

**NORTH BAY**<sup>®</sup>

O N T A R I O • C A N A D A

*Just North Enough to be PERFECT*

# Committee Agenda

**Committee Meeting of Council  
November 18, 2013  
at 7:00 p.m.**

# MEETINGS

**FOR THE WEEK OF  
NOVEMBER 18<sup>TH</sup>, 2013**

- Monday, November 18, 2013      1:00 p.m.      Community Services Business  
Unit Budget Review  
5<sup>th</sup> Floor Boardroom, City Hall
- 7:00 p.m.      Committee Meeting of Council  
Council Chambers, 2<sup>nd</sup> Floor,  
City Hall
- Tuesday, November 19, 2013      1:00 p.m.      General Government Business  
Unit Budget Review  
5<sup>th</sup> Floor Boardroom, City Hall
- 4:00 p.m.      Engineering & Works Business  
Unit Budget Review  
5<sup>th</sup> Floor Boardroom, City Hall

# PUBLIC MEETINGS

**HELD UNDER THE  
MUNICIPAL ACT**

- Monday, November 18, 2013      7:00 p.m.      User Fees

# PUBLIC MEETINGS

**HELD UNDER THE  
PLANNING ACT**

- Monday, November 18, 2013      7:00 p.m.      Rezoning application  
Theresa Hutter  
5409 Hwy 11N

## **ENGINEERING & WORKS COMMITTEE**

Monday, November 18, 2013

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**Chairperson:** Councillor Vrebosch  
**Vice-Chair:** Councillor Koziol  
**Member:** Councillor Campbell  
**Ex-Officio:** Mayor McDonald

EW-2010-03 Report from A. Korell/J. Houston dated March 26, 2010 re Kate Pace Way west end bike route connection between Memorial Drive and Gormanville Road (R05/2010/KPWTR/WESTENDR).

- ▶ **EW-2013-02 Report from Alan Korell dated October 7, 2013 re Engineering related User Fees – Administration Fees for Street Work Permits and Municipal Consent Reviews (C00/2014/BYLAW/USERFEES).**
- ▶ **EW-2013-03 Report from Domenic Schiavone dated September 26, 2013 re Bulk Water and Septage Receiving Station User Fees (C00/2014/BYLAW/USERFEES).**
- ▶ **EW-2013-04 Report from Angela Cox dated September 26, 2013 re Water On/Off and Sewer Rodding User Fees (C00/2014/BYLAW/USERFEES).**

# **EW-2013-02**

Draft Recommendation:

"That Schedule "D" of the User Fee By-Law No. 2011-123, as amended, be further amended to reflect the actual cost activity of the department to administer when other utilities use and install services on our right-of-ways. The fee for a Street Work Permit be \$25.00 and Municipal Consents be \$100.00."

## **City of North Bay**

### **Report to Council**

Report No: EESW 2013-063

Date: October 7, 2013

Originator: Alan Korell, P.Eng., MCIP  
Managing Director, Engineering, Environmental Services & Works

Subject: Engineering related User Fees - Administration Fees for Street Work Permits and Municipal Consent Reviews

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#### **RECOMMENDATION**

- That (1) Schedule D of User Fee By-Law No. 2011-123, as amended, be further amended to reflect the actual cost activity of the department to administer when other utilities use and install services on our right-of-ways. The fee for a Street Work Permit be \$25.00 and Municipal Consents be \$100.00; and
- (2) Report to Council EESW-2013-063 be referred to the Engineering & Works Committee for a Public Meeting.
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#### **BACKGROUND**

Contractors and Utilities place their poles on our road allowances within the City. We have a process that approves where on the road allowance they are allowed to go which is through a Municipal Consent. They then construct their projects either themselves or by using a Contractor. They are then required to obtain a Street Work Permit.

The proposed fees are to recover a portion of our costs to provide the review and to coordinate work on our road allowances. We are proposing that a Street Work Permit would cost \$25.00 and that the Administration Fee for a Municipal Consent be \$100.00 per application.

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#### **OPTION/ANALYSIS**

**Option 1 - Proceed with amending the User Fee By-Law to add an Administration Fee for Street Work Permits of \$25.00 and Municipal Consents of \$100.00.**

This option is recommended.

**Option 2 – Do not authorize the addition of Administration Fees for Street Work Permits and Municipal Consents.**

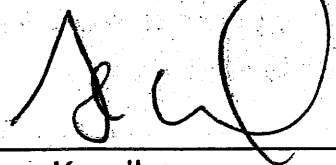
This option is not recommended.

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**RECOMMENDED OPTION**

- That (1) Schedule D of User Fee By-Law No. 2011-123, as amended, be further amended to reflect the actual cost activity of the department to administer when other utilities use and install services on our right-of-ways. The fee for a Street Work Permit be \$25.00 and Municipal Consents be \$100.00; and
- (2) Report to Council EESW-2013-063 be referred to the Engineering & Works Committee for a Public Meeting.

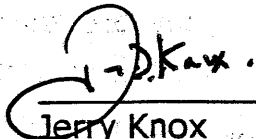
Respectfully submitted,



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Alan Korell,  
Managing Director Engineering, Environmental  
Services and Works

I concur with this report and recommendation.



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Jerry Knox  
Chief Administrative Officer

Person designated for continuance: Dominic Schiavone / David Euler

Attachments: Schedule D - By-Law No. 2011-123, as amended

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2012-180**

**BEING A BY-LAW TO AMEND BY-LAW NO. 2011-123  
(A BY-LAW TO AUTHORIZE USER FEES  
FOR CITY DEPARTMENTS)  
(ENGINEERING, ENVIRONMENTAL SERVICES & WORKS'  
DEPARTMENT - SCHEDULE "D")**

**WHEREAS** Council passed Engineering & Works Committee Report No. 2012-03 at its Regular Meeting held on Monday, July 16, 2012 to amend Schedule "D" to User Fee By-law No. 2011-123 for water rates payable for the supply of water from the dispensing facility on Patton Road and sewage rates payable for the dumping of sewage loads at the facility on Patton Road.

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE  
CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. Schedule "D" to By-law No. 2011-123 is hereby deleted and the attached Schedule "D" is hereby inserted in lieu thereof.
2. This By-law comes into effect on August 1, 2012.

READ A FIRST TIME IN OPEN COUNCIL THIS 30<sup>TH</sup> DAY OF JULY, 2012.

READ A SECOND TIME IN OPEN COUNCIL THIS 30<sup>TH</sup> DAY OF JULY, 2012.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS  
30<sup>TH</sup> DAY OF JULY, 2012.

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MAYOR ALLAN McDONALD

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CITY CLERK CATHERINE CONRAD

THIS IS SCHEDULE "D" TO BY-LAW NO. 2012-180 OF THE CORPORATION OF THE CITY OF NORTH BAY.

The user fees charged by the Engineering, Environment Services & Works' Department shall be as follows:

	2011 June 1- Dec 31	2012	2013	2014
Property Status Inquiry	\$60	\$65	\$70	\$75
* Photocopies (per page)	\$0.60	\$0.60	\$0.60	\$0.60
Engineering Review and Approvals Fee (Subdivision Agreement)	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater
Engineering Review and Processing of Service Contracts	3% of the estimated cost of the works (Min. \$50 - Max \$250)	3% of the estimated cost of the works (Min. \$50 - Max \$250)	3% of the estimated cost of the works (Min. \$50 - Max \$250)	3% of the estimated cost of the works (Min. \$50 - Max \$250)
* Concrete Curb & Gutter (Includes removal of existing if required. Restoration extra.)	\$195 per lineal metre Min. charge \$465	\$200 per lineal metre Min. charge \$470	\$205 per lineal metre Min. charge \$475	\$210 per lineal metre Min. charge \$480
* Concrete Sidewalk (Includes removal of existing if required. Restoration extra.)	\$140 per lineal metre Min. charge \$465	\$145 per lineal metre Min. charge \$470	\$150 per lineal metre Min. charge \$475	\$155 per lineal metre Min. charge \$480
* Interlocking Concrete Pavers	\$100 per sq. m.	\$105 per sq. m.	\$110 per sq. m.	\$115 per sq. m.
* Hot Mix Asphalt (per tonne) (Includes cutting and removal as necessary).	Contract cost plus \$45 to nearest \$5	Contract cost plus \$50 to nearest \$5	Contract cost plus \$55 to nearest \$5	Contract cost plus \$60 to nearest \$5
* Rock Excavation	Blasting Contract Plus \$225 per cubic metre	Blasting Contract Plus \$230 per cubic metre	Blasting Contract Plus \$235 per cubic metre	Blasting Contract Plus \$240 per cubic metre
* Fire Hydrant Maintenance (All private hydrants will be required to have City do work.)	\$125 each, Summer \$300 each, Winter	\$130 each, Summer \$310 each, Winter	\$135 each, Summer \$320 each, Winter	\$140 each, Summer \$330 each, Winter
* Water Off or Water On (Only one charge if both turns completed within 30 minutes of first turn.)	\$70 reg. hours \$105 after reg. hours	\$75 reg. hours \$110 after reg. hours	\$80 reg. hours \$115 after reg. hours	\$85 reg. hours \$120 after reg. hours
* Sewer Rodding (Blockage within entire service length responsibility of owner.)	\$75 reg. hours \$105 after reg. hours	\$80 reg. hours \$110 after reg. hours	\$85 reg. hours \$115 after reg. hours	\$90 reg. hours \$120 after reg. hours
* Power Sewer Rodding	\$175 reg. hours \$215 after reg. hours	\$180 reg. hours \$220 after reg. hours	\$185 reg. hours \$225 after reg. hours	\$190 reg. hours \$230 after reg. hours



User fees charged by the Engineering, Environment Services & Works  
Department continued:

	2011 June 1- Dec 31	2012	2013	2014
* Camera Inspection of Service	\$185 reg. hours \$225 after reg. hours	\$190 reg. hours \$230 after reg. hours	\$195 reg. hours \$235 after reg. hours	\$200 reg. hours \$240 after reg. hours
* Thawing of Water Service (Flat fee for max. of 3 hrs - successful or not)	\$350 reg. hours \$585 after reg. hours	\$355 reg. hours \$595 after reg. hours	\$360 reg. hours \$605 after reg. hours	\$365 reg. hours \$615 after reg. hours
	2011 June 1- Dec 31	<b>Effective August 1, 2012</b>	2013	2014
Sale of Water	\$75 for 0 to 2000 gallons \$1050 for seasonal lump Sum Prior to meter initiation	\$3.60/ 1,000 gallons	\$3.60/ 1,000 gallons	\$3.60/ 1,000 gallons
	2011 June 1- Dec 31	<b>Effective August 1, 2012</b>	2013	2014
Septage Waste Receiving	Metered	\$10.00/ 1,000 gallons	\$10.00/ 1,000 gallons	\$10.00/ 1,000 gallons

\* HST to be added to fee

# **EW-2013-03**

## Draft Recommendation:

"That Schedule "D" of the User Fee By-Law No. 2011-123, as amended, be further amended with regard to the sale of septage as follows:

- a) increase bulk water rates from \$0.95 per 1000L to \$1.24 per 1000L effective January 1, 2014; and
- b) increase septage rates from \$2.64 per 1000L to \$28.00 per 1000L effective January 1, 2014."

**City of North Bay**  
**Supplemental Report to Council**

Report No.: CORP 2013-121

Date: November 13, 2013

Originator: Margaret Karpenko/Alan Korell

Subject: 2014 Supplemental Septage Treatment User Fees

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**RECOMMENDATION**

That (1) Schedule D of User Fee By-Law No. 2011-123, as amended, be further amended with regard to the sale of septage as follows:

- (a) Increase bulk water rates from \$0.95 per 1000L to \$1.24 per 1000L effective January 1, 2014;
  - (b) Increase septage rates from \$2.64 per 1000 L to \$28 per 1000 L effective January 1, 2014.
- 

**BACKGROUND:**

Further to Report to Council EESW-2013-061 regarding Bulk Water and Septage Receiving Station User Fees dated September 26, 2013 which suggested increasing the rate we charge haulers to dump at the Patton Street facility from \$2.64/1,000 liters to \$10/1000 liters on January 1, 2014. The original report suggested the increase be based on rates charged by neighboring communities. The question asked at the Committee Meeting was, "What is our actual full cost to treat the septage, adding in the capital costs to construct the Patton Street facility?" Below is a detailed costing:

2012 cubic meters of wastewater treated (1 megalitre = 1000 cubic litres)		14,491,637
2014 Sewer Plant Budget		2,082,971
2014 Sewer Distribution Costs		5,752,790
<b>Full Cost to Treat Septage</b>		<b>7,835,761</b>
Cost per 1000 liters to treat sewer		0.541
Increased Concentrate factor	A/B	52.27
Solids per mg/litre in septage received at Patton location	A	12,900
Average suspended solids in septage mg/litre	B	247

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Cost per 1000 litres

28.24

**Note:** The capital cost to build the facilities on Patton totaled \$342,972.43. The above analysis includes the cost of financing capital, therefore there is no specific line item cost associated with this construction. The cost of \$28.24 is reflective of a full cost recovery.

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**RECOMMENDED OPTION:**

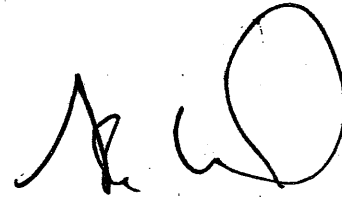
That (1) Schedule D of User Fee By-Law No. 2011-123, as amended, be further amended with regard to the sale of septage as follows:

- (a) Increase bulk water rates from \$0.95 per 1000L to \$1.24 per 1000L effective January 1, 2014;
  - (b) Increase septage rates from \$2.64 per 1000 L to \$28 per 1000 L effective January 1, 2014.
- 

Respectfully submitted,

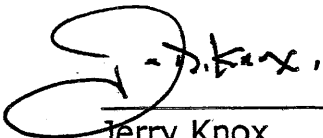


Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer



Alan Korell, P. Eng. RPP  
Managing Director  
Environmental Services & Works

I concur in this report and recommendation:



Jerry Knox  
Chief Administrative Officer

## City of North Bay

### Report to Council

**Report No.:** EESW-2013-061

**Date:** September 26, 2013

**Originator:** Domenic Schiavone  
Director, Public Works

**Subject:** Bulk Water and Septage Receiving Station User Rates

#### RECOMMENDATION

- That (1) Schedule D of User Fee By-Law No. 2011-123, as amended, be further amended with regard to the sale of bulk water and septage as follows:
- (a) Increase bulk water rates from \$0.95 per 1000 L to \$1.24 per 1000 L effective January 1, 2014;
  - (b) Increase septage rates from \$2.64 per 1000 L to \$10 per 1000 L effective January 1, 2014, to \$15.00 per 1000 L effective January 1, 2015, and \$20.00 per 1000 L effective January 1, 2016; and
- (2) Report to Council EESW-2013-061 be referred to the Engineering & Works Committee for a Public Meeting.
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#### BACKGROUND

In 2011 the City of North Bay constructed a new facility to handle the dispensing of bulk water and receiving of septage on Patton Rd. In 2012 rates were set at \$0.95 per 1000 L for bulk water and \$2.64 per 1000 L for septage. It was recommended that the rates be reviewed again in 2013.

Rates set out for bulk water are below that currently charged for metered water accounts in multi-residential dwellings and in the ICI sector which are set at \$1.24 per 1000 L. It is recommended that these rates increase to \$1.24 per 1000 L on January 1, 2014 which will make the rate consistent with those paid by other metered account holders.

Prior to the construction of the septage receiving station, Septage Haulers utilized a manhole abutting the CPR tracks off of Memorial Drive. The Septage Haulers were on an honor system and were to report all loads annually and pay a flat fee per load. In 2012 rates were set at \$2.64 per 1000 L in part to minimize the impact to Septage Hauler who were now going to be metered and to stay in line with fees paid under the previous honor system. The current fee is well below that of neighboring municipalities such as; Sudbury \$32 per 1000 L, Orillia \$25.25 per 1000 L, and Bay of Quinte \$22 per 1000 L.

The supplier of the water dispensing unit and septage receiving unit has provided budgetary replacement costs and lifetime expectancy totaling \$72,000 over the next five (5) to ten (10) years. Direct operating costs for the site from January 1, 2013 until September 13, 2013 are; \$646 for electricity, \$800 for telemetry (currently \$1200 per year), and \$11,245.61 for repair costs. These costs are well below the revenue received during the same period; water revenue \$5012 and sewage revenue \$10,504.

Not accounted in the direct costs are maintenance costs for plowing, grading, and flushing lines at the site, treatment costs for water dispensed and sewage collected, increased costs for the Fisher Street lift station which receives the sewage collected at Patton Street, long term replacement costs of watermains and sewer mains which will be effected by additional flows, and roadway rehabilitation due to wear.

It is recommended that rates be increased over a three (3) year period to recover costs and make them more competitive with neighboring municipalities while still allowing Septage Haulers the opportunity to factor increased costs of dumping into their fee structures.

It is recommended that the rates increase to \$10 per 1000 L on January 1, 2014, \$15 per 1000 L on January 1, 2015, and \$20 per 1000 L effective January 1, 2016.

The rate structure increase has been identified in the proposed 2014 Sewer and Water Budget.

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## **OPTION/ANALYSIS**

### **Option 1 - Proceed with referring the proposed rate changes to the Engineering and Works Committee for public meeting.**

- (1) That water rates payable for the supply of bulk water increase from \$0.95 per 1000 L to \$1.24 per 1000 L effective January 1, 2014.
- (2) That the sewage rates payable for the dumping of sewage be increased from \$2.64 per 1000 L to \$10 per 1000 L effective January 1, 2014, to \$15 per 1000 L effective January 1, 2015, and \$20 per 1000 L effective January 1, 2016.

### **Option 2 - Maintain the current rate structure.**

This option is not recommended as the City will continue to absorb the added costs of providing the current service.


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## **RECOMMENDED OPTION**

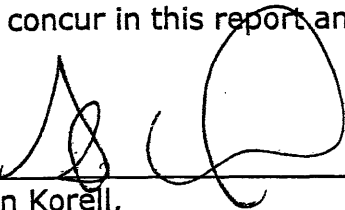
That (1) Schedule D of User Fee By-Law No. 2011-123, as amended, be further amended with regard to the sale of bulk water and septage as follows:

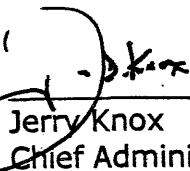
- (a) Increase bulk water rates from \$0.95 per 1000 L to \$1.24 per 1000 L effective January 1, 2014 as per fees in "Schedule A section 3 (a) of bylaw 2011-123;
  - (b) Increase septage rates from \$2.64 per 1000 L to \$10 per 1000 L effective January 1, 2014, to \$15 per 1000 L effective January 1, 2015, and \$20 per 1000 L effective January 1, 2016; and
- (2) Report to Council EESW-2013-061 be referred to the Engineering & Works Committee for a Public Meeting.

Respectfully submitted,

  
\_\_\_\_\_  
Domenic Schiavone  
Director, Public Works

We concur in this report and recommendation.

  
\_\_\_\_\_  
Alan Korell,  
Managing Director Engineering, Environmental  
Services and Works

  
\_\_\_\_\_  
Jerry Knox  
Chief Administrative Officer

Person designated for continuance: Angela Cox

Attachments: Schedule D - By-Law No. 2011-123, as amended

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2012-180**

**BEING A BY-LAW TO AMEND BY-LAW NO. 2011-123  
(A BY-LAW TO AUTHORIZE USER FEES  
FOR CITY DEPARTMENTS)  
(ENGINEERING, ENVIRONMENTAL SERVICES & WORKS'  
DEPARTMENT - SCHEDULE "D")**

**WHEREAS** Council passed Engineering & Works Committee Report No. 2012-03 at its Regular Meeting held on Monday, July 16, 2012 to amend Schedule "D" to User Fee By-law No. 2011-123 for water rates payable for the supply of water from the dispensing facility on Patton Road and sewage rates payable for the dumping of sewage loads at the facility on Patton Road.

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. Schedule "D" to By-law No. 2011-123 is hereby deleted and the attached Schedule "D" is hereby inserted in lieu thereof.
2. This By-law comes into effect on August 1, 2012.

READ A FIRST TIME IN OPEN COUNCIL THIS 30<sup>TH</sup> DAY OF JULY, 2012.

READ A SECOND TIME IN OPEN COUNCIL THIS 30<sup>TH</sup> DAY OF JULY, 2012.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 30<sup>TH</sup> DAY OF JULY, 2012.

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MAYOR ALLAN McDONALD

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\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD



THIS IS SCHEDULE "D" TO BY-LAW NO. 2012-180 OF THE CORPORATION OF THE CITY OF NORTH BAY.

The user fees charged by the Engineering, Environment Services & Works' Department shall be as follows:

	2011 June 1- Dec 31	2012	2013	2014
Property Status Inquiry	\$60	\$65	\$70	\$75
* Photocopies (per page)	\$0.60	\$0.60	\$0.60	\$0.60
Engineering Review and Approvals Fee (Subdivision Agreement)	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater
Engineering Review and Processing of Service Contracts	3% of the estimated cost of the works (Min. \$50 - Max \$250)	3% of the estimated cost of the works (Min. \$50 - Max \$250)	3% of the estimated cost of the works (Min. \$50 - Max \$250)	3% of the estimated cost of the works (Min. \$50 - Max \$250)
* Concrete Curb & Gutter (Includes removal of existing if required. Restoration extra.)	\$195 per lineal metre Min. charge \$465	\$200 per lineal metre Min. charge \$470	\$205 per lineal metre Min. charge \$475	\$210 per lineal metre Min. charge \$480
* Concrete Sidewalk (Includes removal of existing if required. Restoration extra.)	\$140 per lineal metre Min. charge \$465	\$145 per lineal metre Min. charge \$470	\$150 per lineal metre Min. charge \$475	\$155 per lineal metre Min. charge \$480
* Interlocking Concrete Pavers	\$100 per sq. m.	\$105 per sq. m.	\$110 per sq. m.	\$115 per sq. m.
* Hot Mix Asphalt (per tonne) (Includes cutting and removal as necessary).	Contract cost plus \$45 to nearest \$5	Contract cost plus \$50 to nearest \$5	Contract cost plus \$55 to nearest \$5	Contract cost plus \$60 to nearest \$5
* Rock Excavation	Blasting Contract Plus \$225 per cubic metre	Blasting Contract Plus \$230 per cubic metre	Blasting Contract Plus \$235 per cubic metre	Blasting Contract Plus \$240 per cubic metre
* Fire Hydrant Maintenance (All private hydrants will be required to have City do work.)	\$125 each, Summer \$300 each, Winter	\$130 each, Summer \$310 each, Winter	\$135 each, Summer \$320 each, Winter	\$140 each, Summer \$330 each, Winter
* Water Off or Water On (Only one charge if both turns completed within 30 minutes of first turn.)	\$70 reg. hours \$105 after reg. hours	\$75 reg. hours \$110 after reg. hours	\$80 reg. hours \$115 after reg. hours	\$85 reg. hours \$120 after reg. hours
* Sewer Rodding (Blockage within entire service length responsibility of owner.)	\$75 reg. hours \$105 after reg. hours	\$80 reg. hours \$110 after reg. hours	\$85 reg. hours \$115 after reg. hours	\$90 reg. hours \$120 after reg. hours
* Power Sewer Rodding	\$175 reg. hours \$215 after reg. hours	\$180 reg. hours \$220 after reg. hours	\$185 reg. hours \$225 after reg. hours	\$190 reg. hours \$230 after reg. hours

User fees charged by the Engineering, Environment Services & Works' Department continued:

	2011 June 1- Dec 31	2012	2013	2014
* Camera Inspection of Service	\$185 reg. hours \$225 after reg. hours	\$190 reg. hours \$230 after reg. hours	\$195 reg. hours \$235 after reg. hours	\$200 reg. hours \$240 after reg. hours
* Thawing of Water Service (Flat fee for max. of 3 hrs - successful or not)	\$350 reg. hours \$585 after reg. hours	\$355 reg. hours \$595 after reg. hours	\$360 reg. hours \$605 after reg. hours	\$365 reg. hours \$615 after reg. hours
	2011 June 1- Dec 31	<b>Effective August 1, 2012</b>	2013	2014
Sale of Water	\$75 for 0 to 2000 gallons \$1050 for seasonal lump Sum Prior to meter initiation	\$3.60/ 1,000 gallons	\$3.60/ 1,000 gallons	\$3.60/ 1,000 gallons
	2011 June 1- Dec 31	<b>Effective August 1, 2012</b>	2013	2014
Septage Waste Receiving	Metered	\$10.00/ 1,000 gallons	\$10.00/ 1,000 gallons	\$10.00/ 1,000 gallons

\* HST to be added to fee

# **EW-2013-04**

## Draft Recommendation:

"That the User Fee By-Law No. 2011-123, as amended, be further amended to reflect the actual cost activity of the department and increase the water on/off rates to \$110.00 from \$80.00, for a regular callout and to \$160.00 from \$115.00 for an afterhours callout effective January 1, 2014 and to increase sewer rodding rates to \$215.00 from \$85.00, for a regular callout and to \$320.00 from \$115.00 for an afterhours callout effective January 1, 2014."

## City of North Bay

### Report to Council

**Report No.:** EESW-2013-062

**Date:** September 26, 2013

**Originator:** Angela Cox  
Manager, Finance and Administration

**Subject:** Water on/off and Sewer Rodding User Fees

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#### **RECOMMENDATION**

That the User Fee By-Law No. 2011-123, as amended, be further amended to reflect the actual cost activity of the department and increase the water on/off rates to \$110 from \$80, for a regular callout and to \$160 from \$115 for an afterhours callout effective January 1, 2014 and to increase sewer rodding rates to \$215 from \$85, for a regular callout and to \$320 from \$115 for an afterhours callout effective January 1, 2014.

That this report be referred to the Engineering & Works Committee for a public meeting.

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#### **BACKGROUND**

The Public Works department has been providing water on/off and sewer rodding services over the years. The current user fee by-law identifies water on/off rates as \$80 for a regular callout and charges a surcharge of \$115 for an afterhours callout. A review of the current water on/off services indicates that the cost for a regular call out averages \$105 and \$155 for an afterhours callout.

The current user fee by-law identifies the sewer rodding rates as \$85 for a regular callout and charges a surcharge of \$115 for an afterhours callout. A review of the current sewer rodding service indicates that the cost for a sewer rodding job averages \$210 and \$310 for an afterhours callout.

The rate structure increase has been identified in the proposed 2014 Sewer and Water Budget.

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## **OPTION/ANALYSIS**

### **Option 1 - Proceed with Authorizing the By-Law to increase the water on/off and sewer rodding rates.**

(1) That water on/off rate increase from \$80 per callout to \$110 for a regular callout and from \$115 for an afterhours callout to \$160 as outlined in "Schedule D" of bylaw 2011-123 effective January 1, 2014.

(2) That the sewer rodding rates increase from \$85 per callout to \$215 for an afterhours callout and from \$115 for an afterhours callout to \$320 as outlined in "Schedule D" of bylaw 2011-123 effective January 1, 2014.

### **Option 2 - Do not authorize the rate change in the User By-law**

This option is not recommended as the City will continue to absorb the added costs of providing the current service.

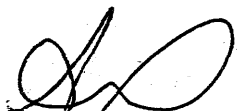
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## **RECOMMENDED OPTION**

That the User Fee By-Law No. 2011-123, as amended, be further amended to reflect the actual cost activity of the department and increase the water on/off rates to \$110 from \$80, for a regular callout and to \$160 from \$115 for an afterhours callout effective January 1, 2014 and to increase sewer rodding rates to \$215 from \$85, for a regular callout and to \$320 from \$115 for an afterhours callout effective January 1, 2014.

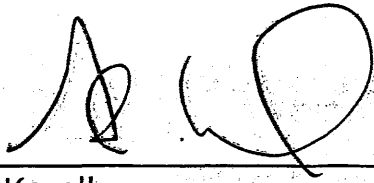
That this report be referred to the Engineering & Works Committee for a public meeting.

Respectfully submitted,

  
\_\_\_\_\_  
Angela Cox  
Manager, Finance and Administration

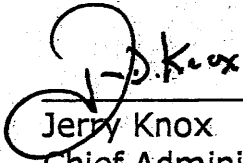
  
\_\_\_\_\_  
Domenic Schiavone  
Director, Public Works

We concur in this report and recommendation.



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Alan Korell,  
Managing Director Engineering,  
Environmental Services and Works



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Jerry Knox  
Chief Administrative Officer

Person designated for continuance: Domenic Schiavone

Attachments: By-Law No. 2011-123

Copy for: Cathy Conrad

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2012-180**

**BEING A BY-LAW TO AMEND BY-LAW NO. 2011-123  
(A BY-LAW TO AUTHORIZE USER FEES  
FOR CITY DEPARTMENTS)  
(ENGINEERING, ENVIRONMENTAL SERVICES & WORKS'  
DEPARTMENT - SCHEDULE "D")**

**WHEREAS** Council passed Engineering & Works Committee Report No. 2012-03 at its Regular Meeting held on Monday, July 16, 2012 to amend Schedule "D" to User Fee By-law No. 2011-123 for water rates payable for the supply of water from the dispensing facility on Patton Road and sewage rates payable for the dumping of sewage loads at the facility on Patton Road.

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. Schedule "D" to By-law No. 2011-123 is hereby deleted and the attached Schedule "D" is hereby inserted in lieu thereof.
2. This By-law comes into effect on August 1, 2012.

READ A FIRST TIME IN OPEN COUNCIL THIS 30<sup>TH</sup> DAY OF JULY, 2012.

READ A SECOND TIME IN OPEN COUNCIL THIS 30<sup>TH</sup> DAY OF JULY, 2012.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 30<sup>TH</sup> DAY OF JULY, 2012.

"original signature on file"

MAYOR ALLAN McDONALD

"original signature on file"

CITY CLERK CATHERINE CONRAD

THIS IS SCHEDULE "D" TO BY-LAW NO. 2012-180 OF THE CORPORATION OF THE CITY OF NORTH BAY.

The user fees charged by the Engineering, Environment Services & Works' Department shall be as follows:

	2011 June 1- Dec 31	2012	2013	2014
Property Status Inquiry	\$60	\$65	\$70	\$75
* Photocopies (per page)	\$0.60	\$0.60	\$0.60	\$0.60
Engineering Review and Approvals Fee (Subdivision Agreement)	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater	3% of the estimated cost of the installation of the services or \$1,000, whichever is greater
Engineering Review and Processing of Service Contracts	3% of the estimated cost of the works (Min. \$50 - Max \$250)	3% of the estimated cost of the works (Min. \$50 - Max \$250)	3% of the estimated cost of the works (Min. \$50 - Max \$250)	3% of the estimated cost of the works (Min. \$50 - Max \$250)
* Concrete Curb & Gutter (Includes removal of existing if required. Restoration extra.)	\$195 per lineal metre Min. charge \$465	\$200 per lineal metre Min. charge \$470	\$205 per lineal metre Min. charge \$475	\$210 per lineal metre Min. charge \$480
* Concrete Sidewalk (Includes removal of existing if required. Restoration extra.)	\$140 per lineal metre Min. charge \$465	\$145 per lineal metre Min. charge \$470	\$150 per lineal metre Min. charge \$475	\$155 per lineal metre Min. charge \$480
* Interlocking Concrete Pavers	\$100 per sq. m.	\$105 per sq. m.	\$110 per sq. m.	\$115 per sq. m.
* Hot Mix Asphalt (per tonne) (Includes cutting and removal as necessary).	Contract cost plus \$45 to nearest \$5	Contract cost plus \$50 to nearest \$5	Contract cost plus \$55 to nearest \$5	Contract cost plus \$60 to nearest \$5
* Rock Excavation	Blasting Contract Plus \$225 per cubic metre	Blasting Contract Plus \$230 per cubic metre	Blasting Contract Plus \$235 per cubic metre	Blasting Contract Plus \$240 per cubic metre
* Fire Hydrant Maintenance (All private hydrants will be required to have City do work.)	\$125 each, Summer \$300 each, Winter	\$130 each, Summer \$310 each, Winter	\$135 each, Summer \$320 each, Winter	\$140 each, Summer \$330 each, Winter
* Water Off or Water On (Only one charge if both turns completed within 30 minutes of first turn.)	\$70 reg. hours \$105 after reg. hours	\$75 reg. hours \$110 after reg. hours	\$80 reg. hours \$115 after reg. hours	\$85 reg. hours \$120 after reg. hours
* Sewer Rodding (Blockage within entire service length responsibility of owner.)	\$75 reg. hours \$105 after reg. hours	\$80 reg. hours \$110 after reg. hours	\$85 reg. hours \$115 after reg. hours	\$90 reg. hours \$120 after reg. hours
* Power Sewer Rodding	\$175 reg. hours \$215 after reg. hours	\$180 reg. hours \$220 after reg. hours	\$185 reg. hours \$225 after reg. hours	\$190 reg. hours \$230 after reg. hours



User fees charged by the Engineering, Environment Services & Works Department continued:

	2011 June 1- Dec 31	2012	2013	2014
* Camera Inspection of Service	\$185 reg. hours \$225 after reg. hours	\$190 reg. hours \$230 after reg. hours	\$195 reg. hours \$235 after reg. hours	\$200 reg. hours \$240 after reg. hours
* Thawing of Water Service (Flat fee for max. of 3 hrs. - successful or not)	\$350 reg. hours \$585 after reg. hours	\$355 reg. hours \$595 after reg. hours	\$360 reg. hours \$605 after reg. hours	\$365 reg. hours \$615 after reg. hours
	2011 June 1- Dec 31	<b>Effective August 1, 2012</b>	2013	2014
Sale of Water	\$75 for 0 to 2000 gallons \$1050 for seasonal lump Sum Prior to meter Initiation	\$3.60/ 1,000 gallons	\$3.60/ 1,000 gallons	\$3.60/ 1,000 gallons
	2011 June 1- Dec 31	<b>Effective August 1, 2012</b>	2013	2014
Septage Waste Receiving	Metered	\$10.00/ 1,000 gallons	\$10.00/ 1,000 gallons	\$10.00/ 1,000 gallons

\* HST to be added to fee

**GENERAL GOVERNMENT COMMITTEE**

Monday, November 18, 2013

Page 1

**Chairperson: Councillor Lawlor**  
**Vice-Chair: Councillor Anthony**  
**Members: Councillors Bain, Marosis**  
**Ex-Officio: Mayor McDonald**

GG-2011-16 Report from C.M. Conrad dated August 2, 2011 re Election campaign signs (C07/2011/ELECT/GENERAL).

GG-2013-06 Report from Christina Murphy dated March 8, 2013 re Smoking By-Law, Restaurant and Bar Patio Amendment (C00/2013/BYLAW/SMOKING).

GG-2013-09 Report from Margaret Karpenko dated August 6, 2013 re 2014 Operating Budget Timelines and Process (F05/2013/OPEBU/GENERAL).

► **GG-2013-10 Report from Laura Boissonneault/Lorraine Rochefort dated September 20, 2013 re 2014 Water and Sanitary Sewer Rates (F05/2014/OPEBU/GENERAL).**

GG-2013-11 Report from Laura Boissonneault dated October 1, 2013 re 2014 General Capital Budget and 2014 Water and Sanitary Sewer Capital Budget, with the 2014 Ten-Year Capital Plan (F05/2014/OPEBU/GENERAL).

GG-2013-12 Report from Laura Boissonneault/Margaret Karpenko dated November 5, 2013 re 2014 Administration Recommended Operating Budget (F05/2014/OPEBU/GENERAL).

# GG-2013-10

## Draft Recommendation:

- "That
- 1) City Council continues to adopt a policy of full cost recovery for Water and Sanitary Sewer Systems operating, capital and financing costs from the user rates;
  - 2) the Water & Sewer Rate increase of 1.61% for 2014 be approved;
  - 3) the Water Filtration Surcharge be reduced from 6.86% to 6.56% of the water charges; and
  - 4) the Sanitary Sewer Surcharge be reduced from 71.01% to 68.01%."

**CITY OF NORTH BAY**  
**REPORT TO COUNCIL**

Report No: CORP 2013-101

Date: September 20, 2013

Originator: Laura Boissonneault / Lorraine Rochefort

Subject: 2014 Water and Sanitary Sewer Rates

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**RECOMMENDATIONS**

That the 2014 Water and Sanitary Sewer Rates be referred to the General Government Committee and;

That a Public Meeting to consider proposed amendments to existing Water and Sanitary Sewer Rates be scheduled for November 4, 2013.

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**BACKGROUND**

Council received RTC Corp 2013-100 referencing the 2014 Water and Sanitary Sewer Budget and recommended the report be sent to the Engineering, Environmental Services, and Works Committee for review.

The Standing Committee is scheduled to meet October 22<sup>nd</sup>. The results from the meeting will be reviewed with Council at the Committee Meeting scheduled on Monday, November 4, 2013. In addition, on this date the Public Meeting for the Water & Sewer Rates is proposed to be held. A staff presentation will provide an overview of the 2014 Committee Recommended Water & Sewer Operating Budget and will identify the impact if any to the rates.

The final budget and rates, which are based on full cost recovery, are scheduled to be adopted at the regular Council Meeting on Tuesday, November 12, 2013.

The Administration Recommended Water & Sewer Operating Budget, as presented, would require a budget increase of \$354,457 or 1.84%. If adopted, the associated Water & Sewer Rate increase would be 1.61% as outlined on Appendix A attached. The Water Filtration Plant Capital Surcharge would be reduced from 6.86% to 6.56% of the water charges and the Sanitary Sewer Surcharge would be reduced from 71.01% to 68.01%.

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**BILLINGS**

Residential Flat Rate Customers

Currently, typical Monthly Residential Flat Rate customers pay \$72.31 to cover the costs of the combined water and sanitary sewer system. The 2014 proposed rate as of January 1<sup>st</sup> is \$73.47 and is distributed as follows:

<b>Description</b>	<b>2013</b>	<b>2014 Jan 1st</b>
Basic charge, each dwelling unit	\$17.38	\$18.00
Three piece bathroom		
- toilet	4.54	4.70
- washbasin	2.03	2.10
- bath/shower	4.54	4.70
Two piece bathroom		
- toilet	2.03	2.10
- washbasin	1.05	1.09
Laundry outlet	4.54	4.70
Hose outlet	4.54	4.70
<b>*Total Water Charge</b>	<b>40.65</b>	<b>42.09</b>
<b>*Water Filtration Plant Capital Surcharge</b>	<b>2.79</b>	<b>2.76</b>
<b>*Sanitary Sewer Surcharge</b>	<b>28.87</b>	<b>28.62</b>
<b>*Total Monthly Water &amp; Sanitary Sewer Bill</b>	<b>\$72.31</b>	<b>\$73.47</b>

The new rates would impact residential flat rate billings as follows:

- Monthly Residential customers are billed tri-annually. The increase in rates would commence in March.
- Pre-authorized Payment Plan customers are processed on the 27<sup>th</sup> of each month for the current month. The increase would commence in January

Monthly Metered Customers would be billed based on the following rates:

<b>Description</b>	<b>2013</b>	<b>2014 Jan 1st</b>
<b>*Basic charge, each dwelling unit / account</b>	<b>\$5.77</b>	<b>\$5.98</b>
<b>*Minimum bill up to 6,000 gallons</b>	<b>33.34</b>	<b>34.52</b>
For the first 50,000 gallons (per 1,000 gallons)	5.25	5.44
For the second 50,000 gallons (per 1,000 gallons)	4.83	5.00
On the balance	4.02	4.17
<b>*Water Filtration Plant Capital Surcharge</b>	<b>2.68</b>	<b>2.76</b>
<b>*Sanitary Sewer Charge</b>	<b>27.77</b>	<b>27.55</b>
<b>*Total Minimum Monthly Rate</b>	<b>\$69.56</b>	<b>\$70.81</b>

Monthly metered billings are completed by the 10<sup>th</sup> of each month for the previous month's consumption therefore the impact of the increase would commence in February

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**RECOMMENDATION**

That the 2014 Water and Sanitary Sewer Rates be referred to the General Government Committee and;

That a Public Meeting to consider proposed amendments to existing Water and Sanitary Sewer Rates be scheduled for November 4, 2014.

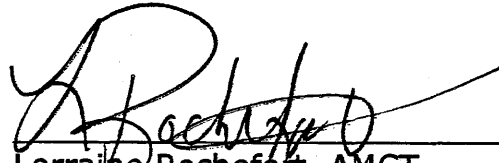
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Respectfully submitted,



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Laura Boissomeault, CGA  
Supervisor of Budgets &  
Financial Reporting



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Lorraine Rochefort, AMCT  
Manager of Revenues and Taxation

We concur in this report and recommendation.



For


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Alan Korell  
Managing Director of Engineering,  
Environmental Services, and Works



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Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer



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Jerry Knox  
Chief Administrative Officer

Personnel designated for continuance: Supervisor of Budgets and Financial Reporting  
Manager of Revenues and Taxation

Attachments: Appendix A - Water and Sewer Levy and Rate Calculation



# APPENDIX A - Water & Sewer Levy and Rate Calculation as at September 23, 2013

Budget Year: 2014

	2013 Budget	2014 Dept Review	Variance	Variance %
<b>Water System Budget</b>				
Water Distribution	\$9,364,177	\$9,690,833	\$326,656	3.49%
Water Plant	\$2,007,526	\$2,082,863	\$75,337	3.75%
<b>Water Total:</b>	<b>\$11,371,703</b>	<b>\$11,773,696</b>	<b>\$401,993</b>	<b>3.54%</b>
<b>Sanitary Sewer System Budget</b>				
Sewer Distribution	\$5,863,200	\$5,752,790	-\$110,410	-1.88%
Sewer Plant	\$2,020,097	\$2,082,971	\$62,874	3.11%
<b>Sewer Total:</b>	<b>\$7,883,297</b>	<b>\$7,835,761</b>	<b>-\$47,536</b>	<b>-0.60%</b>
<b>Water &amp; Sewer Budget Grand Total:</b>	<b>\$19,255,000</b>	<b>\$19,609,457</b>	<b>\$354,457</b>	<b>1.84%</b>

Total Required Water Revenue	\$11,773,696
Less: Estimated revenue from water only	-\$453,301
<b>Total Required Water Revenues:</b>	<b>\$11,320,395</b>
Total Required Sanitary Sewer Revenue	\$7,835,761
Less: Estimated revenue from sewer only	-\$137,168
<b>Total Required Sewer Revenues:</b>	<b>\$7,698,593</b>
<b>Sanitary Sewer as % of Water Revenues:</b>	<b>68.01%</b>

Adjusted Combo Water/Sanitary Sewer Rates	2013	2014	Rate % Change
Water Rate	\$40.65	\$42.09	3.53%
Sewer Rate as a % of Water Rate	\$28.87	\$28.62	-0.85%
	<b>\$69.52</b>	<b>\$70.71</b>	<b>1.72%</b>
Water Filtration Rate	\$2.79	\$2.76	-0.97%
<b>Final 2014 Water/Sanitary Sewer Rates:</b>	<b>\$72.31</b>	<b>\$73.47</b>	<b>1.61%</b>

**COMMUNITY SERVICES COMMITTEE**

Monday, November 18, 2013

Page 1

**Chairperson: Councillor Mendicino**  
**Vice-Chair: Councillor Mayne**  
**Member: Councillor Vaillancourt**  
**Ex-Officio: Mayor McDonald**

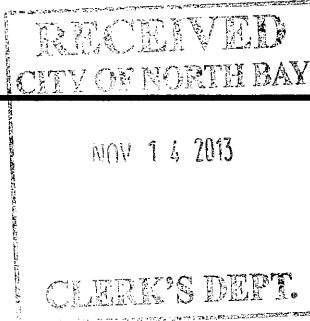
- CS-2001-35 Rezoning applications by Consolidated Homes Ltd. – Golf Club Road (D14/2001/CHLTD/GOLFCLUB).
- CS-2003-37 Condominium application by Rick Miller on behalf of New Era Homes Ltd. - McKeown Avenue (D07/2003/NEHL/ MCKEOWN).
- CS-2004-29 Rezoning and Plan of Subdivision applications by Rick Miller on behalf of Grand Sierra Investments Ltd. - Sage Road (D12/D14/2003/GSIL/SAGERD).
- CS-2011-04 Motion moved by Councillor Mayne on January 24, 2011 re Designated Off-Leash Dog Area (R00/2011/PARKS/DOGPARK).
- CS-2013-18 Motion presented by Councillor Maroosis and Councillor Mendicino on June 4, 2013 re Age Friendly Community (D00/2013/GENER/GENERAL).
- ▶ **CS-2013-26 Report from Peter Carello dated October 8, 2013 re Rezoning application by Stantec Consulting Ltd. on behalf of Theresa Hutter – 5409 Highway#11 North (D14/2013/HUTTE/HWY#11N).**
- ▶ **CS-2013-27 Report from Beverley Hillier dated October 1, 2013 re Radio Antenna Communication Tower Policy and User Fees (C00/2014/BYLAW/USERFEES).**
- ▶ **CS-2013-28 Report from Jerry Knox dated November 5, 2013 re North Bay Fire and Emergency Services (H05/2013/FIRE/GENERAL)**



# CS-2013-26

## Draft Recommendation:

- "That 1) the proposed Zoning By-Law Amendment by Stantec Consulting Ltd. on behalf of Theresa Hutter, 5409 Highway 11N in the City of North Bay to rezone the property legally described as Parcel 8226 Widdifield & Ferris, Part of the East Half of Lot 21, Concession 5, Designated as Part 2 on Plan NR624, PIN 49126-0054(LT), City of North Bay, District of Nipissing from a "Rural Commercial (RC)" zone to a "Rural Special No. 18 (A Sp.18)" zone be approved; and
- 2) the subject property be placed under Site Plan Control pursuant to Section 41 of the *Planning Act*, R.S.O., 1990 as amended."



INTER OFFICE \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
MEMO \_\_\_\_\_

**City of North Bay**  
*Planning Services*

**To:** Cathy Conrad, City Clerk  
**From:** Peter Carello - Senior Planner, Current Operations  
**Subject:** Resolution No. 2 from Planning Advisory Committee of October 8<sup>th</sup>, 2013  
**Date:** November 14, 2013

Cathy,  
The resolution from the Planning Advisory Committee meeting of October 8, 2013 refers to the subject property being rezoned to a "Rural Special No. 17 (A Sp.17)" zone. It has come to Planning Staff's attention that the No. 17 zone was previously issued. Please amend any reference to "Rural Special No. 17 (A Sp.17)" to "Rural Special No. 18 (A Sp.18)"

A handwritten signature in black ink, appearing to read "Peter Carello". The signature is fluid and cursive.

Peter Carello  
Senior Planner, Current Operations

RECEIVED  
CITY OF NORTH BAY  
OCT 09 2013  
CLERK'S DEPT.

INTER OFFICE  
\_\_\_\_\_  
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\_\_\_\_\_  
MEMO

City of North Bay  
Planning Services

To: Cathy Conrad, City Clerk  
From: Peter Carello - Senior Planner, Current Operations  
Subject: Resolution No. 2 - Planning Advisory Committee  
Date: October 8, 2013

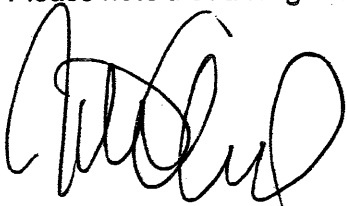
Quoted below is Resolution No. 2 passed at the regular meeting of the Planning Advisory Committee held on Wednesday October 8, 2013:

Resolution No. 2

"That the Planning Advisory Committee recommend the following to City Council:

1. That the proposed Zoning By-law Amendment by Stantec Consulting Ltd. on behalf of Theresa Hutter, 5409 Highway 11N in the City of North Bay to rezone the property legally described as Parcel 8226 Widdifield & Ferris, Part of the East Half of Lot 21, Concession 5, Designated as Part 2 on Plan NR624, PIN 49126-0054(LT), City of North Bay, District of Nipissing from a "Rural Commercial (RC)" zone to a "Rural Special No.17 (A Sp.17)" zone be APPROVED; and
2. That the subject property be placed under Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O., 1990 as amended."

Please note that a length of notice period of 20 will be required for this application.




Peter Carello  
Senior Planner, Current Operations  
Secretary-Treasurer, Planning Advisory Committee

North Bay Planning Advisory Committee

Resolution No. 2

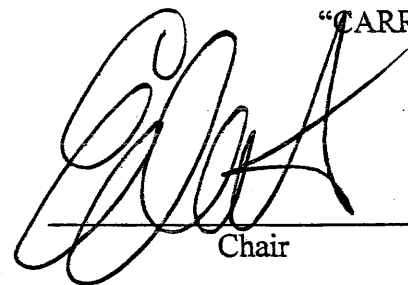
Date: October 7, 2013

Moved By: 

Seconded By: 

"That the Planning Advisory Committee recommend the following to City Council:

1. That the proposed Zoning By-law Amendment by Stantec Consulting Ltd. on behalf of Theresa Hutter, 5409 Highway 11N in the City of North Bay to rezone the property legally described as Parcel 8226 Widdifield & Ferris, Part of the East Half of Lot 21, Concession 5, Designated as Part 2 on Plan NR624, PIN 49126-0054(LT), City of North Bay, District of Nipissing from a "Rural Commercial (RC)" zone to a "Rural Special No.17 (A Sp.17)" zone be APPROVED; and
2. That the subject property be placed under Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O., 1990 as amended."

  
Chair

"CARRIED"

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**INTER OFFICE**

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**City of North Bay**  
**PLANNING SERVICES**

**MEMO**

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**To:** Chair and Members, Planning Advisory Committee

**From:** Peter Carello – Senior Planner, Current Operations

**Subject:** Proposed Zoning By-law Amendment by Stantec Consulting Ltd. on behalf of Theresa Hutter, 5409 Highway 11N in the City of North Bay

**Date:** September 27<sup>th</sup>, 2013

**Recommendations**

1. That the proposed Zoning By-law Amendment by Stantec Consulting Ltd. on behalf of Theresa Hutter, 5409 Highway 11N in the City of North Bay to rezone the property legally described as Parcel 8226 Widdifield & Ferris, Part of the East Half of Lot 21, Concession 5, Designated as Part 2 on Plan NR624, PIN 49126-0054(LT), City of North Bay, District of Nipissing from a "Rural Commercial (RC)" zone to a "Rural Special No.17 (A Sp.17)" zone BE APPROVED; and
2. That the subject property be placed under Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O., 1990 as amended in order to regulate parking, building location and landscaping, as required.

**Site Information**

**Legal Description:** Parcel 8226 Widdifield & Ferris, Part of the East Half of Lot 21, Concession 5, Designated as Part 2 on Plan NR624, PIN 49126-0054(LT), City of North Bay, District of Nipissing.

**Site Description:** The subject property is an existing lot of record located at 5409 Highway 11N. It is located outside the Settlement Area in the City of North Bay, as shown on Schedules 1 and 2 of the City's Official Plan. It is designated "Rural" by the Official Plan and is zoned "Rural Commercial (RC)" under the City's Zoning By-law No. 28-80.

The property has an existing lot area of 0.52 hectares (1.3 acres) and lot frontage of 98.2 metres on Highway 11N. It is developed with a single detached dwelling, as shown on attached Schedule A.

The property was previously utilized for rural commercial purposes, with an accessory dwelling unit. This is permitted within a "Rural Commercial (RC)" zone. According to the applicant, the business closed a number of years ago. However, the dwelling continued to exist. As a single detached dwelling is not a permitted use (except as an accessory use to a rural commercial operation), the property presently does not conform with the Zoning By-law.

Several accessory structures are located on the property. One of these enjoys legal non-complying status in its present location 0.5m from the rear lot line.

**Surrounding Land Uses:** The area is mixed use. There are several aggregate pits in close proximity to the subject lands. On the opposite side of the highway is a transportation terminal. The property immediately to the north is zoned for a motel. A site inspection by staff indicated that the property may be being used as a form of multi-residential.

## **Proposal**

Stantec Consulting Ltd. on behalf of Theresa Hutter has submitted a Zoning By-law amendment application to rezone the property locally known as 5409 Highway 11N from a "Rural Commercial (RC)" zone to a "Rural Special No.17 (A Sp.17)" zone in order to legalize the existing single detached dwelling.

The special component of the proposed amendment would recognize the existing building's front yard setback of 10.9 metres which does not meet the minimum 15 metres required by Zoning By-law 28-80.

An accessory structure is located on the property which does not comply with the requirements of Zoning By-law 28-80. This shed is located 0.5 metres from the rear lot line of the subject property. The applicant has requested that the legal non-complying accessory structure be recognized in this location through this Zoning By-law Amendment.

## **Provincial Policy Statement (PPS 2005)**

This proposal has been reviewed in the context of the Provincial Policy Statement (PPS 2005). The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development.

Whereas Settlement Areas of a community are identified by the PPS 2005 as being "the focus of growth", the general intent of Rural Area policy is to limit development in these parts of the community. Section 1.1.4.1 states:

*"In rural areas located in municipalities:*

- a) permitted uses and activities shall relate to the management or use of resources, resource-based recreational activities, limited residential development and other rural land uses;*
- b) development shall be appropriate to the infrastructure which is planned, and avoid the need for unjustified and/or uneconomical expansion of this infrastructure. [...]"*

The subject property was formerly a rural commercial establishment with an accessory residential dwelling unit. Following the closure of the commercial establishment, the residence became the primary use of the property. The proposed Zoning By-law Amendment would remove the property's ability to be utilized for commercial purposes. It is Planning staff's opinion that this represents a less intense use of the property, as encouraged by the PPS. As no additional development is contemplated as part of this application, the proposed rezoning will have no impact on the subject property's infrastructure requirements.

In my professional opinion, the proposed Zoning By-law amendment is consistent with the policies contained in the Provincial Policy Statement (PPS 2005).

## **Growth Plan for Northern Ontario (GPNO 2011)**

The Growth Plan for Northern Ontario (GPNO 2011) was introduced on March 3rd, 2011. All Planning Applications must consider this Plan as part of the evaluation process.

The GPNO 2011 is broad in scope and is aimed at shaping development in Northern Ontario over the next 25 years. It outlines strategies that deal with economic development, education, community planning, transportation/infrastructure, environment, and aboriginal peoples. This Plan is primarily an

economic development tool that encourages growth in Northern Ontario.

It is my professional opinion that there are no matters relevant to the GPNO 2011 in this application.

### **Official Plan**

The property is designated "Rural" by the City of North Bay's Official Plan. Generally speaking, it is the Official Plan's intent to limit development in the Rural Area. "Part 3: Rural Area" in the Official Plan outlines the intent for the development of lands located outside of the City's urban settlement boundary. It states:

*"The Rural Area is beyond the area required for urban development and therefore the intent of this Plan will be to protect the rural nature of these lands, by directing new development to the Settlement Area, leaving the rural area largely undeveloped. Uses in the Rural Area will be those uses that are location dependent and do not require urban services, such as but not limited to: aggregate and mineral extraction, limited restricted industrial, highway commercial, waterfront commercial, rural institutional and limited residential development."*

The subject property is developed with a former highway commercial establishment with an accessory residential dwelling unit. As the commercial business has ceased operations, the building now functions as a single detached dwelling. The proposed rezoning to recognize the exclusively residential use of the property and will not result in any new development on the property. It is Planning Services' opinion that this represents a less intense use of the property, as encouraged by the Official Plan.

It is my professional opinion this Zoning By-law Amendment request maintains the general purpose and intent of the City of North Bay's Official Plan.

### **Zoning By-Law No. 28-80**

The subject property is presently zoned "Rural Commercial (RC)", which permits the following uses:

- Adult Entertainment Parlour
- Driving ranges
- Hotel, Motel and Tourist cabins, or other
- Kennel
- Tourist Commercial Establishment
- Public and Private Recreational Facilities
- Race Track
- Restaurants
- Retail Commercial outlet
- Solar Farm
- Taverns
- Transportation terminals
- Service station
- Veterinary establishment
- Accessory uses to the above including a single detached dwelling unit for the resident-owner, either as part of the main building or detached

The Applicant is proposing to rezone the subject property to a "Rural Special No.17 (A Sp.17)" zone which permits the following uses:

- Agricultural and Forestry Uses
- Cemeteries
- Commercial Agricultural Uses
- Conservation Areas
- Hobby farm
- Public and Private Recreational Uses
- Existing single detached dwellings and new single detached dwellings on a lot created pursuant to Section 50 or 53 of the Planning Act, R.S.O. 1990 as amended
- Accessory uses to the above
- Accessory home based businesses in accordance with Section 3.35

The Applicant is proposing to rezone the subject lands to in order to legalize the property's existing non-conforming use. The special component is required to recognize the existing building's front yard setback of 10.9 metres which does not meet the minimum 15 metres required by Zoning By-law 28-80.

An accessory structure located in the rear yard of the subject property does not meet the Zoning By-law's setback requirements for accessory structures. Although this accessory structure enjoys a legal non-complying status, the applicant has requested to have this shed legalized in its current location.

It is Planning staff's recommendation that this setback not be legalized through this Zoning By-law Amendment. At the present time, this structure will be permitted to exist. Should the structure be reconstructed in the future, it would be required to meet the Zoning By-law requirements of 3m for an accessory structure in the rural area.

The subject property is able to meet all other regulations of the Zoning By-law.

It is my professional opinion that this application meets the requirements of the Zoning By-law.

### Correspondence

This proposal was circulated to property owners within 120 metres (400 feet) of the subject lands, as well as to several municipal departments and agencies that may have an interest in the application. In terms of correspondence received from these departments and agencies, the Planning Department received the following comments:

- Engineering and Public Works: *"No objections"*
- Building Department: *"No concerns"*
- Municipal Heritage Committee: *"No objections"*
- Ministry of Transportation:

*"If the Applicant is proposing any alterations to the front yard of the property in the future they will be required to approach the Ministry of Transportation to obtain an Encroachment Permit or Building and Land Use Permit as work may impact the MTO's right of way. No objection to the current proposal."*



- North Bay Mattawa Conservation Authority:

*"For your information, a portion of this property is regulated by the Conservation Authority. A tributary of Duchesnay Creek traverses the property at the south end. It is our understanding that development on this property is existing, however, prior to undertaking and site alteration activities and/or any construction or renovation work in the vicinity of the tributary, the property owner(s) is required to obtain a Development, Interference with Wetlands & Alterations to Shorelines & Watercourses (DIA) Permit from this office. Site alteration activities would include: the placement or removal of fill material of any kind, as well as alterations to the tributary.*

*A search of our records did not find a record of a sewage disposal system permit for this property.*

*The Conservation Authority is satisfied that the application is consistent with the policies as set out in Sections 2 and 3 of the PPS; therefore we have no objection."*

No further correspondence was received with regard to this proposal.

### Summary

The subject property is currently zoned "Rural Commercial (RC)" by Zoning By-law 28-80. It is developed with a former rural commercial establishment which featured an accessory residential dwelling unit. The commercial establishment has ceased operations and the building has been used solely as a residential dwelling. While accessory residential dwellings are a permitted use in the "Rural Commercial (RC)" zone, sole use of the property as a single detached dwelling is not.

As a result, the Applicant is requesting to rezone the property to a "Rural Special No.17 (A Sp.17)" in order to legalize the non-conforming use of the property as a single detached dwelling. Special zoning is required to acknowledge that the existing building does not meet the minimum front yard setback required by Zoning By-law 28-80. As noted, Planning staff is not supportive of legalizing the existing legal non-complying setback for the accessory structure.

Both the Provincial Policy Statement and the City of North Bay's Official Plan encourage limited development in the Rural Area that does not increase infrastructure and services requirements for the area. The PPS 2005 and the Official Plan both permit limited residential development in the Rural Area. The dwelling located on the subject property is has existed in its present state for a number of years. No additional development is proposed as part of this Zoning By-law Amendment, nor is any additional infrastructure is required to accommodate the continued residential use of the property.

The applicant has requested that the existing shed, located 0.58m from the rear property line, be legalized in this location (instead of the 3m setback identified by the Zoning By-law). Based on the size of the property and the availability of other suitable locations for accessory structures elsewhere on the property, Planning Services does not agree that the accessory structure should be legalized in this location.

The accessory structure presently enjoys legal non-complying status. The accessory structure would be able to continue to exist in its present location until such a time that it must be reconstructed. Over the long-term, it is Planning Services' opinion that the accessory structure should be removed or relocated to a location that is more reflective of the intent of the Zoning By-law over the long-term.

It is my professional opinion that the proposed Zoning By-law amendment is in conformity with the Official Plan and the end use is consistent with Provincial Policy, as set out by the Growth Plan for Northern Ontario (GPNO 2011) and the Provincial Policy Statement (PPS 2005).

Respectfully submitted,



Peter Carello  
Senior Planner – Current Operations

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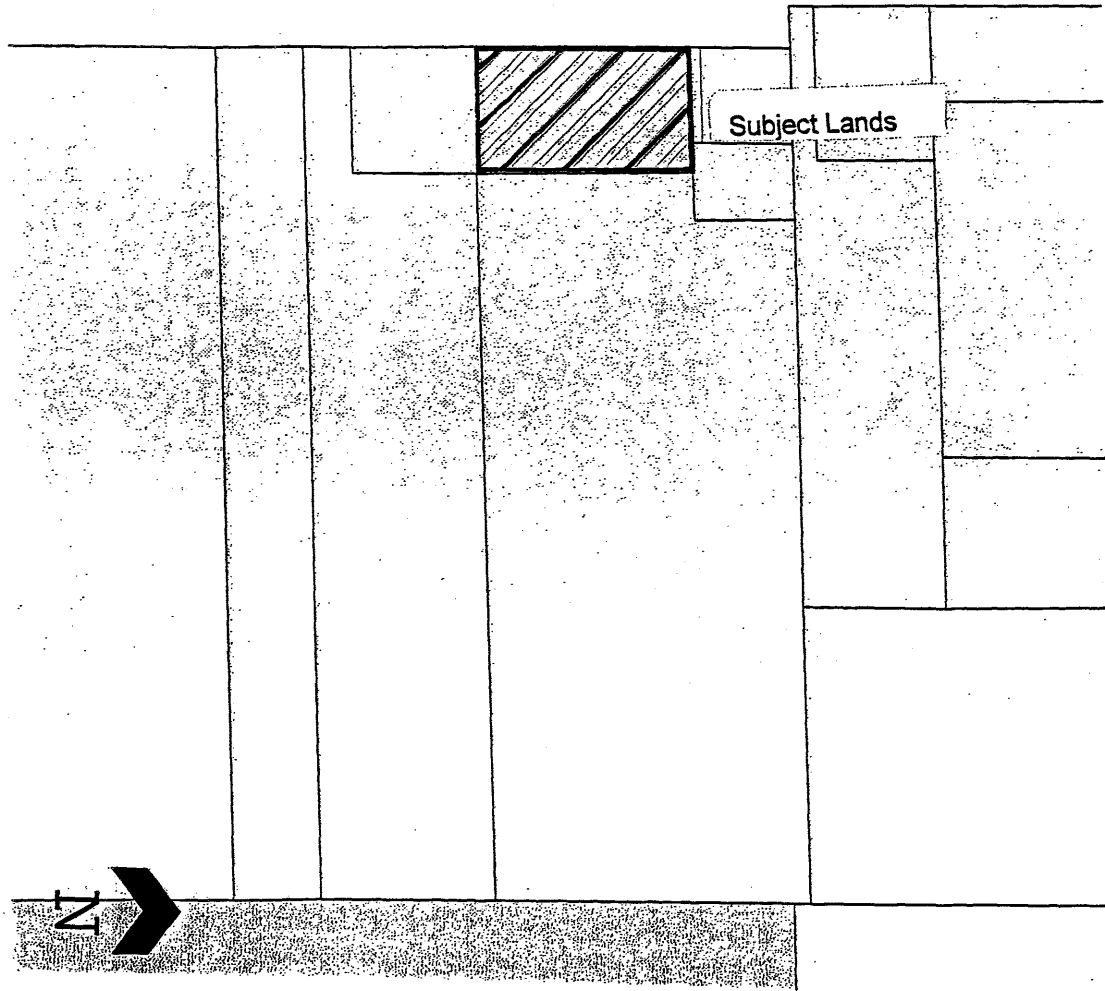
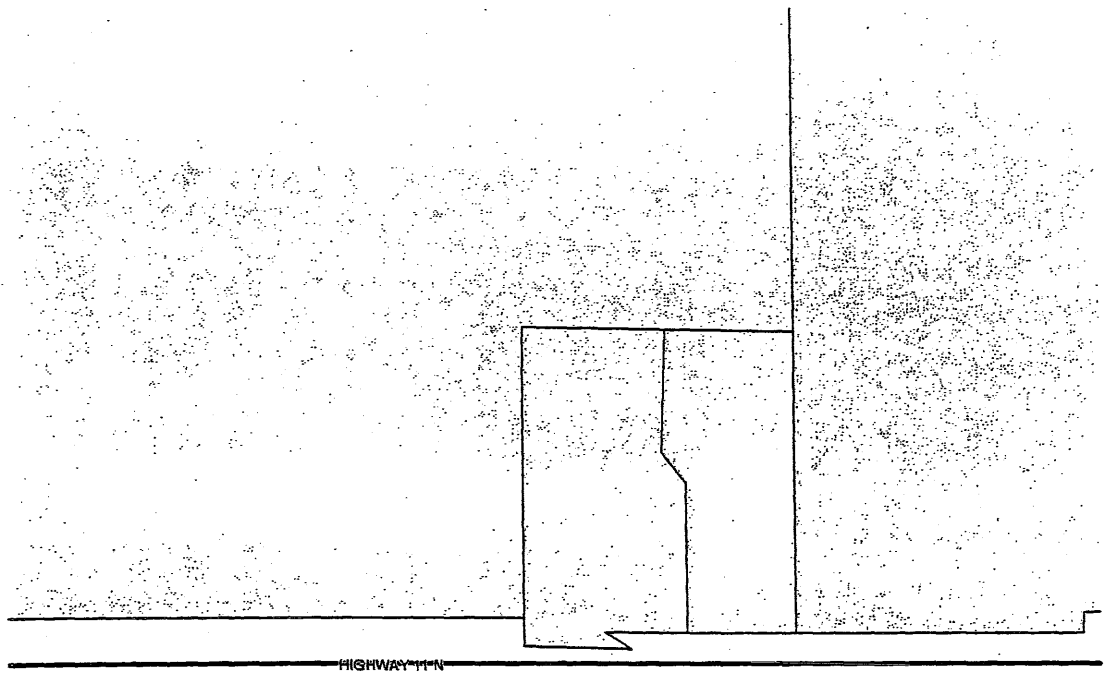
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I concur with the recommendations contained in this report.

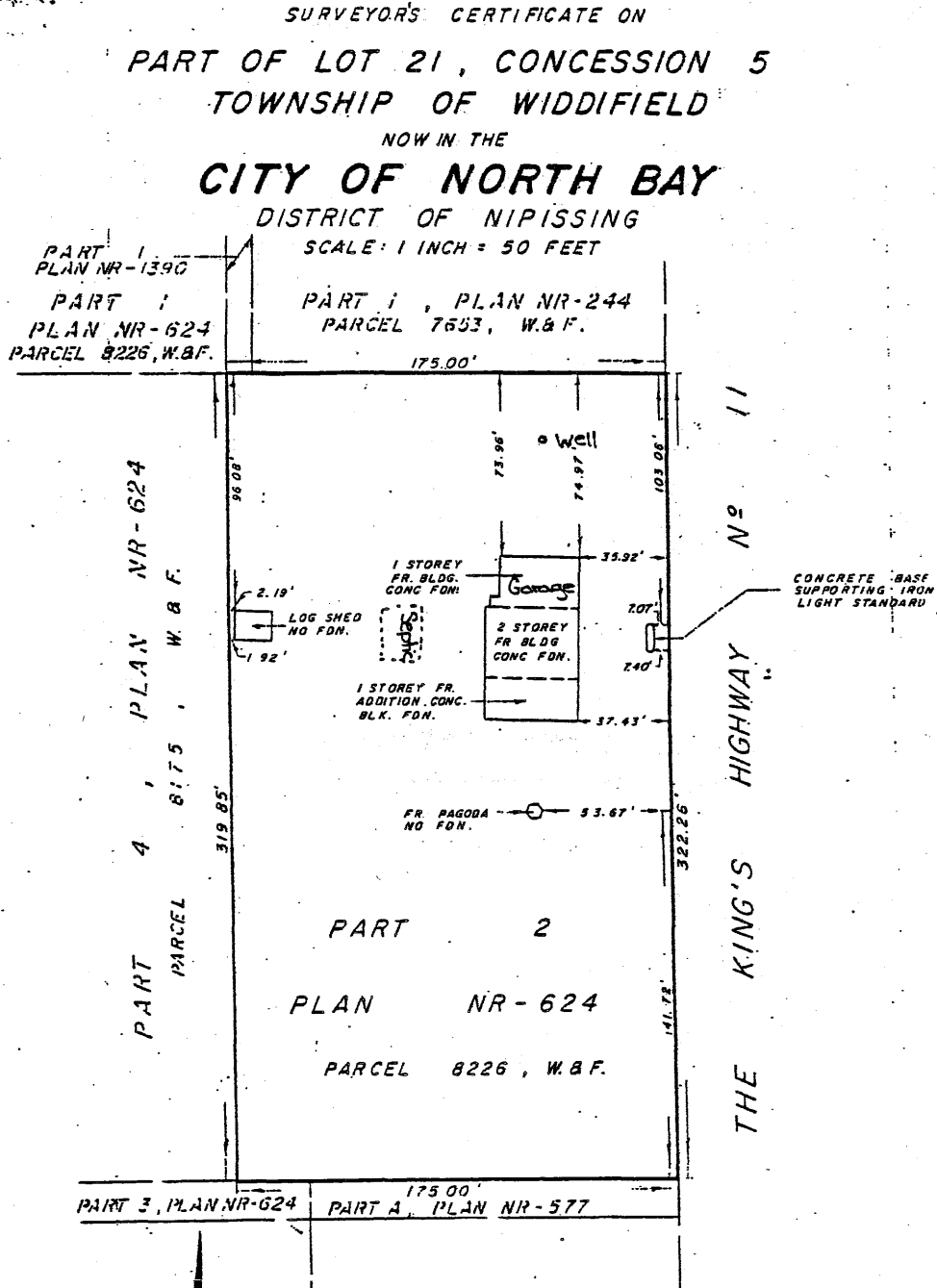


Beverley Hillier, MCIP, RPP  
Manager, Planning Services

# SCHEDULE A



# SCHEDULE B



I HEREBY CERTIFY THAT I HAVE EXAMINED  
PART OF LOT 21, CONCESSION 5, TOWNSHIP OF WIDDIFIELD  
NOW IN THE CITY OF NORTH BAY AS ILLUSTRATED  
ABOVE AND HAVE FOUND THE BUILDINGS TO BE  
LOCATED THEREON AS SHOWN HEREON.

NORTH BAY, ONTARIO  
JUNE 20<sup>th</sup>, 1980.

*P. A. Blackburn*  
P. A. BLACKBURN  
ONTARIO LAND SURVEYOR  
for: P. A. BLACKBURN LIMITED  
ONTARIO LAND SURVEYORS

# CS-2013-27

## Draft Recommendation:

- "That 1) Council approve the revised Radio Antenna Telecommunication Policy attached as Appendix "A" to Report to Council CSBU 2013-96; and
- 2) the User Fee By-Law be amended to include a new user fee for the review of Radio Antenna Telecommunication Towers in the City of North Bay at a 2013 rate of \$1,300.00 and a 2014 rate of \$1,340.00."

## City of North Bay

### Report to Council

**Report No:** CSBU 2013 - 96

**Date:** October 1, 2013

**Originator:** Beverley Hillier, Manager, Planning Services

**Subject:** Radio Antenna Communication Tower Policy

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### RECOMMENDATIONS

1. That Council approve the revised Radio Antenna Telecommunication Policy attached as Appendix A to Report to Council CSBU 2013-96; and
2. That the User Fee By-law be amended to include a new user fee for the review of Radio Antenna Telecommunication Towers in the City of North Bay at a 2013 rate of \$1,300 and a 2014 rate of \$1,340.

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### BACKGROUND

The City of North Bay established a Radio Antenna Communication Tower Policy in April 2008, which was amended in September 2008 through Report to Council CSBU 2008-95. This policy essentially requires proponents of Radio Antenna Communication Towers to circulate to property owners with 120 metres of the property; hold a public meeting; and advertise in the local paper. Once completed, Staff prepares a Report to Council for consideration. The material is then submitted to Industry Canada for approval.

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### ANALYSIS / OPTIONS

The Federation of Canadian Municipalities (FCM) has recently developed a standard policy for municipalities to consider when processing this type of request. Given the length of time since our initial policy has been developed, Staff undertook an update to this policy to be reflective of current practices throughout the province and information obtained through FCM.

The revised policy is still reflective of our current practice regarding consultation, however, it details out the specific information that Staff require to process this type of application. The major changes to the policy include:

- Exemptions from public consultation where the proposed tower is less than 75 metres in height, located in an Industrial Zones and is more than 120 metres away from a the edge of the Industrial Park, Residential Zone, elementary & secondary schools or existing dwellings.
- Exemptions from public consultation where the proposed tower is less than 100 metres in height, located in a Rural Zones and is more than 120 metres

away from a Residential Zone, elementary & secondary schools or existing dwellings.

- The circulation distance has been modified from 120m of the property boundary to all property owners with a radius from the tower which extends 120 meters from the structure. This amendment reflects the Industry Canada requirements for circulation.

Currently, the City does not charge a fee to proponents for the time and effort involved in processing these request including reviewing the Industry Canada package of materials, site plans, preparing circulation lists and the Reports to Council. Amongst a survey of Ontario municipalities the fees associated with type of application vary, as shown below:

<u>City</u>	<u>Fees When Public Consultation is required</u>	<u>Fees Without Public Consultation</u>
City of Mississauga	\$5,000.00	\$4,000.00
City of Ottawa	\$2,669.00 (one set fee)	
City of Guelph	\$ 600.00	\$ 300.00
Town of Lakeshore	\$ 847.00	\$ 529.00
Town of Markham	Same as "Site Plan Control Agreement" – one set fee \$ 8,791.40	
City of Hamilton	Same as "Minor Site Plan" – one set fee \$1,060.00	
City of Sudbury	\$600 (one set fee)	
City of Sault Ste. Marie	No fee	
City of North Bay	(proposed – one set fee) \$1,300.00	

It is recommended the User Fee By-law be amended to include a fee for the processing of Radio Antenna Communication Towers that is equal to the City's Site Plan Control Agreement Application for buildings under 10,000 square feet. In 2013 this fee is \$1,300 and in 2014 this fee would be \$1,340. This fee would be reflective of Staff time and resources required to process such requests.

Option 1:

Approve the revised Radio Antenna Telecommunication Policy attached to Report to Council CSBU 2013-96 and implement associated User Fees.

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Option 2:

Do not approve the revised policy and maintain the status quo.

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**RECOMMENDED OPTION**

Option 1 is the recommended option. It is appropriate to revise this policy given the time that has passed since its original adoption. It is also appropriate to consider User Fees associated with this request to cover Staff time and City resources.

Respectfully submitted,



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Beverley Hillier, MCIP, RPP  
Manager, Planning Services

BH/dlb

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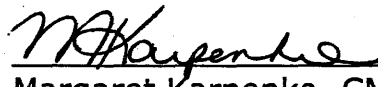
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We concur in this report and recommendation.



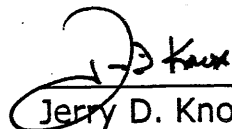
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Peter Chirico  
Managing Director, Community Services



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Margaret Karpenko, CMA  
Chief Financial Officer / Treasurer



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Jerry D. Knox  
Chief Administrative Officer



<b>Development and/or Redevelopment of Telecommunications Towers/Antenna Facilities</b>	
Effective Date:	Revision Date:
Approved By Council Resolution No.	

## **Section 1: Jurisdiction and Roles**

**1.1 Industry Canada:** Under the Radiocommunication Act, the Minister of Industry has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and licence the location of Antenna Systems is made only by Industry Canada. In June 2007, Industry Canada issued an update to its Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) which outlines the process that must be followed by Proponents seeking to install or modify Antenna Systems, effective January 1, 2008.

Industry Canada also requires that Proponents intending to install or modify an Antenna System notify and consult with the Municipality (Land Use Authority), and the local community within a Prescribed Distance from the proposed structure. Industry Canada also published a Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols in January 2008, stating it "considers that the Municipality's and local residents' questions, comments and concerns are important elements to be considered by a Proponent seeking to install, or make modifications to, an antenna system." The CPC also establishes a dispute resolution process to be used where the Proponent and Municipality have reached an impasse.

**1.2 Role of the Municipality:** The ultimate role of the Municipality is to issue a statement of concurrence or non-concurrence to the Proponent and to Industry Canada. The statement considers the land use compatibility of the Antenna System, the responses of the affected residents and the Proponent's adherence to this Protocol. The Municipality also guides and facilitates the siting process by:

- Communicating to Proponents the particular amenities, sensitivities, planning priorities and other relevant characteristics of the area;
- Developing the design guidelines for Antenna Systems contained in Section 4 of this Protocol; and
- Establishing a community consultation process.

By working with Proponents throughout the siting process, beginning with preliminary notification and the site investigation meeting, the Municipality seeks to facilitate Antenna System installations that are sensitive to the needs of the local community.

**1.3 Role of the Proponent:** Proponents need to strategically locate Antenna Systems to satisfy technical criteria and operational requirements in response to public demand. Throughout the siting process, Proponents must adhere to the antenna siting guidelines in the CPC, including:

Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures (consistent with CPC-2-0-17 Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements);

- Contacting the Municipality to determine local requirements regarding Antenna Systems; and
- Undertaking public consultation process and addressing relevant concerns as is required and appropriate.

1.4 **Other Federal Legislation:** Proponents additionally must comply with the following federal legislation and/or regulations, where warranted:

- Health Canada's Safety Code 6 – Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 KHZ to 300 GHZ - Safety Code 6 (2009);
- The Canadian Environmental Assessment Act; and
- NAV Canada and Transport Canada's painting and lighting requirements for aeronautical safety.

## **Section 2: Purpose**

- 2.1 The purpose of this policy is to provide a process for Proponents of new telecommunication towers to use to consult with the City of North Bay and its residents and achieve municipal approvals. It is anticipated that the telecommunications industry will continue to pursue innovative technology that will reduce the visual impact on communities.
- 2.2 Industry Canada, which is the approval authority for telecommunication facilities, encourages the establishment of local policies for consultation, where required, given that local land use authorities are best positioned to contribute details of the host municipality, helping identify appropriate locations for new and expanded telecommunications.
- 2.3 This policy document will outline the local land use consultation process and guidelines to be followed in evaluating telecommunication facility proposals.

## **Section 3: Location**

- 3.1 In determining an appropriate site for a new tower or antenna, the Proponent shall adhere to the following principles:
- 3.1.1 Sites should be selected to minimize the total number of telecommunication tower sites required. Locations on existing structures or buildings or co-locations on existing tower sites are strongly encouraged. Opportunities to incorporate an antenna into the design of a new building or structure should be explored by the Proponent. The construction of a new telecommunication tower is discouraged, and will be accepted only when all other options to accommodate the telecommunication antenna are not viable.
- 3.1.2 New telecommunication towers are strongly discouraged within 120 metres of any Residential Zone or elementary or secondary school, unless required for reasons of engineering or network objectives.

If a new tower is proposed to be located within 120 metres of a Residential Zone or a school, a detailed rationale for the necessity of this location must be provided in the Site Selection/Justification Report.

3.1.3 The preferred location of new towers is in the industrial, commercial and rural areas (excluding the North Bay Escarpment), whenever possible, where technically feasible.

3.2 When selecting sites for telecommunication towers, the following shall be considered:

3.2.1 Maximizing distance from residential uses, schools, and active park space;

3.2.2 Maximizing distance from environmental constraint areas, natural heritage features and the North Bay Escarpment as defined by the City's Official Plans (completion of an Environmental Impact Statement may be required should the telecommunication tower be located on lands adjacent to a natural heritage feature);

3.2.3 Avoiding sites that would obscure public views and vistas; and,

3.2.4 Compatibility with adjacent uses.

3.3 Proponents shall be encouraged to locate telecommunication towers with a minimum setback to all property lines and to all existing buildings of a distance equivalent to the height of the tower (measured from grade), whenever possible.

3.4 New telecommunication facilities should comply with all Zoning By-law regulations.

## **Section 4: Design and Landscaping**

4.1 The use of design features, colour, and landscaping can be used to screen telecommunication facilities from view and should be encouraged, whenever possible. The following design guidelines should be taken into consideration when designing a new tower or antenna:

4.1.1 New telecommunication towers which are located greater than 120 metres from a Residential Zone or elementary or secondary school shall be designed with co-location capacity.

4.1.2 A new telecommunication tower, which must be located within 120 metres of a Residential Zone or elementary or secondary school for reasons of engineering or network objectives, is not required to be designed for future co-location capacity. In this situation, a monopole design or other stealth design technique, as described in 4.1.3 below, may be considered.

- 4.1.3 Where appropriate, stealth design techniques, including, but not limited to, camouflaging towers within church steeples, clock towers, or flagpoles, should be used in the design of a new telecommunication tower.

If stealth design techniques are employed in the design of a new tower, co-location capacity will not be required in accordance with Section 4.1.2 above.

- 4.1.4 The design of the tower or antenna should be sympathetic to the surrounding architecture and built form.
- 4.1.5 Towers and base stations should be of a neutral colour that blends with the surrounding area (though it is recognized that new towers must comply with the requirements of Transport Canada and NAV Canada). To reduce the scale and visual impact of towers, mitigation measures should include consideration of design features, structure type, colour, materials, landscaping, screening, and decorative fencing. Where equipment shelters are located on the ground, the visual impact of the built form shall be mitigated through the use of colour, decorative fencing, screening, and/or landscaping.
- 4.1.6 Where appropriate, the planting of trees and shrubs at the tower site to enhance the character of the surroundings is highly recommended.
- 4.1.7 Towers shall accommodate only telecommunication facilities and no signs or other material not directly related to this equipment shall be permitted on the tower, with the exception of signage directly related to the equipment or required by Industry Canada. A small plaque must be placed at the base of the structure identifying the owner/operator and contact information. No third party advertising or promotion shall be permitted. All signage shall comply with the City of North Bay's Sign By-law.
- 4.1.8 Lighting of telecommunication antenna and towers is prohibited unless required by Transport Canada. Proof of this requirement should be provided by the Proponent to the City of North Bay with the application.

## 4.2 Redundant Antenna System

Municipalities can issue a request to network operators to clarify that a specific Antenna System is still required to support communication network activity. The network operator will respond within 30 days of receiving the request, and will provide any available information on the future status or planned decommissioning of the Antenna System. Where the network operators concur that an Antenna System is redundant, the network operator and Municipality will mutually agree on a timeframe to remove the system and all associated buildings and equipment from the site. Removal will occur no later than 2 years from when the Antenna System was deemed redundant.

## Section 5: Consultation Requirements

5.1 For proposed towers or alterations to existing towers that do not meet the exemption criteria outlined in Section 6, the Proponent shall give notice, by regular mail, to the City of North Bay Planning Services Department and to all owners within a radius of 120 metres, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater.

### 5.2 Notice Requirements

The notice will be sent by regular mail or hand delivered, a minimum of 30 days before the public information session (where a public information session is required), and include:

- (1) Information on the location, height, type, design and colour of the proposed Antenna System; including a 21 cm x 28 cm (8½" x 11") size copy of the site plan submitted with the application
- (2) The rationale, including height and location requirements, of the proposed Antenna System;
- (3) The name and contact information of a contact person for the Proponent;
- (4) The name and contact information of the Designated Municipal Officer;
- (5) An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices;
- (6) The date, time and location of the public information session where required; and
- (7) A deadline date for receipt by the Proponent of public responses to the proposal.
  - a. Where a public information session is required, the deadline date must be no more than five days before the date of the session.
  - b. Where a public information session is not required, the deadline date must be at least 30 days after the notices are mailed.

The notification shall be sent out in an envelope addressed to the "Occupant" and shall clearly show in bold type on the face of the envelope the statement:

**"NOTICE FOR RESIDENTS WITHIN 120 METRES OF A NEW PROPOSED CELL TOWER. INFORMATION IS ENCLOSED."**

5.3 The City will provide the mailing list to the Proponent.

5.4 The City shall also require that the notice be published in the local newspaper to inform residents of the proposal if it is the opinion of staff that the visual impacts of the installation would be of a significant nature to local residents and property owners.

#### 5.5 Written Consultation Process

Following the delivery of the notification, the Proponent will allow the public to submit written comments or concerns about the proposal.

The Proponent will:

- (1) Provide the public at least 30 days to submit questions, comments or concerns about the proposal;
- (2) Respond to all questions, comments and concerns in a timely manner (no more than 60 days from the date of receipt);
- (3) Allow the party to reply to the Proponent's response (providing at least 21 days for public reply comments).
- (4) Keep a record of all correspondence that occurred during the written consultation process. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.
- (5) Provide a copy of all written correspondence to the Municipality and the regional Industry Canada office.

#### 5.6 Public Information Session

The municipality may request the Proponent chair a public information session in cases where there is significant public interest in the proposed Antenna System. The type of public meeting to be conducted (open house, drop-in or town hall format) is up to the discretion of the Proponent, however:

- An appropriate date, time and location for the public information session will be determined in consultation with the Designated Municipal Officer.
- The Proponent will make available at the public information session an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and an aerial photograph of the proposed site.
- The Proponent will provide the Municipality with a package summarizing the results of the public information session containing at a minimum, the following:
  - (1) List of attendees, including names, addresses and phone numbers (where provided voluntarily);

- (2) Summary of comments received at the aforementioned public information session;
  - (3) Copies of all letters and other written communications received; and
  - (4) Provide a follow-up letter to the municipality to indicate their formal response to the concerns raised during the open house.
- Should any modifications of the proposed structure be agreed to then further details will be provided as soon as possible to the City.

## **Section 6: Exemptions from Public Consultation**

### **6.1 Notification and Municipal Review of Exempt Antenna Systems**

Notwithstanding Industry Canada's exemption criteria for certain Antenna Systems, Municipalities should be informed of all new Antenna System installations within their boundaries so they can:

- Be prepared to respond to public inquiries once construction/installation has begun;
- Be aware of site co-location within the Municipality;
- Maintain records to refer to in the event of future modifications and additions; and
- Engage in meaningful dialogue with the Proponent with respect to the appearance of the Antenna System and structure prior to the Proponent investing in full design.

Therefore, Proponents are required to undertake the steps in Section 6.2 to 6.4, if applicable, for all exempt Antenna System installations before commencing construction.

### **6.2 Building/Structure-Mounted Antenna System:**

The Proponent will in all cases provide the following information to the municipality for all new Antenna Systems or modifications to existing Antenna Systems that are mounted to an existing structure, including (but not limited to) a building/rooftop, water tower, utility pole or light standard:

- (1) The location of the Antenna System (address, name of building, rooftop or wall mounted, etc.);
- (2) Description of proposed screening or stealth design measures with respect to the measures used by existing systems on that site and/or the preferences expressed in Section 4;
- (3) The height of the Antenna System;
- (4) The height of any modifications to existing systems;
- (5) Description of tower's ability to co-locate additional infrastructure in the future.

The Municipality may notify the Proponent of any inconsistency with the preferences and sensitivities expressed in Section 4 and the parties will work towards a mutually agreeable solution.

### **6.3 Freestanding Antenna Systems and additions to Freestanding Antenna Systems:**

The Proponent will confirm to the Municipality that the Freestanding Antenna System to be erected or an addition to an existing Freestanding Antenna System meets the exclusion criteria in Section 6 by providing the following:

- (1) The proposed location, including its address and location on the lot or structure;
- (2) A short summary of the proposed Antenna System including a preliminary set of drawings or visual rendering of the proposed system; and
- (3) A description of how the proposal meets one of the Section 6 exclusion criteria.

The Municipality will review the documentation and will contact the Proponent where there is a site-specific basis for modifying the exemption criteria based on the preferences and sensitivities expressed in Section 4 of this Protocol. In such cases, the Municipality and the Proponent will work toward a mutually agreeable solution, which may include the Municipality requesting the proposal be subject to all or part of the pre-consultation, proposal submission and public consultation process defined in Section 5 of this protocol, as applicable, concluding with a letter of concurrence or non-concurrence.

### **6.4 Municipal Exemptions:**

- 6.4.1 Proposed telecommunication towers and antennas which are exempted from the requirement to consult with the City of North Bay under the provision of Industry Canada's CPC-2-0-03 ("Radiocommunication and Broadcasting Antenna Systems", June 2007) will be exempt from the public consultation requirements:

The exemptions are listed as follows:

- 6.4.1.1 Maintenance of existing radio apparatus including the antenna system, transmission line, mast, tower or other antenna-supporting structure;
- 6.4.1.2 Addition or modification of an antenna system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc. provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height;
- 6.4.1.3 Maintenance of an antenna system's painting or lighting in order to comply with Transport Canada's requirements;



6.4.1.4 Installation, for a limited duration (typically not more than 3 months), of an antenna system that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during the emergency, and is removed within 3 months after the emergency or special event; and

6.4.1.5 New antenna systems, including masts, towers or other antenna-supporting structure, with a height of less than 15 metres above ground level.

6.4.2 In addition to the above exemptions mandated by Industry Canada, the City of North Bay will also exempt the following installations from the public consultation requirements:

6.4.2.1 Any new telecommunication tower or antenna, which is less than 50 metres in height, proposed within an Industrial Zone, provided that the following criteria are met:

6.4.2.1.1 The proposed tower is located a minimum of 120 metres away from a road that forms the boundary to an Industrial Area or an Industrial Business Park, as defined by the City of North Bay's Official Plan, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater;

6.4.2.1.2 The proposed tower is not located within the Airport Industrial Business Park as defined in the City of North Bay's Official Plan; and,

6.4.2.1.3 The proposed tower is located a minimum of 120 metres away from a Residential Zone, elementary or secondary school, or existing dwelling, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater.

6.4.2.1.4 The proposed tower is not located within or adjacent to an environmental constraint area or natural heritage feature as defined in the City of North Bay's Official Plans.

6.4.2.2 Any new telecommunication tower or antenna, which is less than 100 metres in height, proposed within a Rural Zone, provided that the following criteria are met:

6.4.2.2.1 The proposed tower is located a minimum of 120 metres away from a Residential Zone, elementary or secondary school, or existing dwelling, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater; and,

6.4.2.2.2 The proposed tower is not located within or adjacent to an environmental constraint area or natural heritage feature as defined in the City of North Bay's Official Plans.

6.4.3 Individual circumstances vary with each Antenna System installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances.

Consequently, it may be prudent for the Proponents to consult the Municipality and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:

- 6.4.3.1 The Antenna System's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- 6.4.3.2 The location of the proposed Antenna System on the property and its proximity to neighbouring residents;
- 6.4.3.3 The likelihood of an area being a Community-Sensitive Location; and
- 6.4.3.4 Transport Canada marking and lighting requirements for the proposed structure.

## **Section 7: Submission Requirements**

- 7.1 All proposals for new telecommunication tower/antenna facilities and modifications to existing towers that are not exempt, as outline in Section 6 above, requires the submission of a package which shall include the following information:
  - 7.1.1 Site Selection / Justification Report from the Proponent (carrier) outlining the steps taken by the Proponent to investigate all non-tower and co-location options and/or why a tower option is the preferred alternative. The report shall identify the location of all existing telecommunication towers within the Proponent's search area, and identify the reasons why these towers are not suitable for co-location. The location of these towers shall be illustrated on a map to be included in the report. In addition, the report shall also identify any alternate sites for the location of the new tower that were investigated by the Proponent, and the rationale for eliminating these sites as the preferred alternative. The report shall confirm the need for a new tower at the proposed location, and will also confirm the need for the proposed height of the tower. Future sharing possibilities with other providers shall also be reviewed. Finally, the report shall outline the design elements proposed in order to minimize the visual impact of the proposed structure, and address any lighting requirements that may be required by Transport Canada;
  - 7.1.2 A full site plan drawn to a metric scale showing the subject property (or leased area if the Proponent is not the property owner), site grading, the location of existing property lines, existing or proposed new buildings, fences, buffering, existing and proposed landscaping, access, parking and the type and height of the proposed tower structure;
  - 7.1.3 Visual rendering(s) of the proposed Antenna System superimposed to scale;
  - 7.1.4 A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;

- 7.1.5 For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System;
- 7.1.6 Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land;
- 7.1.7 An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices;
- 7.1.8 Application for building permits in accordance with the Ontario Building Code;
- 7.1.9 A cheque payable to the City of North Bay to cover administrative and processing costs set out in the User Fee By-law.

## **Section 8: Concluding Consultation**

### **8.1 Post Consultation Review**

The Municipality and the Proponent will communicate following completion of the public consultation process (and arrange a meeting at the Municipality's request) to discuss the results and next steps in the process.

### **8.2 Concurrence and Concurrence with Conditions**

The Municipality will provide a letter of concurrence to Industry Canada (copying the Proponent) where the proposal addresses, to the satisfaction of the Municipality, the requirements as set out within this Protocol and the Municipality's technical requirements, and will include conditions of concurrence, if required.

The Municipality will issue the letter of concurrence within the timeframe established in Section 8.7.

### **8.3 Non-concurrence**

The Municipality will provide a letter of non-concurrence to Industry Canada (copying the Proponent) if the proposal does not conform to Municipality requirements as set out within this Protocol. The Municipality will also forward to Industry Canada any comments on outstanding issues, including those raised during the public consultation process.

The Municipality will issue the letter of non-concurrence within the timeframe established in Section 8.7.

### **8.4 Rescinding a Concurrence**

The Municipality may rescind its concurrence if following the issuance of a concurrence, it is determined by the Municipality that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue.

In such cases, the Municipality will provide notification in writing to the Proponent and to Industry Canada and will include the reason(s) for the rescinding of its concurrence.

#### **8.5 Duration of Concurrence**

A concurrence remains in effect for a maximum period of three years from the date it was issued by the Municipality. If construction has not commenced within this time period the concurrence expires and a new submission and review process, including public consultation as applicable, is necessary prior to any construction occurring.

In addition, if construction has not commenced after two years from the date the concurrence was issued, the Municipality requests that the Proponent send a written notification of an intent to construct to the Designated Municipal Officer, the Elected Municipal Official and any Designated Community Association once the work to erect the structure is about to start. This notification should be sent 60 days prior to any construction commencing. No further consultation or notification by the Proponent is required.

#### **8.6 Transfer of Concurrence**

Once concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent (the current Proponent) without the need for further consultation provided that:

- (1) All information gathered by the original Proponent in support of obtaining the concurrence from the Municipality is transferred to the current Proponent;
- (2) The structure for which concurrence was issued to the original Proponent is what the current Proponent builds; and
- (3) Construction of the structure is commenced within the Duration of Concurrence period.

#### **8.7 Timing of Consultation**

Consultation with the Municipality is to be completed within 60 days of the proposal being accepted as complete by the Municipality.

Where public consultation is required, consultation with the Municipality and public consultation are both to be completed within 120 days of the proposal being accepted as complete by the Municipality.

The Municipality or Proponent may request an extension to the consultation process timeline. This extension must be mutually agreed on by both parties.

In the event that the consultation process is not completed in 270 days, the Proponent will be responsible for receiving an extension from the Municipality or reinitiating the consultation process to the extent requested by the Municipality.

## Appendix A: Definitions

**Adjacent Lands** - those lands contiguous to a specific natural heritage feature or area where it is likely that development or site alteration would have a negative impact on the feature or area. The extent of the adjacent lands may be recommended by the Province or based on municipal approaches which achieve the same objectives. (PPS, 2005)

**Antenna** - an exterior transmitting device used in telecommunications designed for various uses such as telephonic, radio, or television communications by sending and/or receiving radio signals.

**Co-location** - the installation of multiple telecommunication antenna systems on a building or tower structure by two or more Proponents.

**Industry Canada** - the Federal Department which is responsible for radio frequency spectrum management. Information detailing federal procedures relating to the siting of radiocommunication and broadcasting antenna systems is available at:  
[www.ic.gc.ca/antenna](http://www.ic.gc.ca/antenna)

**Proponent** - shall include the following: AM, FM, TV Broadcast Undertakings; Cable Television Distribution Undertakings; Radiocommunication Service Providers; and Radiocommunication Users (business or government use only).

**Radiocommunication Carrier** - a person who operates an interconnected radio-based transmission facility used by that person or another person to provide Radiocommunication services for compensation. (Radiocommunication Regulations, 1996)

**Radiocommunication Service Provider** - a person, including a Radiocommunication Carrier, who operates radio apparatus used by that person or another person to provide radiocommunication services for compensation. (Radiocommunication Regulations, 1996)

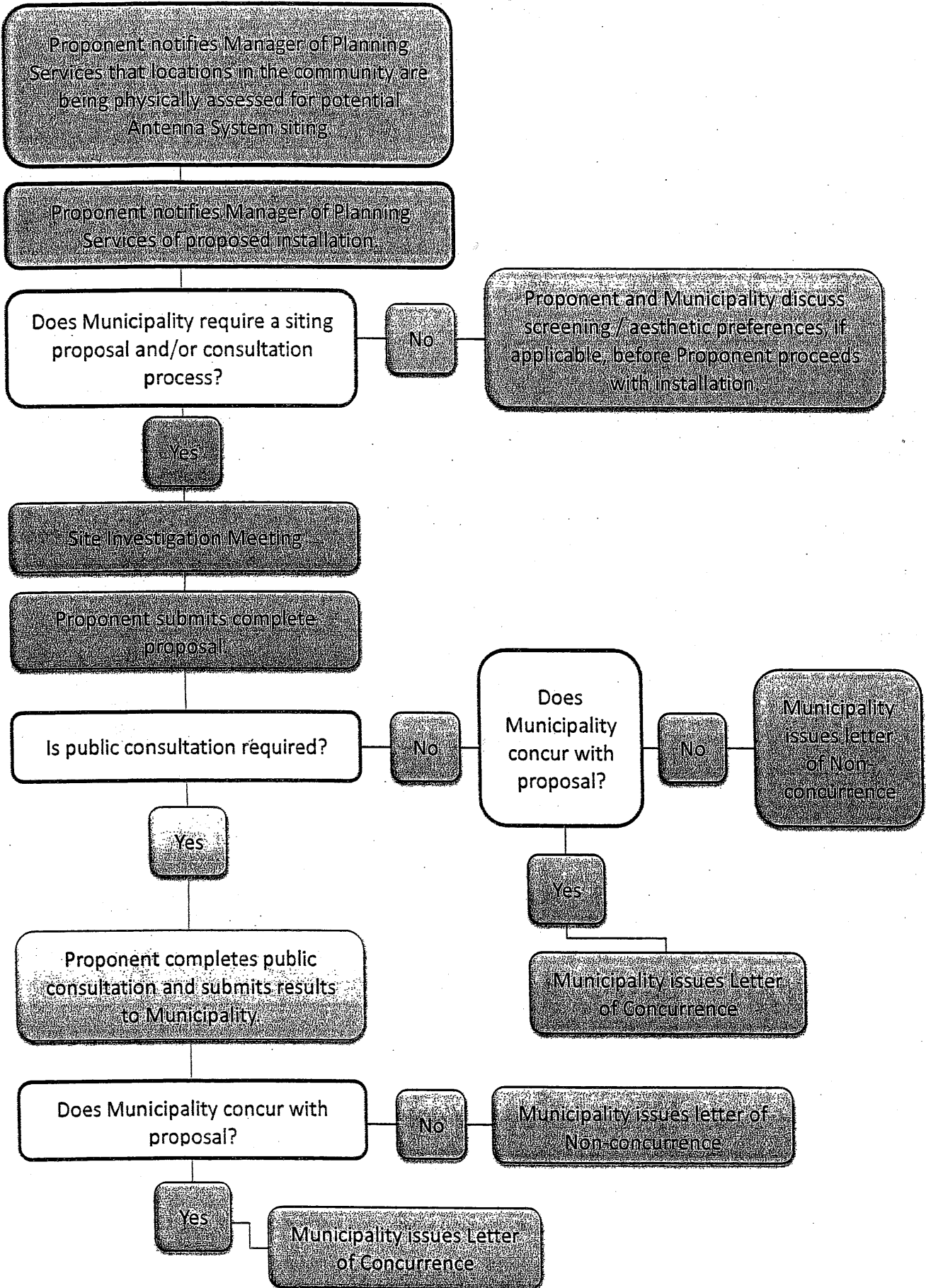
**Radiocommunication User** - a person who operates radio apparatus for government use or for a business other than the business of a Radio Communication Service Provider.  
(Radiocommunication Regulations, 1996)

**Significant** - in regard to cultural heritage and archaeology, means cultural heritage resources that are valued for the important contribution they make to our understanding of the history of a place, an event, or a people. (PPS, 2005)

**Telecommunication Facility** - the components required for the operation of a wireless communication network, which includes cell sites, transmitters, receivers (antennae), and an unoccupied equipment shelter.

**Telecommunication Tower** - a structure used to support one or more antenna systems for the purpose of radio telecommunications, and which may include, but is not limited to, a guyed tower, a self-support tower or monopole tower, and which may be located at ground level or on the roof of a building.

# Appendix B: Process Flowchart



# CS-2013-28

## Draft Recommendation:

- "That
- 1) Council concentrate on the level of service provided rather than the Public Fire Protection Classification with the understanding the possible implications on the rating;
  - 2) the Development of a Master Fire Plan be referred to the 2015 Capital Budget process;
  - 3) Council direct staff to proceed with improving the Fire Services Management Record Software;
  - 4) Council supports the FUS recommendation to train fire suppression staff so they can be used in performing dwelling inspections and fire code enforcement to single family dwellings;
  - 5) Council direct staff to implement a platoon staffing level of 15 with overtime being called only when the platoon complement falls below 14; and
  - 6) Council direct staff to revise By-Law No. 2007-13 to reflect the changes in North Bay Fire and Emergency Services."

## City of North Bay

### Report to Council

Report No: CAO 2013-09

Date: November 5, 2013

Originator: Jerry Knox  
Chief Administrative Officer

Subject: North Bay Fire and Emergency Services

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#### RECOMMENDATIONS

Recognizing Council's interest and desire in providing good service while controlling long-term costs, and understanding the type and level of services provided by Fire Services is defined by Council the recommendation is:

That this report be referred to the Community Services Committee for consideration and review of the following recommendations:

1. That Council concentrate on the level of service provided rather than the Public Fire Protection Classification with the understanding the possible implications on the rating.
  2. That the Development of a Master Fire Plan be referred to the 2015 Capital Budget process.
  3. That Council direct staff to proceed with improving the Fire Services Management Record Software.
  4. That Council supports the FUS recommendation to train fire suppression staff so they can be used in performing dwelling inspections and fire code enforcement to single family dwellings.
  5. That Council direct staff to implement a platoon staffing level of 15 with overtime being called only when the platoon complement falls below 14.
  6. That Council direct staff to revise By-Law No. 2007-13 to reflect the changes in North Bay Fire and Emergency Services.
-



## BACKGROUND

While recognizing the good services provided by North Bay Fire and Emergency Services and the professionals working within the department, City Council, like many other municipalities, have raised concerns with respect to the increasing costs of providing these, as well as, other Emergency Services.

Like other Emergency Service providers, the business of Fire Services is to protect life and property which are extremely important to the community and can be extremely sensitive when discussed. There should be no doubt the issue of protecting life and property is important to City Council, staff and the community. Given rising costs and the increased need to manage these costs, an objective view on how risks can be managed and how services may be delivered needs to be undertaken.

Through various motions, discussions and debates, City Council has identified the need to review options associated to Fire Services in an effort to manage risks while controlling costs. On September 3, 2013, City Council directed the CAO to prepare a report with recommendations based on the Underwriters Services Study, as well as other options including staffing levels. **(Attachment 1)**

## SERVICES:

Section 2 (1) of the Fire Prevention and Protection Act (FPPA) provides City Council with the authority to determine the level of fire services provided within the community. **(Attachment 2)** With the long standing establishment of a Fire Department, under the FPPA, the City is required to:

- a) Establish a program which includes public education with respect to fire safety and certain components of fire prevention; section 2.(1) (a)
- b) Provide suppression services and may provide other protection services, section 5. (1).

Although the FPPA identifies an established Fire Department "shall" provide suppression services, how these services are provided may be guided by various "best practices" or "accepted standards"; the ultimate or end decision rests with City Council.

City of North Bay By-Law No 2007-13 defines and regulates the services provided by the North Bay Fire and Emergency Services. **(Attachment 3)** Included in these services are fire suppression, fire prevention, fire safety education, training of fire protection personnel, rescue and emergency services and the delivery of all these services including:

- a) Ice/water rescue
- b) Snowmobile Trail Rescue
- c) Chemical, Biological, Radiological, Nuclear Explosives – Operations Level
- d) Vehicle Extrication
- e) First Response/Tiered Response
- f) Airside Crash Fire Rescue
- g) Automatic Aid where contract exists
- h) Contract Services
- i) Confined Space Rescue – awareness level
- j) Trench Rescue – awareness level

In addition Resolution #2004-711 received the Fire Underwriters Survey Grading Report and directed the Fire Chief to report on a strategy to achieve a Public Fire Protection Classification of Class 3 in the Hydrant Protected Area. (**Attachment 4**) Today's services and staffing levels are a result of this initiative.

Another service expected from Fire Services is to lead the development and deployment of the Community Emergency Plan.

**Attachment 5** outlines the number of calls responded to by Fire Services over the period 2002-2008 and 2009-2012. The reason for separating these periods is in 2009 there was a change in how calls were recorded. **Attachment 6** provides a broader breakdown of the type of calls Fire Services have responded to.

Also impacting service is the type and makeup of the building stock within the community. With increasing more high rises (over 4 storeys) and with servicing the North Bay Jack Garland Airport, Fire Services requires specialized equipment which in turn impacts capital costs, as well the number of staff working on each piece of equipment.

It should be noted, although the cost of providing the defined services are a concern, there is a level of expectation from the community, staff, Council, affiliated associations and organizations, as well as other levels of government that these services not only be provided, when needed, but as new approaches, standards, best practices, equipment and processes evolve that they be integrated into the service.

#### **STAFFING:**

It is well recognized that approximately 92 percent of the Fire Services costs are associated to personnel wages, benefits, personal protective equipment, training etc. It also needs to be acknowledged, given required standards, best practices and expected standards the number of personnel is directly related to the service levels provided.

Although there may be some efficiency gains without impacting services, realistically to undertake significant control on costs the City needs to be prepared to discuss at what level services will be delivered.

There is no question of the importance of protecting life and property within the community while ensuring the safety and protection of Fire Services staff being paramount. The challenge continues to be managing risks and balancing a broad range of priorities while recognizing the fiscal capacity of the community.

Currently the staff complement for Fire Services is 88, with 3 management positions (1 Chief, 2 Deputy Chiefs), 2 clerical, 3 devoted to Fire Prevention and Education, 1 Chief Training Officer and the remaining 79 deployed to Fire Suppression and Rescue.

	2012		2013	
	#Staff	FTE	#Staff	FTE
Chief	1	1.00	1	1.0
Deputy Chief	2	2.00	2	2.0
Division Chiefs	6	6.00	6	6.0
Captains	12	12.00	12	12.0
Firefighters	64	64.00	63	63.0
Fire Prevention Inspector	1	1.00	1	1.0
PE/FPO	1	1.00	1	1.0
Clerk/Steno	2	2.00	2	2.0
<b>TOTALS</b>	<b>89</b>	<b>89.00</b>	<b>88</b>	<b>88.0</b>

Concerning Fire Suppression, with a 24/7 operation, four platoons have been established with 20 positions assigned to three platoons and one with 19. This latter was a result of a reduction in one firefighter position during the 2013 budget process. Additionally in 2013, three positions have remained vacant; however, overtime costs have been incurred in order to maintain the minimum staffing level of 16.

Given the levels of service defined by Council, a minimum of 16 employees are to be on duty for each platoon.

Under the terms of the collective agreement, with respect to suppression services, up to four employees are allowed off on vacation at any one time. With this and potential other absences due to various leaves or training, once the staffing of a platoon reaches 15, overtime is automatically required.

Another factor needed to be taken into consideration when assessing staffing levels, is the potential for turnover. The major reason for turnover within Fire Services is retirement, and over the next five years 18 or 21 percent of those dedicated to Fire Services and one

clerical person is eligible to retire. In 2014, 8 of the 18 are eligible to retire. Many of these individuals are in higher ranking positions including the Chief and one Deputy Chief. Because it takes a period of 4 years to become a first class firefighter, there is an importance to ensure sufficient personnel are in the system in order to maintain an adequate trained service.

In examining staffing levels, arrangements are being made to remove two positions on the retirement of the current incumbents and one position is being reclassified effective January 1, 2014. Individuals impacted by these changes, as well as the Association, are being advised. It should be noted these actions will not result in any layoffs.

Also, as a result of a recent retirement, the Department is proceeding with the hiring of one fire fighter.

### **Fire Underwriters Survey:**

Fire Underwriters Survey™ (FUS) is a national organization that provides data on public fire protection for fire insurance statistical work. This information is used by insurance companies in determining insurance rates.

Fire Underwriters Survey™ Certified Fire Protection Specialists conduct detailed field surveys of the fire risks and fire defenses maintained in built up communities across Canada and the results of these surveys are used to establish a Public Fire Protection Classification™ (PFPC) for each community. FUS also advises municipalities if they desire to review the current levels of fire defense in the community.

The Fire Underwriters Survey also uses PFPC information to develop a Dwelling Protection Grade (DPG), which is utilized by insurers in determining property insurance rates for detached dwellings. The Dwelling Protection Grade is a measure of the ability of the protective facilities of a community to prevent and control the structure fires in detached dwellings by evaluating the adequacy, reliability, strength and efficiency of the protective facilities and comparing the level of protection against the level of fire risk associated with a typical dwelling.

The overall intent of the PFPC system is to provide a standardized measure of the ability of the protective facilities of a community to prevent and control the major fires that may be expected to occur by evaluating in detail the adequacy, reliability, strength and efficiency of the protective facilities and comparing the level of protection against the level of fire risk in the built environment.

In 2004 FUS undertook a grading of the City's fire systems which resulted in City Council moving to achieve a Public Fire Protection Classification of Class 3. With the interest in

cost controls and containment, in May 2013 FUS was again engaged to undertake a review of Fire Services. The scope of the 2013 review was to evaluate the City of North Bay's fire protection program to determine if the Fire Department could apply specific service level changes aimed at reducing costs, with consideration given to the City's Public Fire Protection Classification.

At Council's August 28, 2013, Committee meeting, FUS report was reviewed in detail. Recognizing FUS's focus is on the communities Public Fire Protection Classification (PFPC) rating, recommendations or options were provided for maintaining or achieving a PFPC rating of 3 of 4. **(Attachment 7)**

As noted at the August 28 meeting, both staff and the FUS representative indicated maintaining a PFPC rating of 3 at an estimated annual cost of \$3.3 M was unrealistic. With respect to having a rating of PFPC 4, the estimated additional annual cost was \$129,704.

Recognizing FUS's focus is on insurance underwriting, the City's Insurance Service provider was consulted. In a letter dated September 3, 2013, **(Attachment 8)**, Mr. Bill Riley comments that most major personal lines insurers have developed and utilize an "individualized rating taking into consideration a broad range of criteria.

Concerning commercial property, Mr. Riley states, "commercial property like personal lines property has always been subject to individualized ratings and the FUS rating was the major determining factor on rate; however that is no longer the case."

Mr. Riley acknowledges FUS still plays an important role for underwriters, particularly certain classes of construction, but otherwise the final rating is dictated more by similar criteria to personal lines such as weather, loss, experience etc.

In conclusion, Mr. Riley indicates in the opinion of MIS Municipal Insurance Services Ltd. any change in FUS grading, at this time would have little if any impact on the City's own insurance program.

An important highlight of the FUS review, is a municipal's fire system includes much more than suppression services; hydrant systems, water supply, Fire Safety Controls, building codes, by-laws, prevention and education programs etc. all play a complementary important role.

With respect to the PFPC rating, although a rating may be recognized in the insurance industry, and it provides an assessment of the community's fire system, there is no legislated requirement for a municipality to maintain a specific rating.

Therefore in making decisions of service, it is recommended Council concentrate on the level of service provided and understand the possible implications on the rating.

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## **ANALYSIS / OPTIONS**

### **Option 1: Development of a Master Fire Plan**

The FUS recommended the development of a long term master plan. In considering this option, it needs to be understood that as legislation and standards change, as well as the City grows, additional investment in Fire and Emergency Services need to occur. It is important any development of a Master Fire Plan be done in conjunction with the City's Land Use Official Plan and that both plans are maintained on an on-going basis.

While the scope of the Master Plan needs to take fiscal responsibility into account, Council should not proceed with this option if there is no intention of making future investments as service requirements change

The cost of this option is \$50K in capital which has been inserted in the 2014 Capital plan.

### **Option 2: Improve Record Keeping Management Software**

To help optimize the Fire Department operations and management and to assist in future planning, the FUS review recommended that the department maintain all its records in a data management system designed for Fire Services. (pg. 77 FUS Report)

The anticipated cost is \$12k in capital and \$1,500 operating. An internal solution may be an option as well.

### **Option 3: Staffing of 15 Suppression Staff on Duty (minimum)**

Under this option the City would implement a practice/policy whereby a minimum staffing level of 15 would be established. This would mean each Platoon would have a staff of 19 and as per the collective agreement up to 4 could be on vacation at any one time. Although the total suppression staff complement would be reduced by 3, there would remain a requirement to call in overtime once the staffing fell below 14. Council could also consider leaving the platoon levels at 19 but adopting a policy of calling in OT only when the complement went below 14.

Taking this type of action will require Fire Services to revise operational guidelines in responding to different situations and will impact the delivery of service. With any reduction of the Platoon complement, at some point there will be an incident that is dealt with in a different (reduced) response, which may lead to a negative outcome. Given the wide range of calls and the diverse scope in potential severity, following is a summary of how services may be impacted:

(Note: The strike out means these services will not be carried out under the situation)

With 13 Suppression Staff on Duty, NBFES will only be able to do exterior firefighting, no rescue and no elevated device response to high-rise incidents. See staffing of 13 for other reductions. As well the airport would be notified every time we are responding to another incident that we may not be able to respond. This would mean that they would notify over the air that they do not have crash protection and it is then up to the Captain of the airplane whether they land or not.

## **ALARM RESPONSES**

**Pump Only** - (P-1, P-2 or P-3) any minor occurrence requiring a pump only where there are no anticipated exposure problems

Examples:

- ~~Motor vehicle collision~~
- vehicle fire
- any reported false or cancelled alarm
- garbage/trash/Nim-Bin fire
- grass fire (small)
- small shed, bus shelter or telephone booth
- ~~burning complaint (code green)~~
- residential smoke alarm activated with no smoke or fire visible (code green)
- CO Alarm Activation, Code Red and Code Green
- medical, Code Red and Code Green
- ~~hydro wires down~~
- small fuel spill
- propane barbecue fire
- natural gas/propane, leak/odour outside a building
- ~~other odour investigation~~
- ~~lock out or lock in (see O.G. #105)~~
- unknown situation (investigation)
- persons trapped in elevator
- ~~flooding inside a building (e.g. broken water pipe)~~

The Platoon Chief may elect to respond M/P-1 and the Wildland Fire fighting trailer to a Wildland fire, bush fire or large grass fire as deemed necessary.

**Two Pumper Response** (P-1 /P-2, P-2/P-1, P-3/P-1)

- Motor Vehicle Collision - (~~Known injuries or known~~ extrication, Urban Area)

**Pumper/Ladder** (P1 or P2 or P3 and L1)

Examples:

- Chimney fire (Urban Area) – (Rural Area Tanker 1)
- Industrial accident
- ~~Confined space incident (C-3 as per SOG 1-147) (additional equipment staged for Confined space at station 1 shall be loaded and transported with Car 5)~~

~~**Ice/Water Rescue** Car 5 and Ice/Water Trailer~~

**Two Station Responses** (Two Pumps, Ladder 1 and Car 3)

Examples:

- all structure fires
- all automatic alarms
- smoke conditions in a structure
- natural gas/propane, leak/odour inside a building

Red 10 Responds to 281 Wallace Road any other large flammable liquid storage facility.

**Structure Fires in Rural Areas** (No Hydrant) (Two Pumps, Tanker 1 and Car 3)

~~**Mini Pumper 1 Designated response O.G. 144**~~

*Any confirmed working fire the On Call Senior Officer and Car 4 (on call PC) must be notified by North Bay Fire.*

**Standby (Station Cover)**

*When any two stations are responding to a reported incident with information there is a probable working incident the remaining station shall automatically move up (Code Green) to provide cover at Station 1 unless otherwise directed by the Platoon Chief.*

Every time we are dispatched to an incident, the airport will have to be told that they are unprotected.

**Airside Request for Standby** (Red 10 and Pump 2) (Code Green)

Examples:



- hot refuel
- special engine start up
- landing of special persons (political or medical) or military aircraft

**Airside Actual Emergency** (Red 10, Pump 2, Pump 1, Ladder 1, Tanker 1, Car 3)

Examples:

- on approach or on ground: fire, smoke or smell of smoke in passenger/cockpit area
- on approach: instruments indicate system malfunction
- upon landing: tire/brake fire, smoke or smell of smoke

*The On Call Senior Officer (Car 1 or 2) and Car 4 (on call PC) must be notified by North Bay Fire.*

**Special Responses**

~~Note: When only two fire fighters respond to a Special Response or Mutual Aid call, the crew must include a Qualified or Designated Acting Captain.~~

**Mutual Aid**

When North Bay Fire & Emergency Services is requested to supply assistance to a neighbouring department, North Bay Fire shall notify the on Duty Platoon Chief by radio indicating the apparatus requested who will then determine the appropriate response.

- Request for a pumper and crew: Pump 1, Pump 2, Pump 3 (closest)
- Request for a tanker: Tanker 1 (Unit 37) and two fire fighters

*When a request is made for an Aerial device / Haz-mat or other specialty response; North Bay Fire will notify the On-Call Senior Office to authorize.*

~~Auto Extrication or OPP Request~~

~~Support Services: P 1 or P 2 or P 3~~

~~OPP request - MVC: P 1 or P 2 or P 3~~

~~**Contract Services** (Pump 2)~~

~~Commonwealth Plywood - NFN~~

~~Nipissing Band # 10 - All Residential and Commercial Structures in the agreed upon area of coverage.~~

~~Union Band of Ontario Indians Office Complex~~

**Three Station Responses** (P1, L1, C3, P2, P3)

All three stations shall respond to a structure fire or automatic alarm in any high-rise (greater than 6 storeys) or hospital. (As per SOG 1-117)  
High-rise incidents and others that require an elevated device will have very limited staff on the elevated device.

The 'third' station shall respond code green unless directed otherwise by the Platoon Chief.

*Any confirmed working fire the On Call Senior Officer and Car 4 (on call PC) must be notified by North Bay Fire.*

### **Three Station Responses** (including Car 5 and CBRN Trailer; as per OG149)

Initial response for a **known** HazMat/CBRN response, the alarm call out will be a three station response.

- *The on-call Senior Officer and Car 4 (on call PC) shall be notified on all alarms involving the HazMat/CBRN Trailer.*

### **Option 8: Staffing of 13 Suppression Staff on Duty (minimum)**

Under this option the City would implement a practice/policy whereby a minimum staffing level of 13 would be established. This would mean each Platoon would have a staff of 17 and as per the collective agreement up to 4 could be on vacation at any one time. Although the total suppression staff complement would be reduce by 11 from 2013 number there would remain a requirement to call in overtime once the staffing fell below 13

Taking this type of action will require Fire Services to significantly revise operational guidelines in responding to different situations and will seriously impact the delivery of current services. With 13 Suppression Staff on Duty, NBFES will only be able to do exterior firefighting, no rescue and no elevated device response to high-rise incidents. Given the wide range of calls and the diverse scope in potential severity, following is a summary of how services may be impacted:

(note: The strike out means these services will not be carried out under the situation)

### **Alarm Responses**

**Pump Only** (P- 1, P- 2 or P- 3) *any minor occurrence requiring a pump only where there are no anticipated exposure problems.*

Examples:

- ~~— Motor vehicle collision~~
- vehicle fire
- any reported false or cancelled alarm
- garbage/trash/Nim-Bin fire
- grass fire (small)
- small shed, bus shelter or telephone booth
- ~~— burning complaint (code green)~~
- residential smoke alarm activated with no smoke or fire visible (code green)
- ~~CO Alarm Activation, Code Red and Code Green~~
- ~~— medical, Code Red and Code Green~~
- ~~— hydro wires down~~
- small fuel spill
- propane barbecue fire
- ~~— natural gas/propane, leak/odour outside a building~~
- ~~— other odour investigation~~
- ~~— lock out or lock in (see O.G. #105)~~
- ~~— unknown situation (investigation)~~
- ~~— persons trapped in elevator~~
  
- ~~— flooding inside a building (e.g. broken water pipe)~~

The Platoon Chief may elect to respond M/P-1 and the Wildland Fire fighting trailer to a Wildland fire, bush fire or large grass fire as deemed necessary.

**Two Pumper Response** (P-1 /P-2, P-2/P-1, P-3/P-1)

- Motor Vehicle Collision - (~~Known injuries or known~~ extrication, Urban Area)

**Pumper/Ladder** (P1 or P2 or P3 and L1)

Examples:

- Chimney fire (Urban Area) – (Rural Area Tanker 1)
- Industrial accident
- ~~Confined space incident (C-3 as per SOG 1-147) (additional equipment staged for Confined space at station 1 shall be loaded and transported with Car 5)~~

**Ice/Water Rescue** ~~Car 5 and Ice/Water Trailer~~

**Three Station Responses**

Examples:

- all structure fires
- all automatic alarms
- smoke conditions in a structure
- natural gas/propane, leak/odour inside a building

Red 10 Responds to 281 Wallace Road any other large flammable liquid storage facility.

### **Structure Fires in Rural Areas**

### **Mini Pumper 1 Designated response O.G. 144**

*Any confirmed working fire the On Call Senior Officer and Car 4 (on call PC) must be notified by North Bay Fire.*

### **Standby (Station Cover)**

*When any two stations are responding to a reported incident with information there is a probable working incident the remaining station shall automatically move up (Code Green) to provide cover at Station 1 unless otherwise directed by the Platoon Chief.*

### **Airside Request for Standby** (Red 10 and Pump 2) (Code Green)

Examples:

- hot refuel
- special engine start up
- landing of special persons (political or medical) or military aircraft

### **Airside Actual Emergency** (Red 10, Pump 2, Pump 1, Ladder 1, Tanker 1, Car 3)

Examples:

- on approach or on ground: fire, smoke or smell of smoke in passenger/cockpit area
- on approach: instruments indicate system malfunction
- upon landing: tire/brake fire, smoke or smell of smoke

*The On Call Senior Officer (Car 1 or 2) and Car 4 (Chief Training Officer) must be notified by North Bay Fire.*

### **Special Responses**

*Note: When only two fire fighters respond to a Special Response or Mutual Aid call, the crew must include a Qualified or Designated Acting Captain.*

### **Mutual Aid**

*Losing this option would mean that we could not call other departments as well and have to enter into an agreement without lining communities for a fee.*

~~When North Bay Fire & Emergency Services is requested to supply assistance to a neighbouring department, North Bay Fire shall notify the on Duty Platoon Chief by radio indicating the apparatus requested who will then determine the appropriate response.~~

- ~~— Request for a pumper and crew: Pump 1, Pump 2, Pump 3 (closest)~~
- ~~— Request for a tanker: Tanker 1 (Unit 37) and two fire fighters~~

~~When a request is made for an Aerial device / Haz-mat or other specialty response; North Bay Fire will notify the On-Call Senior Officer to authorize.~~

#### Auto-Extrication or OPP Request

~~Support Services: P-1 or P-2 or P-3  
OPP request - MVC: P-1 or P-2 or P-3~~

#### Contract Services (Pump 2)

~~Commonwealth Plywood - NFN~~

~~Nipissing Band # 10 - All Residential and Commercial Structures in the agreed upon area of coverage.~~

~~Union Band of Ontario Indians Office Complex~~

#### Three Station Responses (P1, L1, C3, P2, P3)

All three stations shall respond to a structure fire or automatic alarm in any high-rise (greater than 6 storeys) or hospital. (As per SOG 1-117)

The 'third' station shall respond code green unless directed otherwise by the Platoon Chief.

*Any confirmed working fire the On Call Senior Officer and Car 4 (on call PC) must be notified by North Bay Fire.*

#### Three Station Responses (including Car 5 and CBRN Trailer; as per OG149)

Initial response for a **known** HazMat/CBRN response, the alarm call out will be a three station response.

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**Recommended Options:**

Recognizing Council's interest and desire in providing good service while controlling long term costs, and understanding the type and level of services provided by Fire Services is defined by Council:

1. That Council concentrate on the level of service provided rather than the Public Fire Protection Classification with the understanding the possible implications on the rating.
2. That the Development of a Master Fire Plan be referred to the 2015 Capital Budget process.
3. That Council direct staff to proceed with improving the Fire Services Management Record Software.
4. That Council supports the FUS recommendation to train fire suppression staff so they can be used in performing dwelling inspections and fire code enforcement to single family dwellings.
5. That Council direct staff to implement a platoon staffing level of 15 with overtime being called only when the platoon complement falls below 14.
6. That Council direct staff to revise By-Law No. 2007-13 to reflect the changes in North Bay Fire and Emergency Services.

Respectfully submitted,



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Jerry D. Knox  
Chief Administrative Officer

Personnel designated for continuance: Cathy Conrad, City Clerk

Copy: Grant Love -Fire Chief

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**INTER OFFICE**

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**City of North Bay****MEMO**

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**To:** Jerry Knox  
**From:** Catherine Conrad  
**Subject:** Fire Underwriters Services Study  
**Date:** 04 September 2013

**RECEIVED**  
CITY OF NORTH BAY  
SEP 06 2013  
ADMINISTRATION

This is Clause No. 1 of Community Services Committee Report No. 2013-21 which was passed by Council at its Regular Meeting held on Tuesday, September 3, 2013.

Clause No. 1:

"That the Chief Administrative Officer, in consultation with the Fire Chief, prepare a Report to Council with recommendations based on Fire Underwriters Services Study, as well as other operational issues including staffing levels."

*Conrad*

Catherine Conrad  
City Clerk

CC/ck

cc: G. Love

ATTACHMENT 2: (EXCERPT)

**FIRE PREVENTION AND PROTECTION ACT**  
**PART II**  
**RESPONSIBILITY FOR FIRE PROTECTION SERVICES**

**Council Responsibilities**

- Fire protection services are mandated as a municipal responsibility
- Municipality determines the level of fire protection services based on local needs and circumstances.

**Municipal responsibilities**

2. (1) Every municipality shall,
  - (a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
  - (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

**Methods of providing services**

2. In discharging its responsibilities under subsection (1), a municipality shall,
  - (a) appoint a community fire safety officer or a community fire safety team; or
  - (b) establish a fire department.

**Municipalities may establish fire departments**

5. (1) The council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality. 2001, c. 25, s. 475 (2).

**Fire departments**

1. Fire department shall provide fire suppression services and may provide other fire protection services in a municipality, group of municipalities or in territory without municipal organization. 1997, c. 4, s. 5 (1).



THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2007-13

**BEING A BY-LAW TO ESTABLISH AND REGULATE  
THE NORTH BAY FIRE AND EMERGENCY SERVICES  
AND REPEAL BY-LAW NO. 2000-30**

WHEREAS the *Municipal Act*, R.S.O. 1990 c., as amended, and the *Fire Protection and Prevention Act* 1997, c.4, as amended, permits the Council to enact a by-law to establish and regulate a Fire Department;

NOW, THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY ENACTS AS FOLLOWS:

1. In this by-law, unless the context otherwise requires,
  - a) "Approved" means approved by the Council
  - b) "Chief Administrative Officer" means the person appointed by Council to act as Chief Administrative Officer for the Corporation;
  - c) "Corporation" means The Corporation of the City of North Bay;
  - d) "Council" means the Council of the City of North Bay;
  - e) "Deputy Chief" means the person appointed by Council to act on behalf of the Fire Chief of the Fire and Emergency Services in the case of an absence or a vacancy in the office of the Fire Chief;
  - f) "Fire Chief" means the person appointed by Council to act as Fire Chief for the Corporation;
  - g) "Fire Department" means the City of North Bay Fire and Emergency Services;
  - h) "Fire Protection Services" includes fire suppression, fire prevention, fire safety education, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services including:
    - i) Ice/Water Rescue
    - ii) Snowmobile Trail Rescue
    - iii) Chemical, Biological, Radiological, Nuclear Explosives - Operations Level
    - iv) Vehicle Extrication
    - v) First Response/Tiered Response
    - vi) Airside Crash Fire Rescue
    - vii) Automatic Aid where a contract exists
    - viii) Contract Services
    - ix) Confined Space Rescue - Awareness Level
    - x) Trench Rescue - Awareness Level
  - i) "Member" means any persons employed in, or appointed to, a Fire Department and assigned to undertake fire protection services, and includes officers and full time fire fighters.
2. A Fire Department for the City of North Bay to be known as the City of North Bay Fire and Emergency Services is hereby established and the head of the Fire Department shall be known as the Fire Chief.
3. The Fire Department shall be structured in conformance with the approved organizational chart.

4. In addition to the Fire Chief, the Council shall appoint a Deputy Chief and such number of other officers and members as may be deemed necessary by the Council.
5. Persons appointed as members of the Fire Department to provide fire protection services shall be on probation for a period of six months, during which period they shall take such special training and examination as may be required by the Fire Chief.
6. If a probationary member appointed to provide fire protection services fails any such examinations, the Fire Chief may recommend that he/she be dismissed.
7. Working conditions and remuneration for all full time members shall be determined by Council in accordance with the provisions of Part IX of the *Fire Protection and Prevention Act*.
8. If a medical examiner finds a member is physically unfit to perform assigned duties and such condition is attributed to, and a result of employment, the Fire Department, Council may assign the member to other employment in the Fire Department.
9. The Fire Chief is responsible to Council, through the Chief Administrative Officer for proper administration and operation of the Fire Department functions and programs.
10. The Fire Chief shall implement all approved policies and shall develop such standard operating procedures and guidelines, general orders and departmental rules as necessary to implement the approved policies and to ensure the appropriate care and protection of all Fire Department personnel and Fire Department equipment.
11. The Fire Chief shall review periodically all policies, orders, rules and operating procedures of the Fire Department and may establish an advisory committee consisting of such members of the Fire Department as the Fire Chief may determine from time to time to assist in these duties.
12. The Fire Chief shall submit to the Chief Administrative Officer and Council for approval, the annual budget estimate for the Fire Department; an annual report and any other specific reports requested by the Chief Administrative Officer or Council.
13. Each division of the Fire Department is the responsibility of the Fire Chief and is under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on divisions and activities under their supervision and shall carry out all orders of the Fire Chief.
14. Where the Fire Chief designates a member to act in the place of an officer in the Fire Department, such member, when so acting, has all the powers and shall perform all duties of the officer replaced.
15. Subject to the terms and conditions of the Collective Agreement, the Fire Chief may reprimand, suspend or recommend dismissal of any member for infraction of any provisions of this by-law, policies, general orders and departmental rules that, in the opinion of the Fire Chief, would be detrimental to discipline or the efficiency of the Fire Department.
16. Following the suspension of a member, the Fire Chief shall immediately report, in writing, the suspension and recommendation to the Chief Administrative Officer.
17. Subject to the terms and conditions of the Collective Agreement, the procedures for termination of employment prescribed in Part IX of the *Fire Protection and Prevention Act* shall apply to all full-time members of the Fire Department.

18. The Fire Chief shall take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property and shall exercise all powers mandated by the *Fire Protection and Prevention Act*, and the Fire Chief shall be empowered to authorize:
  - a) pulling down or demolishing any building or structure to prevent the spread of fire;
  - b) all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner; and
  - c) recovery of expenses incurred by such necessary actions for the corporation in the manner provided through the *Municipal Act* and the *Fire Protection and Prevention Act*.
  
19. The Fire Department shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency:
  - a) that in the opinion of the Fire Chief, or designate of the Fire Department, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality;
  - b) in a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid;
  - c) on property with which an approved agreement has been entered into with any person or corporation to provide fire protection services;
  - d) at the discretion of the Fire Chief, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a Fire Coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
  - e) on property beyond the municipal boundary where the Fire Chief or designate authorizes immediate action to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief or designate.
  
20. That By-Law No. 2000-30 of the City of North Bay is hereby repealed.
  
21. This by-law comes into force and effect upon being passed.

READ A FIRST TIME IN OPEN COUNCIL THIS 5<sup>TH</sup> DAY OF FEBRUARY 2007.

READ A SECOND TIME IN OPEN COUNCIL THIS 5<sup>TH</sup> DAY OF FEBRUARY 2007.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 5<sup>TH</sup> DAY OF FEBRUARY 2007.

  
\_\_\_\_\_  
MAYOR VIC FEDELI

  
\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD

ENGINEERING & WORKS COMMITTEE REPORT NO. 2004-13

October 13, 2004

October 13, 2004

- 3 -

TO THE COUNCIL  
OF THE CORPORATION  
OF THE CITY OF NORTH BAY

Your Worship and Councillors:

The Engineering & Works Committee presents Report No. 2004-13 and recommends:

1. That North Bay City Council approve a contract be issued to K & D Leasing (Armstein) Inc. in the estimated amount of \$91,699.00 (GST inc.) to haul road salt from Parry Sound, Ontario to the City Yards at Franklin Street as set out in the tender for the 2004/2005 Winter Season. The contract shall be conditional upon acceptance of the proposed vehicle.

All of which is respectfully submitted.

ASSENTS  
MASON  
BOLDT  
CAMPBELL  
FEDELI

DISSENTS

Res. #2004-710: Moved by Councillor Chirico, seconded by Councillor Mendicino  
That Striking Committee Report No. 2004-10 relating to:

- appointments to the Waste Resources Liaison Committee

be adopted as presented.

"CARRIED"

STRIKING COMMITTEE REPORT NO. 2004-10

October 13, 2004

TO THE COUNCIL  
OF THE CORPORATION  
OF THE CITY OF NORTH BAY

Your Worship and Councillors:

The Striking Committee presents Report No. 2004-10 and recommends as follows:

1. That the following persons be appointed to the Waste Resources Liaison Committee to fill the unexpired terms of Ralph Butler and the Canadian Forces Base representative:

Craig Bridges; and  
Hendrik Pape.

All of which is respectfully submitted.

Res #2004-711: Moved by Councillor Mendicino, seconded by Councillor Kozicki  
That Council 1) receive the Fire Underwriters Survey Grading report  
for the City of North Bay dated September 22, 2004,  
and

- 2) direct the Fire Chief to report on a strategy to achieve a Public Fire Protection Classification (PFPC) of Class 3 in Hydrant Protected Area (H.P.A.).

"CARRIED"

- 4 -

October 13, 2004

Res. #2004-712: Moved by Councillor Mason, seconded by Councillor Boldt  
That the report from G. Elliott dated September 28, 2004 re Riverbend Road bridge repair options be referred to the Engineering & Works Committee.

"CARRIED"

Res. #2004-713: Moved by Councillor Mendicino, seconded by Councillor Kozioł  
That 1) the report submitted by the Heritage Festival SWOT Team dated October 12, 2004 to the Managing Director, Community Services be received by Council and referred to the Community Services Committee;

2) the SWOT Team be thanked for their efforts;

3) the SWOT Team be concluded; and

4) a copy of the report be forwarded to the Heritage Festival Management Committee for consideration.

"CARRIED"

Res. #2004-714: Moved by Councillor Mason, seconded by Councillor Boldt  
That the temporary road closure for August 14, 2005, as requested by the YMCA, be approved as set out in the Director of Public Works & Services report dated the 12<sup>th</sup> day of October 2004.

"CARRIED"

Res. #2004-715: Moved by Councillor Chirico, seconded by Councillor Bain  
That the City Clerk prepare and present new User Fee By-Laws to confirm the current fees and charges in place for sanitary sewer and waste management.

"CARRIED"

Res. #2004-716: Moved by Councillor Chirico, seconded by Councillor Bain  
That Council approve an Agreement between the City and the Laurentian Ski Hill Snowboarding Club to provide \$150,000.00 for start-up contingency costs related to the Ski Hill.

"CARRIED"

Res. #2004-717: Moved by Councillor Chirico, seconded by Councillor Bain  
That Council 1) confirm Deputy Mayor Peter Chirico as the City of North Bay's representative to the Advisory Committee to the Northern Ontario Medical School's Health Research & Innovation Project; and

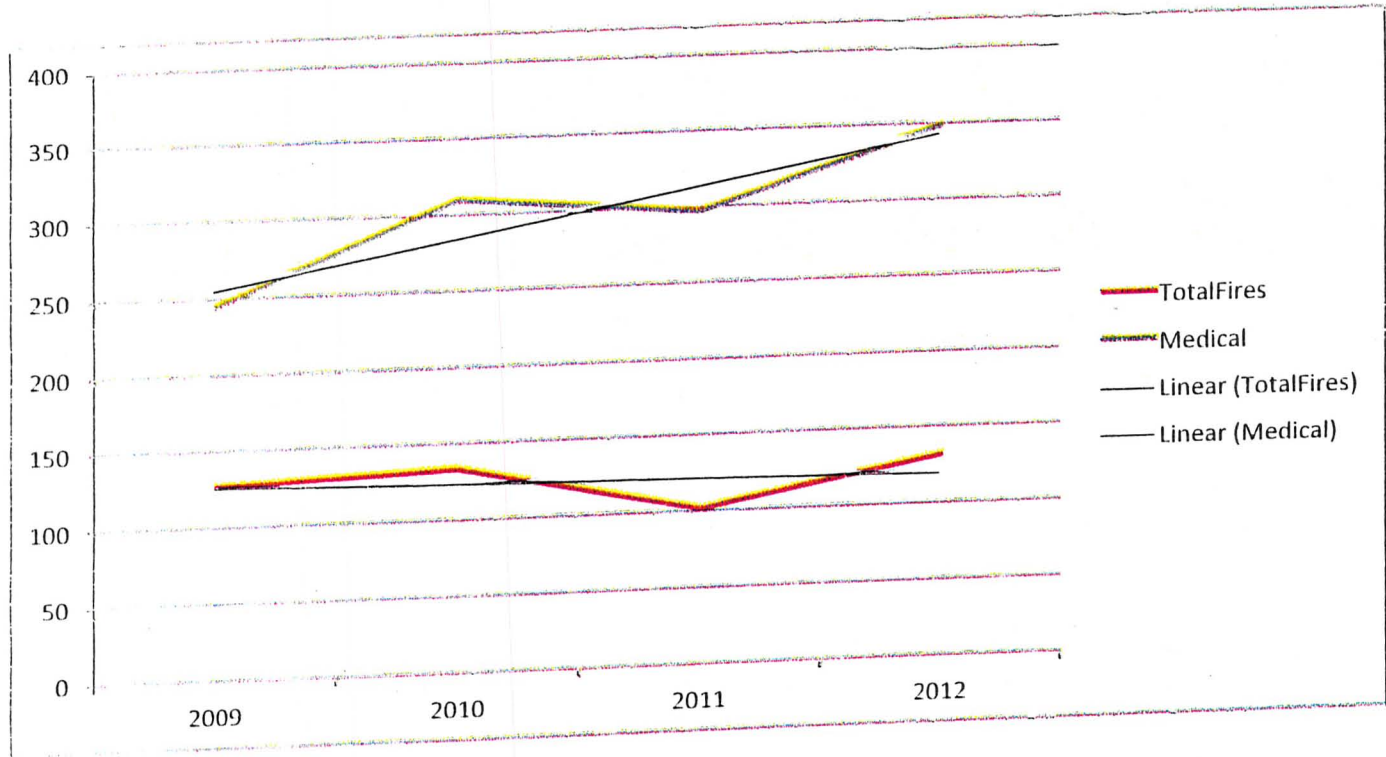
2) authorize the payment of a \$5,000.00 contribution to the Northern Ontario Medical School's Health Research & Innovation Project.

"CARRIED"

↓

Period	TotalCalls	TotalFires	PreFire	OpenAirBurning	FalseFireCall	COFalseCall	PublicHazard	Rescue	Medical	Other
2009	1620	128	75	67	361	173	89	253	245	216
2010	1615	134	78	68	365	187	98	215	310	140
2011	1532	102	76	56	355	212	92	228	297	103
2012	1587	132	74	74	332	185	113	220	348	98

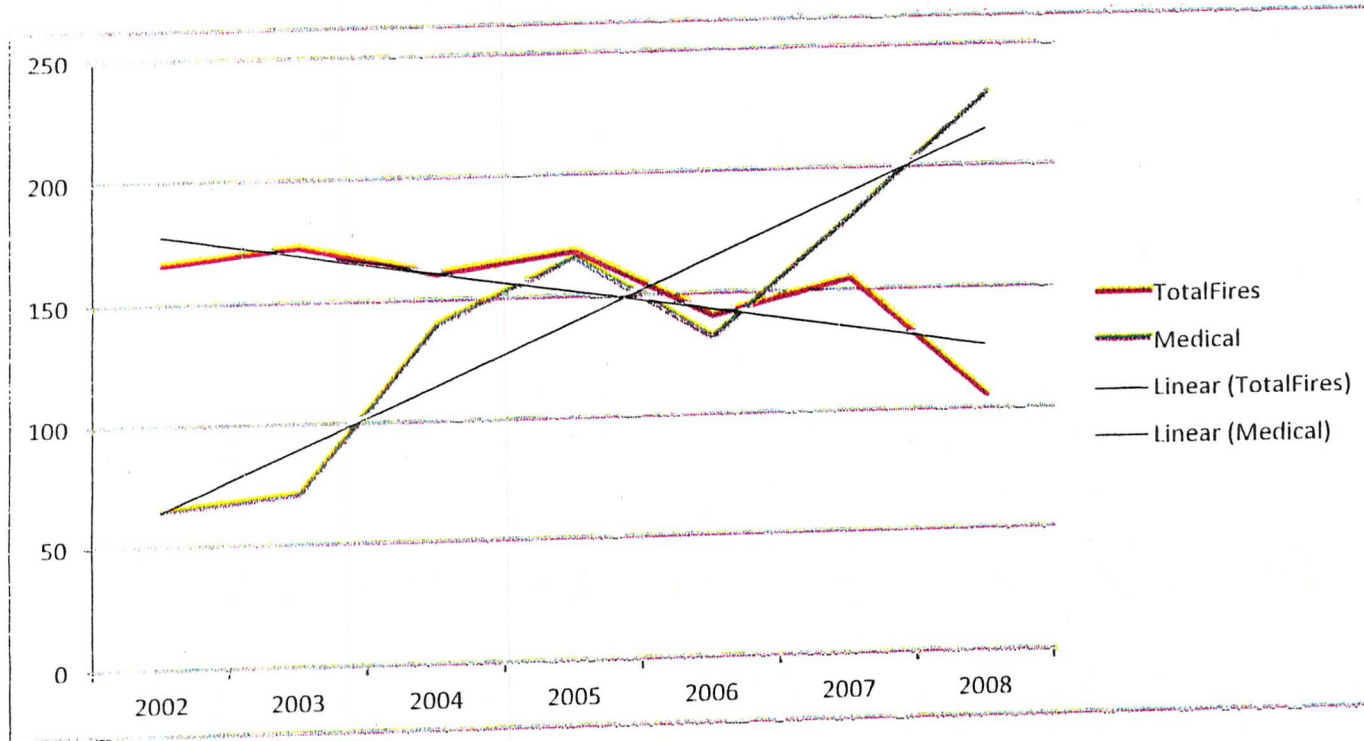
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A 2009 change in recording

*is plus share*

Period	TotalCalls	TotalFires	PreFire	OpenAirBurning	FalseFireCall	COFalseCall	PublicHazard	Rescue	Medical	Other
2002	1242	167	22	53	451	0	177	191	65	98
2003	1189	173	27	45	413	0	140	210	71	91
2004	1361	161	38	44	401	0	162	209	140	182
2005	1601	169	33	87	475	0	152	184	166	320
2006	1592	141	30	71	383	0	156	199	132	453
2007	1623	155	23	71	454	0	148	188	180	384
2008	1629	106	39	48	448	0	185	196	230	362



ResponseType	Call Count	Canceled Count	Civilian Injuries	Civilian Fatalities
Unknown	2	0	0	0
1 - Fire	46	0	1	0
3 - NO LOSS OUTDOOR fire (see exclusions)	32	0	0	0
11 - Overpressure Rupture (no fire, e.g. steam boilers, hot water)	1	0	0	0
12 - Munition Explosion - (no fire, e.g. bombs, dynamites)	1	0	0	0
21 - Overheat (no fire, e.g. engines, mechanical devices)	16	0	0	0
22 - Pot on Stove (no fire)	13	0	0	0
23 - Open air burning/authorized controlled burning (no uncontrolled fire)	34	0	0	0
24 - Other Cooking/toasting/smoke/steam (no fire)	15	0	0	0
25 - Lightning (no fire)	1	0	0	0
26 - Fireworks (no fire)	1	0	0	0
29 - Other pre fire conditions (no fire)	9	0	0	0
31 - Alarm System Equipment - Malfunction	77	0	0	0
32 - Alarm System Equipment - Accidental activation (exc. code 35)	77	0	0	0
33 - Human - Malicious intent, prank	8	0	0	0
34 - Human - Perceived Emergency	78	0	0	0
35 - Human - Accidental (alarm accidentally activated by person)	12	0	0	0
36 - Authorized controlled burning - complaint	6	0	0	0
37 - CO false alarm - perceived emergency (no CO present)	47	0	0	0
38 - CO false alarm - equipment malfunction (no CO present)	81	0	0	0
39 - Other False Fire Call	7	0	0	0
41 - Gas Leak - Natural Gas	12	0	0	0
44 - Gas Leak - Miscellaneous	2	0	0	0
45 - Spill - Gasoline or Fuel	5	0	0	0
47 - Spill - Miscellaneous	1	0	0	0
49 - Ruptured Water, Steam Pipe	2	0	0	0
50 - Power Lines Down, Arcing	26	0	0	0
53 - CO incident, CO present (exc false alarms)	12	0	0	0
58 - Public Hazard call false alarm	2	0	0	0
59 - Other Public Hazard	5	0	0	0
61 - Vehicle Extrication	9	0	0	0
62 - Vehicle Collision	137	1	0	0
65 - Home/Residential Accident	1	0	0	0
66 - Persons Trapped in Elevator	17	0	0	0
67 - Water Rescue	1	0	0	0
68 - Water Ice Rescue	4	0	0	0
69 - Other Rescue	4	0	0	0
71 - Asphyxia, Respiratory Condition	2	0	0	0
73 - Seizure	19	1	0	0
76 - Chest pains or suspected heart attack	4	0	0	0
84 - Medical Aid Not Required on Arrival	15	0	0	0
85 - Vital signs absent, DOA	27	0	0	0
86 - Alcohol or drug related	42	0	0	0
88 - Accident or illness related - cuts, fractures, person fainted, etc.	37	0	0	0
89 - Other Medical/Resuscitator Call	48	0	0	0
92 - Assistance to Police (exc 921 and 922)	2	0	0	0
93 - Assistance to Other Agencies (exc 921 and 922)	40	0	0	0
94 - Other Public Service	26	1	0	0
96 - Call cancelled on route	20	0	0	0
97 - Incident not found	11	0	0	0
98 - Assistance not required by other agency	3	0	0	0



99 - Other Response	50	0	0	0
605 - Animal rescue	2	0	0	0
698 - Rescue no action required	1	0	0	0
699 - Rescue false alarm	1	0	0	0
701 - Oxygen administered	17	0	0	0
702 - CPR administered	10	0	0	0
703 - Defibrillator used	4	0	0	0
898 - Medical/resuscitator call no action required	48	0	0	0
899 - Medical/resuscitator call false alarm	3	0	0	0
910 - Assisting Other FD: Mutual Aid	0	0	0	0
912 - Assisting Other FD: Fire Protection Agreement	0	0	0	0
913 - Assisting Other FD: Other	0	0	0	0
921 - Illegal grow operation (no fire)	1	0	0	0
	1237	3	1	0

Number of Calls For Service	1237
Number of Injury/Fatalities	1
Number of Fire Calls	171
Number of alarm activations	166
Number of medical calls	263
Number of medical calls, no action required	66
Number of mvc calls	146
Number of mvc calls, no extrication required	137
Number of calls not requiring action and not included in other catagories	35

Fire	133
FALSE	93
Outdoor Fire	8
CO	140
Public Hazard	48
MVC	146
Rescue	80
Medical	276
Assist other agencies/fire dept	68

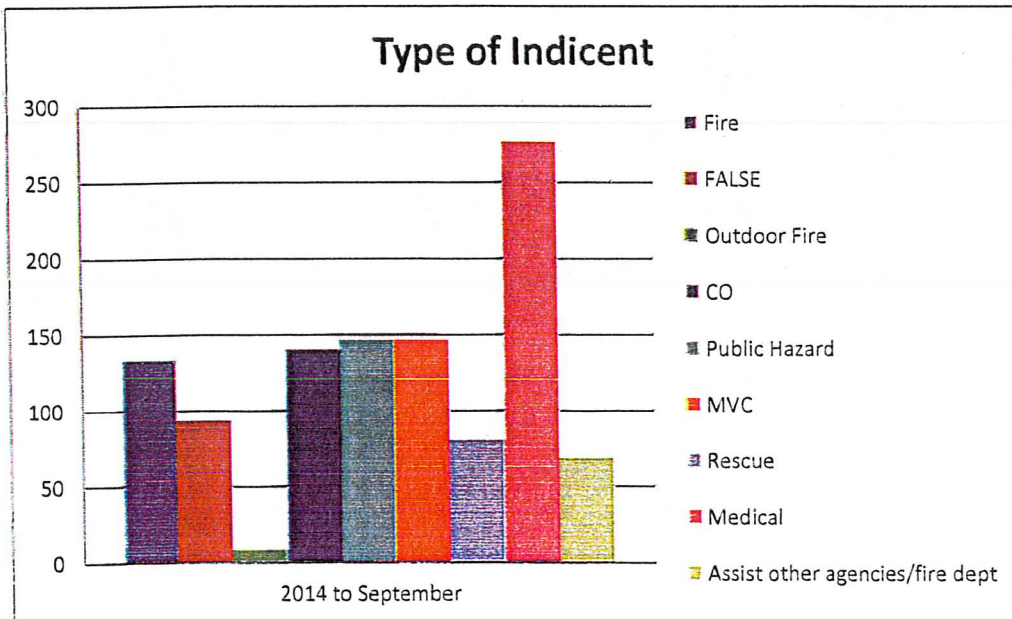
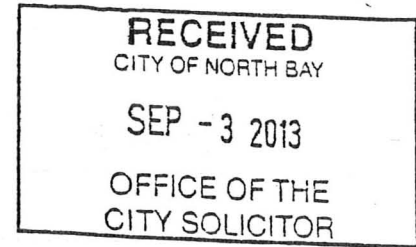


Table 14-2 Correlation of Recommendations and Options for Public Fire Protection Classifications

Correlation of Recommendations to Public Fire Protection Classifications	Estimated Capital Costs	Estimated Operating Costs
<b>Option 1 – Recommendations to Achieve/Maintain PFPC 3</b>		
Recommendation 1 Addition of a Quint Apparatus at Fire Station No 2	\$900,000.00	\$4,600.00
Recommendation 2 Improve Total Available Fire Force FFEU	\$102,999.00	\$2,788,612.00
Recommendation 3 Develop Facility for Training	\$1,000,000.00	\$60,000.00
Recommendation 4 Fire Prevention & Public Education Training	\$24,000.00	\$8,000.00
Recommendation 5 Improved Record Keeping Management Software	\$12,000.00	\$1,500.00
Recommendation 6 Continue to Develop Pre-Incident Planning Program	\$0	\$0
Recommendation 7 Development of a Master Fire Plan	\$50,000.00	\$0
Recommendation 8 Replace All 100 mm (4") Distribution Mains	Unavailable	Unavailable
Recommendation 9 Increased Available Stored Water for Peak Required Fire Flow	\$6,000,000.00	Unavailable
Recommendation 10 Improve Hydrant Distribution in Commercial Districts	\$743,786.00	N/A
Recommendation 11 Improve Hydrant Inspection and Maintenance Program	Unavailable	Unavailable
Recommendation 12 Improve Fire Prevention Inspection Program	\$8,670.00	\$120,204.00
Recommendation 13 Hire Fire Prevention Officer(s)	\$26,010.00	\$360,612.00
Recommendation 14 Implement Sprinkler Bylaw	\$0	\$0
<b>Total Estimated Cost</b>	<b>\$7,966,965.00</b>	<b>\$3,343,528.00</b>
<b>Option 2 – Recommendation to Achieve/Maintain PFPC 4</b>		
Recommendation 4 Fire Prevention & Public Education Training	\$24,000.00	\$8,000.00
Recommendation 5 Improved Record Keeping Management Software	\$12,000.00	\$1,500.00
Recommendation 6 Continue to Develop Pre-Incident Planning Program	\$0	\$0
Recommendation 7 Development of a Master Fire Plan	\$50,000.00	\$0
Recommendation 12 Improve Fire Prevention Inspection Program	\$8,670.00	\$120,204.00
Recommendation 14 Implement Sprinkler Bylaw	\$0	\$0
<b>Total Estimated Cost</b>	<b>\$94,670.00</b>	<b>\$129,704.00</b>



September 3, 2013

The Corporation of the City of North Bay  
200 McIntyre St E  
North Bay ON P1B 8H8

ATTENTION: Peter Leckie, City Solicitor

RE: Fire Underwriters Survey

Dear Peter:

Thank you for the information contained in your letter of August 29, 2013. We have reviewed it and offer the following comments.

We do not disagree with any of the comments made in the Executive Summary or Chief Love's report; in isolation they are most likely correct.

Firstly we would like to comment on the dwelling protection grade. Up until recently rates in a hydrant protected municipality on a comparable dwelling (value, construction etc.) would be exactly the same in premium regardless of FUS rating. Recently most major personal lines insurers have developed and now utilize "individualized rating". There are now hundreds of factors that go into the rating of each home, with the FUS rating not being at the top of the list. Factors such as weather, sewer and water infrastructure and crime are taking precedent over the fire rating. Even the fact that you are mortgage free plays a role in the rating.

Secondly, commercial property like personal lines property has always been subject to individualized rating and the FUS rating was the major determining factor on rate; however that is no longer the case. Yes, FUS still plays an important role for underwriters, particularly on certain classes of construction and occupancy which could affect the insurer's appetite for capacity, but otherwise the final rating is dictated more by similar criteria to personal lines such as weather, loss experience etc. A large number of the high valued properties in North Bay would be part of a schedule of buildings owned by outside corporations that enjoy the benefit of



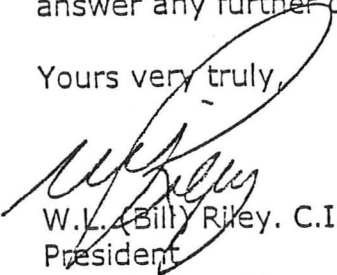
City of North Bay

average rating throughout their whole portfolio of properties Canada wide. In addition there are also a large number of institutional properties such as the hospital, college, university and municipal, which tend to be less affected by the FUS grading than other commercial properties due to occupancy and superior construction. The other factor in play; is competition among underwriters, with North Bay being no different than the rest of the country benefiting from competitive rates regardless of rating. All current indications are that the competitive rating on property will continue for the foreseeable future due to the over abundance of capital flowing to insurers worldwide.

It is our opinion that any change in FUS grading at this time would have little if any impact on the City's own insurance program.

We trust that the above observations are of assistance and would be pleased to answer any further questions or concerns you may have.

Yours very truly,



W.L. (Billy) Riley. C.I.P., C.C.I.B.  
President  
MIS Municipal Insurance Services Ltd.

## ITEMS REFERRED BY COUNCIL FOR A REPORT

<u>DATE</u>	<u>ITEM</u>
March 29, 2005	Backflow Prevention Program survey of all industrial, commercial and institutional buildings <b>(due September 2005)</b> .
September 21, 2009	Review, update and consolidation of Noise By-Law <b>(due June 30, 2010)</b> .
May 3, 2010	Track the net financial benefits created through increased assessment as a result of the Airport Industrial Community Improvement Plan sites being developed.
January 24, 2011	Comprehensive review of City owned Lake Nipissing accesses.
July 4, 2011	Comprehensive Status Report relating to BCIP <b>(due July 2014)</b> .
July 16, 2012	Review of water and sewage rates for the dispensing facility on Patton Road <b>(due March 2013)</b> .
August 26, 2013	Exotic Animals
September 16, 2013	Downtown Community Improvement Plan