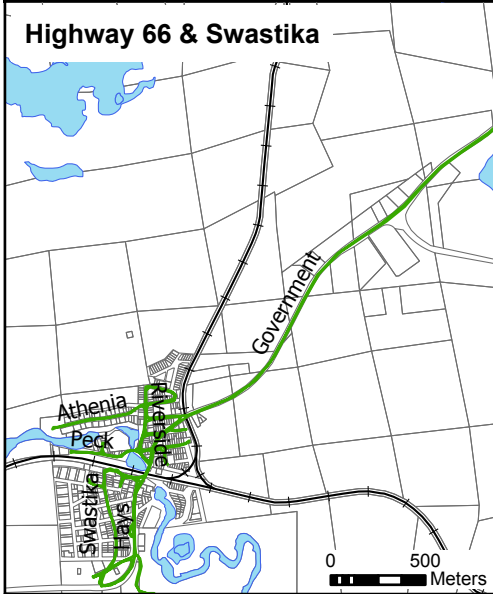
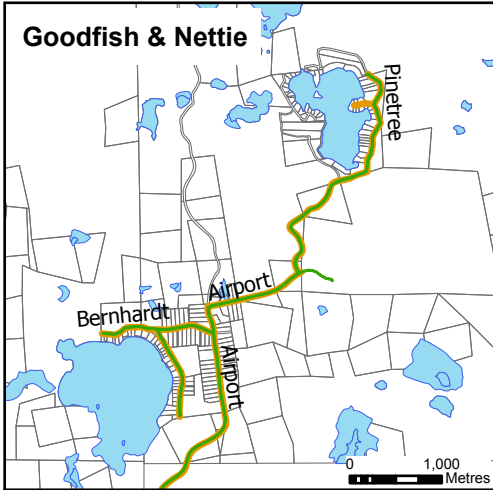
- Lakes
- Parcels
- Railway

Roads

- Class 3 Corridor
- Class 4 Corridor
- Class 5 Corridor
- MTO Maintained

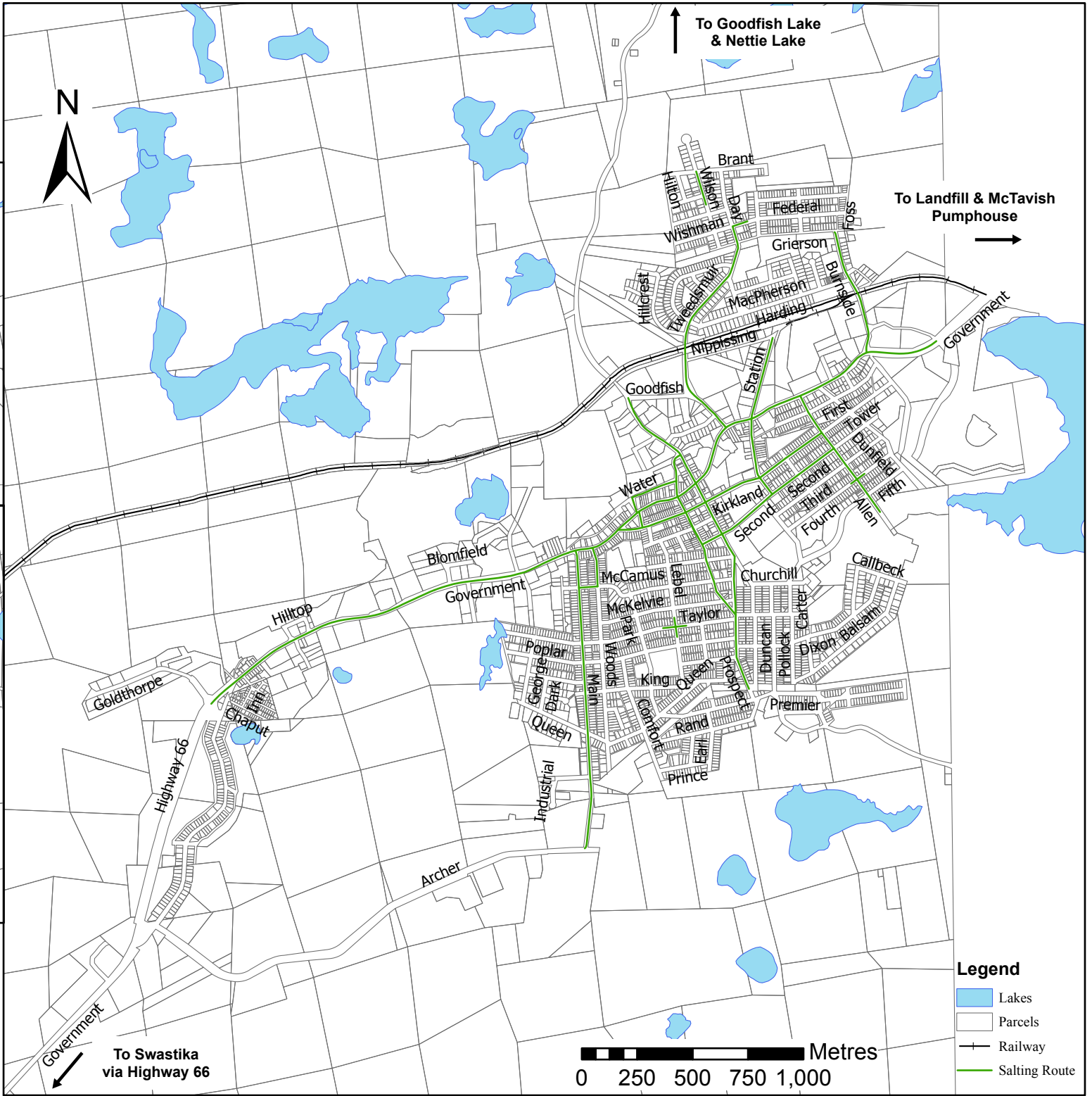
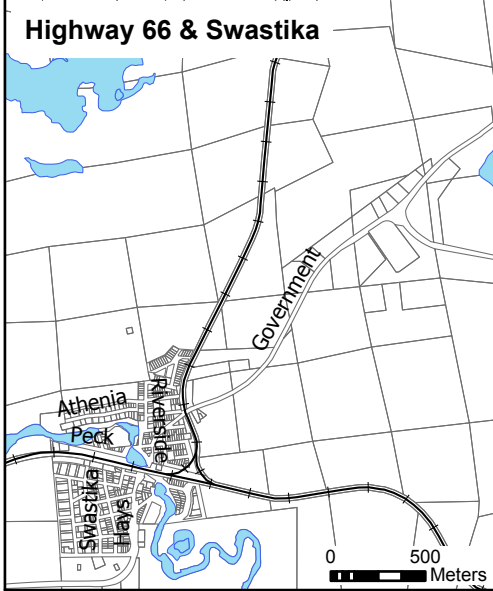
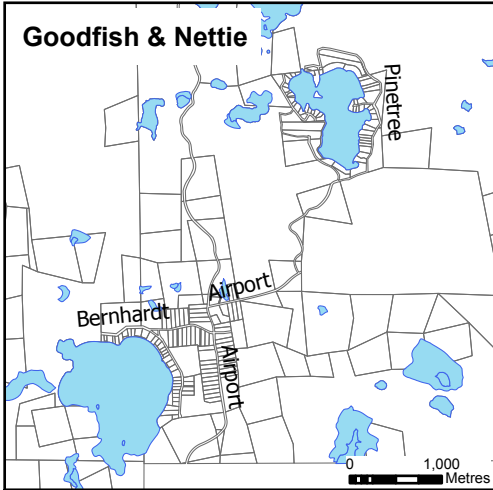
Schedule “B”
Snow Plowing and Grader Beats

Roads Division Winter Maintenance Plowing Routes



Schedule “C” Salting Routes

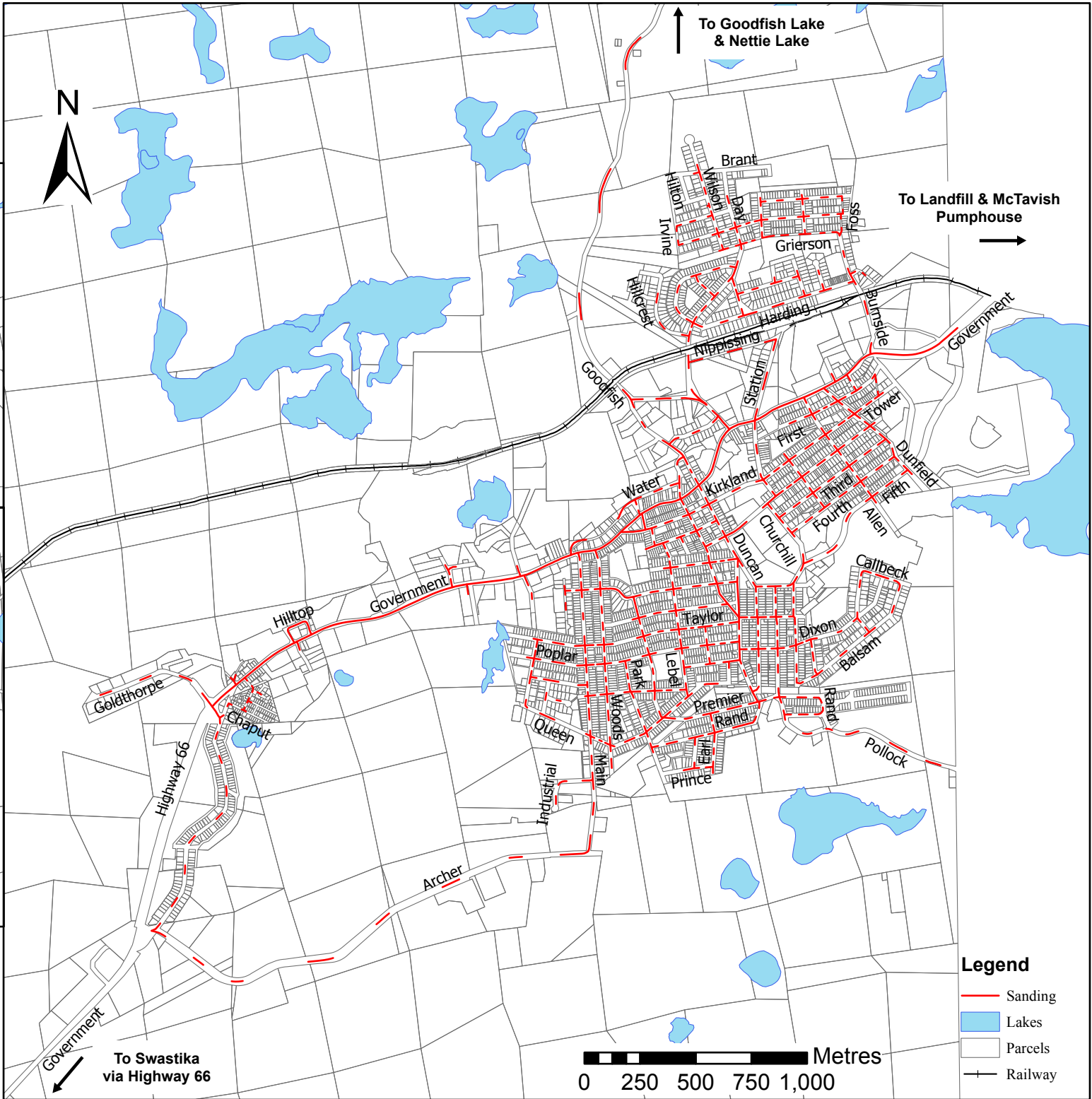
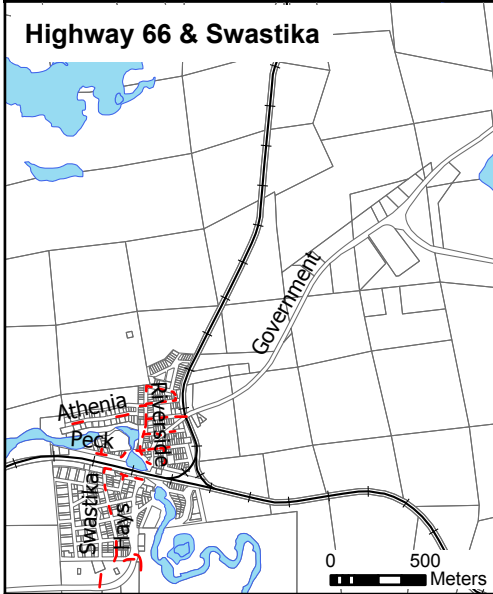
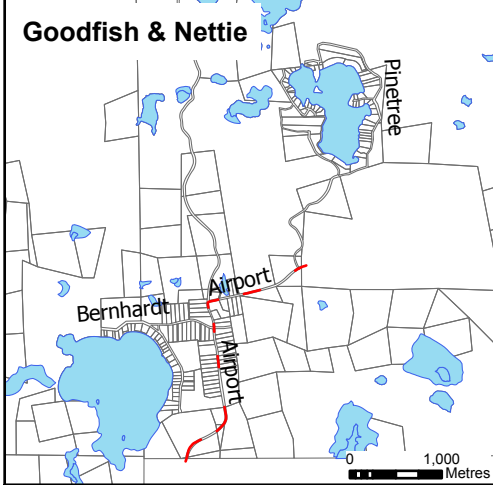
Roads Division Winter Maintenance Salting Route



- Legend**
- Lakes
 - Parcels
 - Railway
 - Salting Route

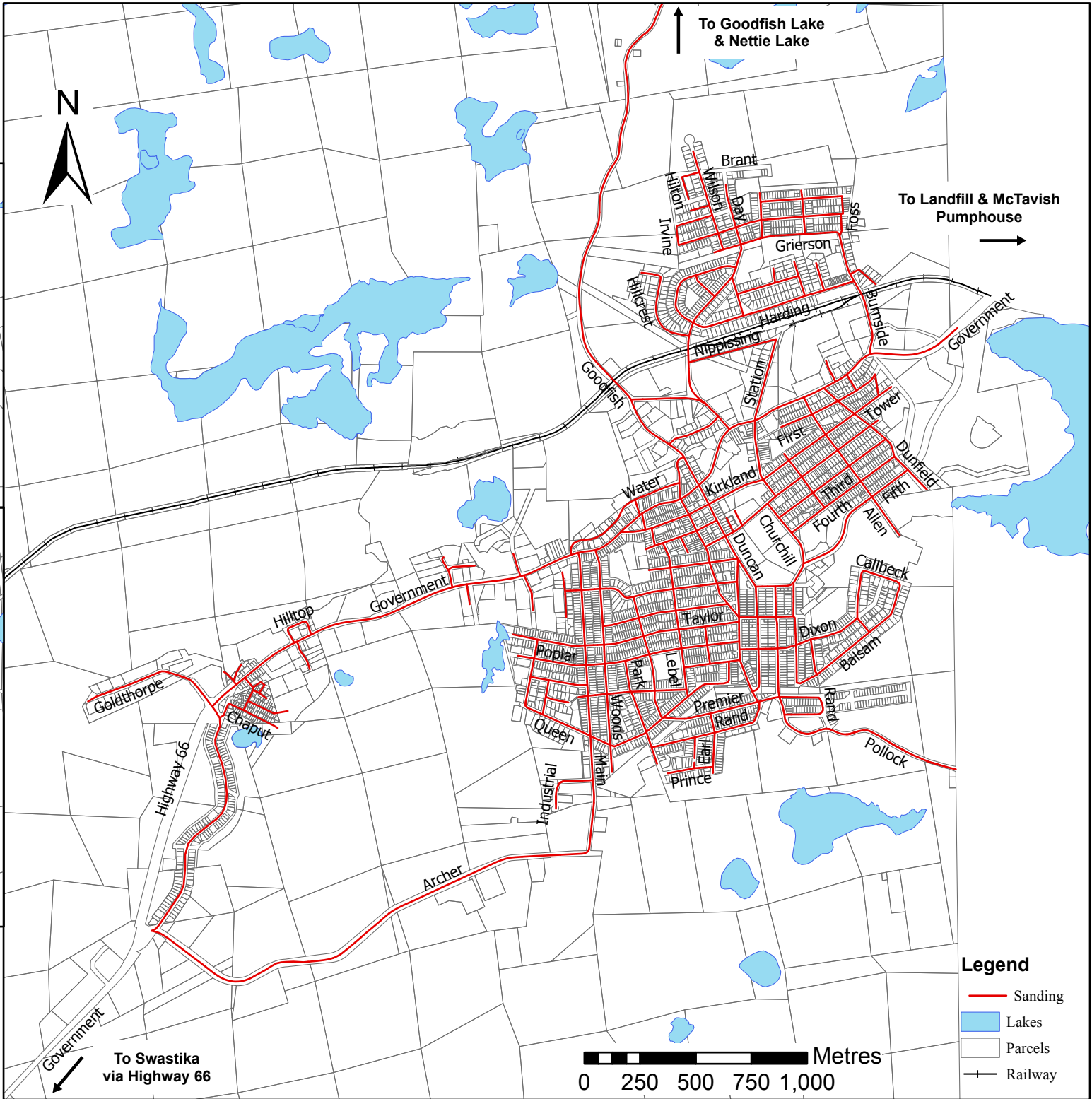
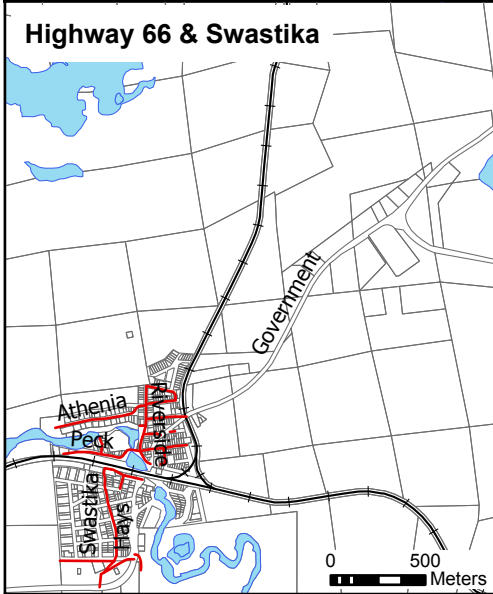
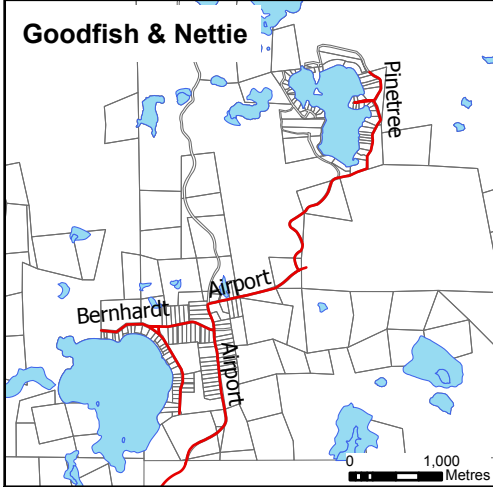
Schedule “D” Sanding Routes

Roads Division Winter Maintenance Sanding Route Regular Weather Conditions



- Legend**
- Sanding
 - Lakes
 - Parcels
 - Railway

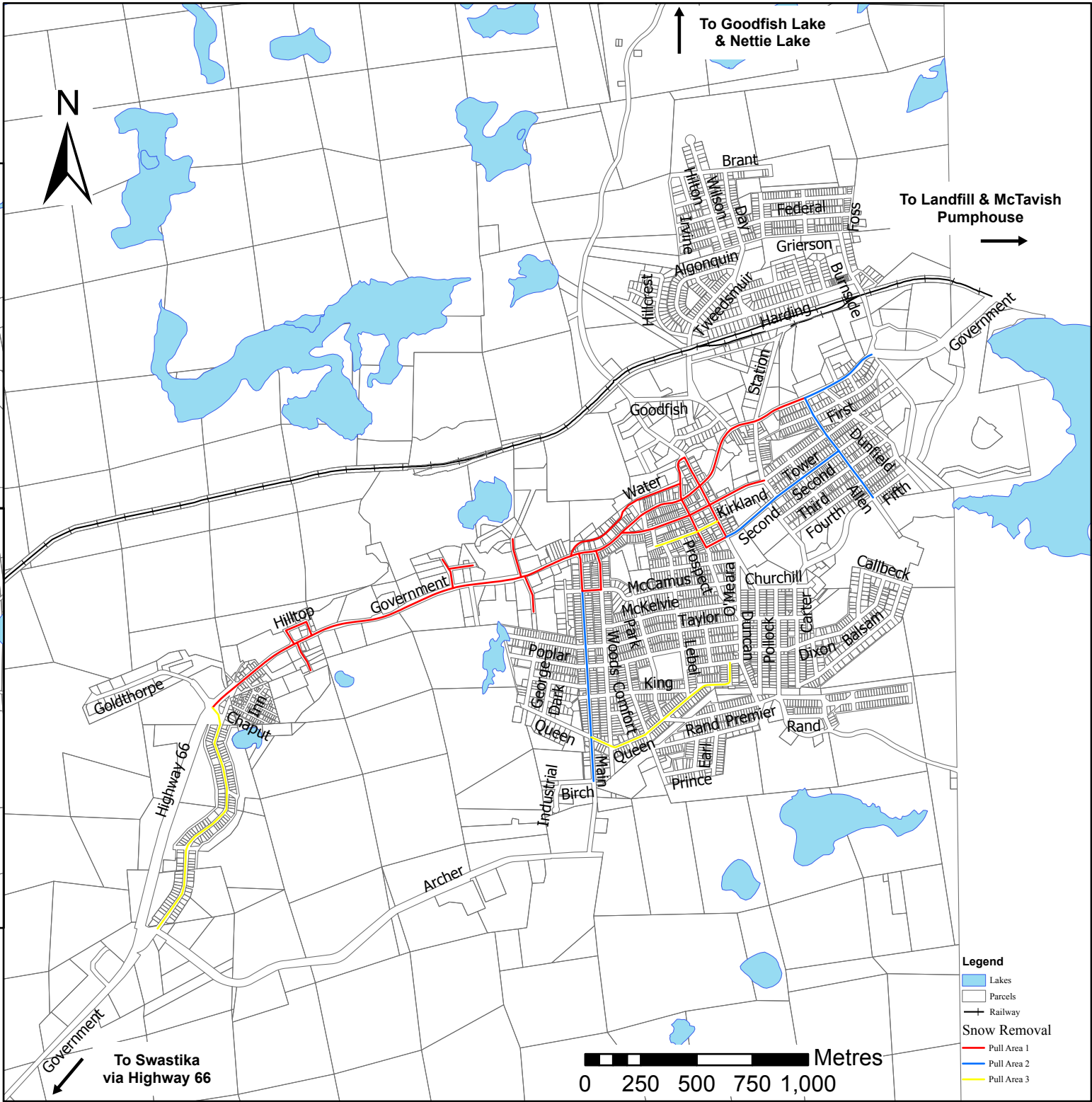
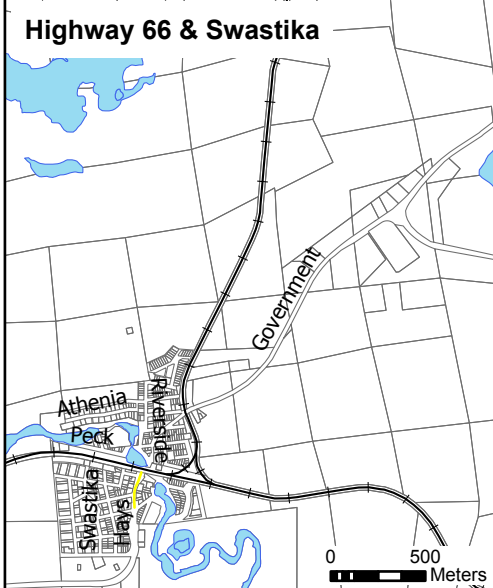
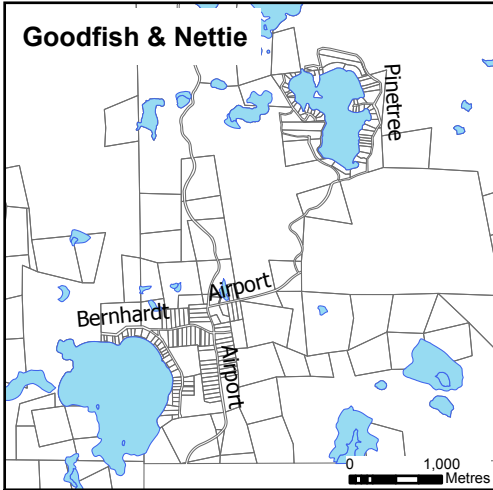
Roads Division Winter Maintenance Sanding Route Adverse Weather Conditions



Schedule “E”

Snow Pulls

Roads Division Winter Maintenance Snow Removal



Page 90 of 100
Discover
 KIRKLAND LAKE

Prepared by: The Department of Physical Services
 Revised: November 30, 2018

Schedule “F”

Daily Recording Templates

MANUAL DATA RECORDING

Date: _____

Start time: _____

End time: _____

Activity:

Plow

Truck	Beat 1	Beat 2	Beat 3
Grader	Beat 1		
Loader	T251	T258	
Backhoe	T257	T256	
Trackless	T261	T260	

Sand/Salt

Truck	Beat 1	Beat 2
Trackless	T261	T260

Snow Removal

Truck	Beat 1	Beat 2	Beat 3
Loader	T251	T258	
Backhoe	T257	T256	
Trackless	T261	T260	

Scarify

Grader		
Loader	T251	T258
Backhoe	T257	T256

Other: _____

WEATHER

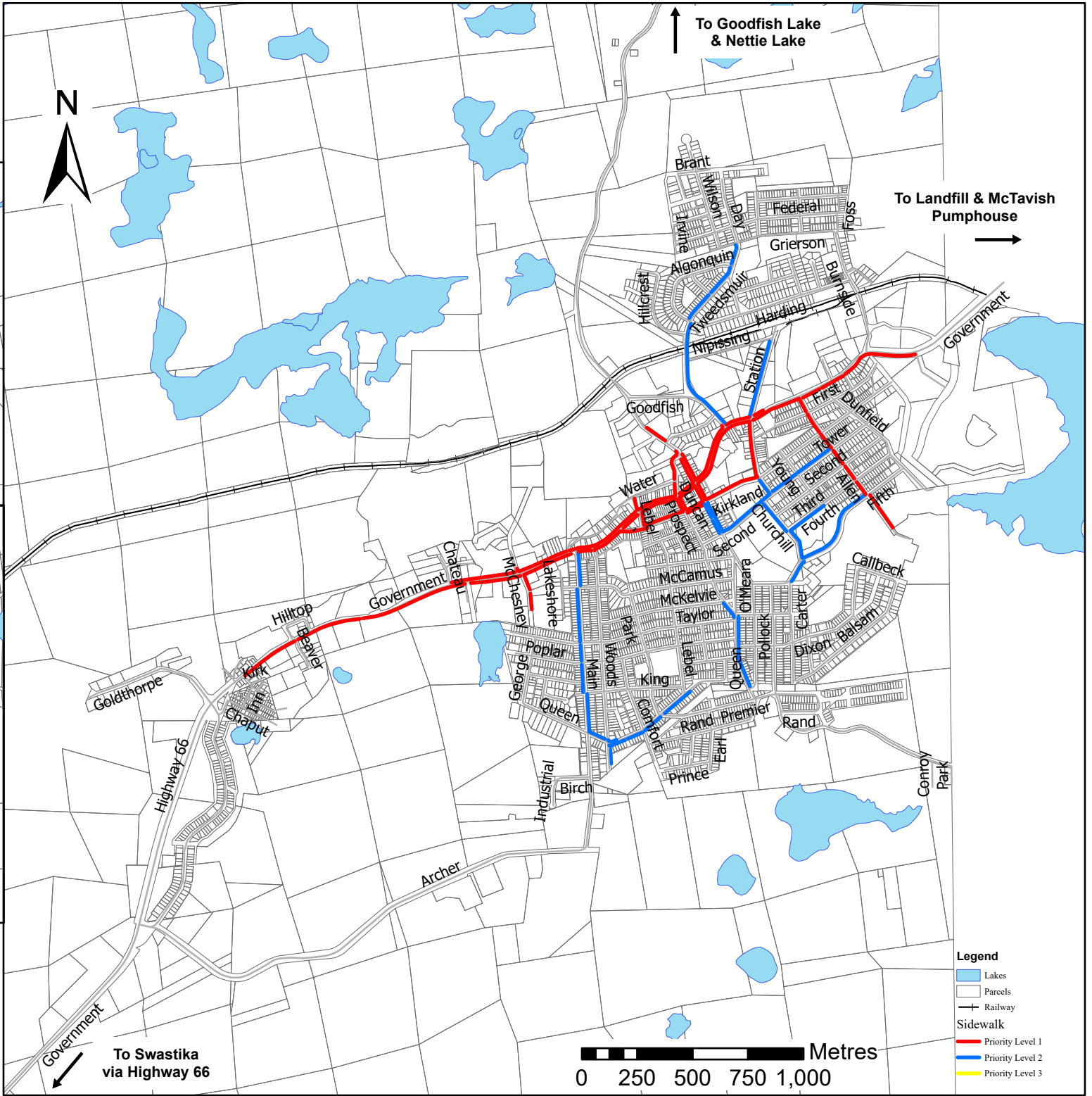
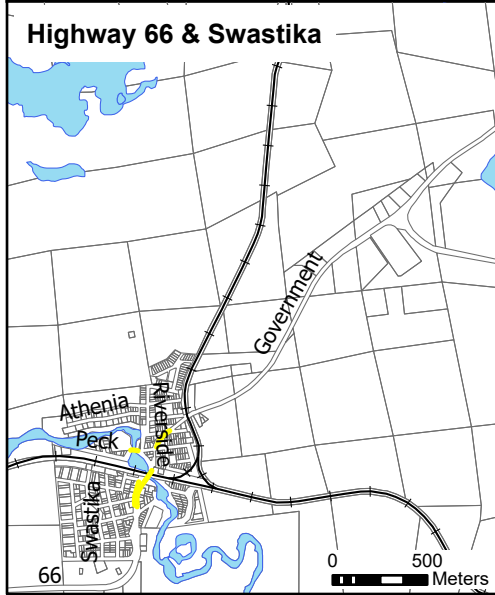
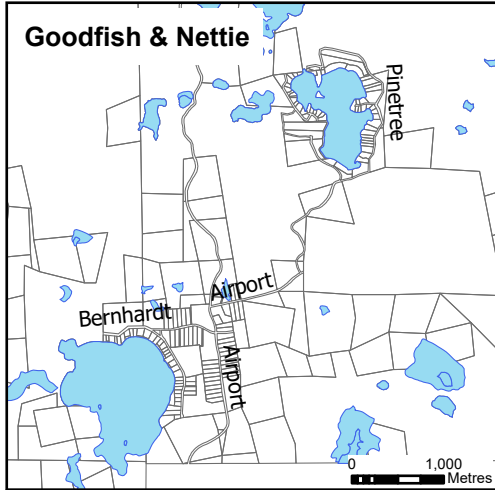
Weather data shall be attached to report, 3 times daily.

Additional notes to be recorded below:

***Areas completed shall be highlighted on accompanying map

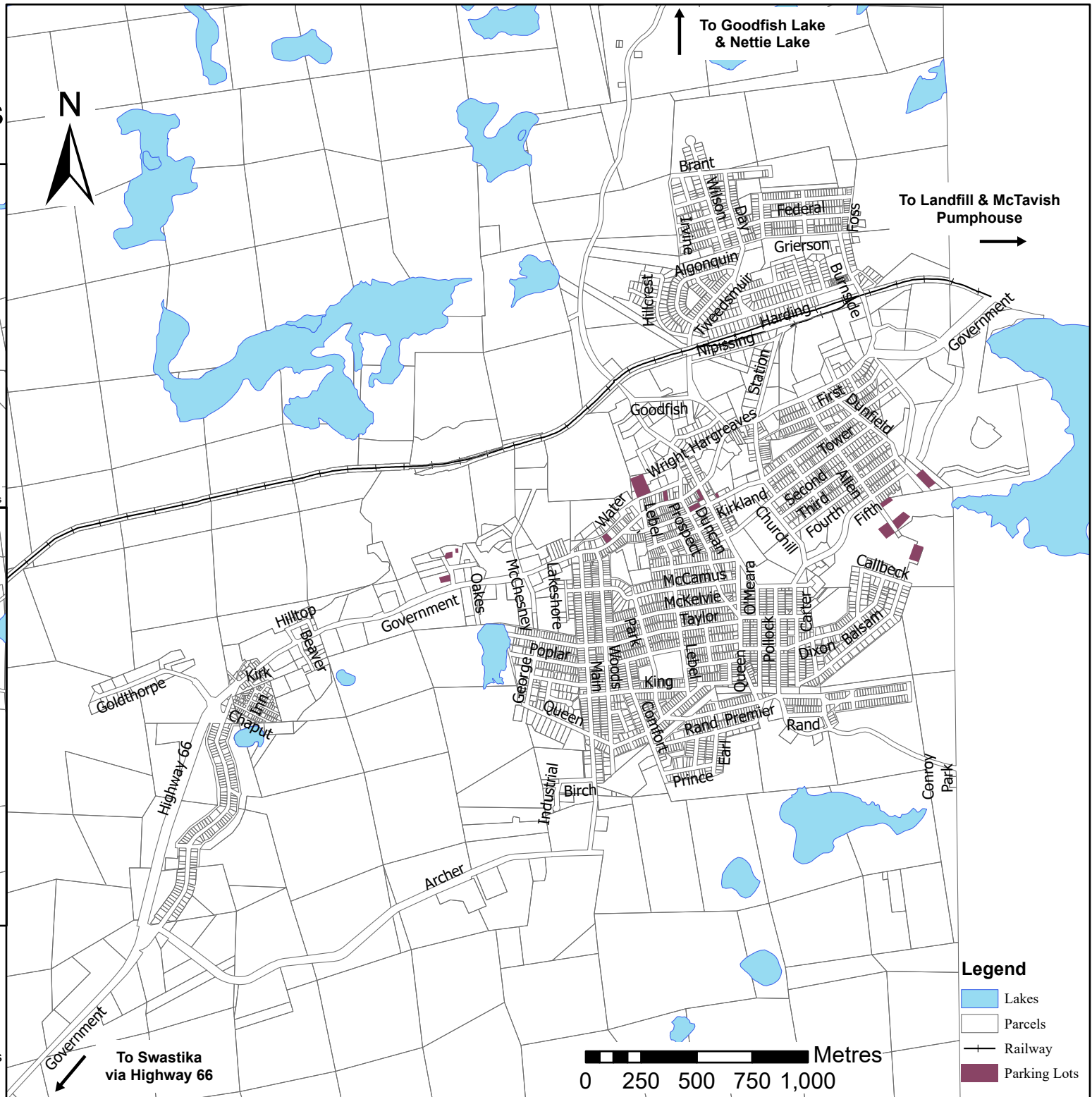
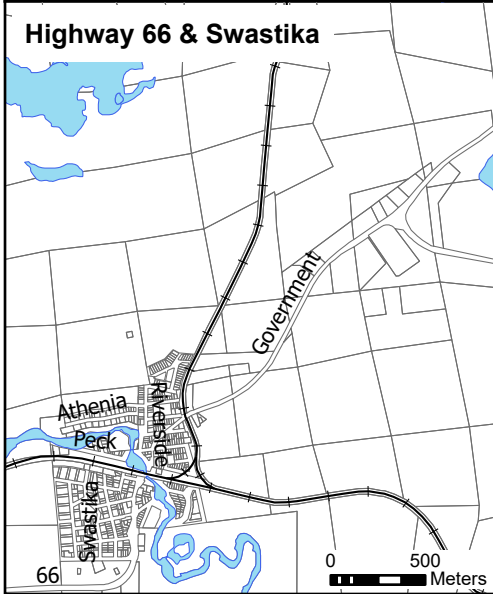
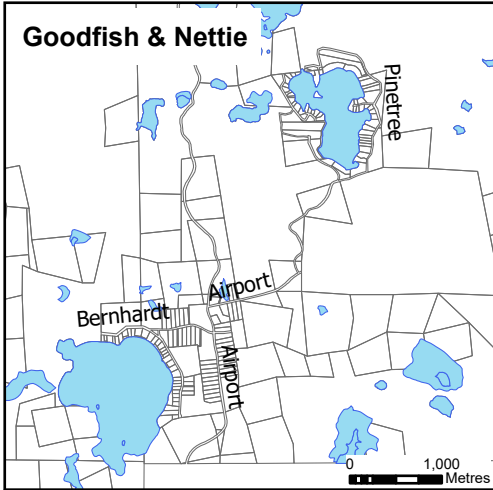
Schedule “G”
Maintained Sidewalks

Roads Division Winter Maintenance Sidewalk Snow Removal



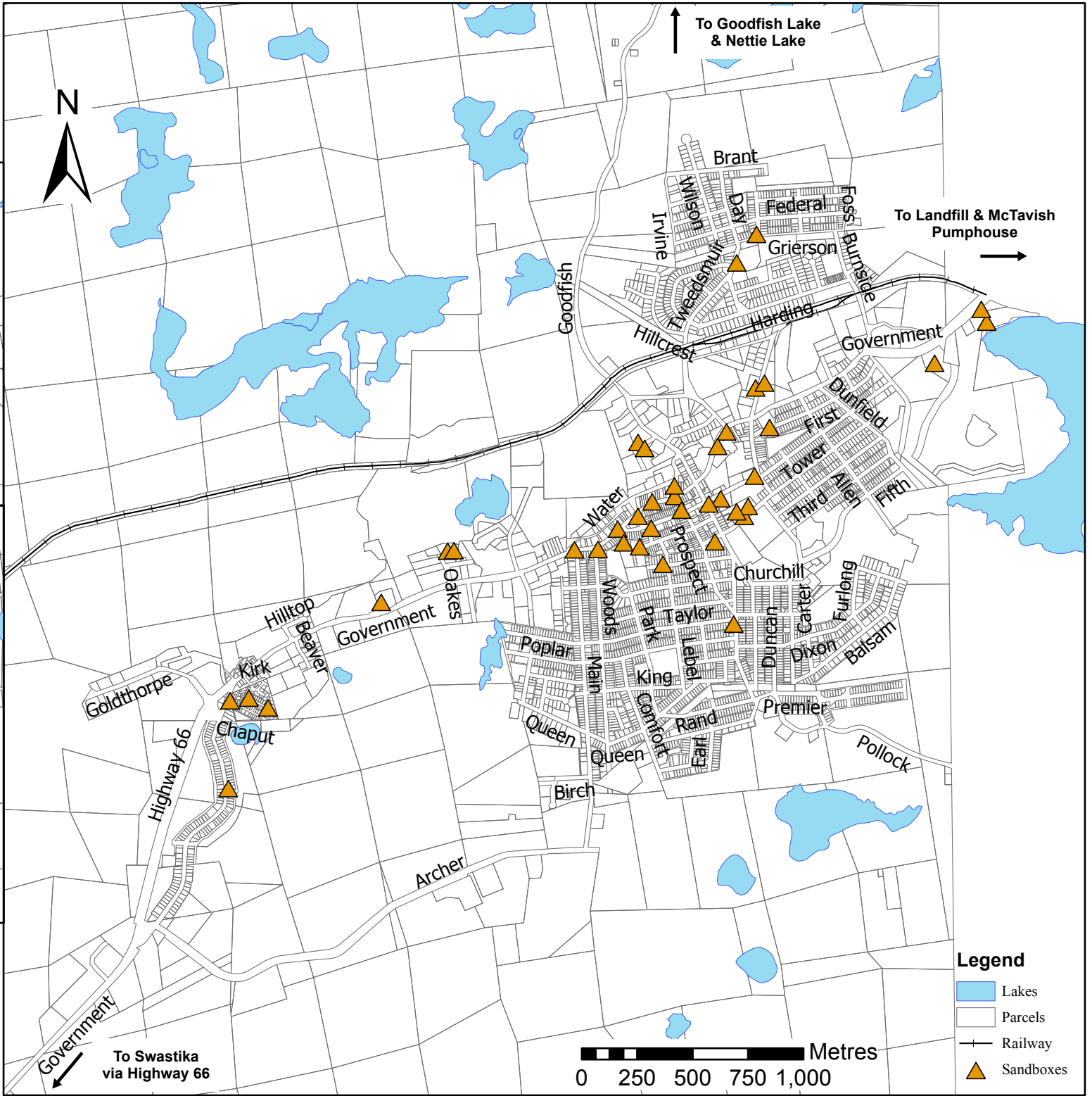
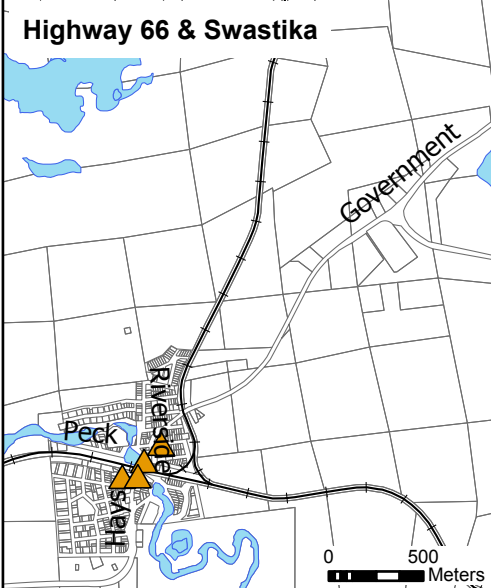
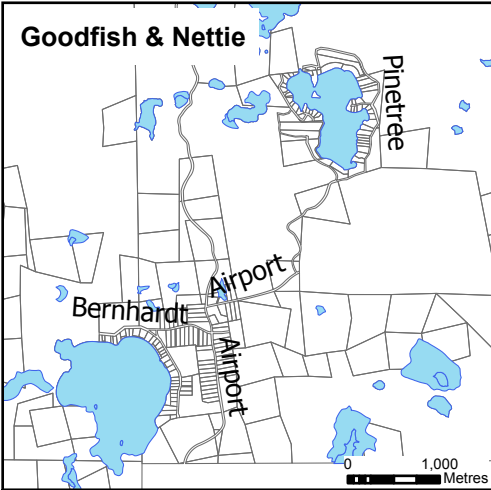
Schedule “H”
Location of Municipal Parking Lots

Roads Division Winter Maintenance Municipal Parking Lots



Schedule “I”
Location of Sandboxes

Roads Division Winter Maintenance Sandbox Locations



Legend

- Lakes
- Parcels
- Railway
- Sandboxes

Schedule “J”
Minimum Maintenance Standards for Roadways

Municipal Act, 2001
Loi de 2001 sur les municipalités

ONTARIO REGULATION 239/02
MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Consolidation Period: From May 3, 2018 to the [e-Laws currency date](#).

Last amendment: 366/18.

Legislative History: 288/03, 613/06, 23/10, 47/13, 366/18.

This Regulation is made in English only.

Definitions

1. (1) In this Regulation,

“bicycle facility” means the on-road and in-boulevard cycling facilities listed in Book 18 of the Ontario Traffic Manual;

“bicycle lane” means,

- (a) a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or
- (b) a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer;

“cm” means centimetres;

“day” means a 24-hour period;

“encroachment” means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality;

“ice” means all kinds of ice, however formed;

“motor vehicle” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

“non-paved surface” means a surface that is not a paved surface;

“Ontario Traffic Manual” means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;

“paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“pothole” means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface;

“roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

“shoulder” means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

“sidewalk” means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;

“significant weather event” means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality;

“snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

1. Newly-fallen snow.
2. Wind-blown snow.
3. Slush;

“substantial probability” means a significant likelihood considerably in excess of 51 per cent;

“surface” means the top of a sidewalk, roadway or shoulder;

“utility” includes any air, gas, water, electricity, cable, fiber-optic, telecommunication or traffic control system or subsystem, fire hydrants, sanitary sewers, storm sewers, property bars and survey monuments;

“utility appurtenance” includes maintenance holes and hole covers, water shut-off covers and boxes, valves, fittings, vaults, braces, pipes, pedestals, and any other structures or items that form part of or are an accessory part of any utility;

“weather” means air temperature, wind and precipitation.

“weather hazard” means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1); O. Reg. 47/13, s. 1; O. Reg. 366/18, s. 1 (1, 2).

(2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average daily traffic on it. O. Reg. 239/02, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(3) For the purposes of subsection (2) and the Table to this section, the average daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined,

(a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or

(b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(4) For the purposes of this Regulation, unless otherwise indicated in a provision of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 366/18, s. 1 (4).

TABLE
CLASSIFICATION OF HIGHWAYS

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91 - 100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

O. Reg. 366/18, s. 1 (5).

Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

(2) REVOKED: O. Reg. 23/10, s. 2.

(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

Purpose

2.1 The purpose of this Regulation is to clarify the scope of the statutory defence available to a municipality under clause 44 (3) (c) of the Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome. O. Reg. 366/18, s. 2.

MAINTENANCE STANDARDS

Patrolling

3. (1) The standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (2).

(2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2; O. Reg. 366/18, s. 3 (2).

(3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

(4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1, 16.2, 16.3 or 16.4. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (3).

TABLE
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

Weather monitoring

3.1 (1) From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

(2) From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

Snow accumulation, roadways

4. (1) Subject to section 4.1, the standard for addressing snow accumulation on roadways is,

- (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

1. Patrolling highways.
 2. Performing highway maintenance activities.
 3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).
- (4) The depth of snow accumulation on a roadway and lane width may be determined by,
- (a) performing an actual measurement;
 - (b) monitoring the weather; or
 - (c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).
- (5) For the purposes of this section, addressing snow accumulation on a roadway includes,
- (a) plowing the roadway;

- (b) salting the roadway;
- (c) applying abrasive materials to the roadway;
- (d) applying other chemical or organic agents to the roadway;
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).
- (6) This section does not apply to that portion of the roadway,
 - (a) designated for parking;
 - (b) consisting of a bicycle lane or other bicycle facility; or
 - (d) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE
SNOW ACCUMULATION - ROADWAYS

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

Snow accumulation on roadways, significant weather event

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

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

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

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

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

Snow accumulation, bicycle lanes

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

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

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

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

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

- (a) plowing the bicycle lane;
- (b) salting the bicycle lane;
- (c) applying abrasive materials to the bicycle lane;
- (d) applying other chemical or organic agents to the bicycle lane;
- (e) sweeping the bicycle lane; or

(f) any combination of the methods described in clauses (a) to (e). O. Reg. 366/18, s. 7.

TABLE
SNOW ACCUMULATION – BICYCLE LANES

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

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

Snow accumulation on bicycle lanes, significant weather event

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

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

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

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

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

Ice formation on roadways and icy roadways

5. (1) The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

- 1. Monitor the weather in accordance with section 3.1.
- 2. Patrol in accordance with section 3.
- 3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.

(2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.

(3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.

(5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway, but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8.

TABLE 1
ICE FORMATION PREVENTION

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

O. Reg. 366/18, s. 8.

TABLE 2
TREATMENT OF ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 366/18, s. 8.

Icy roadways, significant weather event

5.1 (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

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

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

Potholes

6. (1) If a pothole exceeds both the surface area and depth set out in Table 1, 2 or 3 to this section, as the case may be, the standard is to repair the pothole within the time set out in Table 1, 2 or 3, as appropriate, after becoming aware of the fact. O. Reg. 239/02, s. 6 (1); O. Reg. 366/18, s. 8 (1).

(1.1) For the purposes of this section, the surface area and depth of a pothole may be determined in accordance with subsections (1.2) and (1.3), as applicable, by a municipal employee, agent or contractor whose duties or responsibilities include one or more of the following:

- 1. Patrolling highways.
- 2. Performing highway maintenance activities.
- 3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 366/18, s. 8 (2).

(1.2) The depth and surface area of a pothole may be determined by,

- (a) performing an actual measurement; or
- (b) performing a visual estimate. O. Reg. 366/18, s. 8 (2).

(1.3) For the purposes of this section, the surface area of a pothole does not include any area that is merely depressed and not yet broken fully through the surface of the roadway. O. Reg. 366/18, s. 8 (2).

(2) A pothole is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 1, 2 or 3, as appropriate. O. Reg. 239/02, s. 6 (2); O. Reg. 47/13, s. 6.

TABLE 1
POTHoles ON PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1000 cm ²	8 cm	7 days
4	1000 cm ²	8 cm	14 days
5	1000 cm ²	8 cm	30 days

O. Reg. 239/02, s. 6, Table 1.

TABLE 2
POTHOLES ON NON-PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
3	1500 cm ²	8 cm	7 days
4	1500 cm ²	10 cm	14 days
5	1500 cm ²	12 cm	30 days

O. Reg. 239/02, s. 6, Table 2.

TABLE 3
POTHOLES ON PAVED OR NON-PAVED SURFACE OF SHOULDER

Class of Highway	Surface Area	Depth	Time
1	1500 cm ²	8 cm	7 days
2	1500 cm ²	8 cm	7 days
3	1500 cm ²	8 cm	14 days
4	1500 cm ²	10 cm	30 days
5	1500 cm ²	12 cm	60 days

O. Reg. 239/02, s. 6, Table 3.

Shoulder drop-offs

7. (1) If a shoulder drop-off is deeper than 8 cm, for a continuous distance of 20 metres or more, the standard is to repair the shoulder drop-off within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 9 (1).

(2) A shoulder drop-off is deemed to be in a state of repair if its depth is less than 8 cm. O. Reg. 366/18, s. 9 (1).

(3) In this section,

“shoulder drop-off” means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder. O. Reg. 239/02, s. 7 (3).

TABLE
SHOULDER DROP-OFFS

Class of Highway	Time
1	4 days
2	4 days
3	7 days
4	14 days
5	30 days

O. Reg. 366/18, s. 9 (2).

Cracks

8. (1) If a crack on the paved surface of a roadway is greater than 5 cm wide and 5 cm deep for a continuous distance of three metres or more, the standard is to repair the crack within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 10 (1).

(2) A crack is deemed to be in a state of repair if its width or depth is less than or equal to 5 cm. O. Reg. 366/18, s. 10 (1).

TABLE
CRACKS

Column 1 Class of Highway	Column 2 Time
1	30 days
2	30 days
3	60 days
4	180 days
5	180 days

O. Reg. 366/18, s. 10 (2).

Debris

9. (1) If there is debris on a roadway, the standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris. O. Reg. 239/02, s. 9 (1); O. Reg. 366/18, s. 11.

(2) In this section,

“debris” means any material (except snow, slush or ice) or object on a roadway,

- (a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and
- (b) that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. O. Reg. 239/02, s. 9 (2); O. Reg. 47/13, s. 9.

Luminaires

10. (0.1) REVOKED: O. Reg. 366/18, s. 12.

(1) The standard for the frequency of inspecting all luminaires to check to see that they are functioning is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 12.

(2) For conventional illumination, if three or more consecutive luminaires on the same side of a highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(3) For conventional illumination and high mast illumination, if 30 per cent or more of the luminaires on any kilometre of highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(4) Despite subsection (2), for high mast illumination, if all of the luminaires on consecutive poles on the same side of a highway are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(5) Despite subsections (1), (2) and (3), for conventional illumination and high mast illumination, if more than 50 per cent of the luminaires on any kilometre of a Class 1 highway with a speed limit of 90 kilometres per hour or more are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(6) Luminaires are deemed to be in a state of repair,

- (a) for the purpose of subsection (2), if the number of non-functioning consecutive luminaires on the same side of a highway does not exceed two;
- (b) for the purpose of subsection (3), if more than 70 per cent of luminaires on any kilometre of highway are functioning;
- (c) for the purpose of subsection (4), if one or more of the luminaires on consecutive poles on the same side of a highway are functioning;
- (d) for the purpose of subsection (5), if more than 50 per cent of luminaires on any kilometre of highway are functioning. O. Reg. 366/18, s. 12.

(7) In this section,

“conventional illumination” means lighting, other than high mast illumination, where there are one or more luminaires per pole;

“high mast illumination” means lighting where there are three or more luminaires per pole and the height of the pole exceeds 20 metres;

“luminaire” means a complete lighting unit consisting of,

- (a) a lamp, and
- (b) parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. O. Reg. 239/02, s. 10 (7).

TABLE
LUMINAIRES

Class of Highway	Time
1	7 days
2	7 days
3	14 days
4	14 days
5	14 days

Signs

11. (0.1) The standard for the frequency of inspecting signs of a type listed in subsection (2) to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 7 (1); O. Reg. 47/13, s. 11 (1); O. Reg. 366/18, s. 13.

(0.2) A sign that has been inspected in accordance with subsection (0.1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 11 (2).

(1) If any sign of a type listed in subsection (2) is illegible, improperly oriented, obscured or missing, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign. O. Reg. 239/02, s. 11 (1); O. Reg. 23/10, s. 7 (2); O. Reg. 366/18, s. 13.

(2) This section applies to the following types of signs:

1. Checkerboard.
2. Curve sign with advisory speed tab.
3. Do not enter.
- 3.1 Load Restricted Bridge.
- 3.2 Low Bridge.
- 3.3 Low Bridge Ahead.
4. One Way.
5. School Zone Speed Limit.
6. Stop.
7. Stop Ahead.
8. Stop Ahead, New.
9. Traffic Signal Ahead, New.
10. Two-Way Traffic Ahead.
11. Wrong Way.
12. Yield.
13. Yield Ahead.
14. Yield Ahead, New. O. Reg. 239/02, s. 11 (2); O. Reg. 23/10, s. 7 (3).

Regulatory or warning signs

12. (1) The standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 8; O. Reg. 47/13, s. 12 (1); O. Reg. 366/18, s. 13.

(1.1) A regulatory sign or warning sign that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 12 (2).

(2) If a regulatory sign or warning sign is illegible, improperly oriented, obscured or missing, the standard is to repair or replace the sign within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 23/10, s. 8; O. Reg. 366/18, s. 13.

(3) In this section,

“regulatory sign” and “warning sign” have the same meanings as in the Ontario Traffic Manual, except that they do not include a sign listed in subsection 11 (2) of this Regulation. O. Reg. 23/10, s. 8.

TABLE
REGULATORY AND WARNING SIGNS

Class of Highway	Time
1	7 days
2	14 days

3	21 days
4	30 days
5	30 days

O. Reg. 239/02, s. 12, Table.

Traffic control signal systems

13. (1) If a traffic control signal system is defective in any way described in subsection (2), the standard is to deploy resources as soon as practicable after becoming aware of the defect to repair the defect or replace the defective component of the traffic control signal system. O. Reg. 239/02, s. 13 (1); O. Reg. 366/18, s. 13.

(2) This section applies if a traffic control signal system is defective in any of the following ways:

1. One or more displays show conflicting signal indications.
2. The angle of a traffic control signal or pedestrian control indication has been changed in such a way that the traffic or pedestrian facing it does not have clear visibility of the information conveyed or that it conveys confusing information to traffic or pedestrians facing other directions.
3. A phase required to allow a pedestrian or vehicle to safely travel through an intersection fails to occur.
4. There are phase or cycle timing errors interfering with the ability of a pedestrian or vehicle to safely travel through an intersection.
5. There is a power failure in the traffic control signal system.
6. The traffic control signal system cabinet has been displaced from its proper position.
7. There is a failure of any of the traffic control signal support structures.
8. A signal lamp or a pedestrian control indication is not functioning.
9. Signals are flashing when flashing mode is not a part of the normal signal operation. O. Reg. 239/02, s. 13 (2).

(3) Despite subsection (1) and paragraph 8 of subsection (2), if the posted speed of all approaches to the intersection or location of the non-functioning signal lamp or pedestrian control indication is less than 80 kilometres per hour and the signal that is not functioning is a green or a pedestrian “walk” signal, the standard is to repair or replace the defective component by the end of the next business day. O. Reg. 239/02, s. 13 (3); O. Reg. 366/18, s. 13.

(4) In this section and section 14,

“cycle” means a complete sequence of traffic control indications at a location;

“display” means the illuminated and non-illuminated signals facing the traffic;

“indication” has the same meaning as in the *Highway Traffic Act*;

“phase” means a part of a cycle from the time where one or more traffic directions receive a green indication to the time where one or more different traffic directions receive a green indication;

“power failure” means a reduction in power or a loss in power preventing the traffic control signal system from operating as intended;

“traffic control signal” has the same meaning as in the *Highway Traffic Act*;

“traffic control signal system” has the same meaning as in the *Highway Traffic Act*. O. Reg. 239/02, s. 13 (4).

Traffic control signal system sub-systems

14. (1) The standard is to inspect, test and maintain the following traffic control signal system sub-systems once per calendar year, with each inspection taking place not more than 16 months from the previous inspection:

1. The display sub-system, consisting of traffic signal and pedestrian crossing heads, physical support structures and support cables.
2. The traffic control sub-system, including the traffic control signal cabinet and internal devices such as timer, detection devices and associated hardware, but excluding conflict monitors.
3. The external detection sub-system, consisting of detection sensors for all vehicles, including emergency and railway vehicles and pedestrian push- buttons. O. Reg. 239/02, s. 14 (1); O. Reg. 47/13, s. 13 (1); O. Reg. 366/18, s. 13.

(1.1) A traffic control signal system sub-system that has been inspected, tested and maintained in accordance with subsection (1) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the traffic control signal system sub-system has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (2).

(2) The standard is to inspect, test and maintain conflict monitors every five to seven months and at least twice per calendar year. O. Reg. 239/02, s. 14 (2); O. Reg. 47/13, s. 13 (3); O. Reg. 366/18, s. 13.

(2.1) A conflict monitor that has been inspected, tested and maintained in accordance with subsection (2) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the conflict monitor has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (4).

(3) In this section,

“conflict monitor” means a device that continually checks for conflicting signal indications and responds to a conflict by emitting a signal. O. Reg. 239/02, s. 14 (3).

Bridge deck spalls

15. (1) If a bridge deck spall exceeds both the surface area and depth set out in the Table to this section, the standard is to repair the bridge deck spall within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 15 (1); O. Reg. 366/18, s. 13.

(2) A bridge deck spall is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 15 (2); O. Reg. 47/13, s. 14.

(3) In this section,

“bridge deck spall” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge. O. Reg. 239/02, s. 15 (3).

TABLE
BRIDGE DECK SPALLS

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1,000 cm ²	8 cm	7 days
4	1,000 cm ²	8 cm	7 days
5	1,000 cm ²	8 cm	7 days

O. Reg. 239/02, s. 15, Table.

Roadway surface discontinuities

16. (1) If a surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, exceeds the height set out in the Table to this section, the standard is to repair the surface discontinuity within the time set out in the Table after becoming aware of the fact. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(1.1) A surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, is deemed to be in a state of repair if its height is less than or equal to the height set out in the Table to this section. O. Reg. 47/13, s. 15.

(2) If a surface discontinuity on a bridge deck exceeds five centimetres, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the surface discontinuity on the bridge deck. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(2.1) A surface discontinuity on a bridge deck is deemed to be in a state of repair if its height is less than or equal to five centimetres. O. Reg. 47/13, s. 15.

(3) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to a bridge. O. Reg. 23/10, s. 9.

TABLE
SURFACE DISCONTINUITIES

Class of Highway	Height	Time
1	5 cm	2 days
2	5 cm	2 days
3	5 cm	7 days
4	5 cm	21 days
5	5 cm	21 days

O. Reg. 239/02, s. 16, Table.

Sidewalk surface discontinuities

16.1 (1) The standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 10; O. Reg. 47/13, s. 16 (1); O. Reg. 366/18, s. 13.

(1.1) A sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to any surface discontinuity until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge of the presence of a surface discontinuity in excess of two centimetres. O. Reg. 47/13, s. 16 (2).

(2) If a surface discontinuity on or within a sidewalk exceeds two centimetres, the standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. O. Reg. 366/18, s. 14.

(2.1) REVOKED: O. Reg. 366/18, s. 14.

(3) A surface discontinuity on or within a sidewalk is deemed to be in a state of repair if it is less than or equal to two centimetres. O. Reg. 366/18, s. 14.

(4) For the purpose of subsection (2), treating a surface discontinuity on or within a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users' attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 366/18, s. 14.

(5) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at any joint or crack in the surface of the sidewalk or any vertical height difference between a utility appurtenance found on or within the sidewalk and the surface of the sidewalk. O. Reg. 366/18, s. 14.

Encroachments, area adjacent to sidewalk

16.2 (1) The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 15.

(2) The area adjacent to a sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair in respect of any encroachment present. O. Reg. 366/18, s. 15.

(3) For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45 cm. O. Reg. 366/18, s. 15.

(4) The area adjacent to a sidewalk is deemed to be in a state of repair in respect of any encroachment present unless the encroachment is determined by a municipality to be highly unusual given its character and location or to constitute a significant hazard to pedestrians. O. Reg. 366/18, s. 15.

(5) If a municipality determines that an encroachment is highly unusual given its character and location or constitutes a significant hazard to pedestrians, the standard is to treat the encroachment within 28 days after making such a determination, and the encroachment is deemed in a state of repair for 28 days from the time of the determination by the municipality. O. Reg. 366/18, s. 15.

(6) For the purpose of subsection (4), treating an encroachment means taking reasonable measures to protect users, including making permanent or temporary repairs, alerting users' attention to the encroachment or preventing access to the area of the encroachment. O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks

16.3 (1) Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,

- a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and
- b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,

- (a) plowing the sidewalk;
- (b) salting the sidewalk;
- (c) applying abrasive materials to the sidewalk;
- (d) applying other chemical or organic agents to the sidewalk; or
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks, significant weather event

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

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

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

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

Ice formation on sidewalks and icy sidewalks

16.5 (1) Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,

- (a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and
- (b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.

(2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.

(3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

Icy sidewalks, significant weather event

16.6 (1) If a municipality declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any ice which forms or is present until 48 hours after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

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

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address the prevention of ice formation on sidewalks or treat icy sidewalks in accordance with section 16.5. O. Reg. 366/18, s. 15.

Winter sidewalk patrol

16.7 (1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.

(2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for performing roadway or sidewalk maintenance activities. O. Reg. 366/18, s. 15.

Closure of a highway

16.8 (1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.

(2) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,

- (a) when a municipality passes a by-law to close the highway or part of the highway; and
- (b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

Declaration of significant weather event

16.9. A municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under this Regulation shall do so in one or more of the following ways:

- 1. By posting a notice on the municipality's website.
- 2. By making an announcement on a social media platform, such as Facebook or Twitter.
- 3. By sending a press release or similar communication to internet, newspaper, radio or television media.
- 4. By notification through the municipality's police service.
- 5. By any other notification method required in a by-law of the municipality. O. Reg. 366/18, s. 15.

REVIEW OF REGULATION

Review

17. (1) The Minister of Transportation shall conduct a review of this Regulation and Ontario Regulation 612/06 (Minimum Maintenance Standards for Highways in the City of Toronto) made under the *City of Toronto Act, 2006* every five years. O. Reg. 613/06, s. 2.

(2) Despite subsection (1), the first review after the completion of the review started before the end of 2007 shall be started five years after the day Ontario Regulation 23/10 is filed. O. Reg. 23/10, s. 11.

18. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 239/02, s. 18.

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Schedule “K”
Winter Parking By-Law



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.”*

Municipal Parking Lot Number	Winter Months (November – April)	Summer Months (May – October)
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 21st day of April 2020.

Patrick Kiely
Mayor

Meagan Elliott
Clerk

Schedule “L”
Snow By-Law



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 22-062

BEING A BY-LAW TO REGULATE THE DEPOSITING OF SNOW OR ICE ON MUNICIPAL OWNED OR OPERATED PROPERTY WITHIN THE TOWN OF KIRKLAND LAKE

WHEREAS Section 8(1) of the *Municipal Act, 2001*, as amended, confers upon the Municipality, authority to govern its affairs as it considers appropriate and to enhance the Municipality's ability to respond to municipal issues;

AND WHEREAS Section 10(1) of the *Municipal Act, 2001*, as amended, authorizes municipalities to pass by-laws for the health, safety and well-being of persons;

AND WHEREAS pursuant to Section 446(1) of the Municipal Act S.O. 2001, c.25, as amended, a municipality may direct that in default of clearing the land or refuse by the person directed or required to do it, the cleaning and clearing of land shall be done at the person's expense;

AND WHEREAS pursuant to Section 446 (2) of the Municipal Act S.O. 2001, c.25, as amended, a municipality may, for the purposes of 446(1), enter upon land at any reasonable time;

AND WHEREAS pursuant to Section 446, clauses 3, 4, 5, 6, 7 & 8 of the Municipal Act S.O. 2001, c.25, as amended, a municipality may recover the costs of clearing the land from the person directed or required to do it and the municipality may recover the costs by action or by adding the costs to the tax roll and collecting them in the same manner as taxes;

AND WHEREAS Section 181 of the *Highway Traffic Act, RSO 1990*, as amended, prohibits deposit of snow or ice on a roadway without permission from the road authority;

AND WHEREAS, Council of the Corporation of the Town of Kirkland Lake deems it advisable to pass a by-law prohibiting the obstructing of roadways and sidewalks and regulating the placement of snow thereon;

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

1 DEFINITIONS

The words and phrases defined in this section have the following meaning for the purposes of this By-law:

- 1.1 **"Boulevard"** means a strip of ground between the sidewalk and road; or the strip of ground between the edge of a property and the road;
- 1.2 **"Highway"** means a common and public highway, street, avenue, lane, parkway, driveway, sidewalk, square, place, bridge, viaduct, trestle, including the area between the lateral property lines that is intended for the use of the general public; or as amended under the Highway Traffic Act, R.S.O., 1990;
- 1.3 **"Motor Vehicle"** includes an automobile, motorcycle, motor assisted bicycle and any other vehicle propelled or driven otherwise than by muscular power, but does not include a street car, or other motor vehicle, traction engine, farm

tractor, self-propelled implement of husbandry or road-building machine. A motor vehicle must have valid provincial registration.

- 1.4 **“Municipal By-law Enforcement Officer”** means a person appointed by the Town of Kirkland Lake and authorized to carry out the enforcement of this By-Law and other town by-Laws;
- 1.5 **“Municipality”** means the Corporation of the Town of Kirkland Lake;
- 1.6 **“Officer”** means a Municipal By-law Enforcement Officer, a Police Officer, or another agent as designated by the Chief Administrative Officer;
- 1.7 **“Open Space”** means open unobstructed space on a site which is suitable for landscaping, including any part of the site occupied by recreational accessory buildings, any surfaced walk, patio or similar area, any sports or recreational area, any ornamental or swimming pool, and the roof or other part of a building or area, but excluding any driveway or ramp, whether surfaced or not, any curb, retaining wall, motor vehicle parking area, or loading space.
- 1.8 **“Owner”** includes the person holding registered title to land and the person for the time being managing or receiving the rent or paying the municipal taxes on the land in question, whether on his, her or its own account or as agent or trustee of any other person or who would so receive the rent if such were let, and shall also include a lessee or occupant of the land. Where the person holding registered title to the land is a condominium corporation, the owner of the corporation and not its member;
- 1.9 **“Person”** means any human being, firm, association, partnership, private club, incorporated company, corporation, tenants in common, joint tenants, agent or trustee and heirs, executors or other legal representatives of a person to whom the context can apply according to law and for the purpose of this By-law includes the owner or driver of a vehicle;
- 1.10 **“Pile”** means a concentration of snow and/or ice pushed into a pile above the height of 1.52 metres (5 feet);
- 1.11 **“Police Officer”** means a sworn member of the Ontario Provincial Police;
- 1.12 **“Private Driveway”** means improved land on a highway, which provides vehicular access from the roadway to a parking area or a laneway on adjacent land;
- 1.13 **“Roadway”** means that part of the highway that is improved, designated or ordinarily used for vehicular traffic, but does not include the shoulder, curbs, sidewalks;
- 1.14 **“Sidewalk”** Shall be defined as the portion of the road allowance, located between the paved portion of the street and the property line, so constructed for the purpose of transporting pedestrians;

- 1.15 “**Significant Weather Event**” means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality. As per Regulation 239/02 of the Municipal Act 2001, an Ontario municipality may declare a significant weather event when a weather hazard is approaching or occurring and has the potential to pose a significant danger to users of the highways in which they have authority over. This declaration suspends the standard timelines required for municipalities to meet their winter maintenance objectives until the municipality declares the significant weather event has ended. During the course of a declared significant weather event, the standard for addressing winter maintenance is to monitor the weather and to deploy resources to address the issue starting from the time that the municipality deems it appropriate to do so. When the municipality has declared the event has ended, the standard timelines for winter maintenance activities will resume.
- 1.16 “**Town**” means the Corporation of the Town of Kirkland Lake;
- 1.17 “**Travelled Portion of the Roadway**” shall be defined as that part of a roadway designated or intended for use by vehicular traffic;
- 1.18 “**Town Owned Property**” is a piece of property, owned or operated by, or upon which a legal easement exists in favour of the Corporation of the Town of Kirkland Lake;

2 GENERAL PROHIBITIONS

- 2.1 No person shall deposit or cause to be deposited any snow or ice upon any portion of any highway or bridge located within the territorial limits of the Corporation of the Town of Kirkland Lake.
- 2.2 No person shall deposit, or stockpile, or cause to be deposited or stockpiled, snow or ice within the roadways as to obstruct the line of sight of vehicles entering the roadway from a private driveway or at an intersection.
- 2.3 No person shall deposit any snow or ice from private property or cause to be deposited on any part of a roadway within the Corporation of the Town of Kirkland Lake.
- 2.4 No person shall deposit, or cause to be deposited, snow or ice on any sidewalk plowed by the Corporation of the Town of Kirkland Lake.
- 2.5 No person shall deposit, or cause to be deposited, snow or ice on, or within one (1) metre of a fire hydrant or in a manner that obstructs access to a fire hydrant.
- 2.6 No person shall relocate snow or ice within the roadway in such a manner as to encroach on the cleared portion of the roadway intended for vehicular and pedestrian traffic, or that would result in the obstruction of normal visibility of the safe movement of vehicular and pedestrian traffic on the roadway.

- 2.7 No person shall deposit, or cause to be deposited, snow or ice on Town owned property.
- 2.8 No person shall pile, redistribute, or otherwise cause the accumulation of snow or ice on a sidewalk, travelled portion of a roadway, within the Municipality, in such a manner as to obstruct the view or movement, in any way, of snow clearing equipment under the jurisdiction of the Town's Public Works Department.
- 2.9 No person shall move snow or ice from within the roadway from one side of the cleared portion of the roadway intended for vehicular and pedestrian traffic, to the other side of the roadway.

3 EXEMPTIONS

- 3.1 The provisions of this By-law shall not apply to the Corporation of the Town of Kirkland Lake or the Ontario Ministry of Transportation, or contractors thereof, for the purposes of snow clearing operations on highways;

4 REMEDIATION

- 4.1 If the Director of Public Works deems, at his or her sole discretion, that the nature, volume or consistency of snow or ice accumulation can create a public hazard, the Director of Public Works or designate is authorized to have the material be removed and to invoice the property Owner for the expense incurred or by adding such expense to the tax roll and collecting them in the same manner as taxes in accordance with Section 446 of the Municipal Act.
- 4.2 Expenses invoiced to the Owner or added to the tax roll by the Corporation of the Town of Kirkland Lake will be on a cost recovery basis.

5 OBSTRUCTION

- 5.1 No person shall hinder, interfere with or otherwise obstruct, either directly or indirectly, an officer, employee of the Corporation of the Town of Kirkland Lake and/or agent in the lawful exercise or power of duty under this By-law.

6 ENFORCEMENT

- 6.1 Any Officer is authorized to order any person in violation of the provisions of this By-law and to request compliance therewith;
- 6.2 Any Officer is authorized to order any person believed by such Officer to be in contravention of this By-law to desist from any activity comprising of or contributing to such contravention;

7 PENALTY

- 7.1 Every Person who contravenes any provision of this By-law, is guilty of an offence and upon conviction is liable to a penalty pursuant to the Provincial Offences Act, R.S.O. 1990, C.P. 33, as amended (see Schedule “A”).

8 AUTHORITY TO TOW VEHICLES

- 8.1 In addition to any other penalties provided for the By-law, a Municipal By-law Enforcement Officer, a Police Officer or an individual designated by the Chief Administrative Officer, may, where a vehicle is parked or stopped in contravention of any portion of this By-law, cause it to be moved or taken to and placed or stored in a suitable place as designated by the Corporation of the Town of Kirkland Lake. All fees, costs and expenses associated with the towing and storing of the vehicle will be charged to the Owner and must be paid before the vehicle will be released.

9 VALIDITY AND SEVERABILITY

- 9.1 Should any section, subsection, clause, paragraph or provision of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the Part so declared to be invalid.

10 THAT this By-law shall be known and cited as the Town’s “Roadway Snow Depositing By-Law”.

11 THAT Schedule “A” of this By-Law shall be deemed to be incorporated into and form part of this By-Law.

12 THAT By-Law 08-089 is hereby repealed.

13 THAT this By-Law shall come into force and effect upon the date of passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16th DAY OF AUGUST, 2022.

Pat Kiely, Mayor

Jennifer Montreuil, Municipal Clerk

REPORT TO COUNCIL

Meeting Date: 06/09/2022	Report Number: 2022-PW-011
Presented by: Jim Roman	Department: Public Works

REPORT TITLE

Winter Operations & Updated Winter Maintenance Manual

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2022-PW-011 entitled “**Winter Operations & Updated Winter Maintenance Manual**” be received;

AND FINALLY THAT Council adopt the Town of Kirkland Lake’s updated Winter Maintenance Manual.

INTRODUCTION

Winter 2021/2022 presented the Road’s Division with several challenges; an early snow season, a large snow accumulation, very cold weather, equipment breakdowns, and staffing issues related to the COVID19 pandemic.

These challenges made it apparent that some adjustments to our winter operations were necessary to increase productivity, efficiency, and safety.

DISCUSSION

While there are many issues related to the Town’s winter operations, there are three main topics being addressed in this report.

1. Management of Snowpack Depth on Roads and Sidewalks

The best way to manage snowpack depth on roads is through snow grading, which is the continual shaving of a road’s snowpack with the grader. This is accomplished with a straight blade, as opposed to the serrated blade used for scarifying down to asphalt level. By removing a bit of snow at a time, the depth of the snowpack can be controlled and minimized throughout the winter months. This procedure was utilized to a larger extent last winter with much success. Despite the process, we did need to scarify a

number of roads on March 17th, 2022 in response to a sudden and significant temperature increase, which softened all the snowpack in town at once.

While scarifying removes 100% of the snowpack, it is very disruptive to the traveling public. It is also a more intensive operation in that additional manpower and equipment is required to follow the grader in order to clear intersections and driveways. The Roads Division believes this can be avoided by utilizing both graders, however it will require that a seasonal operator be hired for the winter months. The funds to support this were included in the 2022 budget, thus ensuring sufficient personnel to maintain the enhanced snow grading operations this coming winter. The addition of a seasonal operator will also lessen the impact of scheduled and unplanned time-off on operations.

As for the sidewalks, a newly acquired attachment for the trackless unit will be put to use breaking up the ice and snow accumulation, resulting in more effective sidewalk clearing.

2. Increasing Production of Snow Removal

The snow accumulation last winter was quite significant and presented the department with several challenges for snow removal. The biggest unexpected challenge was the breakdown of the large snow blower on March 3rd, 2022, leaving us without a snow blower for the remainder of the season. The switch to loaders/buckets cut snow removal production by more than 50%.

The existing blower has since been fully repaired, and a new blower and loader were purchased for the airport. To potentially double snow removal production, the Roads Division can borrow this new equipment from the airport and essentially run 2 snow removal operations in town when conditions allow. It should be noted this will only work if enough 3rd party hauling trucks can be hired to keep up with both blowers, as we typically need 7 or 8 triaxles to keep up with one.

3. Winter Maintenance Manual

The annual review of the town's Winter Maintenance Manual was conducted. Schedule "G Maintained Sidewalks" was updated to recognize the switch from the east to west side of Churchill Drive to align snow clearing with the newly installed pedestrian crosswalk on Second Street. Schedule "H Location of Municipal Parking Lots" was updated to include the parking lot at 20 Government Road West.

Aside from minor edits and housekeeping items, there were no other changes.

OTHER ALTERNATIVES CONSIDERED

Further to the above, there were several issues related to winter operations identified in the 2020 WSCS Service Delivery Review.

Consideration of Contracted Services for Government Road

Contracting the winter maintenance on Government Road has been considered, however there are reasons why this is not practical. To begin with, such a move is contrary to the collective agreement in place and would most likely be successfully challenged by the union. Local contractors are also not equipped with the large snow blowers required, and likely would not provide “just in time” availability. Contracting only the plowing operations would lead to conflicts with town personnel performing snow removal.

Proper Classification of Road Sections

Minimum winter maintenance standards are associated with the various road classes as established by the MTO system for classification of roads. It was recommended that a proper classification of roads would help protect the Town from liability claims. This is true, and we are working towards this with the use of newly acquired radar traffic counters. It should be noted that proper classification is a lengthy process requiring multiple counts at various times throughout the year. Until completed, we are confident that our current classifications are conservative enough to ensure adequate winter maintenance is taking place.

Investigate Anti-Icing Materials

Anti-icing refers to the application of anti-icing liquids on roadways prior to the accumulation of initial snowfall. Under certain conditions this process can delay the initial accumulation and prevent the snow from binding to the road surface and forming ice. Originally limited to warmer temperatures, advancements in the technology now permit its use in colder climates. The MTO is currently using the technology in the Sudbury and Huntsville districts with some success. They are currently working to implement the direct liquid application (DLA) on the Highway 11 corridor between North Bay and Cochrane.

In order to be effective, the anti-icing liquid requires application to bare asphalt, under certain weather conditions, with the use of truck-mounted applicators which would need to be purchased. For these reasons, we will not be utilizing anti-icing agents this season. However, we will be following MTO’s success in the North as this technology continues to evolve.

Ensure Hours of Work Compliance

In December 2021, a letter of understanding was agreed upon with CUPE 26 which clearly defines provision of a mandatory 8-hour rest between shifts, as per the

Employment Standards Act, 2000. This letter details the circumstances under which the mandatory rest period applies, as well as acceptable exceptions including circumstances:

- i) to deal with an emergency
- ii) to ensure the continued delivery of essential public services
- iii) to avoid interrupting continuous or seasonal operations.

Closing of Sidewalks by By-law

Schedule “G” of the Winter Maintenance Plan identifies those sidewalks which receive winter maintenance. By default, any sidewalk not identified does not receive winter maintenance. Public Works feels that by including this Schedule on the Town website during the winter months, we will provide sufficient notification to the public of sidewalk closures. The alternative is the listing by by-law of all sidewalk sections closed; a cumbersome process not required and not likely to prove as effective.

FINANCIAL CONSIDERATIONS

The proposed management of snowpack depth and increased production of snow removal will be accomplished with existing equipment. The addition of a seasonal, budgeted operator will assist with the proposed winter maintenance operations and provide some flexibility with staffing issues.

ALIGNMENT TO STRATEGIC PRIORITIES

The proposed modifications to winter operations aligns with the pillar to “Achieve Sustainable Operational Excellence” through better management of capital assets, and by finding and implementing efficiencies.

ACCESSIBILITY CONSIDERATIONS

Increasing snow removal will make the roads more accessible and safer.

CONCLUSION

Last winter was challenging but increasing efficiency, production and safety is the Department’s main focus. The hiring of a seasonal operator will contribute to the overall operation and will help ensure the snowpack layer is kept at a reasonable depth. Increasing the speed of the snow removal operation will be possible with the Town’s current assets.

CONSULTATIONS

Senior Management Team
Road Supervisors
Manager of Operations and Engineering

ATTACHMENTS

Attachment 1 – Updated Winter Maintenance Manual

REPORT TO COUNCIL

Meeting Date: 21/11/2023

Report Number: 2023-CLK-022

Presented by: Jennifer Montreuil

Department: Community Services

REPORT TITLE

Amendment to User Fees By-Law Schedules (General Housekeeping)

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-CLK-022 entitled “**Amendment to User Fees By-Law Schedules (General Housekeeping)**” be received;

AND THAT Council direct that Schedules C, D, G and I to the Town’s User Fees and Charges By-Law be amended as presented within the Report;

AND FINALLY THAT the amending By-Law be brought forward for three readings on November 21, 2023.

DISCUSSION

At its June 6, 2023 Regular Meeting, By-Law 23-041 (Attachment 1) was passed establishing User Fees and Charges for the Town of Kirkland Lake, including the presentation of enhanced schedules by Department/Division of service.

Through inadvertence during internal final reviews, a number of general housekeeping were identified to certain Schedules since the passing of the By-Law.

Administration suspect that the changes were born and omitted through the data transfers in the newly formatted schedules. Given that the by-law is heavily depended on from an accounting standpoint, and to achieve the utmost clarity, openness and transparency, these amendments are required.

Those general housekeeping items being proposed are as follows:

Schedule C – Community Services (Museum)

A fee was inadvertently omitted in the inclusion of the schedule for medium rectangular Tablecloth rentals. These are longstanding fees which have been established for many years.

The Schedule amendments (Attachment 2) will identify the following:

- Tablecloths (medium rectangular) \$ 9.00
- Tablecloths (round or large rectangular) \$11.00

Schedule C – Community Services (Recreation)

A fee was improperly inputted (\$6.60) for the non-resident fee associated with 30 Minute Fitness Class, by session.

The Schedule amendments (Attachment 3) will identify the following:

- 30 Minute Class - by session Non-Resident: \$5.50

Schedule G – Public Works (Equipment Rates)

The fee for the Volvo G960 Grader be adjusted to read \$137.50, and not \$143.00.

The fee associated with the Cube Van be removed entirely since the van was lost due to fire and is no longer an asset.

The fee associated with the Pipe Thaw Machine and Wworks -1993 Gorman Mud Pump (Trash Pump) are inverted on the current Schedule.

The Schedule amendments (Attachment 4) will identify the following:

- Pipe Thaw Machine \$198.90
- Wworks -1993 Gorman Mud Pump (Trash Pump) \$38.50

Schedule I – Public Works (Airport)

Hanger Office Rental and Hanger Rental (per m²) were inadvertently identified for daily, weekly and yearly rates, when they should have been identified as daily, weekly, and monthly rates.

The Schedule amendments (Attachment 5) will identify the following:

Hanger Rental (per m²):

- Daily \$ 0.43
- Weekly \$ 2.35
- Monthly \$ 18.70

Hanger Office Rental:

- Daily \$ 30.00
- Weekly \$ 141.00
- Monthly \$ 417.00

Administration note that further to Council's Motion re: Airport Fee Justification made on July 11, 2023, an information Report is forthcoming.

OTHER ALTERNATIVES CONSIDERED

Council may choose to disregard making general housekeeping amendments to the Town's User Fees and Charges By-Law. Despite a disclaimer providing Administration with latitude in addressing these issues, this is not the recommended option as the intent and appropriateness of fees and charges are currently not properly conveyed to the public.

FINANCIAL CONSIDERATIONS

Failing to make amendments poses challenges surrounding the Town's authority in applying certain fees and charges. Failing to adjust the appropriate figures could also materialize into a negative impact to certain net budgeted revenues, as services and invoicing continue day to day.

ALIGNMENT TO STRATEGIC PRIORITIES

Strategic Priorities: Efficiency

Goals: Achieve Sustainable Operational Excellence

Objectives: Aim for Financial Sustainability

ACCESSIBILITY CONSIDERATIONS

Not Applicable.

CONCLUSION

To ensure the appropriateness and legitimacy of the Town's User Fees and Charges By-Law Schedules, Administration recommend amendments to the Airport, Equipment and Museum Schedules.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

ATTACHMENTS

Attachment 1 - By-Law 23-041

Attachment 2 - Proposed Amendment to Schedule C – Community Services (Museum)

Attachment 3 – Proposed Amendment to Schedule D – Community Services (Recreation)

Attachment 4 - Proposed Amendment to Schedule G – Public Works (Equipment Rates)

Attachment 5 - Proposed Amendment to Schedule I – Public Works (Airport)



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-041

BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF VARIOUS FEES AND CHARGES FOR THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

WHEREAS Section 8 of the *Municipal Act*, S.O. 2001, (hereinafter referred to as the “*Municipal Act*”) provides that the powers of a municipality under the *Municipal Act* or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act;

AND WHEREAS Section 10 of the *Municipal Act* provides that a single-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein including *inter alia*, and financial management of the municipality and its local boards;

AND WHEREAS Section 391(1) of the *Municipal Act* authorizes municipalities to impose fees or charges on persons for services or activities provided/done by/on behalf of the municipality, for costs payable for services/activities provided/done by/on behalf of the municipality or its local boards, and for the use of its property;

AND WHEREAS Section 7 of the *Building Code Act*, S.O., 1992, authorizes Council to pass by-laws requiring the payment of fees on application for and issuance of permits and prescribing the amounts thereof;

AND WHEREAS Section 69(1) of the *Planning Act*, R.S.O. 1990, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 398 of the *Municipal Act* provides that fees or charges imposed in accordance with this By-Law constitute a debt owed to the municipality for which the Treasurer may add the outstanding fees or charges, including interest on the unpaid balance, to the tax roll for the property owned by the persons responsible for paying the fees and charges, and the amount shall be collected in the same manner as municipal taxes;

AND WHEREAS Section 23.1(1) of the *Municipal Act* permits Council by by-law to delegate to an employee of the municipality any powers, duties or functions that are administrative in nature;

AND WHEREAS public notice was provided in accordance with the Town of Kirkland Lake's Public Notice Policy (By-Law 22-047);

AND WHEREAS the Council of The Corporation of The Town of Kirkland Lake deems it expedient to amend User Fees and Charges for the municipality;

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

1 THAT the fees and charges for various municipal services and activities be established in the Schedules attached hereto and forming part of this By-Law as follows:

A. Schedule “A” – Corporate Services Department – Clerk's Office

- B. Schedule “B” – Corporate Services Department – Treasury Division
- C. Schedule “C” – Community Services Department – Museum
- D. Schedule “D” – Community Services Department – Recreation
- E. Schedule “E” – Development Services Department – Planning Division
- F. Schedule “F” – Development Services Department – Building Division
- G. Schedule “G” – Public Works Department – Equipment Rates
- H. Schedule “H” – Public Works Department – Waste Management Division
- I. Schedule “I” – Public Works Department – Airport
- J. Schedule “J” – Fire and Emergency Services Department
- K. Schedule “K” – Animal Control

- 2 THAT** all fees and charges set out in this By-Law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.
- 3 THAT** where the provisions of this by-law may conflict with any other by-law, this By-Law shall prevail.
- 4 THAT** this By-Law may be cited as the “User Fees & Charges By-Law”.
- 5 THAT** in the event that any fee or charge imposed herein remains unpaid after provision of the service, or, is otherwise in arrears, such fees or charges may be added to the tax roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.
- 6 THAT** Council does hereby provide the Chief Administrative Officer of The Corporation of Town of Kirkland Lake delegated authority to bestow upon Directors (Department Heads) to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of municipal fees and charges.
- 7 THAT** unless otherwise stated, this By-Law and its Schedules come into force and effect immediately upon passage.
- 8 THAT** By-Law 22-058 and By-Law 22-071 are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 6th DAY OF JUNE, 2023.

Stacy Wight, Mayor

Jennifer Montreuil, Municipal Clerk



SCHEDULE 'A' TO BY-LAW 23-041

Corporate Services Department - Clerk's Office (Administration)

Fee Description	Rate
Meeting Room Rentals (excludes charitable organizations)	
Council Chambers (per hour)	\$50.00
Main Floor Boardroom (per hour)	\$30.00
Certifying & Commissioning Services	
Certification of Documents (non-municipal) - per visit	\$ 20.00
Commissioning of Documents (non-municipal) - per visit	\$ 20.00
Alcohol and Gaming Commission of Ontario (AGCO) and Liquor Control Board of Ontario (LCBO) Approvals	
Liquor Licence Municipal Information Form	\$20.00
Extension of Existing Liquor Licence /Letter of Non-Objection	\$20.00
Significant Event Status Resolution (not in conjunction with Special Event Permit)	\$35.00
By-the-Glass Letter of Support	\$35.00
Requests for Information	
Access/Correction Request Application Fee*	\$5.00
Search Time (per 15 minutes)*	\$7.50
Preparation of Records for Disclosure (per 15 minutes)*	\$7.50
Preparation of Records for Disclosure (per page)*	\$0.20
Photocopies - 8 1/2 x 11 or 11 1/2 x 14 (per page)*	\$0.20
Plotter Photocopying - 18x24, 24x36, 36x48, 42x60 (per page)	actual cost
Encrypted USB - max size 32 GB (per device)	\$10.00
*fee established by Legislation	
Research Fee (per 15 minutes of research/response time)	\$10.00
Burial Permits (Death Registrations)	
Death Registrations - per Registration (including out of Town Registrations)	\$30.00
Death Registrations - per Registration for in-Town Indigent or Unclaimed persons	no cost
Death Registration Surcharge after regular business hours (Surcharge payable to Division Registrar, or designate on call)	\$30.00
Business Licencing	
Hawker & Peddler Licence - First Application	\$ 5,000.00
Hawker & Peddler Licence - Subsequent Application	\$ 1,000.00
Mobile Refreshment Vehicle Licence	\$ 1,000.00
Food Cart Licence	\$ 250.00
Lottery Licencing	
Lottery Licence - Raffle	3% of Prize Value
Lottery Licence - Break Open Tickets (Nevadas)	3% of Prize Value
Lottery Licence - Bingo (per session)	\$ 83.00

Fee Description	Rate
Marriage Licencing & Civil Ceremony Fees	
Marriage Licence (per licence)	\$ 125.00
Civil Marriage - Ceremony (\$100 non-refundable deposit)	\$ 250.00
Civil Marriage - Rehearsal Attendance	\$ 50.00
Civil Marriage - Out of Town Travel within 100km	\$60.00
Civil Marriage - Out of Town Travel over 100km	\$110.00



SCHEDULE 'B' TO BY-LAW 23-041

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Corporate Services Department - Treasury Division

Fee Description	Rate
NSF Cheques	\$40.00
Tax Certificates	\$ 70.00
Tax/Water Letter (Confirmation of Records)	\$ 10.00
Tax Registration for Vacant and Improved Land	\$ 1000.00



SCHEDULE 'C' TO BY-LAW 23-041

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Community Services Department - Museum

Disclaimer: The Department of Community Services may offer programs, lessons, demonstrations, workshops, or other initiatives during the year that are not listed in the User Fees guide. The fees set for these programs are based on the actual cost to provide them to the community and therefore fluctuate somewhat on an ongoing basis. Fees for these programs will be published on the Municipal Website, or social media sites in advance of the program.

Fee Description	Rate
Admission	
Adults	\$6.10
Seniors (65+)	\$4.10
Students (must present valid school ID, 10 students = 1 Teacher Free)	\$4.10
Children (5 & under)	no cost
Family Rate (min. 4 people in family)	\$15.30
Group rate -per person (5 people and above)	\$4.10
Museum Passes Adult (10)	\$48.80
Museum Passes Senior/Student (10)	\$32.80
Museum Passes Family - Four People (10) (Totals 40 admissions)	\$122.40
Admission to Opening Reception	by donation
Activity & Programming Fee (per student - covers admission, programming, crafts, activities, etc)	\$8.15
Memberships	
Single	\$35.00
Family/Groups of Four	\$50.00
Senior	\$25.00
Senior Couple	\$35.00
Student (must present valid school ID)	\$25.00
Group (up to 20 people / at one time)	\$85.00
Business (for 20 people and over)	\$145.00

Fee Description	Rate
GOLD Pass Membership	

Includes:

- Free admission and access to Gallery Openings
- 10% Discounts in Gift Shop
- 10-15% off Room Rental(s)
- Email Updates on Exhibits, Events & Projects
- Early access to special event and activities (craft/book sales, etc.)
- Free Passes to the Museum (# based on Membership Category)
- 20% off ticket price for select activities and programs

Research & Retail Services	
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Research Fee (per 1/2 hour - 1st 1/2 hour is free)	\$25.50
Digital Reproductions - Offsite Credit/Debit Transactions (minimum \$ - up to 3 images)	\$10.00
Digital Reproductions - Onsite Credit/Debit Transactions (per image)	\$3.10
Digital Reproductions - CD/USB/Email (proof sent with watermark)	at cost
Admin fee for Offsite Digital Reproductions (materials billed at cost)	\$10.00

Digital Scanning Services (min. 2 week timeline for completion)	
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Price per photograph/slide/negative	\$0.50
Up to 100 photos/negatives/slides (\$0.40/ea)	\$40.00
Up to 250 photos/negatives/slides (\$0.34/ea)	\$85.00
Up to 500 photos/negatives/slides (\$0.29/ea)	\$145.00
Up to 1000 photos/negatives/slides (\$0.20/ea)	\$200.00
Up to 1500 photos/negatives/slides (\$0.18/ea)	\$265.00
Price per strip negative:	
as a whole - not cropped	\$0.50
with images scanned individually - price per image	\$0.50

Fee Description	Rate
Rush Service (min. 4 days - excludes scanning costs)	\$40.00
Bring Your Own USB	no additional cost
Commemorative KL100 Gold Bar USB 16GB	\$20.00
Shipping & Handling (freight and materials)	at cost
Printing Services	
Computer/Photocopy Printouts without rental (Black & White)	\$0.25
Computer/Photocopy Printouts with rental (Black & White)	\$0.20
Computer/Photocopy Printouts with rental (Colour)	\$0.35
Computer/Photocopy Printouts without rental (Colour)	\$0.45
Rentals	
Full Day Rentals - Up to 10 hours	
Entire Building Includes Billiard Room, Gallery, Dining Room Parlour, Music Room and Kitchen	\$752.00
Gallery	\$303.00
Billiard Room	\$272.00
Gallery & Billiard Room	\$415.00
Music Room	\$207.00
Half Day Rentals - 5 hours or less	
Entire Building Includes Billiard Room, Gallery, Dining Room Parlour, Music Room and Kitchen	\$555.00
Gallery	\$222.00
Billiard Room	\$192.00
Gallery and Billiard Room	\$309.00
Music Room	\$146.00
Workshop Rentals	
Full Day Classroom Style, Tables & Chairs only	\$151.00
Two Full Days Classroom Style, Tables & Chairs only	\$227.00

Fee Description	Rate
Other Room Rental Fees (incl. Packages, Surchages and Subsidies)	
Dining Room & Parlour After Hours Rental (incl. Dining Room & Parlour and Kitchen Use)	\$106.00
Dining Room & Parlour Party Package (includes Dining Room & Parlour and Kitchen Use)	\$156.00
Opening Reception - Sunday Fee Only (max. 4 hours, including prep & clean up)	\$85.50
Kitchen Rental Only (Full service incl. the use of preparation spaces and dishwasher)	\$18.50
Grounds Rental Only	\$60.00
Statutory Holiday Rate	Additional 25%
After Hours Flat Rate Surcharge (for rentals past 10:00 PM)	\$50.00
Non-Profit Group Room Rental Fee Rate (excludes packages)	25% off
Bereavement Pricing (funerals, wakes, celebration of life)	20% off
Cleaning Fees	
For Dining Room and Parlour	\$25.00
For Billiard Room <u>or</u> Gallery	\$35.00
For Billiard Room <u>and</u> Gallery	\$45.00
Conference Catering - Breaks	
Food, beverages, packaging supplies or other items organized by Museum Staff	20% above cost price
Popcorn/Candy Bags/Chocolate Bars - per serving	\$1.77
Food & Beverage Fees	
Catering Fee (billed post-rental if kitchen does not pass staff inspection)	\$106.00
Coffee & Tea (12 cup pot of each, includes milk, cream, sugar, napkins)	\$8.50
Small Coffee/Tea Urn - per pot	\$25.00
100 cup coffee/tea urn - per pot	\$51.00
Bottle or Cans of Pop/Juice	1.50
2L Bottle of Pop	at cost
Juice in Jug	\$2.50
Miscellaneous Rental & User Fees	

Fee Description	Rate
A/V Equipment Use (incl. overhead projector, screen, microphone, TV/DVD/VCR, Laptop, Podium)	\$25.00
Development of Promotional Materials - per hour (incl. poster design, social media advertising, 5 free posters)	\$25.50
Interior Photo Session (2 hours) (no refunds)	\$65.00
Place Settings - per person (incl. cutlery, wine glasses, dinner/dessert plates, bowls, coffee mugs)	\$1.75
Square Overlay	\$3.50
Tablecloths (round or rectangular)	\$11.00
Events and Activities	
Harry's Hoodlums Day Camp	
1 Child for 1 day	\$30.00
1 Child for 2 days or 2 Children for 1 day	\$55.00
1 Child for 3 days or 3 Children for 1 day	\$80.00
1 Child for 4 days or 4 Children for 1 day	\$100.00
Night at the Museum - Mini Camps	
Easter Egg Hunt	\$10.00
Arts & Crafts Fair	
Friday & Saturday Rate	\$50.00
Saturday Rate Only	\$30.00
Donations	
In Memoriam Donation (names to be added to plaquest at front of Museum - tax deductible receipt issued)	min \$25.00
Adopt an Artifact Program (donors receive artifact package - tax deductible receipt issued)	\$100.00



SCHEDULE 'A' TO BY-LAW 23-041

Community Services Department - Recreation

Disclaimer: The Community Services Department may offer programs, lessons, demonstrations, workshops, or other initiatives during the year that are not listed in these User Fees. Those associated fees will be published on the Town of Kirkland Lake's Official Website, and/or social media platforms in advance of the program/programming.

Seniors: 60 years of age + qualify for Senior Rate.

Family: A family is up to two primary caregivers and their children living in the same household.

Students: A valid student card may be required as proof to qualify for the Student Rate.

Proof of Insurance: User Group/Renter MUST provide Proof of Insurance; Insurance can be purchased through the Town, if required.

Insurance Rates: Set by Town's Insurance Agent and based on event type and attendees.

Staff Costs: Charged back to the User Group/Renter at actual wage plus benefits.

Prime Time Hours:

Monday to Friday 3:00 PM to close

All Saturdays & Sundays

All School Breaks & Statutory Holidays (when open)

POOL		
Fee Description	Rate	
	Resident	Non-Resident
1 Month		
Student (1 Month)	\$31.25	\$37.50
Senior (1 Month)	\$35.44	\$42.53
Adult (1 Month)	\$47.25	\$56.70
Family (1 Month)	\$100.17	\$120.20
3 Month		
Student (3 Month)	\$75.01	\$90.01
Senior (3 Month)	\$85.05	\$102.06
Adult (3 Month)	\$113.40	\$136.08
Family (3 Month)	\$240.40	\$288.48
1 Year		
Student (1 Year)	\$210.02	\$252.02
Senior (1 Year)	\$238.14	\$285.77
Adult (1 Year)	\$317.52	\$381.02
Family (1 Year)	\$673.14	\$807.77

POOL (Continued)

Fee Description	Rate	
Day Rate		
Student (Day Rate)	\$4.42	
Senior (Day Rate)	\$4.42	
Adult (Day Rate)	\$5.75	
Family (Day Rate)	\$15.49	
Child- Age 2 and Under (Day Rate)	FREE	
SWIM PASSES		
	Resident	Non-Resident
Student Passes (12)	\$ 44.20	\$53.04
Senior Passes (12)	\$ 44.20	\$53.04
Adult Passes (12)	\$ 57.50	\$69.00
Family Passes (12)	\$ 154.90	\$185.88

FITNESS

Fee Description	Rate	
1 Month	Resident	Non-Resident
Student	\$44.78	\$53.74
Senior	\$47.49	\$56.99
Adult	\$63.32	\$75.98
Family	\$134.24	\$161.09
3 Month	Resident	Non-Resident
Student	\$107.46	\$128.95
Senior	\$113.98	\$136.78
Adult	\$151.97	\$182.36
Family	\$322.18	\$386.62
1 Year	Resident	Non-Resident
Student	\$300.89	\$361.07
Senior	\$319.14	\$382.97
Adult	\$425.52	\$510.62
Family	\$902.10	\$1,082.52
Fitness Day Rate	Resident	Non-Resident
Student	\$6.64	
Senior	\$7.08	
Adult	\$9.29	

GYM PASSES

Fee Description	Rate	
	Resident	Non-Resident
Student Passes (12)	\$66.40	\$79.68
Senior Passes (12)	\$70.80	\$84.96
Adult Passes (12)	\$92.90	\$111.48
Christmas Special - Student Fitness	\$30.00	\$36.00
Summer Special - Student Fitness (buy 3 months get 1 month free)	\$107.46	\$128.95

SQUASH

Student / Senior (Day Rate)	\$1.77
Adult (Day Rate)	\$1.77

COMPLEX

1 Month	Resident	Non-Resident
Student	\$57.15	\$68.58
Senior	\$62.20	\$74.64
Adult	\$82.93	\$99.52
Family	\$175.81	\$210.97
3 Month	Resident	Non-Resident
Student	\$137.15	\$164.58
Senior	\$149.27	\$179.12
Adult	\$199.03	\$238.84
Family	\$421.94	\$506.33
6 Month (includes fitness classes)	Resident	Non-Resident
Student	\$334.81	\$401.77
Senior	\$370.85	\$445.02
Adult	\$494.47	\$593.36
Family	\$1,048.28	\$1,257.94
1 Year (includes fitness classes)	Resident	Non-Resident
Student	\$478.30	\$573.96
Senior	\$529.79	\$635.75
Adult	\$706.38	\$847.66
Family	\$1,497.53	\$1,797.04

FITNESS PROGRAMMING

Fee Description	Rate	
FITNESS CLASSES		
	Resident	Non-Resident
30 Minute Class - by session	\$5.25	\$6.60
45 - 60 Minute Class - by session	\$7.50	\$9.00
Pay as you go classes (30 minute)	\$7.97	\$9.56
Pay as you go classes (45-60 minute)	\$10.18	\$12.22
Private Fitness Class (45 - 60 minute)	\$60.00	\$72.00
Private Aquatic Fitness Class (45 - 60 minute)	\$95.00	\$114.00
Fitness Class Passes (12) - (45 - 60 minute)	\$101.80	\$122.16
Fitness Class Passes (12) - (30 minute)	\$79.80	\$95.76
PERSONAL TRAINING 1:1		
	Resident	Non-Resident
1 hour (member)	\$32.00	\$38.40
1 hour (non-member)	\$40.00	\$48.00
3 hours (member)	\$86.00	\$103.20
3 hours (non-member)	\$108.00	\$129.60
6 hours (member)	\$155.00	\$186.00
6 hours (non-member)	\$194.00	\$232.80
PERSONAL TRAINING 2:1		
	Resident	Non-Resident
1 hour (member)	\$24.00	\$28.80
1 hour (non-member)	\$30.00	\$36.00
3 hours (member)	\$65.00	\$78.00
3 hours (non-member)	\$81.00	\$97.20
6 hours (member)	\$116.00	\$139.20
6 hours (non-member)	\$145.00	\$174.00
SMALL GROUP TRAINING (3-5 INDIVIDUALS)		
	Resident	Non-Resident
1 hour (member)	\$14.00	\$16.80
3 hours (member)	\$38.00	\$45.60
6 hours (member)	\$68.00	\$81.60

AQUATIC PROGRAMMING

Fee Description	Rate	
SWIM LESSONS		
	Resident	Non-Resident
9 Lessons		
30 minutes	\$60.00	\$72.00
45 minutes	\$85.00	\$102.00
Swim Patrol	\$90.00	\$108.00
Private Swim Lessons - 5 classes	\$105.00	\$126.00
Semi-Private Lessons - 5 classes	\$75.00	\$90.00
Bronze Star	\$76.47	\$91.76
Exam Fee	\$15.00	
Bronze Medallion & E.F.A.	\$ 79.07	\$94.88
Exam Fee	\$40.00	
Canadian Lifesaving Manual + Br Med Workbook	\$56.00	
Bronze Cross & S.F.A.	\$ 112.36	\$134.83
Exam Fee	\$50.00	
Canadian First Aid Manual+ Bronze Cross Workbook	\$25.00	
NLS Course	\$ 244.49	\$293.39
NLS Recert	\$ 60.73	\$72.88
Instructor Course	\$ 244.49	\$293.39
POOL RENTALS		
	Resident	Non-Resident
Regular Groups - 1 hour (all pools incl. slide -less than 30)	\$161.44	\$193.73
Regular Groups - 1 hour (both pools no slide - less than 30)	\$117.07	\$140.48
Regular Groups - 1 hour (1 pool only no slide)	\$98.35	\$118.02
Regular Groups - 1 hour, both pools, more than 30, slide	\$198.88	\$238.66
Cost of slide on top of hourly pool rental	\$41.60	\$49.92
Non Prime -20% less of regular group rental rate		
Swim Club	\$72.30	\$86.76
Additional Guard		actual staffing cost

POOL BIRTHDAY PARTIES

ALL POOLS INCLUDING SLIDE	Resident	Non-Resident
12 people or less	\$238.61	\$286.33
13-18 people	\$253.17	\$303.80
19-24 people	\$267.73	\$321.27
25-30 people	\$282.29	\$338.74
31-40 people	\$296.85	\$356.22
1 POOL INCLUDING SLIDE	Resident	Non-Resident
12 people or less	\$224.37	\$269.24
13-18 people	\$238.93	\$286.72
19-24 people	\$253.49	\$304.19
25-30 people	\$268.05	\$321.66
31-40 people	\$282.61	\$339.13
1 POOL - NO SLIDE	Resident	Non-Resident
12 people or less	\$182.77	\$219.32
13-18 people	\$197.33	\$236.80
19-24 people	\$211.89	\$254.27
25-30 people	\$226.45	\$271.74
31-40 people	\$241.01	\$289.21

ARENA PROGRAMMING

Fee Description	Rate	
ARENA RENTAL RATES		
	Resident	Non-Resident
Prime Time - Adult	\$143.38	\$172.06
Prime Time - Student	\$107.54	\$129.05
Non Prime - Adult (20% discount)	\$114.70	\$137.64
Non Prime - Student (20% discount)	\$86.03	\$103.24
Last Minute Ice -50% discount of prime - Adult	\$71.69	\$86.03
Last Minute Ice -50% discount of prime - Student	\$53.77	\$64.52
Pick-up Hockey	\$7.08	\$8.50
Pick-up Hockey Passes (12)	\$70.80	\$84.96
Twoonie Skate	\$1.77	
Family Sticks and Pucks - 2 Individuals	\$7.52	
Family Sticks and Pucks - 3 or more individuals	\$8.85	
ICE BIRTHDAY PARTIES		
	Resident	Non-Resident
12 people or less	\$191.94	\$230.33
13-18 people	\$206.22	\$247.46
19-24 people	\$220.50	\$264.60
25-30 people	\$234.78	\$281.74
31-40 people	\$249.06	\$298.87
STORAGE ROOM RENTAL		
	Resident	Non-Resident
Youth per square foot	\$4.69	\$5.63
Adult per square foot	\$6.25	\$7.50
Arena Storage Lockers	\$100.00	\$120.00

ARENA FLOOR RENTAL RATES

Fee Description	Rate	
STORAGE ROOM RENTAL	Resident	Non-Resident
Non-profit Charitable Group	\$ 259.55	\$311.46 (+ set up + clean up + staff)
Local Commercial or Pubs-ticketed event	\$ 893.18	\$1,071.82 (+ set up + clean up + staff)
Out of Town Commercial Use (Circus, etc.)		\$1,839.96 (+ set up + clean up + staff)
BALL HOCKEY	Resident	Non-Resident
Adults	\$53.50	\$64.20
Students	\$40.00	\$48.00

FACILITY USE & PROGRAMMING

Fee Description	Rate	
LOCKER RENTALS		
	Resident	Non-Resident
3 Months - Lobby Change Rooms	\$50.00	\$60.00
1 Year - Lobby Change Rooms	\$100.00	\$120.00
3 Months - Aquatic Centre Change Rooms	\$60.00	\$72.00
1 year - Aquatic Centre Change Rooms	\$120.00	\$144.00
COMMERCIAL BUSINESS		
	Resident	Non-Resident
Per hour (+clean up)	\$50.00	\$60.00
Per day (+clean up)	\$125.00	\$150.00
ROOM RENTAL (Blue Line, Arts & Crafts, Board Room)		
	Resident	Non-Resident
Per hour (+clean up)	\$50.00	\$60.00
Per day (+clean up)	\$125.00	\$150.00
Wooden Chair Rental	\$1.00	\$1.20
Local Service Club Meetings (non-profit)	\$25.00	\$30.00
DAY CAMP		
	Resident	Non-Resident
1 child	\$140.00	\$168.00
DAY RATE		
	Resident	Non-Resident
1 child	\$37.00	\$44.40
Half Day	\$20.00	\$24.00
Splash & Swim Days	\$30.00	\$36.00

PARK USE AND PROGRAMMING

Fee Description	Rate	
CIVIC PARK		
	Resident	Non-Resident
Non-profit Charitable Group (cost to public)	\$259.55	\$311.46
	(+ set up + clean up + staff)	
Local Commercial or Pubs - ticketed event	\$893.18	\$1,071.82
	(+ set up + clean up + staff)	
Non-profit Charitable Group (free to public)	Actual	
	(+ set up + clean up + staff)	
Private event (commercial or non-commercial)	Actual	
	(+ set up + clean up + staff)	
Per Hour	\$100.00	\$120.00
Per Day	\$450.00	\$540.00
BASEBALL FIELD (PER GAME)		
	Resident	Non-Resident
Adult	\$51.66	\$61.99
Youth	\$38.75	\$46.50
TKL Baseball League (Team rate / 8 week season)	\$318.58	\$382.30
Youth Ball League (Individual rate /6 week season)	\$30.00	\$36.00

PARK USE AND PROGRAMMING (continued)

Fee Description	Rate	
PAVILLION (No Ice / Per Hour)		
	Resident	Non-Resident
Adult	\$34.80	\$41.76
Student	\$26.10	\$31.32
CIVIC ICE (Per Hour)		
	Resident	Non-Resident
Adult	\$53.77	\$64.52
Student	\$40.33	\$48.40
MULTI-PURPOSE COURT (Per Hour)		
	Resident	Non-Resident
Adult	\$34.80	\$41.76
Student	\$26.10	\$31.32
BEACH VOLLEYBALL COURT (Per Hour)		
	Resident	Non-Resident
Adult	\$34.80	\$41.76
Student	\$26.10	\$31.32
CIVIC KITCHEN		
	Resident	Non-Resident
Per hour (+ set up + clean up + staff)	\$34.80	\$41.76
Per day (+ set up + clean up + staff)	\$87.00	\$104.40
VENDORS (Any Location)		
	Resident	Non-Resident
Seasonal vendor	\$185.88	\$223.06
Per week	\$15.49	\$18.59
Electricity usage (per season)	\$35.36	\$42.43
Electricity (per week)	\$4.42	\$5.30
Table rental for KLFM (per week)	\$4.42	\$5.31
Kitchen rental for KLFM (per week)	\$8.84	\$10.61

PARK USE AND PROGRAMMING (continued)

Fee Description	Rate
MEMORIAL BENCH	
As per location availability	\$1,769.91



SCHEDULE 'E' TO BY-LAW 23-041

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Development Services Department - Planning Division

Fee Description	Rate
Planning Act Applications	
Minor Variance	\$550.00
Consent to Sever	\$450.00
Parkland Dedication (payment-in-lieu) - Residential	5% of AV
Parkland Dedication (payment-in-lieu) - Other	2% of AV
Consent Agreements	\$320.00
Pre-Consultation Fee	\$200.00
Zoning Compliance Letter (per roll number)	
Regular	\$180.00
Urgent (3 days or less)	\$360.00
Site Plan Control Agreements (includes registration)	
Residential	\$1,880.00
Other	\$2,190.00
Amendment	\$1,560.00
Zoning Amendment	
Minor (temporary, lifting of H, R1 to R2, addition of permitted use)	\$1,360.00
Major (everything else)	\$1,880.00
Official Plan Amendment	\$1,880.00
Peer Review of Document submitted for Planning Act process	actual cost
Combined Zoning and Official Plan Amendment	\$3,340.00

Fee Description	Rate
Deeming By-law (includes registration)	\$835.00
Plan of Subdivision	\$2,090.00
Validation of Title	\$630.00
Release Agreement	\$170.00
Leases & Encroachments	
Application Fee	\$215.00
Development of Agreement	\$370.00
Annual Fee (based on 3.0m X 12.0m [36 sq.m])	\$153.00
per 10 sq. m over 36 sq.m	\$6.20
Land Sales	
Surplus land Proposal (admin fee)	\$195.00
Heritage	
Heritage Property Listing Application	\$495.00
Office Admin - Photocopying	
Letter or Legal (B&W)	\$0.30
Letter or Legal (Colour)	\$0.40
Tabloid (B&W)	\$0.60
Tabloid (Colour)	\$1.10
Office Admin- Printing	
Digital info on CD	\$140.00
Zoning or OP documents (Including schedules) - Print	\$140.00
Zoning or OP documents (Including schedules) - USB	\$85.00



SCHEDULE 'F' TO BY-LAW 23-041

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Development Services Department - Building Division

Fee Description	Rate
Residential Construction	
New Living Space (Houses, Apartments, Additions)	\$ 13.25/m ²
New Non-Living Space (Garages, Carports, Decks)	\$10.25/m ²
Renovations or Alterations	\$9.25/m ²
Minimum Fee	\$175.00
Industrial, Commercial, Institutional Construction	
New Construction	\$14.25/m ²
Renovation or Alteration	\$10.25/m ²
Minimum Fee	\$250.00
Demolition	
Accessory Building	\$125.00
Small Building (not more than 600 m ² ; not more than 3 storeys)	\$250.00
Large Building (more than 600 m ² ; more than 3 storeys)	\$500.00
Accessory Construction	
Sign Permit	\$85.00
Fence Permit	\$85.00
Pool Permit	\$85.00
Miscellaneous	
Revised Permit - Minor Change	\$175.00

Fee Description	Rate
Revised Permit - Major Change	Above Rate/m ²
Change of Use Permit	\$175.00
Compliance	
Re-inspection Fee	\$100.00
Occupying a Dwelling Without an Occupancy Permit	\$150.00/week
Construction Commencing Without a Permit	2x Permit Fee
Road Occupancy Permit	Daily \$ 20.00
	Weekly \$ 80.00
	Monthly \$155.00



SCHEDULE 'G' TO BY-LAW 23-041

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Public Works Department - Equipment Rates

Fee Description	Rate
1/2 Ton Truck	\$37.20
3/4 Ton Truck	\$38.50
2 Ton Truck	\$62.00
5 Ton Dump Truck (single Axle)	\$73.40
5 Ton Plow and Sander	\$128.30
10 Ton Tandem Dump Truck	\$98.90
10 ton Tandem Dump Truck Sander	\$128.30
4 CU.YD. Loader & LM-220 Snow Blower	\$298.70
Volvo G960 Grader	\$143.00
Elgin Pelican Street Sweeper	\$134.50
4X4 Backhoe	\$77.30
4X4 Backhow & Asphalt cutter	\$87.50
4X4 Backhoe & breaker Hoe Ram	\$118.10
2.5 CU.YD. Loader	\$97.90
Trackless MT with Attachements	\$81.60
Gas Powered Air Compressor	\$45.90
Traffic Line Marker (Painting Machine)	\$35.70
Thompson Boiler (Steamer)	\$40.80
Wacker Plate Tamper- 12" Plate, Gas Powered	\$20.40
Bomag BPR55/65 Packer- 23" Plate, diesel Powered	\$26.50
Genie Manlift	\$38.30
Cube Van	\$38.50
Vactor 2100 + Sewer (Vacuum Truck)	\$346.30
Pipe Thaw Machine	\$38.50
Wworks-1993 Gorman Mud Pump (Trash Pump)	\$198.90
Wworks- 4" Trash Diesel Pump	\$25.50

Fee Description	Rate
FLYGT & Subermisible Pump	\$25.50
Rigid 3/4 HP Pipe Cleaner	\$26.27
STHIL/ Husqvana cut off saw	\$21.42
Unallocated Equipment (Various Tools)	\$15.30
Parking Lot Rental	\$325.00
Flag Pole Banner Program Installation & Removal (rate per occurrence request)	\$1,500.00
*excludes Royal Canadian Legion - Branch 87	



SCHEDULE 'H' TO BY-LAW 23-041

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Public Works Department - Waste Management

Fee Description	Rate
All Waste disposal (per m ³)	\$ 14.00
Unsorted Waste Disposal - Recyclables Not Removed (per m ³)	\$ 28.00
Exceptions	
Residential Private - up to 2 m ³ (per load)	\$ 14.00
Garbage Bag (per bag)	\$ 3.50
Contaminated Waste per m ³	\$ 33.00
Clean wood (per m ³)	\$ 4.75
Scrap Metal (per m ³)	\$ 4.75
Ash (per m ³)	\$ 14.00
Appliances containing Refrigerant (per unit)	\$ 45.00
Blue Box (each)	\$ 5.00
Composter (each)	\$ 60.00
Rain Barrel (each)	\$ 70.00
Blue Cart - 95 gal. (each)	\$ 70.00



SCHEDULE 'I' TO BY-LAW 23-041

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Public Works Department - Airport

Fee Description	Rate	
Landing Fees		
0-2000 kg	\$19.00	
0-2000 kg (if buying fuel)	\$0.00	
2001-5000 kg	\$44.00	
5001 kg and over	\$53.00	
Helicopter	\$45.00	
Turbo Fan	\$162.00	
Air Ambulance	\$350.00	
Parking Fees		
0-2000 kg	Daily	\$14.00
	Monthly	\$87.00
	Yearly	\$602.00
2000-5001 kg	Daily	\$23.00
	Monthly	\$141.00
	Yearly	\$1,061.00
Over 5000 kg	Daily	\$30.00
	Monthly	\$435.00
	Yearly	\$1,607.00
Hanger Fees		
Hangar Fee (per m ²)	Daily	\$0.43
	Monthly	\$2.35
	Yearly	\$18.70
Hangar Office Rental	Daily	\$30.00
	Monthly	\$141.00
	Yearly	\$417.00
Land Lease for Hangar (annually)	\$900.00	
Miscellaneous		
Special Occasion (daily)	\$420.00	
Single Plug-in (each/per day)	\$14.00	

Fee Description	Rate
Summer Call-out Charge	\$153.00
Winter Call-out charge (Nov 1- Apr 30) - Surface Conditions	\$300.00
Winter Call-out charge (Nov 1- Apr 30) - Plowing	\$575.00
Stand-by Fee (hourly)	\$60.00
Airside Vehicle Operator Permit (annually)	\$135.00
Aviation (AVE) Gas Mark-up (per litre)	\$0.55
Aviation Jet Fuel Mark-up (per litre)	\$0.44



SCHEDULE 'J' TO BY-LAW 23-041

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Fire & Emergency Services Department

Fee Description	Rate
Inspection of day care facilities and nursing homes not owned by the municipality (each)	\$80.00
Inspection of building for sale requesting Retrofit Letter of Compliance (each)	\$75.00
Follow-up Inspection to verify correction of violations noted during a requested Retrofit Inspection (each)	\$50.00
Inspection required under the Ontario Fire Code (each)	\$80.00
Administrative services for on-file records for owners, insurance companies, legal representatives and real estate companies, etc. *subject to Access and Privacy under the MFIPPA	\$75.00
Fire Safety Plan Approval (each)	\$85.00
Hazardous Material Clean-Up	at cost
False Alarm Response - 1st Incidence	no cost
False Alarm Response - 2nd Incidence (in same calendar year)	\$150.00
False Alarm Response - 3rd Incidence (in same calendar year)	\$250.00
False Alarm Response - 4th Incidence (in same calendar year)	\$350.00
False Alarm Response - each additional Incidence (in same calendar year)	\$400.00
Vehicle Accident Responses in the municipality for Non-Residents	\$365.00
Training other agencies (per hour/per firefigther)	\$50.00
Self-Contained Underwater Breathing Apparatus (S.C.U.B.A) Refill	\$17.00
Self-Contained Breathing Apparatus (S.C.B.A) Refill	\$12.00



SCHEDULE 'K' TO BY-LAW 23-041

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Contracted Services - Animal Control

Senior: upon presentation of government issued identification to persons sixty-five (65) years of age or more.

Proof of Spay/Neuter: upon presentation of documentation from a Doctor of Veterinarian Medicine.

Fee Description	Rate
Impound	
Dog Impound (Per Day)	\$30.00
* Plus veterinary fees incurred	at cost
Cat Impound (Per Day)	\$20.00
*Plus Veterinary fees incurred	at cost
Dog Tags	
Dog Tag (metal)	\$35.00
Senior Subsidy - Dog Tag (metal)	\$15.00
Spayed/Newtered Subsidy - Dog Tag (metal)	\$20.00
Replacement Dog Tag	\$6.00
Cat Tags	
Cat Tag (metal)	\$35.00
Senior Subsidy - Cat Tag (metal)	\$15.00
Spayed/Newtered Subsidy - Cat Tag (metal)	\$20.00
Replacement Cat Tag	\$6.00



SCHEDULE 'C' TO BY-LAW 23-041
(AS AMENDED BY BY-LAW 23-0xx)

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Community Services Department - Museum

Disclaimer: The Department of Community Services may offer programs, lessons, demonstrations, workshops, or other initiatives during the year that are not listed in the User Fees guide. The fees set for these programs are based on the actual cost to provide them to the community and therefore fluctuate somewhat on an ongoing basis. Fees for these programs will be published on the Municipal Website, or social media sites in advance of the program.

Fee Description	Rate
Admission	
Adults	\$6.10
Seniors (65+)	\$4.10
Students (must present valid school ID, 10 students = 1 Teacher Free)	\$4.10
Children (5 & under)	no cost
Family Rate (min. 4 people in family)	\$15.30
Group rate -per person (5 people and above)	\$4.10
Museum Passes Adult (10)	\$48.80
Museum Passes Senior/Student (10)	\$32.80
Museum Passes Family - Four People (10) (Totals 40 admissions)	\$122.40
Admission to Opening Reception	by donation
Activity & Programming Fee (per student - covers admission, programming, crafts, activities, etc)	\$8.15
Memberships	
Single	\$35.00
Family/Groups of Four	\$50.00
Senior	\$25.00
Senior Couple	\$35.00
Student (must present valid school ID)	\$25.00
Group (up to 20 people / at one time)	\$85.00
Business (for 20 people and over)	\$145.00

Fee Description	Rate
GOLD Pass Membership	

Includes:

- Free admission and access to Gallery Openings
- 10% Discounts in Gift Shop
- 10-15% off Room Rental(s)
- Email Updates on Exhibits, Events & Projects
- Early access to special event and activities (craft/book sales, etc.)
- Free Passes to the Museum (# based on Membership Category)
- 20% off ticket price for select activities and programs

Research & Retail Services	
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Research Fee (per 1/2 hour - 1st 1/2 hour is free)	\$25.50
Digital Reproductions - Offsite Credit/Debit Transactions (minimum \$ - up to 3 images)	\$10.00
Digital Reproductions - Onsite Credit/Debit Transactions (per image)	\$3.10
Digital Reproductions - CD/USB/Email (proof sent with watermark)	at cost
Admin fee for Offsite Digital Reproductions (materials billed at cost)	\$10.00

Digital Scanning Services (min. 2 week timeline for completion)	
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Price per photograph/slide/negative	\$0.50
Up to 100 photos/negatives/slides (\$0.40/ea)	\$40.00
Up to 250 photos/negatives/slides (\$0.34/ea)	\$85.00
Up to 500 photos/negatives/slides (\$0.29/ea)	\$145.00
Up to 1000 photos/negatives/slides (\$0.20/ea)	\$200.00
Up to 1500 photos/negatives/slides (\$0.18/ea)	\$265.00
Price per strip negative:	
as a whole - not cropped	\$0.50
with images scanned individually - price per image	\$0.50

Fee Description	Rate
Rush Service (min. 4 days - excludes scanning costs)	\$40.00
Bring Your Own USB	no additional cost
Commemorative KL100 Gold Bar USB 16GB	\$20.00
Shipping & Handling (freight and materials)	at cost
Printing Services	
Computer/Photocopy Printouts without rental (Black & White)	\$0.25
Computer/Photocopy Printouts with rental (Black & White)	\$0.20
Computer/Photocopy Printouts with rental (Colour)	\$0.35
Computer/Photocopy Printouts without rental (Colour)	\$0.45
Rentals	
Full Day Rentals - Up to 10 hours	
Entire Building Includes Billiard Room, Gallery, Dining Room Parlour, Music Room and Kitchen	\$752.00
Gallery	\$303.00
Billiard Room	\$272.00
Gallery & Billiard Room	\$415.00
Music Room	\$207.00
Half Day Rentals - 5 hours or less	
Entire Building Includes Billiard Room, Gallery, Dining Room Parlour, Music Room and Kitchen	\$555.00
Gallery	\$222.00
Billiard Room	\$192.00
Gallery and Billiard Room	\$309.00
Music Room	\$146.00
Workshop Rentals	
Full Day Classroom Style, Tables & Chairs only	\$151.00
Two Full Days Classroom Style, Tables & Chairs only	\$227.00

Fee Description	Rate
Other Room Rental Fees (incl. Packages, Surcharges and Subsidies)	
Dining Room & Parlour After Hours Rental (incl. Dining Room & Parlour and Kitchen Use)	\$106.00
Dining Room & Parlour Party Package (includes Dining Room & Parlour and Kitchen Use)	\$156.00
Opening Reception - Sunday Fee Only (max. 4 hours, including prep & clean up)	\$85.50
Kitchen Rental Only (Full service incl. the use of preparation spaces and dishwasher)	\$18.50
Grounds Rental Only	\$60.00
Statutory Holiday Rate	Additional 25%
After Hours Flat Rate Surcharge (for rentals past 10:00 PM)	\$50.00
Non-Profit Group Room Rental Fee Rate (excludes packages)	25% off
Bereavement Pricing (funerals, wakes, celebration of life)	20% off
Cleaning Fees	
For Dining Room and Parlour	\$25.00
For Billiard Room <u>or</u> Gallery	\$35.00
For Billiard Room <u>and</u> Gallery	\$45.00
Conference Catering - Breaks	
Food, beverages, packaging supplies or other items organized by Museum Staff	20% above cost price
Popcorn/Candy Bags/Chocolate Bars - per serving	\$1.77
Food & Beverage Fees	
Catering Fee (billed post-rental if kitchen does not pass staff inspection)	\$106.00
Coffee & Tea (12 cup pot of each, includes milk, cream, sugar, napkins)	\$8.50
Small Coffee/Tea Urn - per pot	\$25.00
100 cup coffee/tea urn - per pot	\$51.00
Bottle or Cans of Pop/Juice	1.50
2L Bottle of Pop	at cost
Juice in Jug	\$2.50
Miscellaneous Rental & User Fees	

Fee Description	Rate
A/V Equipment Use (incl. overhead projector, screen, microphone, TV/DVD/VCR, Laptop, Podium)	\$25.00
Development of Promotional Materials - per hour (incl. poster design, social media advertising, 5 free posters)	\$25.50
Interior Photo Session (2 hours) (no refunds)	\$65.00
Place Settings - per person (incl. cutlery, wine glasses, dinner/dessert plates, bowls, coffee mugs)	\$1.75
Square Overlay	\$3.50
Tablecloths (medium rectangular)	\$9.00
Tablecloths (round or large rectangular)	\$11.00
Events and Activities	
Harry's Hoodlums Day Camp	
1 Child for 1 day	\$30.00
1 Child for 2 days or 2 Children for 1 day	\$55.00
1 Child for 3 days or 3 Children for 1 day	\$80.00
1 Child for 4 days or 4 Children for 1 day	\$100.00
Night at the Museum - Mini Camps	\$15.00
Easter Egg Hunt	\$10.00
Arts & Crafts Fair	
Friday & Saturday Rate	\$50.00
Saturday Rate Only	\$30.00
Donations	
In Memoriam Donation (names to be added to plaquest at front of Museum - tax deductible receipt issued)	min \$25.00
Adopt an Artifact Program (donors receive artifact package - tax deductible receipt issued)	\$100.00



SCHEDULE 'A' TO BY-LAW 23-041
(AMENDED BY BY-LAW 23-0xx)

Community Services Department - Recreation

Disclaimer: The Community Services Department may offer programs, lessons, demonstrations, workshops, or other initiatives during the year that are not listed in these User Fees. Those associated fees will be published on the Town of Kirkland Lake's Official Website, and/or social media platforms in advance of the program/programming.

Seniors: 60 years of age + qualify for Senior Rate.

Family: A family is up to two primary caregivers and their children living in the same household.

Students: A valid student card may be required as proof to qualify for the Student Rate.

Proof of Insurance: User Group/Renter MUST provide Proof of Insurance; Insurance can be purchased through the Town, if required.

Insurance Rates: Set by Town's Insurance Agent and based on event type and attendees.

Staff Costs: Charged back to the User Group/Renter at actual wage plus benefits.

Prime Time Hours:

Monday to Friday 3:00 PM to close

All Saturdays & Sundays

All School Breaks & Statutory Holidays (when open)

POOL		
Fee Description	Rate	
	Resident	Non-Resident
1 Month		
Student (1 Month)	\$31.25	\$37.50
Senior (1 Month)	\$35.44	\$42.53
Adult (1 Month)	\$47.25	\$56.70
Family (1 Month)	\$100.17	\$120.20
3 Month		
Student (3 Month)	\$75.01	\$90.01
Senior (3 Month)	\$85.05	\$102.06
Adult (3 Month)	\$113.40	\$136.08
Family (3 Month)	\$240.40	\$288.48
1 Year		
Student (1 Year)	\$210.02	\$252.02
Senior (1 Year)	\$238.14	\$285.77
Adult (1 Year)	\$317.52	\$381.02
Family (1 Year)	\$673.14	\$807.77

POOL (Continued)

Fee Description	Rate	
Day Rate		
Student (Day Rate)	\$4.42	
Senior (Day Rate)	\$4.42	
Adult (Day Rate)	\$5.75	
Family (Day Rate)	\$15.49	
Child- Age 2 and Under (Day Rate)	FREE	
SWIM PASSES		
	Resident	Non-Resident
Student Passes (12)	\$ 44.20	\$53.04
Senior Passes (12)	\$ 44.20	\$53.04
Adult Passes (12)	\$ 57.50	\$69.00
Family Passes (12)	\$ 154.90	\$185.88

FITNESS

Fee Description	Rate	
1 Month	Resident	Non-Resident
Student	\$44.78	\$53.74
Senior	\$47.49	\$56.99
Adult	\$63.32	\$75.98
Family	\$134.24	\$161.09
3 Month	Resident	Non-Resident
Student	\$107.46	\$128.95
Senior	\$113.98	\$136.78
Adult	\$151.97	\$182.36
Family	\$322.18	\$386.62
1 Year	Resident	Non-Resident
Student	\$300.89	\$361.07
Senior	\$319.14	\$382.97
Adult	\$425.52	\$510.62
Family	\$902.10	\$1,082.52
Fitness Day Rate	Resident	Non-Resident
Student	\$6.64	
Senior	\$7.08	
Adult	\$9.29	

GYM PASSES

Fee Description	Rate	
	Resident	Non-Resident
Student Passes (12)	\$66.40	\$79.68
Senior Passes (12)	\$70.80	\$84.96
Adult Passes (12)	\$92.90	\$111.48
Christmas Special - Student Fitness	\$30.00	\$36.00
Summer Special - Student Fitness (buy 3 months get 1 month free)	\$107.46	\$128.95

SQUASH

Student / Senior (Day Rate)	\$1.77
Adult (Day Rate)	\$1.77

COMPLEX

1 Month	Resident	Non-Resident
Student	\$57.15	\$68.58
Senior	\$62.20	\$74.64
Adult	\$82.93	\$99.52
Family	\$175.81	\$210.97
3 Month	Resident	Non-Resident
Student	\$137.15	\$164.58
Senior	\$149.27	\$179.12
Adult	\$199.03	\$238.84
Family	\$421.94	\$506.33
6 Month (includes fitness classes)	Resident	Non-Resident
Student	\$334.81	\$401.77
Senior	\$370.85	\$445.02
Adult	\$494.47	\$593.36
Family	\$1,048.28	\$1,257.94
1 Year (includes fitness classes)	Resident	Non-Resident
Student	\$478.30	\$573.96
Senior	\$529.79	\$635.75
Adult	\$706.38	\$847.66
Family	\$1,497.53	\$1,797.04

FITNESS PROGRAMMING

Fee Description	Rate	
FITNESS CLASSES		
	Resident	Non-Resident
30 Minute Class - by session	\$5.25	\$5.50
45 - 60 Minute Class - by session	\$7.50	\$9.00
Pay as you go classes (30 minute)	\$7.97	\$9.56
Pay as you go classes (45-60 minute)	\$10.18	\$12.22
Private Fitness Class (45 - 60 minute)	\$60.00	\$72.00
Private Aquatic Fitness Class (45 - 60 minute)	\$95.00	\$114.00
Fitness Class Passes (12) - (45 - 60 minute)	\$101.80	\$122.16
Fitness Class Passes (12) - (30 minute)	\$79.80	\$95.76
PERSONAL TRAINING 1:1		
	Resident	Non-Resident
1 hour (member)	\$32.00	\$38.40
1 hour (non-member)	\$40.00	\$48.00
3 hours (member)	\$86.00	\$103.20
3 hours (non-member)	\$108.00	\$129.60
6 hours (member)	\$155.00	\$186.00
6 hours (non-member)	\$194.00	\$232.80
PERSONAL TRAINING 2:1		
	Resident	Non-Resident
1 hour (member)	\$24.00	\$28.80
1 hour (non-member)	\$30.00	\$36.00
3 hours (member)	\$65.00	\$78.00
3 hours (non-member)	\$81.00	\$97.20
6 hours (member)	\$116.00	\$139.20
6 hours (non-member)	\$145.00	\$174.00
SMALL GROUP TRAINING (3-5 INDIVIDUALS)		
	Resident	Non-Resident
1 hour (member)	\$14.00	\$16.80
3 hours (member)	\$38.00	\$45.60
6 hours (member)	\$68.00	\$81.60

AQUATIC PROGRAMMING

Fee Description	Rate	
SWIM LESSONS		
	Resident	Non-Resident
9 Lessons		
30 minutes	\$60.00	\$72.00
45 minutes	\$85.00	\$102.00
Swim Patrol	\$90.00	\$108.00
Private Swim Lessons - 5 classes	\$105.00	\$126.00
Semi-Private Lessons - 5 classes	\$75.00	\$90.00
Bronze Star	\$76.47	\$91.76
Exam Fee	\$15.00	
Bronze Medallion & E.F.A.	\$ 79.07	\$94.88
Exam Fee	\$40.00	
Canadian Lifesaving Manual + Br Med Workbook	\$56.00	
Bronze Cross & S.F.A.	\$ 112.36	\$134.83
Exam Fee	\$50.00	
Canadian First Aid Manual+ Bronze Cross Workbook	\$25.00	
NLS Course	\$ 244.49	\$293.39
NLS Recert	\$ 60.73	\$72.88
Instructor Course	\$ 244.49	\$293.39
POOL RENTALS		
	Resident	Non-Resident
Regular Groups - 1 hour (all pools incl. slide -less than 30)	\$161.44	\$193.73
Regular Groups - 1 hour (both pools no slide - less than 30)	\$117.07	\$140.48
Regular Groups - 1 hour (1 pool only no slide)	\$98.35	\$118.02
Regular Groups - 1 hour, both pools, more than 30, slide	\$198.88	\$238.66
Cost of slide on top of hourly pool rental	\$41.60	\$49.92
Non Prime -20% less of regular group rental rate		
Swim Club	\$72.30	\$86.76
Additional Guard	actual staffing cost	

POOL BIRTHDAY PARTIES

ALL POOLS INCLUDING SLIDE	Resident	Non-Resident
12 people or less	\$238.61	\$286.33
13-18 people	\$253.17	\$303.80
19-24 people	\$267.73	\$321.27
25-30 people	\$282.29	\$338.74
31-40 people	\$296.85	\$356.22
1 POOL INCLUDING SLIDE	Resident	Non-Resident
12 people or less	\$224.37	\$269.24
13-18 people	\$238.93	\$286.72
19-24 people	\$253.49	\$304.19
25-30 people	\$268.05	\$321.66
31-40 people	\$282.61	\$339.13
1 POOL - NO SLIDE	Resident	Non-Resident
12 people or less	\$182.77	\$219.32
13-18 people	\$197.33	\$236.80
19-24 people	\$211.89	\$254.27
25-30 people	\$226.45	\$271.74
31-40 people	\$241.01	\$289.21

ARENA PROGRAMMING

Fee Description	Rate	
ARENA RENTAL RATES		
	Resident	Non-Resident
Prime Time - Adult	\$143.38	\$172.06
Prime Time - Student	\$107.54	\$129.05
Non Prime - Adult (20% discount)	\$114.70	\$137.64
Non Prime - Student (20% discount)	\$86.03	\$103.24
Last Minute Ice -50% discount of prime - Adult	\$71.69	\$86.03
Last Minute Ice -50% discount of prime - Student	\$53.77	\$64.52
Pick-up Hockey	\$7.08	\$8.50
Pick-up Hockey Passes (12)	\$70.80	\$84.96
Twoonie Skate	\$1.77	
Family Sticks and Pucks - 2 Individuals	\$7.52	
Family Sticks and Pucks - 3 or more individuals	\$8.85	
ICE BIRTHDAY PARTIES		
	Resident	Non-Resident
12 people or less	\$191.94	\$230.33
13-18 people	\$206.22	\$247.46
19-24 people	\$220.50	\$264.60
25-30 people	\$234.78	\$281.74
31-40 people	\$249.06	\$298.87
STORAGE ROOM RENTAL		
	Resident	Non-Resident
Youth per square foot	\$4.69	\$5.63
Adult per square foot	\$6.25	\$7.50
Arena Storage Lockers	\$100.00	\$120.00

ARENA FLOOR RENTAL RATES

Fee Description	Rate	
STORAGE ROOM RENTAL	Resident	Non-Resident
Non-profit Charitable Group	\$ 259.55	\$311.46
		(+ set up + clean up + staff)
Local Commercial or Pubs-ticketed event	\$ 893.18	\$1,071.82
		(+ set up + clean up + staff)
Out of Town Commercial Use (Circus, etc.)		\$1,839.96
		(+ set up + clean up + staff)
BALL HOCKEY	Resident	Non-Resident
Adults	\$53.50	\$64.20
Students	\$40.00	\$48.00

FACILITY USE & PROGRAMMING

Fee Description	Rate	
LOCKER RENTALS		
	Resident	Non-Resident
3 Months - Lobby Change Rooms	\$50.00	\$60.00
1 Year - Lobby Change Rooms	\$100.00	\$120.00
3 Months - Aquatic Centre Change Rooms	\$60.00	\$72.00
1 year - Aquatic Centre Change Rooms	\$120.00	\$144.00
COMMERCIAL BUSINESS		
	Resident	Non-Resident
Per hour (+clean up)	\$50.00	\$60.00
Per day (+clean up)	\$125.00	\$150.00
ROOM RENTAL (Blue Line, Arts & Crafts, Board Room)		
	Resident	Non-Resident
Per hour (+clean up)	\$50.00	\$60.00
Per day (+clean up)	\$125.00	\$150.00
Wooden Chair Rental	\$1.00	\$1.20
Local Service Club Meetings (non-profit)	\$25.00	\$30.00
DAY CAMP		
	Resident	Non-Resident
1 child	\$140.00	\$168.00
DAY RATE		
	Resident	Non-Resident
1 child	\$37.00	\$44.40
Half Day	\$20.00	\$24.00
Splash & Swim Days	\$30.00	\$36.00

PARK USE AND PROGRAMMING

Fee Description	Rate	
CIVIC PARK		
	Resident	Non-Resident
Non-profit Charitable Group (cost to public)	\$259.55	\$311.46
	(+ set up + clean up + staff)	
Local Commercial or Pubs - ticketed event	\$893.18	\$1,071.82
	(+ set up + clean up + staff)	
Non-profit Charitable Group (free to public)	Actual	
	(+ set up + clean up + staff)	
Private event (commercial or non-commercial)	Actual	
	(+ set up + clean up + staff)	
Per Hour	\$100.00	\$120.00
Per Day	\$450.00	\$540.00
BASEBALL FIELD (PER GAME)		
	Resident	Non-Resident
Adult	\$51.66	\$61.99
Youth	\$38.75	\$46.50
TKL Baseball League (Team rate / 8 week season)	\$318.58	\$382.30
Youth Ball League (Individual rate /6 week season)	\$30.00	\$36.00

PARK USE AND PROGRAMMING (continued)

Fee Description	Rate	
PAVILLION (No Ice / Per Hour)		
	Resident	Non-Resident
Adult	\$34.80	\$41.76
Student	\$26.10	\$31.32
CIVIC ICE (Per Hour)		
	Resident	Non-Resident
Adult	\$53.77	\$64.52
Student	\$40.33	\$48.40
MULTI-PURPOSE COURT (Per Hour)		
	Resident	Non-Resident
Adult	\$34.80	\$41.76
Student	\$26.10	\$31.32
BEACH VOLLEYBALL COURT (Per Hour)		
	Resident	Non-Resident
Adult	\$34.80	\$41.76
Student	\$26.10	\$31.32
CIVIC KITCHEN		
	Resident	Non-Resident
Per hour (+ set up + clean up + staff)	\$34.80	\$41.76
Per day (+ set up + clean up + staff)	\$87.00	\$104.40
VENDORS (Any Location)		
	Resident	Non-Resident
Seasonal vendor	\$185.88	\$223.06
Per week	\$15.49	\$18.59
Electricity usage (per season)	\$35.36	\$42.43
Electricity (per week)	\$4.42	\$5.30
Table rental for KLFM (per week)	\$4.42	\$5.31
Kitchen rental for KLFM (per week)	\$8.84	\$10.61

PARK USE AND PROGRAMMING (continued)

Fee Description	Rate
MEMORIAL BENCH	
As per location availability	\$1,769.91



SCHEDULE 'G' TO BY-LAW 23-041
(AS AMENDED BY BY-LAW 23-0xx)

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Public Works Department - Equipment Rates

Fee Description	Rate
1/2 Ton Truck	\$37.20
3/4 Ton Truck	\$38.50
2 Ton Truck	\$62.00
5 Ton Dump Truck (single Axle)	\$73.40
5 Ton Plow and Sander	\$128.30
10 Ton Tandem Dump Truck	\$98.90
10 ton Tandem Dump Truck Sander	\$128.30
4 CU.YD. Loader & LM-220 Snow Blower	\$298.70
Volvo G960 Grader	\$143.00
Elgin Pelican Street Sweeper	\$134.50
4X4 Backhoe	\$77.30
4X4 Backhoe & Asphalt cutter	\$87.50
4X4 Backhoe & breaker Hoe Ram	\$118.10
2.5 CU.YD. Loader	\$97.90
Trackless MT with Attachements	\$81.60
Gas Powered Air Compressor	\$45.90
Traffic Line Marker (Painting Machine)	\$35.70
Thompson Boiler (Steamer)	\$40.80
Wacker Plate Tamper- 12" Plate, Gas Powered	\$20.40
Bomag BPR55/65 Packer- 23" Plate, diesel Powered	\$26.50
Genie Manlift	\$38.30
Vactor 2100 + Sewer (Vacuum Truck)	\$346.30
Pipe Thaw Machine	\$198.90
Wworks-1993 Gorman Mud Pump (Trash Pump)	\$38.50
Wworks- 4" Trash Diesel Pump	\$25.50

Fee Description	Rate
FLYGT & Subermisible Pump	\$25.50
Rigid 3/4 HP Pipe Cleaner	\$26.27
STHIL/ Husqvana cut off saw	\$21.42
Unallocated Equipment (Various Tools)	\$15.30
Parking Lot Rental	\$325.00
Flag Pole Banner Program Installation & Removal (rate per occurrence request)	\$1,500.00
*excludes Royal Canadian Legion - Branch 87	



SCHEDULE 'I' TO BY-LAW 23-041
 (AS AMENDED BY BY-LAW 23-0XX)

KIRKLAND LAKE
 THE RIGHT ENVIRONMENT

Public Works Department - Airport

Fee Description		Rate
Landing Fees		
0-2000 kg		\$19.00
0-2000 kg (if buying fuel)		\$0.00
2001-5000 kg		\$44.00
5001 kg and over		\$53.00
Helicopter		\$45.00
Turbo Fan		\$162.00
Air Ambulance		\$350.00
Parking Fees		
0-2000 kg	Daily	\$14.00
	Monthly	\$87.00
	Yearly	\$602.00
2000-5001 kg	Daily	\$23.00
	Monthly	\$141.00
	Yearly	\$1,061.00
Over 5000 kg	Daily	\$30.00
	Monthly	\$435.00
	Yearly	\$1,607.00
Hanger Fees		
Hangar Fee (per m ²)	Daily	\$0.43
	Weekly	\$2.35
	Monthly	\$18.70
Hangar Office Rental	Daily	\$30.00
	Weekly	\$141.00
	Monthly	\$417.00
Land Lease for Hangar (annually)		\$900.00
Miscellaneous		
Special Occasion (daily)		\$420.00
Single Plug-in (each/per day)		\$14.00

Fee Description	Rate
Summer Call-out Charge	\$153.00
Winter Call-out charge (Nov 1- Apr 30) - Surface Conditions	\$300.00
Winter Call-out charge (Nov 1- Apr 30) - Plowing	\$575.00
Stand-by Fee (hourly)	\$60.00
Airside Vehicle Operator Permit (annually)	\$135.00
Aviation (AVE) Gas Mark-up (per litre)	\$0.55
Aviation Jet Fuel Mark-up (per litre)	\$0.44

REPORT TO COUNCIL

Meeting Date: 21/11/2023	Report Number: 2023-CS-005
Presented by: Bonnie Sackrider	Department: Community Services

REPORT TITLE

Kirkland Lake Recreation Centre Building Renovation Project: NOHFC Rural Enhancement Stream Stage 2 Application

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-CS-005 entitled “**Kirkland Lake Recreation Centre Building Renovation Project: NOHFC Rural Enhancement Stream Stage 2 Application**” be received;

AND THAT Council of the Town of Kirkland Lake supports the submission of a Stage Two Application to the Northern Ontario Heritage Fund Corporation (NOHFC) for funding assistance totalling \$666,680.00 in support of the Building Renovation Project;

AND THAT Council direct the Chief Administrative Officer to submit a Stage Two Funding Application entitled “**Recreation Centre Building Renovation Project**” on behalf of The Corporation of the Town of Kirkland Lake to the NOHFC, as identified within the Report;

AND FINALLY, THAT the contribution of \$166,680.00 towards the said project be allocated in the Town’s portion of the 2024 Capital Budget to cover any project-related cost overruns should they occur.

INTRODUCTION

At its August 22, 2022, Meeting, Council directed the submission of an application for funding to the NOHFC in support of initial remediation of the area which housed the old pool, into usable space. (Attachment 1).

“Moved by: Councillor Lad Shaba

Seconded by: Councillor Eugene Ivanov

BE IT RESOLVED THAT Report Number 2022-CS-012 entitled “NOHFC Opportunities” be received;

AND FINALLY THAT Council authorize that funding submissions be made for the following: 1. Community Enhancement Program: Rural Enhancement Funding Stream - Old pool retrofit; and 2. Workforce Development Stream: Finance Clerk Intern and Parks and Recreation Lead Hand Intern.

CARRIED”

In October, the NOHFC invited the Town to submit a Stage Two Application. As part of that application, the NOHFC requires a by-law or resolution from Council attesting to its support for the project and an indication of funding commitment should the NOHFC offer a Funding Agreement (Attachment 2).

DISCUSSION

The project, if successful, will convert a decommissioned indoor pool into an open concept, fully accessible, year-round versatile space. The project will bring the area to current Building Code compliance with the inclusion of barrier free features. The space has not been in use since 2017. It is 11,600 sq ft in size including washrooms, change rooms and storage space. Public consultations indicated a preference for the area to be repurposed as a community space for recreation, programs, and events to promote inclusivity and social and physical wellbeing; particularly amongst the more isolated or vulnerable groups in society such as newcomers, youth, seniors, low income and physically disadvantaged.

Council's 2020-2024 strategic plan identifies the achievement of sustainable operational excellence as a goal, and better management of capital assets as an objective. A subsequent operational review conducted by WSCS Consulting Inc. discussed the former pool in the context of the Town’s responsibility to retire/remediate capital assets as per its Asset Retirement Obligations under PS3280. As the pool is structurally and systematically integrated into the JMCC building envelope, demolishing it is not feasible. Repurposing it to meet community needs is far more practical and resonates with the community.

Council’s strategic plan also emphasizes investing in the community to promote economic growth. The project aligns with this goal. It makes the community more welcoming and supports the sustainability of community groups by providing a venue to support their programming, outreach, and fund-raising activities.

This will be the first and main step in creating usable space. At the end of this project, a very large area will be able to be utilized. Subsequent projects will include remediation of ancillary rooms for even greater use and further development of the prime area.

Anticipated Outcomes:

- the re-purposing a retired municipal asset for productive use that meets the needs of the community.

Potential Benefits:

- halts the further deterioration of the facility by rectifying structural and building envelope issues.
- rationalizes continued municipal expenditures on the facility and avoids the exceptionally high costs that would accompany demolition.
- creates versatile amenity to complement community's efforts to attract and retain newcomers and employer's labour force attraction and retention efforts
- promotes inclusive community by offering more opportunities for residents to interact in a safe environment.
- promotes social and recreational opportunities, especially for disadvantaged or vulnerable groups in society such as youth, seniors, and those facing financial, physical, mental challenges.
- ability to host events such as trainings, seminars, targeted trade shows.
- increases opportunities for not for profits, community groups, and small businesses to connect with new clients and sustain/grow their organizations.
- enhances municipal emergency preparedness by offering an additional evacuation site/emergency operation centre in support of local/regional agencies.

OTHER ALTERNATIVES CONSIDERED

Council may choose to self fund the project, or not pursue the project. These alternatives are not recommended by Administration since with this current opportunity for Provincial Funding, a critical project can be completed without utilizing the Tax Levy for the full amount.

FINANCIAL CONSIDERATIONS

Funding is in the form of a conditional contribution and will not exceed 75% of total eligible costs to a maximum of \$500,000. The maximum request of \$668,680 was approved by Council in 2022, with a Municipal contribution of \$166,680. If successful, this would be funded through the 2024 Capital Budget.

ALIGNMENT TO STRATEGIC PRIORITIES

Strategic Priorities: Efficiency; Transparency; Growth

Goals: Achieve Sustainable Operational Excellence; Provide Outstanding Service, Promote Economic Growth

Objectives: Better Management of Capital Assets; Implement Sustainable Service Delivery; Invest in Kirkland Lake

ACCESSIBILITY CONSIDERATIONS

A newly developed Community Space is legislatively required to meet the needs of individuals with mobility concerns. Additionally, there is the potential to meet the needs of those who are considered low-income residents.

CONCLUSION

The NOHFC is currently offering a Community Enhancement program with a Rural Enhancement Funding Stream. The purpose is to help build strong and resilient Northern communities through upgrade and repair of existing assets to improve community quality of life and strategic economic development initiatives. Completing the Stage 2 Funding Application will support the direction received from Council in August 2022, will be the first step in providing the community with usable space. This will remove the significant risk and liability implications under PS3280 – Asset Retirement Obligation.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

Laurie Ypya, Northern Development Advisor, Ministry of Northern Development

ATTACHMENTS

Attachment 1 –2022-CS-012

Attachment 2 – Letter from NOHFC

REPORT TO COUNCIL

Meeting Date: 16/08/2022

Report Number: 2022-CS-012

Presented by: Shawn LaCarte, Bonnie Sackrider

Department: Senior Management Team

REPORT TITLE

NOHFC Opportunities

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2022-CS-012 entitled “**NOHFC Opportunities**” be received;

AND FINALLY THAT Council authorize that funding submissions be made for the following:

1. Community Enhancement Program: Rural Enhancement Funding Stream - Old pool retrofit; and
2. Workforce Development Stream: Finance Clerk Intern and Parks and Recreation Lead Hand Intern.

INTRODUCTION

Staff continue to look for funding opportunities that allow the municipality to complete various projects without having to rely entirely on municipal tax dollars.

DISCUSSION

COMMUNITY ENHANCEMENT PROGRAM

1. *The program recommended for retrofit of the old pool area is the **Rural Enhancement Funding Stream***

The Rural Enhancement Funding Stream is designed to support priorities of rural communities to contribute to healthy and strong communities.

Incremental improvements, repairs, and/or renovations to improve and extend the useful life of capital assets including; social and recreational facilities, municipal assets and community halls, which contribute to a healthy and vibrant community.

Funding is in the form of a conditional contribution, and will not exceed:

- For communities over 1,500, up to 75% of total eligible costs to a maximum of \$500,000.00.

When WSCS provided the Service Delivery Review for facilities to Kirkland Lake Council, they indicated that keeping the original swimming pool as is, “currently presents a significant risk and liability – implications under PS3280 – Asset Retirement Obligation.” Upon further inquiry, WSCS has provided the following information:

“The Asset Retirement Obligations require all governments to assess the liabilities to retire assets. Those that have remediation required of course, will be more costly than others that can simply be demolished. Municipalities need to undertake the assessment and determine the cost of to retire these assets and put the liabilities on the books.

The new PS 3280 provides new requirements for the accounting of AROs. The standard consists of 1) Clarification that this guidance deals with obligations to retire tangible capital assets of a public sector entity that are predictable and unavoidable. This requires that public sector entities: i) Have a legal obligation to permanently remove a tangible capital asset from service (i.e., retire); and ii) Control the tangible capital asset that needs to be retired. 2) Guidance on when an ARO is recognized, as outlined when the below four criteria are met: i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset. ii) The past transaction or event giving rise to the liability has occurred. iii) It is expected that future economic benefits will be given up iv) A reasonable estimate of the amount can be made. 3) Guidance on what variables to consider when initially measuring an ARO, including: i) Which costs to include; ii) Estimation technique; and iii) Determining the discount rate. 4) Guidance on subsequent measurement and measurement uncertainty. 5) Disclosure guidance pertaining to AROs.

The new standard is effective for annual financial statements relating to fiscal years beginning on or after April 1, 2022, and earlier application is permitted. For municipalities in Ontario, this means that the 2023 financial statements must include the liabilities of existing assets.”

Therefore, not renovating the space into something usable could negatively affect our balance sheet, depending on your decision(s) on the facility. Current problems, if left unremediated could create a future liability as indicated above.

The last time the status of the old pool was discussed by Council at a Regular Meeting of Council was at the August 21, 2018 meeting following a report by Interim CAO, Wilfred Hass. The direction from council was as follows:

*“Moved by: Councillor Todd Morgan
Seconded by: Councillor Pat Kiely*

That Council did commission Salter Pilon to do an assessment on the old pool area; And that Council has received the Kirkland Lake Community Complex Architectural Report -- Facility Condition and Re-Purposing Assessment, with no action to be taken at this time.

CARRIED”

With the new information regarding PS3280, Administration recommends that dollars be utilized to remediate the old pool area to begin to create usable space. The final result of the space does not have to be completely scoped out, however in conversation with the NOHFC representative, it was suggested to keep it a versatile space that could be utilized by Community partners for their programs, services, for learning opportunities for residents, for community based events, as a destination place, as an area suitable for presentations, fairs etc. Remediation of the old pool area could be completed in stages as grants become available.

WORKFORCE DEVELOPMENT STREAM

For the intern positions, the workforce development stream would be utilized.

- The intent of the Workforce Development Stream is to strengthen and develop Northern Ontario’s workforce through business partnerships by offering internships.

Salaries/wages and employer’s portion of Mandatory Employment Related Costs (MERCs) (e.g.: Canada Pension Plan, Employment Insurance, mandatory minimum vacation pay, as per Employment Standards Act) for a limited-term internship position of 52 weeks (with at least 35 hours of work per week)

For eligible municipalities, Indigenous communities and not-for-profit organizations, funding is in the form of a conditional contribution of up to 90% of an intern’s salary and employer’s portion of MERCs to a maximum of \$35,000.00 per year.

1) Finance Clerk Intern

The Municipality had been approved in late 2020 for a Finance Clerk Intern to assist with the new Asset Management plan but the position was not implemented due to staff turnover. The new Finance Clerk intern will assist in the update of the 2021 and 2022 database (currently 2020) in the Asset Management plan software as well as the

development and implementation of the Phase 3 update which is due in 2024. The intern will help develop long-term asset management processes and best practices. They will also assist in implementing various improvement initiatives including digitalization of documents including Capital asset invoices and records to help facilitate funding submissions, implementation of workflows in purchasing, and similar type processes.

2) **Parks and Recreation Facility Operator/Lead Hand**

Currently the Parks and Recreation Department budgets for 6 months of a seasonal position during the ice season, and budgets for 13 weeks of coverage to backfill custodians for vacation, taken primarily during the summer months. Due to the labour shortage being experienced, staff have been unable to find individuals who are interested in either a seasonal position (facility operator) or a casual position (custodial back fill). A full-time position provides us with an opportunity to cover off all of the above commitments. By enhancing the job force by one additional full time position, as well as by reallocating existing staff to the most critical areas, no responsibilities will be left unstaffed (which creates cancellations and closures), and, as importantly, allows an individual to further develop their skills by training as a Lead Hand who will be an experienced worker responsible for overseeing a small group of employees to ensure tasks are completed in a safe and timely manner. When performing the duties of lead hand, a premium rate will be allocated.

OTHER ALTERNATIVES CONSIDERED

Council may choose to self fund any or all of the projects, or not pursue any or all of the projects. These alternatives are not recommended by administration since with provincial funding, required projects can be completed without utilizing the levy for the full amount.

FINANCIAL CONSIDERATIONS

1) **Building retrofit**

Staff recommend a maximum request of \$666,680.00 with TKL to contribute \$166,680.00. This would be funded through the 2023 Capital.

2) **Asset Management Intern**

52 weeks at 35 hours / \$22.96 per hour = \$41,787.20 Required
NOHFC Request \$31,500.00

3) Parks and Recreation Lead Hand Intern

SALARY

Current Budget	Year One of Intern	Subsequent years
\$50,000.00	\$23,000.00 (savings of \$27,000.00)	\$58,000.00

ALIGNMENT TO STRATEGIC PRIORITIES

In the Pillar **Achieve Sustainable Operational Excellence**, the projects are aligned with the following areas of focus: *Aim for Financial Sustainability* and *Better Management of Capital Assets*.

ACCESSIBILITY CONSIDERATIONS

A Community Space has the potential to meet needs of individuals with mobility concerns as well as those who are considered low-income residents.

CONCLUSION

NOHFC offers opportunities for municipalities to help build strong and resilient communities through infrastructure investments, to upgrade existing assets to improve community quality of life, and economic development initiatives. Additionally, their intern program is designed to attract, retain and develop Northern Ontario's workforce. Applying for and attaining approval for projects allows the municipality to progress without incurring total financial support for the projects.

CONSULTATIONS

Senior Management Team

Treasurer

ATTACHMENTS

NOHFC File No: 7510234

October 12, 2023

Bonnie Sackrider
Director of Community Services
The Corporation of the Town of Kirkland Lake
3 Kirkland Street East, PO Box 1757
Kirkland Lake ON P2N 3P4

Dear Bonnie Sackrider:

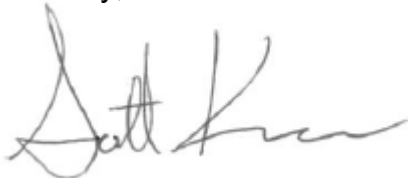
This is further to your application requesting funding from the Northern Ontario Heritage Fund Corporation (NOHFC) under the Community Enhancement Program - Rural Enhancement stream toward the *Kirkland Lake Recreation Centre Building Renovation* project. Please quote the above file number in future correspondence.

The NOHFC has determined that your project is potentially eligible and will proceed for further review and evaluation. Please note that although your application is proceeding, it does not mean that it will be approved for funding. The NOHFC's programs are non-entitlement, discretionary programs and not all projects meeting the program eligibility criteria will be approved.

You will be required to submit a more detailed proposal for your project, including supporting documentation, within 60 days from the receipt of this letter.

To assist you, your application has been assigned to Leah Schmidt, Timmins Area Team Manager with the Ministry of Northern Development - Regional Economic Development Branch. Within five (5) business days of this letter, a Northern Development Advisor on their team will be assigned to support you in the development of your detailed project proposal. In the interim, you can reach Leah Schmidt at 705-235-1654 or at Leah.Schmidt@ontario.ca should you have any questions.

Sincerely,



Scott Kunnas
Manager, Program Services

REPORT TO COUNCIL

Meeting Date: 21/11/2023	Report Number: 2023-FIN-013
Presented by: Lloyd Crocker	Department: Corporate Services

REPORT TITLE

Timiskaming Health Unit (THU) Municipal Allocation Method Proposal

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-FIN-013 entitled “**Timiskaming Health Unit (THU) Municipal Allocation Method Proposal**” be received;

AND FINALLY THAT Council supports the recommendation of the Temiskaming Health Unit (THU) in moving to a Census-based allocation for board of health expenditures effective January 1, 2024.

INTRODUCTION

This report provides Council with information on the new proposed THU Municipal Expense Allocation Method.

DISCUSSION

The THU forwarded a letter to all participating municipalities on October 13, 2023 (Attachment 1). They would like each municipality to provide a motion as to whether their Council agrees with the change from using data provided by the Municipal Property Assessment Corporation (MPAC) to Census data provided by Statistics Canada.

The main reason for the change to Census data is that it is believed to be more accurate with excellent response rates whereas with MPAC’s data relies on data based on the number of people who live on a property.

2023 Levy - Current (Using MPAC)

Population	6,415
Percentage	25.52%
Per Capita Rate	\$60.04
2023 Levy	\$385,131

2023 Levy – Proposed (Using Census)

Population	7,750
Percentage	26.72%
Per Capita Rate	\$52.03
2023 Levy	\$403,247

Using Census data from Statistics Canada will result in an increase to the population used of 1,335 or a 21% increase and an overall Levy increase of \$18,116 for 2023.

OTHER ALTERNATIVES CONSIDERED

Council may decide not to support the use of Census Data instead of MPAC data. This is not the recommended option because the MPAC data only includes the number of people who live on the properties whereas the Census data includes the number of people in the area, so it is more accurate.

FINANCIAL CONSIDERATIONS

Based on the information supplied by THU, in looking at the 2023 data, a change to the use of Census Data would have resulted in a 2023 Levy of \$403,247.00 which is an increase of \$18,116.00.

Administration is not able to estimate the 2024 THU Levy until the 2024 THU Budget is received.

ALIGNMENT TO STRATEGIC PRIORITIES

Strategic Priorities: Transparency

Goals: Provide Outstanding Service

Objectives: Implement Sustainable Service Delivery

ACCESSIBILITY CONSIDERATIONS

Not Applicable.

CONCLUSION

Adoption of the Census provides more accurate and equitable data to calculate the allocation of the THU expenditures.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

Timiskaming Health Unit

ATTACHMENTS

Attachment 1 – Letter from THU



Services de santé du

TIMISKAMING

Health Unit

Enhancing your health in so many ways.

Head Office:

247 Whitewood Avenue, Unit 43
PO Box 1090
New Liskeard, ON P0J 1P0
Tel.: 705-647-4305 Fax: 705-647-5779

Branch Offices:

Englehart Tel.: 705-544-2221 Fax: 705-544-8698
Kirkland Lake Tel.: 705-567-9355 Fax: 705-567-5476

www.timiskaminghu.com

October 13, 2023

District Municipalities
c/o Timiskaming Health Unit

Re: Municipal Expense Allocation Method

Dear Reeve/Mayor, Chief Administrative Officer, Municipal Clerk,

At a regular meeting of the Timiskaming Board of Health on May 3, 2023, the following motion was passed:

MOTION 28R-2023:

Moved by: Jeff Laferriere

Seconded by: Mark Wilson

Whereas the method of allocation for Board of Health expenses is governed by Ontario Regulation 489/97 under the Health Protection and Promotion Act;

And Whereas the Board of Health of the Timiskaming Health Unit currently uses the most recent enumeration conducted by the Municipal Property and Assessment Corporation to allocate expenses;

And Whereas the Board of Health of the Timiskaming Health Unit feels that changing the method of allocation to utilize the most recent Census conducted by Statistics Canada allows for a more accurate and equitable distribution of expenditures;

And Whereas any change in allocation method must be agreed to by all obligated municipalities;

*Therefore be it resolved that the Board of Health directs the Medical Officer of Health to correspond with all obligated municipalities on the recommendation to **move to Census based allocation for board of health expenditures effective January 1, 2024 and that agreement be in the form of a motion from each Municipal Council.***

BACKGROUND:

The method of allocation of Board of Health expenses is governed by Ontario Regulation 489/97 under the Health Protection and Promotion Act as referenced below:

- (1) *If the obligated municipalities in a health unit fail to agree on the proportion of the expenses referred to in subsection 72 (1) of the Act to be paid by each of them, each obligated municipality in the health unit shall pay the proportion of the expenses that is determined by dividing its population by the sum of the populations of all the obligated municipalities in the health unit. O. Reg. 489/97, s. 1 (1).*

(2) In this section,

“population” means, with respect to an obligated municipality, the population of the obligated municipality as determined from the most recent enumeration conducted under section 15 of the Assessment Act. O. Reg. 489/97, s. 1 (2)

	Census ¹	MPAC ²
Timing	Every 5 years 2016, 2021, 2026, etc.	Updated population counts are completed via the Ontario Population Report completed every 4 years coinciding with the Ontario election cycle.
What it counts	The # of people living in an area. It is a once-every-5-years snapshot of the total number of people living in a certain area. Assigns an individual to the locality where they are found on the date of the census.	The # of people who live on properties. Only counts the number of people who live on properties (but includes many different types of property). Does not capture those who are experiencing homelessness. May not capture tenants accurately.
Quality	High quality and excellent response rates.	Unknown response rate and quality assessment.

1. Statistics Canada. Census of population. <https://www12.statcan.gc.ca/census-recensement/index-eng.cfm>. Accessed March 29, 2023
2. Municipal Property Assessment Corporation. Understanding your assessment, notices and notifications. <https://www.mpac.ca/en/UnderstandingYourAssessment/NoticesandNotifications>. Accessed March 29, 2023.

The 2021 Census estimated 3,867 more people than the 2022 MPAC.

Compared to MPAC, the largest differences were for:

- Gauthier 44% increase
- Thornloe 42% increase
- Charlton & Dack 36% increase

1. Statistics Canada. Census of population. <https://www12.statcan.gc.ca/census-recensement/index-eng.cfm>. Accessed March 30, 2023
2. Statistics Canada. 2023. (table). Census Profile. 2021 Census of Population. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released March 29, 2023. <https://www12.statcan.gc.ca/census-recensement/2021/dp-nd/index-eng.cfm?lang=E>. (accessed March 29, 2023).

	MPAC	Census	Difference	
	2022	2021 ¹	# of people	% change
Armstrong	962	1,199	237	25%
Brethour	85	105	20	24%
Casey	323	341	18	6%
Chamberlain	264	311	47	18%
Charlton & Dack	506	686	180	36%
Cobalt	915	989	74	8%
Coleman	528	517	-11	-2%
Englehart	1,236	1,442	206	17%
Evanturel	402	502	100	25%
Gauthier	105	151	46	44%
Harley	409	524	115	28%
Harris	417	530	113	27%
Hilliard	177	215	38	21%
Hudson	415	530	115	28%
James	331	348	17	5%
Kerns	266	330	64	24%
Kirkland Lake	6,415	7,750	1,335	21%
Larder Lake	678	745	67	10%
Latchford	320	355	35	11%
Matachewan	275	268	-7	-3%
McGarry	558	579	21	4%
Temagami	815	862	47	6%
Temiskaming Shores	8,671	9,634	963	11%
Thornloe	65	92	27	42%
Total	25,138	29,005	3,867	

	2022 MPAC Population	%	2023 Levy	2021 Census Population	%	2023 Levy	Levy Variance Census - MPAC
ARMSTRONG	962	3.83%	\$57,755	1199	4.13%	\$62,386	\$4,632
BRETHOUR	85	0.34%	\$5,103	105	0.36%	\$5,463	\$360
CASEY	323	1.28%	\$19,392	341	1.18%	\$17,743	-\$1,649
CHAMBERLAIN	264	1.05%	\$15,850	311	1.07%	\$16,182	\$332
CHARLTON & DACK	506	2.01%	\$30,378	686	2.37%	\$35,694	\$5,316
COBALT	915	3.64%	\$54,933	989	3.41%	\$51,460	-\$3,473
COLEMAN	528	2.10%	\$31,699	517	1.78%	\$26,900	-\$4,799
ENGLEHART	1236	4.92%	\$74,204	1442	4.97%	\$75,030	\$825
EVANTUREL	402	1.60%	\$24,134	502	1.73%	\$26,120	\$1,986
GAUTHIER	105	0.42%	\$6,304	151	0.52%	\$7,857	\$1,553
HARLEY	409	1.63%	\$24,555	524	1.81%	\$27,265	\$2,710
HARRIS	417	1.66%	\$25,035	530	1.83%	\$27,577	\$2,542
HILLIARD	177	0.70%	\$10,626	215	0.74%	\$11,187	\$560
HUDSON	415	1.65%	\$24,915	530	1.83%	\$27,577	\$2,662
JAMES	331	1.32%	\$19,872	348	1.20%	\$18,107	-\$1,765
KERNS	266	1.06%	\$15,970	330	1.14%	\$17,171	\$1,201
KIRKLAND LAKE	6415	25.52%	\$385,131	7750	26.72%	\$403,247	\$18,116
LARDER LAKE	678	2.70%	\$40,704	745	2.57%	\$38,764	-\$1,941
LATCHFORD	320	1.27%	\$19,212	355	1.22%	\$18,471	-\$740
MATACHEWAN	275	1.09%	\$16,510	268	0.92%	\$13,945	-\$2,565
MCGARRY	558	2.22%	\$33,500	579	2.00%	\$30,126	-\$3,374
TEMAGAMI	815	3.24%	\$48,929	862	2.97%	\$44,851	-\$4,078
TEMISKAMING SHORES	8671	34.49%	\$520,572	9634	33.21%	\$501,275	-\$19,297
THORNLOE	65	0.26%	\$3,902	92	0.32%	\$4,787	\$885
	25138		\$1,509,185	29005		\$1,509,185	
Per Capita Rate			\$60.04			\$52.03	

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-076

BEING A BY-LAW AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF KIRKLAND LAKE AND FOOD CYCLE SCIENCE CORPORATION (FOOD CYCLER) FOR THE IMPLEMENTATION PARTNERSHIP FOR IMPACT CANADA FOOD WASTE REDUCTION CHALLENGE

WHEREAS the *Municipal Act*, 2001, as amended (the "*Municipal Act*") provides that the powers of a municipal corporation are to be exercised by its Council through the adoption of by-laws;

AND WHEREAS Section 8 of the *Municipal Act* provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues;

AND WHEREAS at its March 7, 2023 Meeting, Council received a delegation from the Food Cycle Science Corporation providing information on their product line of in-house food composters, their subsidized waste diversion pilot project, and the Impact Canada Food Waste Reduction Challenge;

AND WHEREAS at its September 19, 2023 Meeting, Council directed that a public survey be conducted to determine local interest in the FoodCycler Pilot Program;

AND WHEREAS as its November 7, 2023 Meeting, Council approved the development of a food waste diversion initiative through a partnership with Food Cycle Science Corporation utilizing FoodCycler™ technology for 109 household units;

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

- 1 THAT** The Corporation of the Town of Kirkland Lake enter into an Partnership Agreement with Food Cycle Science Corporation as outlined in Schedule "A" attached to and forming part of this By-Law.
- 2 THAT** the Mayor and Municipal Clerk are hereby authorized to execute the Partnership Agreement on behalf of The Corporation of the Town of Kirkland Lake.
- 3 THAT** this By-Law shall be deemed to be in force and effect as of the day of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21st DAY OF NOVEMBER, 2023.

Patrick Kiely, Acting Mayor

Jennifer Montreuil, Municipal Clerk



FOODCYCLER™
MUNICIPAL FOOD WASTE DIVERSION
PILOT PROGRAM



Town of Kirkland Lake
3 Kirkland St. W.
Kirkland Lake, ON P2N 3P4
705-567-9361

Wednesday, November 15, 2023

The FoodCycler™ Food Waste Diversion Municipal Pilot Program

Dear Town of Kirkland Lake Council and Staff,

Thank you for your interest in food waste diversion in your community. Food Cycle Science (FCS) is a social purpose organization born from the alarming fact that 63% of food waste is avoidable and responsible for about 10% of the world's greenhouse gas emissions. FCS has developed an innovative solution that reduces food waste in landfills, takes more trucks off the road, reduces infrastructure and collection costs, and contributes to a 95% reduction in CO₂e compared to sending food to landfills. We deploy our patented technology to households around the world, helping them take ownership of their food waste and environmental impact.

In partnering with municipalities, we are committed to creating accessible food waste solutions for all people and changing the way the world thinks about food waste. The purpose of the FoodCycler™ Pilot Program is to measure the viability of on-site food waste processing technology as a method of waste diversion. By reducing food waste at home, you can support your environmental goals, reduce residential waste, reduce your community's carbon footprint, and extend the life of your community's landfill(s).

Based on several factors, we believe the Town of Kirkland Lake would be a great fit for the benefits of this program, and we are proposing a study involving 109 households in the Town of Kirkland Lake.

The **FoodCycler FC-30** and **Maestro** devices can process 2.5 L and 5 L (respectively) of food waste per cycle and converts it into a nutrient-rich by-product that can be used to enrich your soil. Power consumption per cycle is ~0.8 kWh (FC-30) / ~1.3 kWh (Maestro) and takes less than 8 hours to complete (overnight).

Every FoodCycler deployed is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on market rates of \$100 per tonne of waste (fully burdened), 109 households participating would divert 218 tonnes of food waste and save the municipality an estimated \$21,800.00 in costs. Please note that this analysis is based on market rates and depending on remaining landfill lifespan and closure costs, local rates for waste disposal may vary.

Every tonne of food waste diverted from landfill is estimated to reduce greenhouse gas emissions by 1.3 tonnes of CO₂e before transportation emissions. Based on this, 109 households could divert approximately 283 tonnes of greenhouse gas emissions.

Food Cycle Science is excited to have you on board for this exciting and revolutionary program. The FoodCycler™ Municipal Solutions Team is always available to answer any questions you might have.

Warm regards,

The FoodCycler™ Municipal Team



Impact Canada/AAFC Food Waste Reduction Challenge

Food Cycle Science is a finalist of Impact Canada's Food Waste Reduction Challenge, which is a three-stage initiative from the Government of Canada through Agriculture and Agri-Food Canada to support business model solutions that prevent or divert food waste at any point from farm to plate. FoodCycler has been chosen as a finalist for our project titled: "Residential On-Site Food Waste Diversion for Northern, Rural, and Remote Communities".

The challenge objectives and assessment criteria are for solutions that:

1. **Can measurably reduce food waste** – in dollars and metric tonnes;
2. **Are innovative and disruptive to the status quo** – the old way of doing business is out;
3. **Are ready to scale up** – it is time to deploy high-impact and wide-reaching solutions across the Canadian food supply chain;
4. **Have a strong business case** – there is a demand for your solution;
5. **Make a difference to our communities** – creating jobs and increasing access to safe, nutritious, and high-quality food is a priority; and,
6. **Improve our environment** – reducing food waste means shrinking our GHG footprint and conserving natural resources.

As a finalist, Food Cycle Science is the recipient of a \$400,000 grant that is being 100% redistributed to our Canadian municipal partners in support of their FoodCycler initiatives and pilot programs. Based on several factors, FoodCycler believes the Town of Kirkland Lake would be an ideal "Implementation Partner" for this stage of the challenge and we are proposing a study involving 109 households in the Town of Kirkland Lake, wherein Food Cycle Science will contribute a portion of this grant money towards offsetting the costs of your program.

More information can be found here: <https://impact.canada.ca/en/challenges/food-waste-reduction-challenge>



As of the date of this proposal, there are a total of 112 Canadian municipalities who have signed on to participate in a FoodCycler program. Through this partnership, the Town of Kirkland Lake can achieve immediate and impactful benefits, acquire valuable insight about food waste diversion in your region, and showcase itself as an environmental leader and innovator in Canada.

Food Cycle Science is looking to achieve the following through this proposed partnership:

- 🌱 Receive high-quality data from pilot program participants regarding food waste diversion
- 🌱 Receive high-quality feedback from residents, staff, and council regarding the feasibility of a FoodCycler food waste diversion program for the Town of Kirkland Lake and similar communities
- 🌱 Demonstrate the viability of our technology and solutions in a municipal setting so the model can be re-deployed in other similar communities in Canada
- 🌱 Demonstration of a program regarding food waste diversion in small/rural Canada to support Phase 3 of Impact Canada’s Food Waste Reduction Challenge

The Town of Kirkland Lake would receive several benefits through this partnership:

- 🌱 Opportunity to trial a food waste diversion solution at a cost well below market prices utilizing federal funding intended for food waste reduction in our country
- 🌱 Reduced residential waste generation thus increasing diversion rates
- 🌱 Reduced costs associated with waste management (collection, transfer, disposal, and landfill operations)
- 🌱 The reduction of greenhouse gas (GHG) emissions from transportation and decomposition of food waste in landfills
- 🌱 Extend the life of your landfill(s)
- 🌱 Opportunity to support Canadian innovation and clean tech
- 🌱 Opportunity to provide residents with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🌱 Obtaining data that could be used to develop a future organic waste diversion program

Residents of the Town of Kirkland Lake would receive several benefits through this partnership:



- 🌱 Opportunity to own an at-home food waste diversion solution at a cost well below market prices
- 🌱 Support climate change goals by reducing waste going to landfill
- 🌱 Ability to fertilize their garden soil by generating a nutrient-rich soil amendment
- 🌱 Reduce the “ick factor” of garbage to keep animals and vermin away
- 🌱 Reduce trips to the waste site and save on excess waste fees where applicable

In the pages that follow, we will offer a pilot program recommendation for consideration.



The FoodCycler Product Family

The FoodCycler product family offers closed-loop solutions to food waste, with zero emissions or odours. This sustainable process reduces your organic waste to a tenth of its original volume. Small and compact, FoodCycler products can fit anywhere. They operate quietly and efficiently, using little energy.

<p>FOODCYCLER™ FC-30</p> 	<table border="0"> <tr> <td>2.5 L</td> <td>VOLUME CAPACITY</td> <td>5.0 L</td> </tr> <tr> <td>30.5 L</td> <td>UNIT VOLUME</td> <td>28.9 L</td> </tr> <tr> <td>4-8 HOURS</td> <td>PROCESSING TIME</td> <td>6-8 HOURS</td> </tr> <tr> <td>0.8 kWh</td> <td>POWER CONSUMPTION PER CYCLE</td> <td>1.3 kWh</td> </tr> <tr> <td>2 REFILLABLE FILTERS</td> <td>ODOUR CONTROL</td> <td>1 REFILLABLE FILTER</td> </tr> <tr> <td>BACK</td> <td>VENT LOCATION</td> <td>TOP</td> </tr> </table>	2.5 L	VOLUME CAPACITY	5.0 L	30.5 L	UNIT VOLUME	28.9 L	4-8 HOURS	PROCESSING TIME	6-8 HOURS	0.8 kWh	POWER CONSUMPTION PER CYCLE	1.3 kWh	2 REFILLABLE FILTERS	ODOUR CONTROL	1 REFILLABLE FILTER	BACK	VENT LOCATION	TOP	<p>FOODCYCLER™ MAESTRO</p> 
2.5 L	VOLUME CAPACITY	5.0 L																		
30.5 L	UNIT VOLUME	28.9 L																		
4-8 HOURS	PROCESSING TIME	6-8 HOURS																		
0.8 kWh	POWER CONSUMPTION PER CYCLE	1.3 kWh																		
2 REFILLABLE FILTERS	ODOUR CONTROL	1 REFILLABLE FILTER																		
BACK	VENT LOCATION	TOP																		



Recycle Your Food Waste in 3 Easy Steps

Step 1:

Place your food waste into the FoodCycler™ bucket. The FoodCycler™ can take almost any type of food waste, including fruit and vegetable scraps, meat, fish, dairy, bones, shells, pits, coffee grinds and filters, and even paper towels.



Step 2:

Place the FoodCycler™ bucket into your FoodCycler™ machine. The FoodCycler™ machine can be used anywhere with a plug such as a kitchen countertop, basement, laundry room, heated garage, etc.



Step 3:

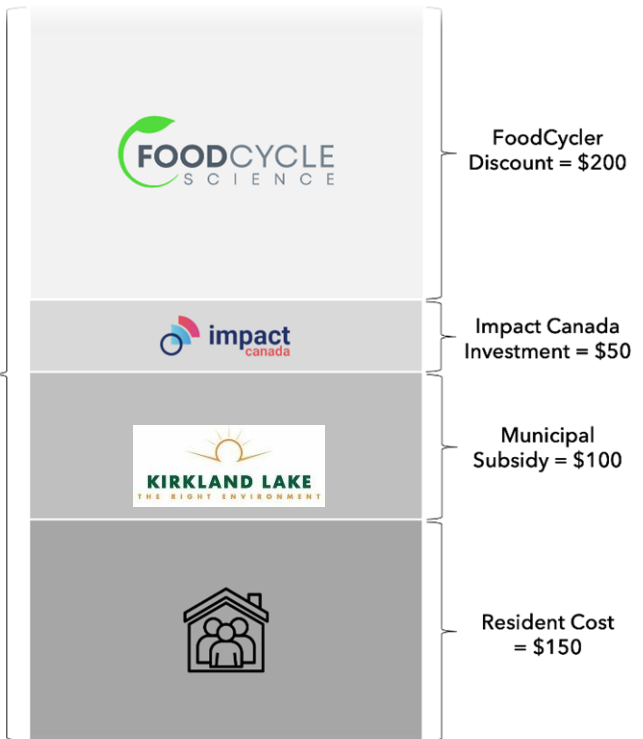
Press Start. In 8 hours or less, your food waste will be transformed into a nutrient rich soil amendment that can be integrated back into your soil. The cycle runs quietly and with no odours or GHG emissions.

FoodCycler Funded Pilot Program – Subsidy Model

FoodCycler FC-30



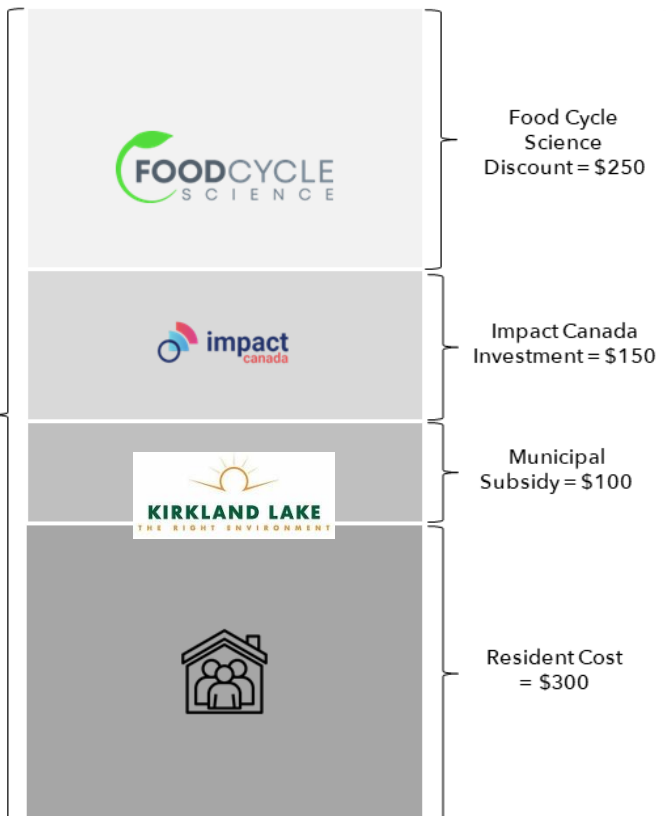
Retail Price = \$500



FoodCycler Maestro



Retail Price = \$800



FoodCycler Funded Pilot Program Recommendation and Details

Based on the demographics and current waste management system in place at the Town of Kirkland Lake, Food Cycle Science is recommending a pilot program involving 109 households.

The funded pilot program is based on a cost subsidy model where Food Cycle Science provides an initial discount, we contribute an investment from AAFC/Impact Canada, the Town of Kirkland Lake provides a subsidy, and the resident provides the remaining contribution. The purpose of this model is to make this technology accessible to more Canadians at an affordable price.

The total investment from Impact Canada for a 109 household pilot would amount to **\$9,450.00¹**. The funding period for Impact Canada ends in May 2023 or until all funding has been fully allocated, whichever comes sooner.

Through this partnership-based program, the **municipal investment for Town of Kirkland Lake is \$100.00 per household**, regardless of which device is selected. Residents will then have the option to choose the FoodCycler™ model that best suits their household and budget.

Each FoodCycler™ is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on average market rates of \$150 per tonne of waste (fully burdened), 109 households participating would divert 218 tonnes of food waste and save the municipality an estimated **\$21,800.00** in costs.

Total Invoiced Amount

	Price	Quantity	Total
FoodCycler FC-30 Municipal Rate	\$250	69	\$17,250
FoodCycler Maestro Municipal Rate	\$400	40	\$16,000
Shipping Estimate			\$2,200
Total Invoice Amount			\$35,450

Plus applicable taxes.

Net Municipal Cost:

	Price	Quantity	Total
Total Invoice Amount			\$35,450
Less Resident Resale: FC-30	\$150	69	-\$10,350
Less Resident Resale: Maestro	\$300	40	-\$12,000
Net Municipal Cost			\$13,100

Plus applicable taxes.

Volume Discount: Orders of 500 units or more will be eligible to receive an additional \$50.00 per unit discount on the FoodCycler Maestro. The Municipality shall maintain a minimum of \$100.00 per household subsidy, thus passing on these savings directly to residents, reducing the resident contribution on the Maestro to \$250.00.

¹ Based on an estimated 50/50 split between FC-30 and Maestros. Will vary depending on the quantity of FoodCyclers purchased and the model ultimately selected by residents.

Purchase and Program Terms

Confirmation Deadline: Confirmation of order (Council resolution and/or signed partnership agreement) to be received no later than November 22, 2023.

Price Guarantee: Food Cycle Science will honour these rates on subsequent orders of 109 units or more, placed within the 2023 calendar year.

Shipping: Shipping estimates to your location may range from \$2,000.00 – \$2,400.00 and the \$2,200.00 quoted is an estimated average based on today’s shipping rates. The Municipality may choose the shipping option that best suits their budget and needs. The higher cost shipping options will generally provide superior shipping accuracy.

FoodCycler Model Selection: During a registration period, residents will be given the option to indicate their preferred FoodCycler model. The total allotment of each FoodCycler model can be either predetermined or determined by resident selection.

Payment Terms: Payment is 100% due upon receipt of goods.

Accessories: Additional filters and other accessories may be purchased from FoodCycler at wholesale rates for resale to residents under the pilot program with no additional freight cost provided they are included in the initial order.

- **RF-35 Replacement Filter Pack (Refillable):** Includes 2 refillable filter cartridges with carbon included, good for 1 filter change. One-time purchase only to convert to the refillable system. May be purchased at a price of \$22.12 + tax in increments of 18.
- **RC-35 Carbon Filter Packs:** Includes 8 carbon packets, good for 4 filter changes. Compatible only with RF-35 refillable filter system. May be purchased at a price of \$50.00 + tax in increments of 9.
- **RC-104 Carbon Filter Packs:** Includes 4 carbon packets, good for 4 filter changes. Compatible only with the Maestro refillable filter system. May be purchased at a price of \$50.00 + tax in increments of 9.
- **BK-30 Spare Buckets:** May be purchased at a price of \$50.00 + tax in increments of 6.
- **BK-100 Spare Buckets for Maestro:** May be purchased at a price of \$80.00 + tax in increments of 4.
- **RF-30 Replacement Filter Pack:** Includes 2 disposable filter cartridges with carbon included, good for 1 filter change. May be purchased at a price of \$22.12 + tax and must be purchased in increments of 20.

Warranty: 1-year standard manufacturer’s warranty starting on date of delivery of all FoodCycler units to the Town of Kirkland Lake. We will repair or replace any defects during that time. Extended warranties may be purchased at additional cost of \$25.00 per year for up to 5 years.

Buyback Guarantee: Food Cycle Science will buy back any unsold units after a period of 1 year from the delivery date. All units must be in new and unopened condition. The municipality is responsible for return shipping to our warehouse in Ottawa, ON plus a \$25.00/unit restocking fee.

Marketing and Promotion: The Town of Kirkland Lake and Food Cycle Science mutually grant permission to use the name and/or logo or any other identifying marks for purposes of marketing, sales, case studies, public relations materials, and other communications solely to recognize the partnership between Food Cycle Science and the Town of Kirkland Lake. The Town of Kirkland Lake staff may be asked to provide a quote / video testimonial regarding the program.

Surveys / Tracking:

- The trial / survey period will be for 12 weeks starting on or before December 13, 2023.
- Residents will be asked to track weekly usage of the FoodCycler during each week of the trial. Tracking sheets will be provided as part of a Resident Package prepared by Food Cycle Science.
- At the end of the 12 weeks, residents must report their usage and answer a number of survey questions. Survey is to be provided by Food Cycle Science and approved by the Town of Kirkland Lake.
- The survey is to be administered either by the Town of Kirkland Lake or by Food Cycle Science, by request and with permission. All survey results are to be shared between the Town of Kirkland Lake and Food Cycle Science. The Town of Kirkland Lake shall ensure all personal information of participants is removed from any data ahead of sharing with Food Cycle Science.
- The Town of Kirkland Lake may administer additional touchpoints with participants at their discretion.

Report: At the request of Town of Kirkland Lake, Food Cycle Science will prepare a report summarizing program performance including waste diversion, potential for expansion, and other factors deemed relevant by the Town of Kirkland Lake.

Customer Support / Replacement Units:

- Food Cycle Science has a dedicated municipal support team that is available to assist residents directly with any troubleshooting, repairs, or replacement when required.
- Food Cycle Science may provide a small number of spare FoodCycler units with the initial order to be used for replacements if/when required. The Town of Kirkland Lake would be tasked with assisting residents with replacements where necessary. Replacement units will be supplied at no cost to the municipality and may represent up to 2% of the total initial order. This represents our anticipated/accepted failure rates.
 - Any unused spare units remaining after the warranty period shall be donated to a local school, with priority given to schools participating in EcoSchools Canada programs.

FoodCyclers for Schools: At the request of the Town of Kirkland Lake, Food Cycle Science will offer additional FoodCycler units to the Town to be put in schools and in classrooms. The schools will follow the same pricing structure as outlined in this proposal, and there will be the municipal requirement of \$100 per unit. This will allow for local schools to participate in the FoodCycler program without taking the place of residents.

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-078

BEING A BY-LAW TO AMEND BY-LAW 23-041 TO ESTABLISH USER FEES FOR THE CORPORATION OF THE TOWN OF KIRKLAND LAKE (SCHEDULES “C, D, G & I”)

WHEREAS Section 391(1) of the *Municipal Act* authorizes municipalities to impose fees or charges on persons for services or activities provided/done by/on behalf of the municipality, for costs payable for services/activities provided/done by/on behalf of the municipality or its local boards, and for the use of its property;

AND WHEREAS Section 7 of the *Building Code Act*, S.O., 1992, authorizes Council to pass by-laws requiring the payment of fees on application for and issuance of permits and prescribing the amounts thereof;

AND WHEREAS Section 69(1) of the *Planning Act*, R.S.O. 1990, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS at its Regular Meeting of Council on June 6, 2023, Council passed By-Law 23-041 being a by-law to Establish and Require Payment of Various Fees and Charges (User Fees and Charges By-Law) for The Corporation of the Town of Kirkland Lake effective the day it was passed;

AND WHEREAS public notice was provided in accordance with the Town of Kirkland Lake’s Public Notice Policy (By-Law 22-047);

AND WHEREAS at its Regular Meeting of Council on November 21, 2023, Council subsequently authorized amendments to Schedules “C, D, G and I” of the User Fees and Charges By-Law;

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

- 1 **THAT** Schedule “C” to By-Law No. 23-041 be deleted and replaced with Schedule “C” forming part of Schedule “A” be inserted in lieu thereof.
- 2 **THAT** Schedule “D” to By-Law No. 23-041 be deleted and replaced with Schedule “D” forming part of Schedule “A” be inserted in lieu thereof.
- 3 **THAT** Schedule “G” to By-Law No. 23-041 be deleted and replaced with Schedule “G” forming part of Schedule “A” be inserted in lieu thereof.
- 4 **THAT** Schedule “I” to By-Law No. 23-041 be deleted and replaced with Schedule “I” forming part of Schedule “A” be inserted in lieu thereof.
- 5 **THAT** this By-Law shall come into force and effect immediately upon passage.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21st DAY OF NOVEMBER, 2023.

Patrick Kiely, Acting Mayor

Jennifer Montreuil, Municipal Clerk



**SCHEDULE 'C' TO BY-LAW 23-041
(AS AMENDED BY BY-LAW 23-078)**

Community Services Department - Museum

Disclaimer: The Department of Community Services may offer programs, lessons, demonstrations, workshops, or other initiatives during the year that are not listed in the User Fees guide. The fees set for these programs are based on the actual cost to provide them to the community and therefore fluctuate somewhat on an ongoing basis. Fees for these programs will be published on the Municipal Website, or social media sites in advance of the program.

Fee Description	Rate
Admission	
Adults	\$6.10
Seniors (65+)	\$4.10
Students (must present valid school ID, 10 students = 1 Teacher Free)	\$4.10
Children (5 & under)	no cost
Family Rate (min. 4 people in family)	\$15.30
Group rate -per person (5 people and above)	\$4.10
Museum Passes Adult (10)	\$48.80
Museum Passes Senior/Student (10)	\$32.80
Museum Passes Family - Four People (10) (Totals 40 admissions)	\$122.40
Admission to Opening Reception	by donation
Activity & Programming Fee (per student - covers admission, programming, crafts, activities, etc)	\$8.15
Memberships	
Single	\$35.00
Family/Groups of Four	\$50.00
Senior	\$25.00
Senior Couple	\$35.00
Student (must present valid school ID)	\$25.00
Group (up to 20 people / at one time)	\$85.00
Business (for 20 people and over)	\$145.00

Fee Description	Rate
GOLD Pass Membership	

Includes:

- Free admission and access to Gallery Openings
- 10% Discounts in Gift Shop
- 10-15% off Room Rental(s)
- Email Updates on Exhibits, Events & Projects
- Early access to special event and activities (craft/book sales, etc.)
- Free Passes to the Museum (# based on Membership Category)
- 20% off ticket price for select activities and programs

Research & Retail Services	
---------------------------------------	--

Research Fee (per 1/2 hour - 1st 1/2 hour is free)	\$25.50
Digital Reproductions - Offsite Credit/Debit Transactions (minimum \$ - up to 3 images)	\$10.00
Digital Reproductions - Onsite Credit/Debit Transactions (per image)	\$3.10
Digital Reproductions - CD/USB/Email (proof sent with watermark)	at cost
Admin fee for Offsite Digital Reproductions (materials billed at cost)	\$10.00

Digital Scanning Services (min. 2 week timeline for completion)	
--	--

Price per photograph/slide/negative	\$0.50
Up to 100 photos/negatives/slides (\$0.40/ea)	\$40.00
Up to 250 photos/negatives/slides (\$0.34/ea)	\$85.00
Up to 500 photos/negatives/slides (\$0.29/ea)	\$145.00
Up to 1000 photos/negatives/slides (\$0.20/ea)	\$200.00
Up to 1500 photos/negatives/slides (\$0.18/ea)	\$265.00
Price per strip negative:	
as a whole - not cropped	\$0.50
with images scanned individually - price per image	\$0.50

Fee Description	Rate
Rush Service (min. 4 days - excludes scanning costs)	\$40.00
Bring Your Own USB	no additional cost
Commemorative KL100 Gold Bar USB 16GB	\$20.00
Shipping & Handling (freight and materials)	at cost
Printing Services	
Computer/Photocopy Printouts without rental (Black & White)	\$0.25
Computer/Photocopy Printouts with rental (Black & White)	\$0.20
Computer/Photocopy Printouts with rental (Colour)	\$0.35
Computer/Photocopy Printouts without rental (Colour)	\$0.45
Rentals	
Full Day Rentals - Up to 10 hours	
Entire Building Includes Billiard Room, Gallery, Dining Room Parlour, Music Room and Kitchen	\$752.00
Gallery	\$303.00
Billiard Room	\$272.00
Gallery & Billiard Room	\$415.00
Music Room	\$207.00
Half Day Rentals - 5 hours or less	
Entire Building Includes Billiard Room, Gallery, Dining Room Parlour, Music Room and Kitchen	\$555.00
Gallery	\$222.00
Billiard Room	\$192.00
Gallery and Billiard Room	\$309.00
Music Room	\$146.00
Workshop Rentals	
Full Day Classroom Style, Tables & Chairs only	\$151.00
Two Full Days Classroom Style, Tables & Chairs only	\$227.00

Fee Description	Rate
Other Room Rental Fees (incl. Packages, Surchages and Subsidies)	
Dining Room & Parlour After Hours Rental (incl. Dining Room & Parlour and Kitchen Use)	\$106.00
Dining Room & Parlour Party Package (includes Dining Room & Parlour and Kitchen Use)	\$156.00
Opening Reception - Sunday Fee Only (max. 4 hours, including prep & clean up)	\$85.50
Kitchen Rental Only (Full service incl. the use of preparation spaces and dishwasher)	\$18.50
Grounds Rental Only	\$60.00
Statutory Holiday Rate	Additional 25%
After Hours Flat Rate Surcharge (for rentals past 10:00 PM)	\$50.00
Non-Profit Group Room Rental Fee Rate (excludes packages)	25% off
Bereavement Pricing (funerals, wakes, celebration of life)	20% off
Cleaning Fees	
For Dining Room and Parlour	\$25.00
For Billiard Room <u>or</u> Gallery	\$35.00
For Billiard Room <u>and</u> Gallery	\$45.00
Conference Catering - Breaks	
Food, beverages, packaging supplies or other items organized by Museum Staff	20% above cost price
Popcorn/Candy Bags/Chocolate Bars - per serving	\$1.77
Food & Beverage Fees	
Catering Fee (billed post-rental if kitchen does not pass staff inspection)	\$106.00
Coffee & Tea (12 cup pot of each, includes milk, cream, sugar, napkins)	\$8.50
Small Coffee/Tea Urn - per pot	\$25.00
100 cup coffee/tea urn - per pot	\$51.00
Bottle or Cans of Pop/Juice	1.50
2L Bottle of Pop	at cost
Juice in Jug	\$2.50
Miscellaneous Rental & User Fees	

Fee Description	Rate
A/V Equipment Use (incl. overhead projector, screen, microphone, TV/DVD/VCR, Laptop, Podium)	\$25.00
Development of Promotional Materials - per hour (incl. poster design, social media advertising, 5 free posters)	\$25.50
Interior Photo Session (2 hours) (no refunds)	\$65.00
Place Settings - per person (incl. cutlery, wine glasses, dinner/dessert plates, bowls, coffee mugs)	\$1.75
Square Overlay	\$3.50
Tablecloths (medium rectangular)	\$9.00
Tablecloths (round or large rectangular)	\$11.00
Events and Activities	
Harry's Hoodlums Day Camp	
1 Child for 1 day	\$30.00
1 Child for 2 days or 2 Children for 1 day	\$55.00
1 Child for 3 days or 3 Children for 1 day	\$80.00
1 Child for 4 days or 4 Children for 1 day	\$100.00
Night at the Museum - Mini Camps	\$15.00
Easter Egg Hunt	\$10.00
Arts & Crafts Fair	
Friday & Saturday Rate	\$50.00
Saturday Rate Only	\$30.00
Donations	
In Memoriam Donation (names to be added to plaquest at front of Museum - tax deductible receipt issued)	min \$25.00
Adopt an Artifact Program (donors receive artifact package - tax deductible receipt issued)	\$100.00



SCHEDULE 'A' TO BY-LAW 23-041
 (AMENDED BY BY-LAW 23-078)

Community Services Department - Recreation

Disclaimer: The Community Services Department may offer programs, lessons, demonstrations, workshops, or other initiatives during the year that are not listed in these User Fees. Those associated fees will be published on the Town of Kirkland Lake's Official Website, and/or social media platforms in advance of the program/programming.

Seniors: 60 years of age + qualify for Senior Rate.

Family: A family is up to two primary caregivers and their children living in the same household.

Students: A valid student card may be required as proof to qualify for the Student Rate.

Proof of Insurance: User Group/Renter MUST provide Proof of Insurance; Insurance can be purchased through the Town, if required.

Insurance Rates: Set by Town's Insurance Agent and based on event type and attendees.

Staff Costs: Charged back to the User Group/Renter at actual wage plus benefits.

Prime Time Hours:

Monday to Friday 3:00 PM to close

All Saturdays & Sundays

All School Breaks & Statutory Holidays (when open)

POOL		
Fee Description	Rate	
1 Month	Resident	Non-Resident
Student (1 Month)	\$31.25	\$37.50
Senior (1 Month)	\$35.44	\$42.53
Adult (1 Month)	\$47.25	\$56.70
Family (1 Month)	\$100.17	\$120.20
3 Month	Resident	Non-Resident
Student (3 Month)	\$75.01	\$90.01
Senior (3 Month)	\$85.05	\$102.06
Adult (3 Month)	\$113.40	\$136.08
Family (3 Month)	\$240.40	\$288.48
1 Year	Resident	Non-Resident
Student (1 Year)	\$210.02	\$252.02
Senior (1 Year)	\$238.14	\$285.77
Adult (1 Year)	\$317.52	\$381.02
Family (1 Year)	\$673.14	\$807.77

POOL (Continued)

Fee Description	Rate	
Day Rate		
Student (Day Rate)	\$4.42	
Senior (Day Rate)	\$4.42	
Adult (Day Rate)	\$5.75	
Family (Day Rate)	\$15.49	
Child- Age 2 and Under (Day Rate)	FREE	
SWIM PASSES		
	Resident	Non-Resident
Student Passes (12)	\$ 44.20	\$53.04
Senior Passes (12)	\$ 44.20	\$53.04
Adult Passes (12)	\$ 57.50	\$69.00
Family Passes (12)	\$ 154.90	\$185.88

FITNESS

Fee Description	Rate	
1 Month	Resident	Non-Resident
Student	\$44.78	\$53.74
Senior	\$47.49	\$56.99
Adult	\$63.32	\$75.98
Family	\$134.24	\$161.09
3 Month	Resident	Non-Resident
Student	\$107.46	\$128.95
Senior	\$113.98	\$136.78
Adult	\$151.97	\$182.36
Family	\$322.18	\$386.62
1 Year	Resident	Non-Resident
Student	\$300.89	\$361.07
Senior	\$319.14	\$382.97
Adult	\$425.52	\$510.62
Family	\$902.10	\$1,082.52
Fitness Day Rate	Resident	Non-Resident
Student	\$6.64	
Senior	\$7.08	
Adult	\$9.29	

GYM PASSES

Fee Description	Rate	
	Resident	Non-Resident
Student Passes (12)	\$66.40	\$79.68
Senior Passes (12)	\$70.80	\$84.96
Adult Passes (12)	\$92.90	\$111.48
Christmas Special - Student Fitness	\$30.00	\$36.00
Summer Special - Student Fitness (buy 3 months get 1 month free)	\$107.46	\$128.95

SQUASH

Student / Senior (Day Rate)	\$1.77
Adult (Day Rate)	\$1.77

COMPLEX

1 Month	Resident	Non-Resident
Student	\$57.15	\$68.58
Senior	\$62.20	\$74.64
Adult	\$82.93	\$99.52
Family	\$175.81	\$210.97
3 Month	Resident	Non-Resident
Student	\$137.15	\$164.58
Senior	\$149.27	\$179.12
Adult	\$199.03	\$238.84
Family	\$421.94	\$506.33
6 Month (includes fitness classes)	Resident	Non-Resident
Student	\$334.81	\$401.77
Senior	\$370.85	\$445.02
Adult	\$494.47	\$593.36
Family	\$1,048.28	\$1,257.94
1 Year (includes fitness classes)	Resident	Non-Resident
Student	\$478.30	\$573.96
Senior	\$529.79	\$635.75
Adult	\$706.38	\$847.66
Family	\$1,497.53	\$1,797.04

FITNESS PROGRAMMING

Fee Description	Rate	
FITNESS CLASSES		
	Resident	Non-Resident
30 Minute Class - by session	\$5.25	\$5.50
45 - 60 Minute Class - by session	\$7.50	\$9.00
Pay as you go classes (30 minute)	\$7.97	\$9.56
Pay as you go classes (45-60 minute)	\$10.18	\$12.22
Private Fitness Class (45 - 60 minute)	\$60.00	\$72.00
Private Aquatic Fitness Class (45 - 60 minute)	\$95.00	\$114.00
Fitness Class Passes (12) - (45 - 60 minute)	\$101.80	\$122.16
Fitness Class Passes (12) - (30 minute)	\$79.80	\$95.76
PERSONAL TRAINING 1:1		
	Resident	Non-Resident
1 hour (member)	\$32.00	\$38.40
1 hour (non-member)	\$40.00	\$48.00
3 hours (member)	\$86.00	\$103.20
3 hours (non-member)	\$108.00	\$129.60
6 hours (member)	\$155.00	\$186.00
6 hours (non-member)	\$194.00	\$232.80
PERSONAL TRAINING 2:1		
	Resident	Non-Resident
1 hour (member)	\$24.00	\$28.80
1 hour (non-member)	\$30.00	\$36.00
3 hours (member)	\$65.00	\$78.00
3 hours (non-member)	\$81.00	\$97.20
6 hours (member)	\$116.00	\$139.20
6 hours (non-member)	\$145.00	\$174.00
SMALL GROUP TRAINING (3-5 INDIVIDUALS)		
	Resident	Non-Resident
1 hour (member)	\$14.00	\$16.80
3 hours (member)	\$38.00	\$45.60
6 hours (member)	\$68.00	\$81.60

AQUATIC PROGRAMMING

Fee Description	Rate	
SWIM LESSONS		
	Resident	Non-Resident
9 Lessons		
30 minutes	\$60.00	\$72.00
45 minutes	\$85.00	\$102.00
Swim Patrol	\$90.00	\$108.00
Private Swim Lessons - 5 classes	\$105.00	\$126.00
Semi-Private Lessons - 5 classes	\$75.00	\$90.00
Bronze Star	\$76.47	\$91.76
Exam Fee	\$15.00	
Bronze Medallion & E.F.A.	\$ 79.07	\$94.88
Exam Fee	\$40.00	
Canadian Lifesaving Manual + Br Med Workbook	\$56.00	
Bronze Cross & S.F.A.	\$ 112.36	\$134.83
Exam Fee	\$50.00	
Canadian First Aid Manual+ Bronze Cross Workbook	\$25.00	
NLS Course	\$ 244.49	\$293.39
NLS Recert	\$ 60.73	\$72.88
Instructor Course	\$ 244.49	\$293.39
POOL RENTALS		
	Resident	Non-Resident
Regular Groups - 1 hour (all pools incl. slide -less than 30)	\$161.44	\$193.73
Regular Groups - 1 hour (both pools no slide - less than 30)	\$117.07	\$140.48
Regular Groups - 1 hour (1 pool only no slide)	\$98.35	\$118.02
Regular Groups - 1 hour, both pools, more than 30, slide	\$198.88	\$238.66
Cost of slide on top of hourly pool rental	\$41.60	\$49.92
Non Prime -20% less of regular group rental rate		
Swim Club	\$72.30	\$86.76
Additional Guard	actual staffing cost	

POOL BIRTHDAY PARTIES

ALL POOLS INCLUDING SLIDE	Resident	Non-Resident
12 people or less	\$238.61	\$286.33
13-18 people	\$253.17	\$303.80
19-24 people	\$267.73	\$321.27
25-30 people	\$282.29	\$338.74
31-40 people	\$296.85	\$356.22
1 POOL INCLUDING SLIDE	Resident	Non-Resident
12 people or less	\$224.37	\$269.24
13-18 people	\$238.93	\$286.72
19-24 people	\$253.49	\$304.19
25-30 people	\$268.05	\$321.66
31-40 people	\$282.61	\$339.13
1 POOL - NO SLIDE	Resident	Non-Resident
12 people or less	\$182.77	\$219.32
13-18 people	\$197.33	\$236.80
19-24 people	\$211.89	\$254.27
25-30 people	\$226.45	\$271.74
31-40 people	\$241.01	\$289.21

ARENA PROGRAMMING

Fee Description	Rate	
ARENA RENTAL RATES		
	Resident	Non-Resident
Prime Time - Adult	\$143.38	\$172.06
Prime Time - Student	\$107.54	\$129.05
Non Prime - Adult (20% discount)	\$114.70	\$137.64
Non Prime - Student (20% discount)	\$86.03	\$103.24
Last Minute Ice -50% discount of prime - Adult	\$71.69	\$86.03
Last Minute Ice -50% discount of prime - Student	\$53.77	\$64.52
Pick-up Hockey	\$7.08	\$8.50
Pick-up Hockey Passes (12)	\$70.80	\$84.96
Twoonie Skate	\$1.77	
Family Sticks and Pucks - 2 Individuals	\$7.52	
Family Sticks and Pucks - 3 or more individuals	\$8.85	
ICE BIRTHDAY PARTIES		
	Resident	Non-Resident
12 people or less	\$191.94	\$230.33
13-18 people	\$206.22	\$247.46
19-24 people	\$220.50	\$264.60
25-30 people	\$234.78	\$281.74
31-40 people	\$249.06	\$298.87
STORAGE ROOM RENTAL		
	Resident	Non-Resident
Youth per square foot	\$4.69	\$5.63
Adult per square foot	\$6.25	\$7.50
Arena Storage Lockers	\$100.00	\$120.00

ARENA FLOOR RENTAL RATES

Fee Description	Rate	
STORAGE ROOM RENTAL	Resident	Non-Resident
Non-profit Charitable Group	\$ 259.55	\$311.46
		(+ set up + clean up + staff)
Local Commercial or Pubs-ticketed event	\$ 893.18	\$1,071.82
		(+ set up + clean up + staff)
Out of Town Commercial Use (Circus, etc.)		\$1,839.96
		(+ set up + clean up + staff)
BALL HOCKEY	Resident	Non-Resident
Adults	\$53.50	\$64.20
Students	\$40.00	\$48.00

FACILITY USE & PROGRAMMING

Fee Description	Rate	
LOCKER RENTALS		
	Resident	Non-Resident
3 Months - Lobby Change Rooms	\$50.00	\$60.00
1 Year - Lobby Change Rooms	\$100.00	\$120.00
3 Months - Aquatic Centre Change Rooms	\$60.00	\$72.00
1 year - Aquatic Centre Change Rooms	\$120.00	\$144.00
COMMERCIAL BUSINESS		
	Resident	Non-Resident
Per hour (+clean up)	\$50.00	\$60.00
Per day (+clean up)	\$125.00	\$150.00
ROOM RENTAL (Blue Line, Arts & Crafts, Board Room)		
	Resident	Non-Resident
Per hour (+clean up)	\$50.00	\$60.00
Per day (+clean up)	\$125.00	\$150.00
Wooden Chair Rental	\$1.00	\$1.20
Local Service Club Meetings (non-profit)	\$25.00	\$30.00
DAY CAMP		
	Resident	Non-Resident
1 child	\$140.00	\$168.00
DAY RATE		
	Resident	Non-Resident
1 child	\$37.00	\$44.40
Half Day	\$20.00	\$24.00
Splash & Swim Days	\$30.00	\$36.00

PARK USE AND PROGRAMMING

Fee Description	Rate	
CIVIC PARK		
	Resident	Non-Resident
Non-profit Charitable Group (cost to public)	\$259.55	\$311.46
	(+ set up + clean up + staff)	
Local Commercial or Pubs - ticketed event	\$893.18	\$1,071.82
	(+ set up + clean up + staff)	
Non-profit Charitable Group (free to public)	Actual	
	(+ set up + clean up + staff)	
Private event (commercial or non-commercial)	Actual	
	(+ set up + clean up + staff)	
Per Hour	\$100.00	\$120.00
Per Day	\$450.00	\$540.00
BASEBALL FIELD (PER GAME)		
	Resident	Non-Resident
Adult	\$51.66	\$61.99
Youth	\$38.75	\$46.50
TKL Baseball League (Team rate / 8 week season)	\$318.58	\$382.30
Youth Ball League (Individual rate /6 week season)	\$30.00	\$36.00

PARK USE AND PROGRAMMING (continued)

Fee Description	Rate	
PAVILLION (No Ice / Per Hour)		
	Resident	Non-Resident
Adult	\$34.80	\$41.76
Student	\$26.10	\$31.32
CIVIC ICE (Per Hour)		
	Resident	Non-Resident
Adult	\$53.77	\$64.52
Student	\$40.33	\$48.40
MULTI-PURPOSE COURT (Per Hour)		
	Resident	Non-Resident
Adult	\$34.80	\$41.76
Student	\$26.10	\$31.32
BEACH VOLLEYBALL COURT (Per Hour)		
	Resident	Non-Resident
Adult	\$34.80	\$41.76
Student	\$26.10	\$31.32
CIVIC KITCHEN		
	Resident	Non-Resident
Per hour (+ set up + clean up + staff)	\$34.80	\$41.76
Per day (+ set up + clean up + staff)	\$87.00	\$104.40
VENDORS (Any Location)		
	Resident	Non-Resident
Seasonal vendor	\$185.88	\$223.06
Per week	\$15.49	\$18.59
Electricity usage (per season)	\$35.36	\$42.43
Electricity (per week)	\$4.42	\$5.30
Table rental for KLFM (per week)	\$4.42	\$5.31
Kitchen rental for KLFM (per week)	\$8.84	\$10.61

PARK USE AND PROGRAMMING (continued)

Fee Description	Rate
MEMORIAL BENCH	
As per location availability	\$1,769.91



**SCHEDULE 'G' TO BY-LAW 23-041
(AS AMENDED BY BY-LAW 23-078)**

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Public Works Department - Equipment Rates

Fee Description	Rate
1/2 Ton Truck	\$37.20
3/4 Ton Truck	\$38.50
2 Ton Truck	\$62.00
5 Ton Dump Truck (single Axle)	\$73.40
5 Ton Plow and Sander	\$128.30
10 Ton Tandem Dump Truck	\$98.90
10 ton Tandem Dump Truck Sander	\$128.30
4 CU.YD. Loader & LM-220 Snow Blower	\$298.70
Volvo G960 Grader	\$143.00
Elgin Pelican Street Sweeper	\$134.50
4X4 Backhoe	\$77.30
4X4 Backhoe & Asphalt cutter	\$87.50
4X4 Backhoe & breaker Hoe Ram	\$118.10
2.5 CU.YD. Loader	\$97.90
Trackless MT with Attachements	\$81.60
Gas Powered Air Compressor	\$45.90
Traffic Line Marker (Painting Machine)	\$35.70
Thompson Boiler (Steamer)	\$40.80
Wacker Plate Tamper- 12" Plate, Gas Powered	\$20.40
Bomag BPR55/65 Packer- 23" Plate, diesel Powered	\$26.50
Genie Manlift	\$38.30
Vactor 2100 + Sewer (Vacuum Truck)	\$346.30
Pipe Thaw Machine	\$198.90
Wworks-1993 Gorman Mud Pump (Trash Pump)	\$38.50
Wworks- 4" Trash Diesel Pump	\$25.50

Fee Description	Rate
FLYGT & Subermisible Pump	\$25.50
Rigid 3/4 HP Pipe Cleaner	\$26.27
STHIL/ Husqvana cut off saw	\$21.42
Unallocated Equipment (Various Tools)	\$15.30
Parking Lot Rental	\$325.00
Flag Pole Banner Program Installation & Removal (rate per occurrence request)	\$1,500.00
*excludes Royal Canadian Legion - Branch 87	



SCHEDULE 'I' TO BY-LAW 23-041
 (AS AMENDED BY BY-LAW 23-078)

KIRKLAND LAKE
 THE RIGHT ENVIRONMENT

Public Works Department - Airport

Fee Description		Rate
Landing Fees		
0-2000 kg		\$19.00
0-2000 kg (if buying fuel)		\$0.00
2001-5000 kg		\$44.00
5001 kg and over		\$53.00
Helicopter		\$45.00
Turbo Fan		\$162.00
Air Ambulance		\$350.00
Parking Fees		
0-2000 kg	Daily	\$14.00
	Monthly	\$87.00
	Yearly	\$602.00
2000-5001 kg	Daily	\$23.00
	Monthly	\$141.00
	Yearly	\$1,061.00
Over 5000 kg	Daily	\$30.00
	Monthly	\$435.00
	Yearly	\$1,607.00
Hanger Fees		
Hangar Fee (per m ²)	Daily	\$0.43
	Weekly	\$2.35
	Monthly	\$18.70
Hangar Office Rental	Daily	\$30.00
	Weekly	\$141.00
	Monthly	\$417.00
Land Lease for Hangar (annually)		\$900.00
Miscellaneous		
Special Occasion (daily)		\$420.00
Single Plug-in (each/per day)		\$14.00

Fee Description	Rate
Summer Call-out Charge	\$153.00
Winter Call-out charge (Nov 1- Apr 30) - Surface Conditions	\$300.00
Winter Call-out charge (Nov 1- Apr 30) - Plowing	\$575.00
Stand-by Fee (hourly)	\$60.00
Airside Vehicle Operator Permit (annually)	\$135.00
Aviation (AVE) Gas Mark-up (per litre)	\$0.55
Aviation Jet Fuel Mark-up (per litre)	\$0.44



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-079

**BEING A BY-LAW TO ESTABLISH A MUNICIPAL ACCOMMODATION TAX (MAT)
WITHIN THE TOWN OF KIRKLAND LAKE**

WHEREAS Section 400.1 of the *Municipal Act*, S. O. 2001 c. 25, as amended (the "Act") provides that Council of a local municipality may pass By-Laws imposing a tax in respect of the purchase of transient accommodation within the municipality;

AND WHEREAS pursuant to section 400.1 of the Act and Ontario Regulation 435/17, Council of the Corporation of the Town of Kirkland Lake wishes to establish a tax rate and to levy the tax on the purchase of transient accommodation within the Town of Kirkland Lake;

AND WHEREAS pursuant to Section 400.1 (3) and 400.4 of the Act, Council can establish enforcement measures as Council considers appropriate if an amount assessed for outstanding tax, penalties or interest remains unpaid after it is due;

AND WHEREAS at its October 15, 2019 meeting, Council directed for the establishment of a Municipal Accommodation Tax (MAT) to be imposed on the purchase of accommodations of short duration within the Town of Kirkland Lake, which will generate revenue to be shared with designated non-profit entities to promote local tourism;

AND WHEREAS on November 7, 2023, Council directed that a Reserve Fund be established for the Municipal Accommodation Tax;

AND WHEREAS on November 21, 2023, in accordance with the Town's Notice Policy (By-Law 22-047), a Public Meeting was held to allow for comments respecting the Municipal Accommodation Tax By-Law prior to its passage;

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

1. DEFINITIONS

1. In this Agreement,

- a) "**Accommodation**" means the use or possession or the right to the use or possession; for dwelling, glamping, lodging or sleeping purposes in a room or suite of rooms containing one or more beds or cots, whether in a hotel, motel, motor hotel, lodge, inn, resort, cottage, yurt, bed and breakfast or other establishment providing Lodging, or in all or part of a dwelling unit and whether or not additional amenities, services or the right to use additional space in the establishment or dwelling unit are provided, where such rights are acquired for a Purchase Price, whether or not the Lodging is actually used;
- b) "**Ancillary Charges**" means charges related to the purchase of Transient Accommodation including for food, room service, mini bar products, internet, movie rentals, and phone charges.

- c) **“By-Law”** means this By-Law including, as applicable, its schedules and any amending By-Laws.
- d) **“Broker”** means any individual, partnership, or corporation acting as a Short-term Accommodation Broker that, for compensation, markets and brokers the booking, reservation, or rental, of a Short-term Accommodation on behalf of a Short-term Accommodation Provider by a means of a website or digital application.
- e) **“Council”** means the Council of The Corporation of the Town of Kirkland Lake.
- f) **“Continuous Period”** means an uninterrupted stay in a Dwelling comprising a minimum of four (4) hours to a maximum of thirty (30) days.
- g) **“Dwelling”** means one or more habitable rooms designed, occupied, or intended to be occupied as living quarters.
- h) **“Eligible Tourism Entity”** has the meaning given to it in Ontario Regulation 435/17, as amended.
- i) **“Establishment”** means a physical location, a building, or part of a Dwelling that provides Accommodation.
- j) **“Lodging”** includes: the use of a bedroom, a suite of rooms containing a bedroom, or the use of a bed within a bedroom; as well as the use of one or more additional beds or cots in a bedroom or suite.
- k) **“Municipality”** means The Corporation of the Town of Kirkland Lake.
- l) **“Municipal Accommodation Tax”** or **“MAT”** means the tax imposed under this By-Law.
- m) **“Person”** includes an individual, a sole proprietorship, a partnership, an unincorporated association, a trust, and a corporation (be it for profit or not-for-profit).
- n) **“Point of Purchase”** means the time at which payment for Accommodation is made by the Purchaser.
- 1. **“Provider”** means a Person or an entity that sells, offers for sale, or otherwise provides Accommodation, and includes agents, hosts or others who sell, offers for sale or otherwise provides Accommodation. Where the Provider cannot easily be determined, the owner of a property providing Accommodation is deemed to be the Provider.
- o) **“Purchaser”** means a person who gives money or other consideration in exchange for Accommodation.
- p) **“Purchase Price”** means the price for which Accommodation is purchased, including the price paid, and/ or other consideration accepted by the Provider in return for the Accommodation provided, but does not include the goods and services tax imposed by the Government of Canada or by the Province of Ontario.
- q) **“STA”** means Short-term Accommodation.
- r) **“Short-term Accommodation”** means a temporary accommodation in all or part of a Dwelling that is provided in exchange for payment, and includes a bed and breakfast, but does not include a hotel, motel, inn, resort, hostel, lodging house, or rooming house.
- s) **“Short-term Accommodation Broker”** means any individual, partnership, or corporation that, for compensation, markets and brokers the booking, reservation, or rental, of a Short-term Accommodation on behalf of a Short-term Accommodation Provider by a means of a website or digital application.

- t) **“Tax Collection Agent”** means the person or persons from time to time appointed by Council or by the Town’s Chief Administrative Officer pursuant to section 16 to collect from Providers the Municipal Accommodation Tax.
- u) **“Town”** means The Corporation of the Town of Kirkland Lake.
- v) **“Treasurer”** means the person appointed by Council from time to time as the Treasurer for the Town and includes their authorized designates.
- w) **“Transient Accommodation”** means Accommodation for a Continuous Period; this Continuous Period is not disrupted by the purchase of different rooms, suites, beds or lodging in the same Establishment. For greater certainty, the Continuous Period is not disrupted by the purchase of different rooms, suites, beds, or other lodging in the same Establishment in the course of the Continuous Period.

2. REGISTRATION OF ACCOMMODATION ESTABLISHMENT

1. Providers who operate an Establishment prior to the enactment of this By-Law shall register their Establishment with the Town by submitting a completed Accommodation Establishment Information Form (Schedule “A”) with the Town before December 31, 2023.
2. Providers who begin to operate an Establishment subsequent to the enactment of this By-Law shall register their Establishment with the Town by submitting a completed Accommodation Establishment Information Form (Schedule “A”) within thirty (30) days of the date of commencement for their operation.
3. Where there are any changes to the information provided, Providers shall update and submit the Accommodation Information Form (Schedule “A”) to the Town within thirty (30) days of the change.

3. APPLICATION OF THE TAX

1. The amount of four per cent (4%) shall be established as the tax rate for the Municipal Accommodation Tax to be imposed on the Purchase Price of Accommodation provided for a continuous period of 30 days or less provided in any place in which Accommodation is provided, inclusive of STA but exempting those facilities and establishments identified in section 5.
2. The Municipal Accommodation Tax shall apply to Accommodations only.
3. The Municipal Accommodation Tax does not apply to Ancillary Charges that are itemized separately on the Purchaser’s receipt.
4. Where the Provider of Transient Accommodation fails to separately itemize Ancillary Charges, the Municipal Accommodation Tax will apply to the total amount of the purchase price.

4. TAX COLLECTED BY PROVIDERS

1. The Purchaser shall pay the Provider the total amount of the Municipal Accommodation Tax at the Point of Purchase of the Accommodation.
2. A Provider shall clearly indicate as a separate item on every invoice and receipt the value of the Municipal Accommodation Tax that was imposed and collected for the purchase of Transient Accommodation and shall identify such amount as the “Municipal Accommodation Tax”.
3. The Provider shall remit to the Town the amount of the MAT collected as outlined below through the Municipal Accommodation Tax Return Form (Schedule “B”).

4. A Provider shall, on or before the last day of the month following the previous month, remit to the Municipality the amount of the MAT collected for the previous month and shall submit the Municipal Accommodation Tax Return Form (Schedule "B") as required for the purposes of administering and enforcing this By-Law.
5. When a due date falls on a Saturday, a Sunday, or a public holiday recognized by the Canada Revenue Agency, the payment is considered on time if received on the next business day.
6. A Provider who collects an amount as or on account of tax under this By-Law is deemed, for all purposes and despite any security interest in the amount, to hold the amount in trust for the Town, separate and apart from the property of the Provider and from property held by any secured creditor of the Provider that, but for a security interest, would be property of the Provider, until the amount is remitted to the Town.
7. Where a Provider fails to submit a Municipal Accommodation Tax Return Form (Schedule "B") on or before the due date prescribed at subsection 4.4, the amount is determined on the basis of the following calculation: (amount of revenue that would have been generated had the Establishment experienced full occupancy for the period) x (4%) (the amount MAT that is due and unremitted). This amount shall be assessed on the first day of default.
8. A Provider who fails to collect any amounts owing for the Municipal Accommodation Tax from the Purchaser at the Point of Purchase, or otherwise fails to remit such amounts to the Town on or before the due date prescribed at subsection 4.4 shall be liable for such amounts as should have been collected and remitted.
9. At the Treasurer's sole discretion and based on the type of Accommodation and number of Accommodations being provided annually, the Treasurer may modify the remittance period set out in subsection 4.4.
10. Providers shall provide any information as required by the Treasurer for the purposes of enforcing this By-Law.

5. EXEMPTIONS

1. The Municipal Accommodation Tax does not apply to the following types of Accommodations:
 - a. accommodations provided by the Crown, every agency of the Crown in right of Ontario or every authority, board, commission, corporation, office or organization of persons a majority of whose directors, members or officers are appointed or chosen by or under the authority of the Lieutenant Governor in Council or a member of the Executive Council.
 - b. accommodations provided by any board as defined in subsection 1(1) of the *Education Act*, R.S.O 1990 c E. 2, as amended.
 - c. accommodations provided by any university in Ontario or any college of applied arts and technology and post secondary institution in Ontario whether or not affiliated with a university, the enrolments of which are counted for purposes of calculating operating grants entitlements from the Crown.
 - d. accommodations provided by any hospital referred to in the list of hospitals and their grades and classifications maintained by the Minister of Health and Long-Term Care under the *Public Hospitals Act*, R.S.O 1990, c. P.40, as amended, and every private hospital operated under the authority of a license issued under the *Private Hospitals Act*, R.S.O 1990, c. P.24, as amended, and upon

proclamation of the Lieutenant Governor of the amendment to paragraph 4 of subsection 400.2 of the Act, to any community health facility within the meaning of the *Oversight of Health Facilities and Devices Act*, S. O. 2017, c.25, as amended, that was formerly licensed under the *Private Hospitals Act*.

- e. accommodations provided by any long-term care home as defined in subsection 2(1) of the *Long-Term Care Home Act*, S. O. 2007, c.8, as amended.
- f. accommodations provided by any retirement home as defined in the *Retirement Home Act*, S. O. 2010, c.11, as amended.
- g. accommodations provided by any home for special care within the meaning of the *Homes for Special Care Act*, R.S. O. 2190, c. H.12, as amended.
- h. accommodations provided by any non-profit hospice occupying land for which there is an exemption from taxation determined in accordance with section 23.1 of Ontario Regulation 282/ 98 made under the *Assessment Act*, R.S. O. 1990, c. A.31, as amended.
- i. accommodations provided by any Person or entity as prescribed by regulation under the Act, as exempt from payment of MAT.
- j. accommodations provided by any treatment center that receives provincial aid under the *Ministry of Community and Social Services Act*, R.S. O. 1990, c. M.20, as amended.
- k. every hospitality room in a Dwelling that does not contain a bed and is used for displaying merchandise, holding meetings, holding hearings, or entertaining.
- l. accommodation bookings with signed contracts prior to the date that this By-Law takes effect, whether paid partially or in-full.
- m. accommodation provided:
 - I. in a house of refuge or lodging for the reformation of offenders;
 - II. by charitable or not-for-profit corporations or by the Town or its contractors or agents for the purpose of providing or operating a shelter or emergency shelter for the relief of the poor; or for the benefit of persons who are fleeing situations of physical, financial, emotional or psychological abuse; or for other persons who are suffering from homelessness;
 - III. as a tent site or a trailer site lawfully supplied by a campground, tourist camp, or trailer park;
 - IV. by an employer to its employees in premises operated by the employer; or
 - V. in premises owned or operated by the Town;
 - VI. every hotel or motel room used by the Town or its contracted service providers for shelter accommodation purposes.

6. ADMINISTRATION

1. This By-Law takes force and effect upon execution thereof.
2. The Treasurer is provided delegated authority to implement and administer this By-Law, to collect the MAT, and to take all actions and make all decisions required of the Treasurer under this By-Law. Without limiting the generality of the foregoing, the Treasurer is delegated the authority to:
 - a. establish and amend from time to time, such interpretation guidelines, protocols, procedures, forms, documents, agreements and schedules to this

By-Law, as the Treasurer may determine are required to implement and administer this By-law and to collect the MAT;

- b. perform all administrative functions and conduct all enquiries, audits, assessments, approvals, referred to herein and those incidental to and necessary for the due administration, implementation and enforcement of this By-law and collection of monies owing hereunder and authorize refunds in accordance with this By-Law;
 - c. authorize, establish terms of and sign any repayment agreements provided for herein and any ancillary or related documents, and to amend, extend or terminate or otherwise administer or enforce such agreements; and
 - d. carry out all duties assigned to the Treasurer under this By-Law.
 - e. Ensure that all records related to the Municipal Accommodation Tax are kept and secured in the form as established by the Head of Records for the municipality, being the Municipal Clerk.
3. The Treasurer may delegate the performance of any one or more of their functions under this By-Law to one or more persons, from time to time, as the occasion requires, and may impose conditions upon such delegation and may revoke any such delegation. The Treasurer may continue to exercise any function delegated during the delegation.

7. PENALTIES AND INTEREST

1. Penalties and interest at a monthly rate of interest applicable to overdue accounts receivable invoices shall apply to any outstanding Municipal Accommodation Tax.
2. Where a Provider has submitted a Municipal Accommodation Tax Return Form (Schedule "B") that allows for the determination of the actual amount of the MAT that should have been collected and is owing, the prescribed interest and penalties shall be assessed as of the first day of default in addition to the amount of the MAT that is due and that remains unremitted.
3. Where a Provider has not submitted a Municipal Accommodation Tax Return Form (Schedule "B") on or before the applicable due date, the interest and penalties shall be assessed pursuant to the calculation as prescribed at subsection 4.7 of this By-Law and shall be assessed on the first day of each month, and for all subsequent months, following the first day of default for any amount of the MAT that is owing and that remains unremitted.

8. LIENS

1. All MAT penalties and interest owing under this By-Law that are past due shall be deemed to be in arrears, and may be added to the tax roll for any real property in the Town registered in the name of the Provider to be collected in a like manner as property taxes and shall constitute a lien upon the lands, but such lien shall not be a priority lien for the purposes of Sections 1(2.1), (2.2) and (3) of the Act, and such lien will not have higher priority than it would otherwise have in law in relation to other claims, liens, or encumbrances.

9. REPAYMENT AGREEMENTS

1. Where discretionally the Treasurer determines that is in the best interests of the Town to do so, the Treasurer is authorized to enter into a repayment arrangement with any Provider, providing for terms of payment of any MAT and interest and

penalties thereon, which were not paid in accordance with this By-Law, on such terms as may be established by the Treasurer. while the repayment agreement is in good standing no further collection efforts shall be taken, despite section 10 hereunder. The Treasurer is not obligated to authorize a repayment agreement.

2. The repayment agreement shall terminate automatically upon breach of any provision thereof.
3. Interest shall continue to accrue on the amount of MAT outstanding during the term of the repayment agreement.

10. COLLECTION

1. All MAT provided for under this By-Law and related penalties and interest that are past due shall be deemed to be in arrears and a debt owing to the Town. The Treasurer is authorized to take any one or more steps available to the Town to collect any such amount including without limitation:
 - a. adding the amount to the tax roll for any real property in the Town registered in the name of the Provider to be collected in like manner as property taxes and constituting a lien upon the lands;
 - b. bringing an action in the name of the Town for the recovery of the amount in the court of appropriate jurisdiction;
 - c. referring the collection of the amount to a collection agency; and
 - d. exercising any other remedy available pursuant to the Act, or otherwise available at law.
2. The remedies provided for the recovery and enforcement of the payment of any amount required under this By-Law are in addition to any other remedies existing at law.

11. AUDIT AND INSPECTION

1. The Provider must keep, for a period of no less than seven (7) years, books of account, records, and documents sufficient to provide the Town or its agent with the necessary particulars of sales of Accommodations and the amount of MAT which should have been collected and remitted.
2. The Treasurer or their designate may inspect and audit all books, documents, transactions, and accounts of the Provider and require the Provider to produce copies of any documents or records required to be kept for the purposes of administering and enforcing this By-Law.

12. ADJUSTMENT BY TREASURER

2. Where the Treasurer determines as a result of audit of the Provider's records that MAT which accrued within a period of two years prior to the date of the audit, was not reported and paid by that Provider in accordance with this By-Law, the Treasurer may make a determination of the amount of MAT properly payable for that period, adjust the Town records appropriately to reflect the adjustment, and notify the Provider in writing:
 - a. of the period for which MAT was adjusted;
 - b. of the basis for the adjustment;
 - c. of the amount of MAT actually paid and the amount payable for the period of adjustment;

- d. of the amount now owing to the Town or overpaid to the Town; and
 - e. where applicable, that payment of any amount owing to the Town is due within 15 days of the date of the notice; and
 - f. in the event that an audit reveals an overpayment, the Treasurer, in his or her discretion, will provide: a refund of the amount of MAT overpaid; a credit against future obligations to pay MAT; or a credit against any debt then owing to the Town by the Provider, whether or not related to MAT. No interest shall be paid on the amount of the overpayment.
3. In the event the Treasurer establishes that a Person has made any misrepresentation that is attributable to neglect, careless or willful default or has committed a fraud in supplying any information under this By-Law, the Treasurer's right to adjust the MAT is not restricted to a two-year period, despite subsection 12.1.

13. APPLICATION FOR REFUND

1. Where a Purchaser has paid an amount that is not payable, the Treasurer may, upon receipt of satisfactory evidence, make a determination that the amount was wrongly paid, and if such a determination is made, the Treasurer shall refund or credit all or part of the amount, but no refund shall be made unless an application is made within twenty-four (24) months after the payment date.
2. Where a Purchaser has applied for a refund and the person's claim is in whole or in part refused, the Treasurer shall provide a statement of disallowance in such form as determined by the Treasurer, and the statement shall specify the amount of disallowance and the reasons for the disallowance.
3. Where a Provider remits a surplus in error, the Treasurer, may upon receipt of satisfactory evidence, make a determination that an amount was wrongly paid, and if such a determination is made, the Treasurer shall refund all or part of the amount, but no refund shall be made unless an application for such a refund is made within twenty-four (24) months after the date of remittance.
4. The onus of proof shall be on the Purchaser or Provider claiming a refund to provide to the Treasurer such information as the Purchaser or Provider intends to rely on in support of the application. No application for a refund will be accepted if the applicant is not current in filing of MAT Remittance Reports.
5. Any refund authorized shall be limited to the amount overpaid by the Purchaser or Provider during the two-year period prior to the date of the application and while the Provider owned the Establishment which provided the accommodation.

14. FALSE STATEMENT

1. No Person shall:
 - a. make a false, inaccurate or intentionally misleading statement or representation in any document, statement or request provided for by this By-Law; or
 - b. file a document, statement or request provided for in this By-Law where such Person knows or believes it contains a false, inaccurate or intentionally misleading statement or representation, whether or not such statement or representation was made by the Person filing the document or application.

15. NO INTERFERENCE

1. No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Person exercising a power or performing a duty under this By-Law.

16. OFFENCES AND PENALTIES

1. Every Person who contravenes any provision of this By-Law is guilty of an offence and is liable to a fine and such other penalties as may be provided for in the *Provincial Offences Act*, R.S. O. 1990, c. P. 33 and the Act, each as amended.
2. For the purposes of subsection 15(1), each day on which a Person contravenes any of the provisions of this By-Law shall be deemed to constitute a separate offence under this By-Law.
3. Every Person who contravenes any provision of this By-Law is guilty of an offence as provided for in subsection 429(1) of the Act, and all such offences are designated as continuing offences as provided for in subsection 429(2)(a) of the Act.
4. A Person who is convicted of an offence under this By-Law is liable, to a minimum fine of \$500.00 and a maximum fine of \$100,000.00 as provided for in subsection 429(3), paragraph 1 of the Act.
5. A Person who is convicted of an offence under this By-Law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$500.00 and a maximum fine of \$10,000.00 and the total of all of the daily fines for the offence is not limited to \$100,000.00 as provided for in subsection a 429(3) paragraph 2 of the Act.
6. When a Person has been convicted of an offence under this By-Law, the Superior Court of Justice or any court of competent jurisdiction thereafter may, in addition to any penalty imposed on the Person convicted, issue an order:
 - a. prohibiting the continuation or repetition of the offence by the Person convicted; and
 - b. requiring the Person convicted to correct the contravention in the manner and within the period that the court considers appropriate.

17. ENFORCEMENT

1. This By-Law may be enforced by any person as so designated by the Treasurer.

18. GENERAL

1. If any section, subsection, part or parts of this By-Law is declared by a court of competent jurisdiction to be bad, illegal or ultra vires, such section, subsection, part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.
2. Nothing in this By-Law relieves any Person from complying with any provision of any federal or provincial legislation or any other By-Law of the Town.

19. CONFIDENTIAL INFORMATION

1. All information submitted to and collected by the Town, will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S. O. 1990, c. M.56, as amended ("MFIPPA").

2. In the event that any Person in submitting information to the Town or to the Treasurer in any form, as required under this By-Law, where such information is confidential or proprietary or otherwise may be exempt from disclosure under the MFIPPA, the Person submitting the information shall so identify that information upon its submission to the Town or the Treasurer and shall provide sufficient details as to the reason for its purported exemption from disclosure.

20. SHORT TITLE

1. This By-Law may be referred to as the "Municipal Accommodation Tax By-Law".

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21ST DAY OF NOVEMBER, 2023.

Patrick Kiely, Acting Mayor

Jennifer Montreuil, Municipal Clerk

DRAFT



Accommodation Establishment Information

Important: This Form must be completed by Providers who operate accommodation establishments within the Town of Kirkland Lake and must be submitted to the Town before the latter of:

- (i) December 31, 2023; or
- (ii) 30 days after the Establishment commences operations.

Note: It is the responsibility of the provider to update and submit any changes to the information that was provided to the Town.

Legal Name of Provider:	
Operating Name of Establishment:	
Legal name of Property Owner:	
Tax Roll Number:	
Property Location:	
Mailing Address (if different):	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Total number of available rooms for rent:	
Business Number:	
Average Annual occupancy rate for the previous year:	
Average daily rates for the previous year:	
Agent or Internet Booking Platform(s) Used:	

Name

Position

Authorized Signature

Date

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, c. M.56, as amended, and will be used for the purposes of administering the Town's Municipal Accommodation Tax Program in accordance with the Municipal Act, S.O. 2001, c.25, as amended. Questions about this collection should be directed to the Municipal Clerk, P.O. Box 1757, 3 Kirkland Street West, Kirkland Lake, ON P2N 3P4, clerk@tkl.ca, or by telephone at 705-567-9361 x. 238 during regular business hours.

Note: Instructions to complete Form found on Page 2.

Accommodation Establishment Information

Legal Name of Provider:	
Operating Name of Establishment:	
Business Number:	
Property Location:	
Contact Name:	
Contact Phone Number:	
Contact Email:	

Reporting Period

Month	Day	Year	Month	Day	Year

Municipal Accommodation Tax Calculation

A	Accommodation Revenue for the above reporting period <i>(if no revenue was earned, enter "NIL" in Box A)</i>	A	
B	Exemptions <i>(provide explanation in section below)</i>	B	
C	Adjustments <i>(provide explanation in section below)</i>	C	
D	Total Accommodation Revenue Subject to Accommodation Tax A-B-C=	D	
E	Total Amount of Municipal Accommodation Tax Owning D x 4%=	E	
F	Tax Remitted on Your Behalf <i>(provide name of agent or internet booking platform(s) in section below)</i>	F	
G	Total Amount of Municipal Accommodation Tax to be Remitted	G	

Explanation of Exemptions, Adjustments, or Tax Remitted on Your Behalf

Please include reason for the exemption, adjustment, or tax remitted on your behalf and to which reporting period the items pertain to.

Attach additional sheets, as required.

Claimant Declaration

By signing below, I certify that the information provided in this form and any accompanying attachments are true, complete, and accurate.

Name

Position

Authorized Signature

Date

Instructions for Completing Your Municipal Accommodation Tax Return Form

Reporting Period

The Provider shall remit the amount collectable for the previous month on or before the last day of every month, and shall submit the Municipal Accommodation Tax Return Form to the Town.

Municipal Accommodation Tax Calculations

In Box "A": Enter the amount of revenue received for the reporting period (if no revenue was earned in the reporting period enter "NIL" in Box "A").

In Box "B": Enter the amount of exemptions claimed in the reporting period.

In Box "C": Enter the amount of adjustments claimed in the reporting period.

In Box "D": Deduct the amounts in Boxes "B" and "C" from Box "A".

In Box "E": Enter the amount obtained by multiplying the amount in Box "D" by 4%. This amount is the Municipal Accommodation Tax owing for the period.

In Box "F": Enter the amount of the Municipal Accommodation Tax which has been collected and remitted by a third-party on your behalf (e.g. Agent or internet booking platform).

In Box "G": Deduct the Municipal Accommodation Tax which has been collected and remitted by a third-party found in Box "F" from the Municipal Accommodation Tax owing in Box "E". This is the amount that must be remitted to the Town.

Exemptions or Adjustments

Please provide an explanation of the exemption (e.g. accommodation provided for a continuous period of 30 days or greater), adjustment (e.g. refunds) or tax remittances paid by a third-party on your behalf (e.g. agent or internet booking platform) claimed and to which reporting period the exemption, adjustment, or tax remittance pertains to.

Payment and Submission Information

Form and payment must be received by the Town by the last day of the month for the previous month's reporting period. Late payment charges will be charged on outstanding balances as prescribed.

By Electronic Funds Transfer: To set up for EFT, please contact 705-567-9361 Ext. 260 treasury@tkl.ca.

In Person or by Mail

The Corporation of the Town of Kirkland Lake
Attention: Treasurer
P.O Box 1757, 3 Kirkland Street West,
Kirkland Lake, ON P2N 3P4
Payment Options: Cash, Debit, or Cheque

This form must accompany payments made by mail or in person.

EFT Payments

EFT Payments are also available once you have registered (see above)

For more information, visit us at: www.kirklandlake.ca

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, c. M.56, as amended, and will be used for the purposes of administering the Town's Municipal Accommodation Tax Program in accordance with the Municipal Act, S.O. 2001, c.25 as amended. Questions about this collection should be directed to the Municipal Clerk, P.O. Box 1757, 3 Kirkland Street West, Kirkland Lake, ON P2N 3P4, clerk@tkl.ca, or by telephone at 705-567-9361 x. 238 during regular business hours.



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-080

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETINGS HELD NOVEMBER 21, 2023

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

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

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

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

- 1** **THAT** the actions of the Council of the Town of Kirkland Lake in respect of each motion passed and other actions taken by the Council of the Town of Kirkland Lake at these meetings are hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law.
- 2** **THAT** the Mayor and Officers of the Town of Kirkland Lake are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Town of Kirkland Lake or to obtain approvals where required as referred to in the preceding sections.
- 3** **THAT** the Mayor and the Municipal Clerk are hereby authorized to execute all documents necessary on behalf of the Council and to affix thereto the Corporate Seal of The Corporation of The Town of Kirkland Lake.
- 4** **THAT** this By-Law comes into force upon adoption by Council of the Town of Kirkland Lake.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21ST DAY OF NOVEMBER, 2023.

Stacy Wight, Mayor

Jennifer Montreuil, Municipal Clerk