



SIOUX LOOKOUT
Hub of the North

**The Corporation of the Municipality of Sioux Lookout
Regular Council Meeting
Agenda**

WEDNESDAY, JANUARY 15, 2025, 5:30 PM

MUNICIPAL OFFICE, COUNCIL CHAMBERS, 25 FIFTH AVENUE, SIOUX LOOKOUT, ON

1. Call Meeting to Order/Mayor's Introductory Remarks

2. Agenda

2.1 Introduction of Amendments to Agenda

2.2 Confirmation of Agenda

THAT the Agenda for the Regular Council Meeting on January 15, 2024 be approved, as presented.

3. Declarations of Pecuniary Interest

4. Adoption of Minutes

4.1 Motion to Adopt the Minutes of the Following Meetings:

- December 18, 2024 Regular Council Meeting
- December 18, 2024 Statutory Public Meeting
- November 20, 2024 Regular Council Meeting
- November 20, 2024 Statutory Public Meeting
- December 12, 2024 Special Council Meeting
- December 5, 2024 Special Council Meeting
- November 27, 2024 Special Council Meeting
- November 22, 2024 Special Council Meeting
- November 19, 2024 Special Council Meeting

THAT the Minutes of December 18, 2024 and November 20, 2024 Regular Council Meeting Minutes, the December 18, 2024 and November 20, 2024 Statutory Public Meeting Minutes and the December 12, 2024, December 5, 2024, November 27, 2024, November 22, 2024 and the November 19, 2024 Special Council Meeting be adopted, as presented.

4.2 Motion to Receive the Minutes of the following Boards, Commissions and Committees

- November 14, 2024 Committee of Adjustment and Consent Granting Authority Meeting
- September 17, 2024 Committee of Adjustment and Consent Granting Authority Meeting
- October 16, 2024 Municipal Truth and Reconciliation Committee Meeting
- December 3, 2024 Environment Committee Meeting

THAT the Minutes of November 14, 2024 and September 17, 2024 Committee of Adjustment and Consent Granting Authority Meeting, the October 16, 2024 Municipal Truth and Reconciliation Committee Meeting and December 3, 2024 Environment Committee Meeting be received.

4.3 Motion to Receive the Minutes from Outside Agencies and Boards

- November 1, 2024 Kenora Home for the Aged Board Meeting

THAT the Minutes of November 2, 2024 Kenora Home for the Aged Board Meeting be received.

5. Determination of Item(s) Requiring Separate Discussion

6. Adoption of Item(s) Not Requiring Separate Discussion

7. Staff Reports

7.1 Airport Secure Hold Room Project - Washrooms addition

THAT Council authorizes the passing of By-law No. 05-25, Being a By-law to Authorize the Mayor and the Clerk to Execute an Agreement Between The Corporation of the Municipality of Sioux Lookout and Finnway General Contractor Inc. for the completion of the washrooms addition for the Sioux Lookout Airport Secure Hold Room Project in the amount of \$316,000.00 plus HST.

7.2 Flood Mapping and Mitigation Study

THAT Council receives the Flood Mapping and Mitigation Study.

7.3 Update Land Use Agreement with Ojibway Power Toboggan Association: Â - By-law No. 06-25 - Being a By-law to Authorize Execution of Agreement with the Ojibway Power Toboggan Association

THAT Council authorizes the passing of By-law No. 06-25, Being a By-law to Authorize the Mayor and the Clerk to Execute an Agreement Between The Corporation of the Municipality of Sioux Lookout and the Ojibway Power Toboggan Association for the Use of Municipal Lands for Snowmobile Trails.

7.4 By-law Enforcement and Parking Update: Â By-law No. 07-25 - To Designate Certain Municipal Positions as Municipal Law Enforcement Officers and By-law No. 08-25 - Airport Parking Matters and Associated Set Fines
THAT Council authorizes the passing of By-law No. 07-25, Being a By-law to Designate Certain Municipal Positions and Classifications as Municipal Law Enforcement Officers for The Corporation of the Municipality of Sioux Lookout for the Purpose of Enforcing Municipal By-laws and Provincial Legislation and to Rescind By-law No. 54-05; and further

THAT Council authorizes the passing of By-law No. 08-25, Being a By-law Respecting Parking Matters at the Sioux Lookout Airport and to Rescind By-law No. 27-05; and further

THAT Council approves and establishes Set Fines in relation to By-law No. 08-25 and Airport Parking.

7.5 Twinning of Highway 17 Between Thunder Bay and Kenora Notice of Motion, submitted by Councillor R. Van Breda

Moved by Councillor R. Van Breda on December 15, 2024

WHEREAS the Municipality of Sioux Lookout recognizes the economic importance of a having safe, reliable provincial highway system, which includes the Trans-Canada, and how safe highways play a pivotal role within our regional economy; and

WHEREAS the Municipality of Sioux Lookout acknowledges that Wabigoon Lake Ojibway Nation and the Township of Ignace were identified as the NWMO's preferred site for Nuclear Storage in November 2024; and

WHEREAS the Municipality of Sioux Lookout acknowledges that the largest bottleneck throughout the entire Trans-Canada highway system is located when Highways 11/17 merge east of the Township of Nipigon towards the Manitoba border, and when this highway is closed most traffic and therefore economic activity comes to a halt; and

WHEREAS the Municipality of Sioux Lookout acknowledges that Highway 17 is solely a two-laned highway and is one of the largest bottlenecks within the entire Trans-Canada highway system;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Municipality of Sioux Lookout urges that the Province of Ontario and the Government of Canada to come together to find solutions to twin all of Highway 17 west of Thunder Bay to Kenora.

8. Delegations/Presentations/Committee Presentations

8.1 Food Cyler Science Pilot Program Results

Presenter: Farah Sherifdeen, Municipal Program Coordinator

8.2 Future Directions for Hudson Community

Presenter: Brad Hyslop

9. Consideration of Item(s) Requiring Separate Discussion

10. By-laws

10.1 By-laws

- By-law No. 05-25, Being a By-law to Authorize the Mayor and the Clerk to Execute an Agreement Between The Corporation of the Municipality of Sioux Lookout and Finnway General Contractor Inc. for the completion of the washrooms addition for the Sioux Lookout Airport Secure Hold Room Project in the amount of \$316,000.00 plus HST
- By-law No. 06-25, Being a By-law to Authorize the Mayor and the Clerk to Execute an Agreement Between The Corporation of the Municipality of Sioux Lookout and the Ojibway Power Toboggan Association for the Use of Municipal Lands for Snowmobile Trails
- By-law No. 07-25, Being a By-law to Designate Certain Municipal Positions and Classifications as Municipal Law Enforcement Officers for The Corporation of the Municipality of Sioux Lookout for the Purpose of Enforcing Municipal By-laws and Provincial Legislation and to Rescind By-law No. 54-05
- By-law No. 08-25, Being a By-law Respecting Parking Matters at the Sioux Lookout Airport and to Rescind By-law No. 27-05

THAT By-law Nos. 05-25, 06-25, 07-25 and 08-25 be read a First, Second and Third time and passed.

11. Notices of Motion/Motions to Reconsider

12. Outside Resolutions/Requests for Endorsement

12.1 KDSB Municipal and KDSB Apportionment Formula Change

WHEREAS the Kenora District Services Board provides supports and services to seniors, single non-elderly and families across the District of Kenora both within and outside of municipal boundaries; and

WHEREAS the Kenora District Services Board used the unweighted property assessments as determined by the Municipal Property Assessment Corporation (MPAC) to determine the Net Local Levy for the District of Kenora municipalities and territories without municipal organizations; and

WHEREAS the Kenora District Services Board, Municipalities and Territories

without Municipal Organization wish to ensure the sustainability and stability of the District Services Board's Net Local Levy; and

THEREFORE, be it resolved that The Corporation of the Municipality of Sioux Lookout endorses the Kenora District Services Board's intent to continue to use the unweighted property assessment methodology for the Net Local Levy calculations as has been done since the creation of the District Services Board; and further

THAT The Corporation of the Municipality of Sioux Lookout endorses the Kenora District Services Board's intent to set the Territories without Municipal Organization (TWOMO) at a minimum of 46.15% of the Total Net Local Levy moving forward.

13. Questions/Comments from Members of Council/Mayor's Report

14. Motion to Move into Closed Session

14.1 THAT Council moves into Closed Session at _____ p.m. to discuss matters of the general nature as noted below:

- Subject matter relating to a proposed acquisition or disposition of land by the Municipality, pursuant to the Municipal Act, 2001, as amended, Section 239(2) (c) (2 Items: Potential Property Acquisition on West end of Town and Disposition of a Building at the Airport)

- Subject matter relating to personal matters about identifiable individuals, including municipal or local board employees (per Municipal Act, 2001, as amended, Sec. 239 (2)(b)); (1 Item: Appointments to Council's Boards, Commissions and Committees: membership)

15. Report Out of Closed Session

THAT Council ratifies Motion(s)/the direction given to Staff relative to the items presented in Closed Session on January 15, 2025 as follows:

16. Confirmatory By-law

THAT By-law No. 02-25, Being a By-law to Confirm the Proceedings of the Council of The Corporation of the Municipality of Sioux Lookout (January 15, 2025 Regular Council Meeting) be read a first, second and third time, and passed.

17. Adjournment



**The Corporation of the Municipality of Sioux Lookout
Regular Council Meeting
Minutes**

**Wednesday, December 18 2024, 5:30 PM
Municipal Office, Council Chambers**

COUNCIL:
Mayor Doug Lawrance
Cllr. Luc Beaulne
Cllr. Joe Cassidy
Cllr. Joan Cosco
Cllr. Cory Lago
Cllr. Reece Van Breda

COUNCIL REGRETS: Cllr. Joyce Timpson

STAFF:
**Brian P. MacKinnon, Chief Administrative Officer &
Municipal Clerk**
Jackie Trenholm, Deputy Clerk
Carly Collins, Treasurer
Jody Brinkman, Development Services Manager
Bright Opare, Planning Coordinator
Jen Esposito, Strategic Initiatives Manager
Jeremy Funk, Emergency Services Manager/ Fire Chief
Mat LeLonde, Operations Manager

OTHER: Members of the Public

1. Call Meeting to Order/Mayor's Introductory Remarks

Mayor Lawrance called the meeting to order at 6:30 p.m.

2. Agenda

2.1 Introduction of Amendments to the Agenda

- Add Item No. 6.16 – Zoning By-law No. Z10-2024, 144 King Street
- Add to Item 10: By-law No. 90-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z10-2024
- Add Item No. 6-17 – Zoning By-law No. Z12-2024, 138 King Street
- Add to Item 10: By-law No. 92-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z12-2024

- Add Item No. 6-18 – Zoning By-law No. Z15-2024, 268 Drayton Road
- Add to Item 10: By-law No. 105-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z15-2024

2.2 Confirmation of Agenda

CL 290-2024

Moved By: Cllr. Joan Cosco

Seconded By: Cllr. Joe Cassidy

THAT the Agenda for the Regular Council Meeting of December 18, 2024 be approved, as amended.

Carried

3. Declarations of Pecuniary Interest

None

4. Determination of Item(s) Requiring Separate Discussion

The following Agenda items required separate discussion:

Item Nos.: 6.2, 6.7 and 6.14

5. Adoption of Item(s) Not Requiring Separate Discussion

Items not requiring separate discussion:

- 6.1 – Fees and Charges Update
- 6.3 – Fire Marque Inc. – To Authorize By-law No. 112-24 and Rescind By-law No. 89-24
- 6.4 – 84 King Street – Zoning By-law Amendment No. Z14-2024
- 6.5 – 140 King Street – Zoning By-law Amendment No. Z13-2024
- 6.6 – 142 King Street – Zoning By-law Amendment No. Z11-2024
- 6.8 – Committee of Adjustment – Appointment of Secretary-Treasurer
- 6.9 – Interim Tax Levy
- 6.10 – Signing Authority
- 6.11 – 2025 Municipal Temporary Borrowing By-law
- 6.12 – Sioux Lookout Community Improvement Plan – Revised Plan and By-law December 2024
- 6.13 – Annual Reappointment of Committee of Adjustment/Consent Granting Authority Members
- 6.15 – Primary Public Safety Answering Point (P-PSAP) Service Agreement
- 6.16 – 144 King Street – Zoning By-law Amendment No. Z10-2024
- 6.17 – 138 King Street - Zoning By-law Amendment No. Z12-2024
- 6.18 – 168 Drayton Road – Zoning By-law Amendment No. Z15-2024

6. Staff Reports

CL 291-2024

Moved By: Cllr. Joan Cosco

Seconded By: Cllr. Joe Cassidy

6.1 Fees and Charges Update

THAT Council authorizes passing of By-law No. 86- 24, Being a By-law to Establish Fees and Charges for The Municipality of Sioux Lookout.

- 6.3 Fire Marque Inc. - To Authorize By-law No. 112-24 and Rescind By-law No. 89-24

THAT Council authorizes the passing of By-law No.112-24 , Being a By-law to Authorize and Direct the Mayor and the Clerk to Execute an Agreement between The Corporation of the Municipality of Sioux Lookout and Fire Marque Inc. for the Cost Recovery (Fees) with Respect to Fire Department Specific Response and to Rescind By-law No. 89-24 Being a By- law to Authorize the Mayor and the Clerk to Execute an Agreement between The Corporation of the Municipality of Sioux Lookout and Fire Marque Inc. for the use of Indemnification Technology to Recover the Proceeds of Insurance on behalf of the Municipality.

- 6.4 84 King Street – Zoning By-law Amendment No. Z14-2024

THAT Council receives the Planning Report dated December 18, 2024, respecting Zoning By-law Amendment No. Z14-2024; and

THAT Council authorizes the passing of By-law No. 94-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z14-2024.

- 6.5 140 King Street – Zoning By-law Amendment Application No. Z13-2024

THAT Council receives the Planning Report dated December 18, 2024, respecting Zoning By-law Amendment No. Z13-2024; and

THAT Council authorizes the passing of By-law No. 93-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z13-2024.

- 6.6 142 King Street – Zoning By-law Amendment Application No. Z11-2024

THAT Council receives the Planning Report dated December 18, 2024, respecting Zoning By-law Amendment No. Z11-2024; and further

THAT Council authorizes the passing of By-law No. 91-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z11-2024.

- 6.8 Committee of Adjustment – Appointment of Secretary Treasurer

THAT Council authorizes the passing of By-law No. 109-24 Being a By-law to Establish a Terms of Reference for the Committee of Adjustment; to rescind By-law No. 19- 21 (Being a By -law to Establish a Terms of Reference for the Committee of Adjustment) and to rescind By -law No. 05-24 (Being a By-law to Appoint a Secretary-Treasurer for the Sioux Lookout Committee of Adjustment and Consent Granting Authority)

6.9 2025 Interim Tax Levy

THAT Council authorizes the passing of By-law No. 1 11- 24, Being a By-law to Provide for the 2025 Interim Tax Levy and Late Payment Charges; and further

THAT Council approves the 2025 Interim Tax Levy to be due in two installments with due dates to be the last working date in February and last working date in April, 2025.

6.10 Signing Authority

THAT Council authorizes the signing authorities for Municipal banking purposes as follows:

- One of the following signers: Douglas Lawrance, Cory Lago, Joe Cassidy, Luc Beaulne, Joan Cosco, Reece Van Breda or Joyce Timpson; and
- One of the following co-signers: Brian P. MacKinnon, Carly Collins or Benjamin Hancharuk; and further

THAT Council authorizes the signing authorities for Municipal Legal Documents as follows:

- One of the following signers: Douglas Lawrance, Cory Lago, Joe Cassidy, Luc Beaulne, Joan Cosco, Reece Van Breda or Joyce Timpson; and
- One of the following co-signers: Brian P. MacKinnon, Carly Collins or Benjamin Hancharuk; and further

THAT Council deems this Resolution to supersede any similar Resolutions regarding the appointment of signing authorities for Municipal banking and Legal Documents purposes.

6.11 2025 Municipal Temporary Borrowing By-law

THAT Council authorizes the passing of By-law No . 110-24, Being a By-law to Authorize the Temporary Borrowing of Monies to Meet the Current Expenditures of The Corporation of the Municipality of Sioux Lookout.

6.12 Sioux Lookout Community Improvement Plan – Revised Plan and By-law December 2024

THAT Council Authorizes the Passing of By-law No. 104-24, Being a By-Law to:

- Approve the December 2024 Version of the Sioux Lookout Community Improvement Plan;
- Create the Community Improvement Plan Application Review Committee; Establish Terms of Reference for the Committee;
- Rescind By-law No. 14-24 (Being a By- law to Rescind By-law No. 80-23 (Being a By -law to Approve the August 2023 Version of the Sioux Lookout Community Improvement Plan; Approve the March 2024 Version of the Sioux Lookout Community Improvement Plan; Create the Community Improvement Plan Application Review Committee; and Establish Terms of Reference for the Committee)

6.13 Annual Reappointment of Committee of Adjustment/ Consent Granting Authority Members

THAT Council reappoints Mario Rasetti, Roger Saltel, and Alanna Pizziol-Carroll as community members of the Committee of Adjustment/Consent Granting Authority for the 2025 year;

and further,

THAT Council reappoints Cllr. Luc Beaulne and Cllr. Joan Cosco as Council representatives on the Committee of Adjustment/Consent Granting Authority for the 2025 year;

and further,

THAT Council reaffirms that Mario Rasetti, Roger Saltel, and Alanna Pizziol-Carroll will continue as community members of the Committee of Adjustment/Consent Granting Authority for the duration of Council's term, ending in November 2026.

6.15 Primary Public Safety Answering Point (P-PSAP) Service Agreement

THAT Council authorizes the passing of By-law No. 113-24, Being a By-law to Authorize and Direct the Mayor and the Clerk to Execute an Agreement Between The Corporation of the Municipality of Sioux Lookout and the Ontario Provincial Police Municipal Policing Bureau (Primary Public Safety Answering Point (P-PSAP) Service Agreement).

6.16 144 King Street – Zoning By-law Amendment No. Z10-2024

THAT Council receives the Planning Report dated December 18, 2024, respecting Zoning By-law Amendment No. Z10-2024; and further

THAT Council authorizes the passing of By-law No. 90-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z10-2024.

6.17 138 King Street – Zoning By-law Amendment No. Z12-2024

THAT Council receives the Planning Report dated December 18, 2024, respecting Zoning By-law Amendment No. Z11-2024; and further

THAT Council authorizes the passing of By-law No. 92-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z12-2024.

6.18 168 Drayton Road – Zoning By-law Amendment No. Z15-2024

THAT Council receives the Planning Report dated December 18, 2024, respecting Zoning By-law Amendment No. Z15-2024; and further

THAT Council authorizes the passing of By-law No. 105-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z15-2024.

Carried

Consideration of Items Requiring Separate Discussion

6.2 Boat Launch Update

CL 292-2024

Moved By: Cllr. Cory Lago
Seconded By: Cllr. Reece Van Breda

THAT Council receives the Public and Tourist Outfitters survey; and further

THAT Council receives the updated report on maintenance and repairs completed in 2024; and further,

THAT Council approves the three (3) Tier Levels of Boat Launches; and Further,

THAT Council directs Staff to investigate implementing a Non-Residential Fee; and further,

THAT Council approves Staff to implement a soft launch of the OPS-Com System for issuing Boat Launch Parking Permits.

Carried

6.7 Appoint Building Inspector

CL 293-2024

Moved By: Cllr. Joan Cosco

Seconded By: Cllr. Reece Van Breda

THAT Council authorizes the passing of By-law No. 106-24, Being a By-law to Appoint Andrew Culham as an Inspector for the Municipality of Sioux Lookout under Sub-Sections 3.(1), and 3.(2) of the Building Code Act.

Carried

6.14 Resolutions to be Submitted for Consideration at the 2025 Kenora District Municipal Association (KDMA) Annual Meeting

CL 294-2024

Moved By: Cllr. Reece Van Breda

Seconded By: Cllr. Cory Lago

THAT Council directs staff to submit the following Resolutions for consideration at the 2025 Kenora District Municipal Association (KDMA) Annual Meeting:

1. Sioux Lookout Council Supports AMO Resolution Social and Economic Prosperity Review
2. Sioux Lookout Council Supports AMO/OMA Joint Health Resolution Campaign
3. Sioux Lookout Council Supports OPP Resolution – The Municipality of Tweed
4. Sioux Lookout Council Supports Resource Revenue Sharing Resolution – The Municipality of Red Lake.

Carried

7. Delegation/Presentations/Committee Presentations

None

8. Consideration of Item(s) Requiring Separate Discussion

See Section 6, above

9. By-laws

- By-law No. 86- 24, Being a By-law to Establish Fees and Charges for The Municipality of Sioux Lookout
- By-law No. 90-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the
- By-law No. 91- 24, Being a By -law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z11-2024
- By-law No. 92-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z12-2024.
- By-law No. 93- 24, Being a By -law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z13-2024
- By-law No. 94- 24, Being a By -law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z14-2024
- By-Law No. 104-24, Being a By-Law to: Approve the December 2024 Version of the Sioux Lookout Community Improvement Plan; Create the Community Improvement Plan Application Review Committee; Establish Terms of Reference for the Committee; and to Rescind By-law No. 14-24 (Being a By-law to Rescind By- law No. 80-23 (Being a By- law to Approve the August 2023 Version of the Sioux Lookout Community Improvement Plan; Approve the March 2024 Version of the Sioux Lookout Community Improvement Plan; Create the Community Improvement Plan Application Review Committee; and Establish Terms of Reference for the Committee)
- By-law No.105-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z15-2024
- By-law No. 106-24, Being a By- Law to Appoint Andrew Culham as an Inspector for the Municipality of Sioux Lookout under Sub-Sections 3.(1), and 3.(2) of the Building Code Act
- By-law No. 109 -24 Being a By -law to Establish a Terms of Reference for the Committee of Adjustment; to rescind By-law No. 19- 21 (Being a By-law to Establish a Terms of Reference for the Committee of Adjustment) and to rescind By -law No. 05-24 (Being a By-law to Appoint a Secretary-Treasurer for the Sioux Lookout Committee of Adjustment and Consent Granting Authority)
- By-Law No.110-24, Being a By-law to Authorize the Temporary Borrowing of Monies to Meet the Current Expenditures of The Corporation of the Municipality of Sioux Lookout
- By-law No. 111-24, Being a By-law to Provide for the 2025 Interim Tax Levy and Late Payment Charges
- By- law No.112-24, Being a By-law to Authorize and Direct the Mayor and the Clerk to Execute an Agreement between The Corporation of the Municipality of Sioux Lookout and Fire Marque Inc. for the Cost Recovery (Fees) with Respect to Fire Department Specific Response and to Rescind By-law No.89-24 Being a By-law to Authorize the Mayor and the Clerk to Execute an Agreement between The Corporation of the Municipality of Sioux Lookout and Fire Marque Inc. for the use of Indemnification Technology to Recover the Proceeds of Insurance on behalf of the Municipality
- By- law No. 113-24, Being a By-law to Authorize and Direct the Mayor and the Clerk to Execute an Agreement Between The Corporation of the Municipality of Sioux Lookout and the Ontario Provincial Police Municipal

Policing Bureau (Primary Public Safety Answering Point (P-PSAP) Service Agreement).

CL 295-2024

Moved By: Cllr. Cory Lago

Seconded By: Cllr. Reece Van Breda

THAT By-law Nos. 86-24, 90-24, 91-24, 92-24 93-24, 94-24, 104-24,105-24, 106-24, 109- 24, 110-24, 111-24, 112-24, 113-24 be read a First, Second and Third time and passed.

Carried

10. Notices of Motion/Motions to Reconsider

10.1 Twinning of Highway 17 between Thunder Bay and Kenora

CL 295-2024

Moved By: Cllr. Reece Van Breda

WHEREAS the Municipality of Sioux Lookout recognizes the economic importance of a having safe, reliable provincial highway system, which includes the Trans-Canada, and how safe highways play a pivotal role within our regional economy; and

WHEREAS the Municipality of Sioux Lookout acknowledges that Wabigoon Lake Ojibway Nation and the Township of Ignace were identified as the NWMO's preferred site for Nuclear Storage in November 2024; and

WHEREAS the Municipality of Sioux Lookout acknowledges that the largest bottleneck throughout the entire Trans-Canada highway system is located when Highways 11/17 merge east of the Township of Nipigon towards the Manitoba border, and when this highway is closed most traffic and therefore economic activity comes to a halt; and

WHEREAS the Municipality of Sioux Lookout acknowledges that Highway 17 is solely a two-laned highway and is one of the largest bottlenecks within the entire Trans-Canada highway system;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Municipality of Sioux Lookout urges that the Province of Ontario and the Government of Canada to come together to find solutions to twin all of Highway 17 west of Thunder Bay to Kenora.

11. Outside Resolutions/Requests for Endorsement

None

12. Questions/Comments from Members of Council/Mayor's Report

Mayor Lawrance and members of Council provided updates on their activities since the last Regular Council Meeting.

13. Motion to Move into Closed Session

CL 296-2024

Moved By: Cllr. Joe Cassidy

Seconded By: Cllr. Cory Lago

THAT Council moves into Closed Session at 7:11 p.m. to discuss matters of a general nature as noted below:

- Subject matter relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on

behalf of the municipality or local board, pursuant to the Municipal Act, 2001, as amended, Section 239(2)(K) (2 Items: Development Proposal and Lac Seul First Nation)

- Subject matter relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, pursuant to the Municipal Act, 2001, as amended, Section 239(2)(e) (1 Item: Staffing)

Carried

Mayor called a recess at 7:12 p.m. and called the meeting back to order at 7:18 p.m., in closed session.

14. Report Out From Closed Session

CL 303-2024

Moved By: Cllr. Reece Van Breda

Seconded By: Cllr. Joe Cassidy

THAT Council ratifies Resolutions that provided direction given to Staff on items, presented in Closed Session on December 18, 2024, as follows:

- Resolution No. CL 299-2024, respecting Development Proposal
- Resolution No. CL 300-2024, respecting Lac Seul First Nation
- Resolution No.: CL 301-2024, respecting a Staffing Matter

15. Confirmatory By-law

CL 304-2024

Moved By: Cllr. Cory Lago

Seconded By: Cllr. Joe Cassidy

THAT By-law No. 108-24, Being a By-law to Confirm the Proceedings of the Council of The Corporation of the Municipality of Sioux Lookout (December 18, 2024 Regular Council Meeting) be read a First, Second and Third time, and passed.

Carried

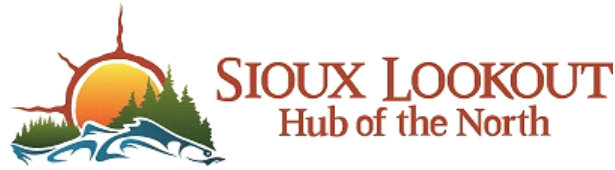
16. Adjournment

The Mayor adjourned the meeting at 8:15 p.m.

ADOPTED AS PRESENTED THIS FIFTEENTH DAY OF JANUARY, 2025.

Doug Lawrance, Mayor

Brian P. MacKinnon, CAO & Municipal Clerk



The Corporation of the Municipality of Sioux Lookout

Statutory Public Meeting

Minutes

Wednesday, December 18, 2024, 5:30 PM

Municipal Office, Council Chambers

COUNCIL: Mayor Doug Lawrance
Cllr. Joe Cassidy
Cllr. Luc Beaulne
Cllr. Joan Cosco
Cllr. Cory Lago
Cllr. Reece Van Breda

COUNCIL REGRETS: Cllr. Joyce Timpson

STAFF: Brian P. MacKinnon, Chief Administrative Officer & Municipal Clerk
Jackie Trenholm, Deputy Clerk
Carly Collins, Treasurer
Jody Brinkman, Development Services Manager
Bright Opere, Planning Coordinator
Jen Esposito, Economic Development Officer
Jerney Funk, Fire Chief & Manager of Emergency Services

OTHER: Members of the Public
Ed Evens, Applicant for ZBLA Z10-2024 & Z12-2024
Dorothy Broderick, Applicant for ZBLA Z15-2024

1. Call Meeting to Order/Mayor's Introductory Remarks

Mayor Lawrance called the meeting to order at 5:33 p.m.

2. Agenda

2.1 Introduction of Amendments to the Agenda

None

2.2 Confirmation of Agenda

SP 285-2024

Moved By: Cllr. Luc Beaulne

Seconded By: Cllr. Reece Van Breda

THAT the Agenda for the Statutory Public Meeting of December 18, 2024 be approved, as presented.

Carried

3. Declarations of Pecuniary Interest

None

4. Application – 144 King Street – Zoning By-law Amendment No. Z10-2024

Applicant: Ed Evens on behalf of 2656116 Ontario Inc.

1 Introduction and Overview

This Public Meeting is being held pursuant to Section 34 of the Planning Act, R.S.O. 1990, Chapter p. 13, as amended, regarding Zoning By-law Amendment No. Z10-2024, by Ed Evens on behalf of 2656116 Ontario Inc., for the subject property known locally as 144 King Street. The subject property is described legally as PLAN 23M263 LOT 20 RP23R9538 PART 4 PCL 41672.

The subject property is currently developed with a two-storey quadruplex, having a floor area of 155 square metres on each floor, for a total gross floor area of 310 square metres. The owner is proposing two new dwelling units within a new separate building (semi-detached dwelling) that has a gross floor area of 76 square metres, for a total of six dwelling units on the subject property.

The purpose and effect of the Zoning By-law Amendment Application (Z10-2024) is to permit a total of six dwelling units within two separate buildings on the subject property, a reduced rear yard setback for the new proposed building (semi-detached dwelling), and a reduction in the required amount of visitor parking.

2 Confirmation of Notice

The Planning Coordinator confirmed that notice was circulated to internal staff and external bodies by email, by mail to various agencies and property owners within 120 meters of the subject property, advertising was placed in the Sioux Lookout Bulletin, on the municipal website and social media and signs were posted at the property.

3. Staff Report

The Planning Coordinator provided the following summary of the application.

A Zoning By-law Amendment Application has been submitted by Ed Evens, on behalf of 2656116 Ontario Inc., for the subject property locally known as 144 King Street. The subject property has a lot area of 931 square metres and a lot frontage of 20 metres along King Street. The subject property is currently developed with a quadruplex.

The purpose and effect of the Zoning By-law Amendment Application is to rezone the subject property from Residential Type Two (R2) zone to a site-specific Residential Type Two Exception Seventeen (R2-17) zone. The site-specific rezoning is to permit the following:

- Two separate buildings an existing quadruplex and a proposed semi-detached dwelling containing a total of 6 dwelling units. The Zoning By-law permits either a quadruplex or semi-detached as a principal use; not a quadruplex and a semi-detached together on a property located in the R2 Zone;

- A reduced rear yard setback of 4 metres for the proposed semi-detached dwelling, a minimum rear yard of 8 metres is required; and
- A reduced visitor parking, no visitor parking is provided. A minimum of one visitor parking is required for the existing quadruplex.

The proposed semi-detached dwelling will have a floor area of 76 metres and each unit has a size of 38 metres.

The Zoning By-law Amendment Application was reviewed in the context of the 2024 Provincial Planning Statement (PPS). 144 King Street is located within the Urban Sioux Lookout Settlement Area, the PPS directs that settlement areas shall be the focus of growth and development. Within Settlement Areas, land use patterns should be based on densities that efficiently use land and resources. In addition, planning authorities are directed to support general intensification to support the achievement of complete communities by planning for a range of housing. The proposed development contributes to efficient land use within a settlement area and housing options within the municipality. Municipal water and sewage services are the preferred servicing options for development within settlement areas – the proposed subject property is connected to municipal services.

The Official Plan provides general policy direction on land use within the municipality. The subject property is located within the Urban Sioux Lookout settlement area and designated residential in the Official Plan. The Residential designation recognizes existing residential areas and lands for future residential uses. A range of housing types are permitted in the Residential designation. Under the Affordable Housing principle, the municipality shall support the location of affordable housing within new or existing development to provide a range of housing that shall meet the housing needs associated with a diversified economy. It is noted that there is a housing shortage in Sioux Lookout in relation to number of job vacancies and the proposed development will contribute to housing options particularly for young professionals based on the size of the units. In the context of the Official Plan, the proposed development is considered high density. Density is a measure of dwelling units per unit area of land, but does not consider the intensity of use, for example number of bedrooms. The existing and proposed development includes a total of 6 dwelling units, however the intensity of use could possibly be comparable in nature to a quadruplex containing multiple bedrooms.

The Zoning By-law provides specific regulations and provisions for land use development within the municipality. The subject property is located in the R2 zone. A quadruplex or a semi-detached is a permitted use in the R2 zone. However, a quadruplex and a semi-detached dwelling is not a permitted use on the same property in the R2 zone. The owner is proposing a reduced rear yard of four metres for the proposed semi-detached dwelling. A reduced rear yard of four metres is not anticipated to adversely impact surrounding land uses – 144 King Street is bound to the North by an unopened road allowance that contains overgrown vegetation. The existing and proposed development satisfy all other provisions for the R2 zone. The R2 zone does not contain provisions for properties containing two principal buildings such as a quadruplex and a semi-detached, site-specific provisions will be established through the proposed site-specific zoning. The owner is proposing a total of 6 parking spaces,

excluding one visitor parking space. One visitor parking space is required for a quadruplex, in addition to the six parking spaces provided for the quadruplex and semi-detached dwelling.

4. Correspondence for Government Agencies and Municipal Staff

The following comments were provided by CN via email on December 11, 2024:

Thank you for consulting CN on the applications. It is noted that the subject site is within 1000 meters of CN railway operations including the CN Sioux Lookout Yard's. CN has concerns of developing/densifying residential uses in proximity to railway operations. Development of sensitive uses in proximity to railway operations cultivates an environment in which land use incompatibility issues are exacerbated. The Guidelines for New Development in Proximity to Railway Operations reinforce the safety and well-being of any existing and future occupants of the area. Please refer to these guidelines for the development of sensitive uses in proximity to railway operations. These policies have been developed by the Railway Association of Canada and the Federation of Canadian Municipalities. CN encourages the municipality to pursue the implementation of the following criteria as conditions of an eventual project approval:

- The following clause should be inserted on land title, in all development agreements, offers to purchase, and agreements of Purchase and Sale or Lease of each dwelling unit within 1000m of the railway right-of-way:

“Warning: Canadian National Railway Company or its assigns or successors in interest has or have a right-of-way within 1000 metres from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the residents in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwelling(s). CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way.”

- The Owner shall be required to grant CN an environmental easement for operational noise and vibration emissions, registered against the subject property in favour of CN.

5. Correspondence from Members of the Public

Following comments were received from Darrin Head, 143 King Street, via email on December 17, 2024:

I am emailing you to express my concern regarding the proposed Zoning By-law Amendment Nos. Z10-2024 and Z12-2024.

Specifically, my concern is regarding the lack of increase in parking spaces to accompany the proposed additional 4 units that both proposed amendments would approve.

As you know, the location of the units in question is a dead-end street which means any traffic that enters that section of King Street must also exit the same way.

Due to the present use of that section of King Street, there already exists a significant amount of both vehicular and pedestrian traffic.

This proposed zoning amendment without increased parking would mean an increase in on street parking for both tenants and visitors.

As you know, there is no sidewalks on this section of King Street which means pedestrians traffic is forced to use the roadway. With this increased traffic flow and increased on street parking that would result in this proposed amendment, I worry about the safety for people using this section of King Street. This worry is amplified in the winter months with the high snowbank and young pedestrians utilizing this section of King Street to access the Blueberry Hill sliding hill.

Based on this, I encourage the Municipal Council to not approve this proposed By-law Amendment.

6. Applicant's Presentation

Ed Evens, presented on behalf of 2656116 Ontario Inc:

To clarify, this development involves adding two additional units to the property, each with one parking stall. The only exception being requested is that the property will not be required to provide one visitor parking stall.

7. Questions from Members of Council and the Public.

i) Questions from Members of Council

Mayor Lawrance:

Q: Regarding the letter from CN Rail, could you explain why we have received this letter about development in Sioux Lookout, as we have never received such a letter from CN in the past?

A: Manager of Development Services: We do circulate letters that are in proximity to the rail line. CN typically does not respond.

A.CAO: This may indicate a change in policy, with CN Rail becoming more actively engaged in providing comments on such matters. Given that Council has approved development on Front Street, which is closer to the rail line and rail yard than King Street, my only explanation is that this is a new initiative by CN, and they may become more involved in the future.

Cllr. Cassidy:

Q: Can you repeat what CN is requesting to add to the deed?

A: Manager of Development Services: CN is requesting to add to the land title to register all the properties.

Q: Is this common practice? Is this something that the Municipality needs to do?

A: Manager of Development Services: That would be a Council decision. If this were a new development or subdivision, that is in proximity of the rail line we may consider, but being a more built up area and units are just being added to an existing development, I don't think we need to.

Mayor Lawrance:

Q: Is the advice from Staff to ignore CN request?

A: Manager of Development Services: I will defer to CAO, but I think in this context as it is intensification of an already established neighborhood, we do not grant their request. I don't think we are obligated because this isn't a new development.

Cllr. Lago:

Q: As there was opposition, will this be coming back to Council?

A: CAO: This would be up to Council. If Council feels that the comments in opposition have been sufficiently addressed, it can be pass. If Council feels

that the comments have not be addressed, it can go back to Staff to provide additional information.

Regarding whether Council should acquiesce to CN's request, ultimately Council is the decision authority in the matter. I support the Manager of Development Services perspective that if this was a new development more credence would be put on these requests.

My concern is on the second point: The Owner shall be required to grant CN an environmental easement for operational noise and vibration emissions, registered against the subject property in favour of CN. Which I believe to be over the top. Anyone living within a couple of streets of the rail line, is aware of the noise; it's part of life in Sioux Lookout. I do not believe this should be given a lot of consideration at this time.

Cllr. Cosco commented that:

The parking concern was addressed at the previous meeting, that people living in these units do not have a lot of cars.

ii) Questions from Members of the Public

Darrin Head provided the following comments:

I recognize the need for affordable housing. I moved to Sioux Lookout in 1995, and it was an issue then as it is today. This is a longstanding and ongoing issue in Sioux Lookout.

I have lived at 143 King Street long enough to remember a time when 144 King Street had 7 cars parked outside. While I agree that the current owner does not foresee the need for parking, they could sell next year, and the new owners may have tenants with different needs. Making parking an issue.

We should consider development in other locations, as Sioux Lookout has ample land available. Long-term solutions are necessary, and simply adding more units to existing properties feels like a temporary fix. The current approach seems to be cramming as many units as possible into a single town lot, which was originally meant for a single-family home. Now, those lots are being converted into duplexes, quadruplexes and in this case two duplexes on the same lot. This is not sustainable; we need a comprehensive plan for the future. These apartments are not long-term solutions; they are band-aid fixes that will impact the town for the next 50-60 years. Sustainable and viable long-term solutions are essential to address housing shortages. This issue did not originate with this Council, but it is now their responsibility to develop the surrounding land. Although it is challenging and costly work, it is necessary.

Cllr. Van Breda:

Q: One of Mr. Head's concerns in his letter was pedestrian traffic. Is there a way to add a sidewalk in the future?

A: Manager of Development Services: As there is a 20-meter road allowance, there is potential to add sidewalks, although it would be expensive.

Mayor Lawrance:

To address some of the comments made by the public: There are long-term plans for development, for example providing services, across from the airport in Bigwood, where it is a combination of commercial and residential lots. We have also approved subdivisions on undeveloped areas. How many subdivisions have been approved?

Manager of Development Services: Over the last two years, we have gone through the process of approving two Rural Residential subdivisions. One subdivision with 14 lots has started selling those lots and the other one with 15 lots is in the final approval process.

Mayor Lawrance:

The comments are reasonable in some respects but overlook the ongoing efforts. It's a long term problem. Part of the push for intensification comes from the Province, which is not providing substantial funding for new infrastructure. Instead, they are urging us to intensify and densify, implying you lose if you do not comply. This is not only a local band-aid solution, it's a band-aid solution across the province which addresses the housing crisis through a multifaceted approach. This including densification, intensification, new subdivisions and a range of housing options.

8. Conclusion and Closing of Public Meeting

This concludes the Public Meeting regarding Zoning By-law Amendment Z10-2024

If any member of the Public wishes to be notified of the decision of Council in respect of the application, you must make a written request to the Planning Coordinator.

Notice to appeal the decisions of Council to the Ontario Land Tribunal must be filed with the Planning Coordinator no later than 20 days from the date the Notice of Decision is circulated.

The Notice to Appeal shall be sent to the attention of the Planning Coordinator and it must include the following information:

- The reasons for the appeals; and
- The fee as prescribed under the Ontario Land Tribunal Act in the amount of \$1,100.00 for each Zoning By-law Amendment, payable by certified cheque to the Minister of Finance, Province of Ontario

SP 286-2024

Moved By: Cllr. Cory Lago

Seconded By: Cllr. Joe Cassidy

THAT Council receives the Planning Report dated December 18, 2024, respecting Zoning By-law Amendment No. Z10-2024; and further,

THAT Council authorizes the passing of By-law No. 90-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout, as amended, for Application No. Z10-2024.

Carried

5. Application – 138 King Street – Zoning By-law Amendment No. Z12-2024

Applicated Ed Evens on behalf of 2656116 Ontario Inc.

1. Introduction and Overview

This Public Meeting is being held pursuant to Section 34 of the Planning Act, R.S.O. 1990, Chapter p. 13, as amended, regarding Zoning By-law Amendment No. Z12-2024, by Ed Evens on behalf of 2656116 Ontario Inc., for the subject property known locally as 138 King Street. The subject property is described legally as PLAN M263 LOT 17 PCL 20260.

The subject property is currently developed with a quadruplex with a gross floor area of 158 square metres. The owner is proposing two new dwelling

units within a new separate building (semi-detached dwelling) that has a gross floor area of 76 square metres on the subject property.

The purpose and effect of the Zoning By-law Amendment Application No. Z12-2024 is to permit a total of six dwelling units within two separate buildings on the subject property, a reduced rear yard setback for the new proposed building (semi-detached dwelling), and a reduction in the required amount of visitor parking.

2. Confirmation of Notice

The Planning Coordinator confirmed that notice was circulated to internal staff and external bodies by email, by mail to various agencies and property owners within 120 meters of the subject property, advertising was placed in the Sioux Lookout Bulletin, on the municipal website and social media and signs were posted at the property.

3. Staff Report

The Planning Coordinator provided the following summary of the application:

A Zoning By-law Amendment Application has been submitted by Ed Evens, on behalf of 2656116 Ontario Inc., for the subject property locally known as 138 King Street. The subject property has a lot area of 931 square metres and a lot frontage of 20 metres along King Street. The subject property is currently developed with a quadruplex.

The purpose and effect of the Zoning By-law Amendment Application is to rezone the subject property from Residential Type Two (R2) zone to a site-specific Residential Type Two Exception Eighteenth (R2-18) zone. The site-specific rezoning is to permit the following:

- Two separate buildings an existing quadruplex and a proposed semi-detached dwelling containing a total of 6 dwelling units. The Zoning By-law permits either a quadruplex or semi-detached as a principal use; not a quadruplex and a semi-detached together on a property located in the Residential Type Two zone;
- A reduced rear yard setback of 4 metres for the proposed semi-detached dwelling, a minimum rear yard of 8 metres is required; and
- A reduced visitor parking, no visitor parking is provided. A minimum of one visitor parking is required for the existing quadruplex.

The proposed semi-detached dwelling will have a floor area of 76 metres and each unit has a size of 38 metres.

The Zoning By-law Amendment Application was reviewed in the context of the 2024 Provincial Planning Statement (PPS). 144 King Street is located within the Urban Sioux Lookout Settlement Area, the PPS directs that settlement areas shall be the focus of growth and development. Within Settlement Areas, land use patterns should be based on densities that efficiently use land and resources. In addition, planning authorities are directed to support general intensification to support the achievement of complete communities by planning for a range of housing. The proposed development contributes to efficient land use within the Urban Sioux Lookout settlement area and housing options within the municipality. Municipal water and sewage services are the preferred servicing options

for development within settlement areas – the proposed subject property is connected to municipal services.

The Official Plan provides general policy direction on land use within the municipality. The subject property is located within the Urban Sioux Lookout settlement area and designated residential in the Official Plan. The Residential designation recognizes existing residential areas and lands for future residential uses. A range of housing types are permitted in the Residential designation. It is noted that there is a housing shortage in Sioux Lookout in relation to number of job vacancies and the proposed development will contribute to housing options particularly for young professionals based on the size of the units. In the context of the Official Plan, the proposed development is considered high density. Density is a measure of dwelling units per unit area of land, but does not consider the intensity of use, for example number of bedrooms. The existing and proposed development includes a total of 6 dwelling units, however the intensity of use could possibly be comparable in nature to a quadruplex containing multiple bedrooms.

The Zoning By-law provides specific regulations and provisions for land use development within the Municipality. The subject property is located in the R2 zone. A quadruplex or a semi-detached is a permitted use in the R2 zone. However, a quadruplex and a semi-detached dwelling is not a permitted use on the same property in the R2 zone. The owner is proposing a reduced rear yard of 4 metres for the proposed semi-detached dwelling. A reduced rear yard of 4 metres is not anticipated to negatively impact surrounding land uses. The existing and proposed development satisfies all other provisions for the R2 zone. The owner is proposing a total of six parking spaces, excluding one visitor parking space. One visitor parking space is required for a quadruplex, in addition to the six parking spaces provided for the quadruplex and semi-detached dwelling.

4. Correspondence for Government Agencies and Municipal Staff

The following comments were received from CN via email on December 11, 2024:

Thank you for consulting CN on the applications. It is noted that the subject site is within 1000 meters of CN railway operations including the CN Sioux Lookout Yard's. CN has concerns of developing/densifying residential uses in proximity to railway operations. Development of sensitive uses in proximity to railway operations cultivates an environment in which land use incompatibility issues are exacerbated. The Guidelines for New Development in Proximity to Railway Operations reinforce the safety and well-being of any existing and future occupants of the area. Please refer to these guidelines for the development of sensitive uses in proximity to railway operations. These policies have been developed by the Railway Association of Canada and the Federation of Canadian Municipalities. CN encourages the municipality to pursue the implementation of the following criteria as conditions of an eventual project approval:

- The following clause should be inserted on land title, in all development agreements, offers to purchase, and agreements of Purchase and Sale or Lease of each dwelling unit within 1000m of the railway right-of-way:

“Warning: Canadian National Railway Company or its assigns or successors in interest has or have a right-of-way within 1000 metres from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the residents in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwelling(s). CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way.”

- The Owner shall be required to grant CN an environmental easement for operational noise and vibration emissions, registered against the subject property in favour of CN.

5. Correspondence from Members of the Public

The following comments were received from Darrin Head, 143 King Street, via email on December 17, 2024:

I am emailing you to express my concern regarding the proposed Zoning By- Law Amendment Nos. Z10-2024 and Z12-2024.

Specifically, my concern is regarding the lack of increase in parking spaces to accompany the proposed additional 4 units that both proposed amendments would approve.

As you know, the location of the units in question is a dead-end street which means any traffic that enters that section of King Street must also exit the same way.

Due to the present use of that section of King Street, there already exists a significant amount of both vehicular and pedestrian traffic.

This proposed zoning amendment without increased parking would mean an increase in on street parking for both tenants and visitors.

As you know, there is no sidewalks on this section of King Street which means pedestrians traffic is forced to use the roadway. With this increased traffic flow and increased on street parking that would result in this proposed amendment, I worry about the safety for people using this section of King Street. This worry is amplified in the winter months with the high snowbank and young pedestrians utilizing this section of King Street to access the Blueberry Hill sliding hill.

Based on this, I encourage the municipal council to not approve this proposed by-law amendment.

5. Applicant's Presentation

Ed Evens, presented on behalf of 26256116 Ontario Inc:

To address the parking concerns again, currently our tenants do not have vehicles but if the need for parking increases there will be room to have tandem parking and guests could park behind the tenants vehicle. This would avoid on-street parking.

With advances in technology one day we may not rely on cars as a main source of transportation.

There is potential as the Municipality grows to have increase public transportation and reduce the reliance on vehicles.

7. Questions from Members of Council and the Public.

i) Questions from Members of Council

Cllr. Beaulne:

Q: I have a comment on the CN expansion. It would most likely occur on the east end of the yard. Expanding on the Pelican Lake side seems unlikely, due to the rock cut and water treatment plant. The person who wrote this letter may be addressing complaints about vibration and noise from Southern Ontario. I have a question for staff, regarding extra parking, could we lower the speed limit on that road since it leads into a blind corner?

A: Mayor Lawrance: We will have to have staff investigate speed limits and provide another report.

Cllr Cosco:

Q: Do we have street parking legislation, like Calendar parking? Street parking is being used throughout the entire community.

A: CAO: There are winter parking restrictions from November 1st to April 15th.

Q: Could we implement Calendar days if parking becomes an issue? Some cities have designate certain days for parking on one side of the road to facilitate snowplowing.

A: CAO: If it becomes an issue, we could implement that.

Cllr. Logo

Q: That road leads to a dead end. Would it be an option to push out some land to add some parking space?

A: Mayor Lawrance: We could ask staff to investigate general parking solutions along that section of King Street, specifically considering calendar parking, push outs, and sidewalk cost.

A: CAO: Noted, we will look into those items.

ii) Questions from Members of the Public

Darrin Head provided the following comments:

My main concern is parking and what that would look like. I hope I live long enough that I don't need a car.

Cllr. Cassidy:

Q: Is the property behind the development an unopen roadway owned by the Municipality?

A: Manager of Development Services: Yes, it is municipally owned. There is a large elevation change and many trees. Additionally, there is an area with some sewage infrastructure that runs up Ninth Avenue.

Q: Considering where the lane ends at the start of this property, could the unopened laneway be opened for parking, if parking does become an issue in the future?

A: Manager of Development Services: Yes, the access would have to be through Queen Street.

8. Conclusion and Closing of Public Meeting

This concludes the Public Meeting regarding Zoning By-law Amendment Z12-2024.

If any member of the Public wishes to be notified of the decision of Council in respect of the application, you must make a written request to the Planning Coordinator.

Notice to appeal the decisions of Council to the Ontario Land Tribunal must be filed with the Planning Coordinator no later than 20 days from the date the Notice of Decision is circulated.

The Notice to Appeal shall be sent to the attention of the Planning Coordinator and it must include the following information:

- The reasons for the appeals; and
- The fee as prescribed under the Ontario Land Tribunal Act in the amount of \$1,100.00 for each Zoning By-law Amendment, payable by certified cheque to the Minister of Finance, Province of Ontario

SP 287-2024

Moved By: Cllr. Reece Van Breda

Seconded By: Cllr. Joe Cassidy

THAT Council receives the Planning Report dated December 18, 2024, respecting Zoning By-law Amendment No. Z12-2024; and,

THAT Council authorizes the passing of By-law No. 92-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of The Municipality of Sioux Lookout, as amended, for application No. Z12-2024.

Carried

6. Application 168 Drayton Road – Zoning By-law Amendment No. Z15-2024

Applicant: Dorothy Broderick

1 Introduction and Overview

This Public Meeting is being held pursuant to Section 34 of the Planning Act, R.S.O. 1990, Chapter p. 13, regarding Zoning By-law Amendment No. Z15-2024, by Dorothy Broderick for the subject property known locally as 168 Drayton Road.

The subject property is described legally as RANGE 3 PT LOT 4 PCL 21811. The subject property is currently developed with a building that contains a retail establishment and a residence. The owner is proposing to halt and decommission the retail establishment in the building on the property.

The purpose and effect of the Zoning By-law Amendment Application Z15-2024 is to rezone the subject property from the Local Commercial Zone to the Rural Residential Zone. The rezoning is to recognize a change of use from commercial and residential, to residential only on the subject property.

2 Confirmation of Notice

The Planning Coordinator confirmed that notice was circulated to internal staff and external bodies by email, by mail to various agencies and property owners within 120 meters of the subject property, advertising was placed in the Sioux Lookout Bulletin, on the municipal website and social media and signs were posted at the property.

3 Staff Report

The Planning Coordinator provided the following summary of the application:

A Zoning By-law Amendment Application has been submitted by Dorothy Broderick for the subject property locally known as 168 Drayton Road. The subject property is located within the Drayton area and designated as Rural Residential (RR) in the Official Plan and located within the Local Commercial

(CL) zone in the Zoning By-law. The property has a lot area of 6,272 square metres and a frontage of 48 metres on Sanders Road West. The purpose and effect of the application is to rezone the subject property from the Local Commercial (CL) zone to a site-specific Rural Residential Exception Five (RR-5) zone. The proposed rezoning is to recognize a change of use from residential and commercial use, to a residential use only. A site-specific zone is required to permit the following:

- A reduced minimum lot area of 6,272 square metres, a minimum lot area of 10,000 square metres is required for the Rural Residential zone;
- A reduced minimum interior side yard setback of 5.5 metres, a minimum interior side yard setback of 6.0 metres is required;
- A reduced minimum rear yard setback of 2.5 metres, a minimum rear yard setback of 15.0 metres is required

The subject property is currently developed with a principal building with a floor area of 194 square metres that contains a convenience store and an accessory dwelling unit that occupies part of the main floor and the entire basement. The owner is proposing to halt and decommission the existing convenience store to renovate that space for residential use.

The application was reviewed in the context of the 2024 Provincial Planning Statement (PPS). The Drayton Area is considered rural lands under the PPS. Residential development where site conditions are suitable for the provision of onsite sewage and water services is permitted on rural lands. The subject property is currently serviced by on-site sewage and water systems, a change of use is not anticipated to impact servicing especially because the owner is not proposing additional sleeping spaces within the building. The Zoning By-law Amendment is consistent with the PPS.

The Official Plan establishes policies to manage development within the municipality, all planning decisions must conform to the Official Plan. The Official Plan identifies the Drayton Area as consisting of large number of residential uses that have developed on private services adjacent to urban Sioux Lookout. Residential development on private services are permitted in the Drayton Area. The subject property is designated as Rural Residential in the Official Plan, a single detached dwelling is permitted. The proposed change of use will convert the existing building from a commercial use with an accessory dwelling unit, to a single detached dwelling. The Zoning By-law Amendment conforms to the Official Plan.

The subject property is located within the Local Commercial zone. A single detached dwelling is not a permitted use in the Local Commercial zone. The owner is proposing to rezone the subject property from the Local Commercial zone to Rural Residential Exception Five (RR-5) zone. The subject property does not meet the minimum lot area, interior side yard and rear yard setback requirements for the Rural Residential zone. A reduced lot area of 6,272 square metres is proposed, this reduced lot area is similar to surrounding lands containing single detached dwellings. The reduced interior side yard and rear yard setbacks apply to the existing building, there is no new development proposed on the subject property. The subject property meets all other provisions and requirements for the Rural Residential zone.

4 Correspondence for Government Agencies and Municipal Staff

None

5 Correspondence from Members of the Public

None

6 Applicant's Presentation

The applicant, Dorothy Broderick spoke in support of their application:

The store is currently closed and there is no commercial use at this time. It is fully used as a residential home.

7. Questions from Members of Council and the Public.

i) Questions from Members of Council

None

ii) Questions from Members of the Public

None

8. Conclusion and Closing of Public Meeting

This concludes the Public Meeting regarding Z15-2024.

If any member of the Public wishes to be notified of the decision of Council in respect of the application, you must make a written request to the Planning Coordinator.

Notice to appeal the decisions of Council to the Ontario Land Tribunal must be filed with the Planning Coordinator no later than 20 days from the date the Notice of Decision is circulated.

The Notice to Appeal shall be sent to the attention of the Planning Coordinator and it must include the following information:

- The reasons for the appeals; and
- The fee as prescribed under the Ontario Land Tribunal Act in the amount of \$1,100.00 for each Zoning By-law Amendment, payable by certified cheque to the Minister of Finance, Province of Ontario

SP 288-2024

Moved By: Cllr. Cory Lago

Seconded By: Cllr. Luc Beaulne

THAT Council receives the Planning Report dated December 18, 2024, respecting Zoning By-law Amendment No. Z15-2024; and further,

THAT Council authorizes the passing of By-law No. 105-24, Being a By-law to Amend the Comprehensive Zoning By-law for The Corporation of the Municipality of Sioux Lookout. As amended, for Application No. Z15-24.

Carried

5. Confirmatory By-law

SP 289-2024

Moved By: Cllr. Reece Van Breda

Seconded By: Cllr. Joan Cosco

THAT By-law No. 114-24, Being a By-law to Confirm the Proceedings of the Council of The Corporation of the Municipality of Sioux Lookout December 18, 2024 Statutory Public Meeting be read a First, Second and Third time, and passed.

Carried

6. Adjournment

Mayor Lawrance Adjourned the Statutory Public Meeting at 6:30 p.m.

ADOPTED AS PRESENTED THIS FIFTEENTH DAY OF JANUARY, 2025.

Doug Lawrance, Mayor

Brian P. MacKinnon, CAO & Municipal Clerk



SIOUX LOOKOUT
Hub of the North

The Corporation of the Municipality of Sioux Lookout

Regular Council Meeting

Minutes

Wednesday, November 20, 2024, 5:30 PM

Municipal Office, Council Chambers

COUNCIL: Mayor Doug Lawrance
Cllr. Luc Beaulne
Cllr. Joe Cassidy
Cllr. Joan Cosco
Cllr. Cory Lago
Cllr. Joyce Timpson
Cllr. Reece Van Breda

STAFF: Brian P. MacKinnon, Chief Administrative Officer &
Municipal Clerk
Jackie Trenholm, Deputy Clerk
Carly Collins, Treasurer
Jody Brinkman, Development Services Manager

OTHER: Members of the Public

1. Call Meeting to Order/Mayor's Introductory Remarks

Mayor Lawrance called the meeting to order at 6:21 p.m.

2. Agenda

2.1 Introduction of Amendments to the Agenda

2.2 Confirmation of Agenda

CL 253-2024

Moved By: Cllr. Cory Lago

Seconded By: Cllr. Luc Beaulne

THAT the Agenda for the Regular Council Meeting of November 20, 2024 be approved, as presented.

Carried

3. Declarations of Pecuniary Interest

None

4. Adoption of Minutes

4.1 Motion to Adopt the Minutes of the Following Meeting:

- October 15, 2024 Regular Council Minutes

CL 254-2024

Moved By: Cllr. Reece Van Breda

Seconded By: Cllr. Luc Beaulne

THAT the Minutes of the October 16, Regular Council Minutes be approved, as presented.

Carried

4.2 Motion to Receive the Minutes of the following Municipal Boards, Commissions and Committees

- October 15, 2024 Environment Committee Minutes
- September 17, 2024 Municipal Truth and Reconciliation Committee Minutes
- July 24, 2024 Municipal Truth and Reconciliation Committee Minutes
- June 24, 2024 Municipal Truth and Reconciliation Committee Minutes
- April 2, 2024 Committee of Adjustment and Consent Granting Authority Minutes

CL 255-2024

Moved By: Cllr. Cory Lago

Seconded By: Cllr. Joyce Timpson

THAT the Minutes of the October 15, 2024 Environment Committee Meeting, the September 17, 2024, July 24, 2024, and the June 24, 2024 Municipal Truth and Reconciliation Committee Meetings and the April 2, 2024 Committee of Adjustment and Consent Granting Authority Meeting be received.

Carried

4.3 Motion to Receive Minutes from Outside Agencies and Boards

- September 27, 2024 Regular Board of Health Meeting Minutes
- August 30, 2024 Regular Board of Health Meeting Minutes
- June 28, 2024 Regular Board of Health Meeting Minutes
- September 26, 2024 District of Kenora Home for the Aged Minutes
- June 27, 2024 District of Kenora Home for the the Aged Minutes

CL 256-2024

Moved By: Cllr. Luc Beaulne

Seconded By: Cllr. Reece Van Breda

THAT the Minutes of September 27, 2024, August 30 ,2024 and June 28, 2024 Regular Board of Health Meeting and the September 26, 2024 and June 27, 2024 District of Kenora Home for the Aged Minutes be received.

Carried

5. Determination of Item(s) Requiring Separate Discussion

The following agenda item requires separate discussion:

Item No. 7.1

6. Adoption of Item(s) Not Requiring Separate Discussion

None

7. Staff Reports

Consideration of Items Requiring Separate Discussion

7.1 Land Sale and Transfer – Bigwood

CL 257-2024

Moved By: Cllr. Cory Lago
Seconded By: Cllr. Joe Cassidy

THAT Council authorizes the passing of By-law No. 96-24, Being a By-law to Authorize and Direct the Mayor and the Clerk to Execute Agreements and Documents Regarding the Sale of the hereinafter described Land by The Corporation of the Municipality of Sioux Lookout to Happy Time Real Estate Holdings LP; and further,

THAT, Council authorizes the passing of By-law No. 97-24, Being a By-law to Authorize the Conveyance of Certain Hereinafter Described Land by The Corporation of the Municipality of Sioux Lookout to Happy Time Real Estate Holdings LP, and to Direct the Mayor and the Clerk to Execute the Transfer.

Carried

8. Delegation/Presentations/Committee Presentations

None

9. Consideration of Item(s) Requiring Separate Discussion

See Section 7, above

10. By-laws

- By-law No. 96-24, Being a By-law to Authorize and Direct the Mayor and the Clerk to Execute Agreements and Documents Regarding the Sale of the hereinafter described Land by The Corporation of the Municipality of Sioux Lookout to Happy Time Real Estate Holdings LP
- By-law No. 97-24, Being a By-law to Authorize the Conveyance of Certain Hereinafter Described Land by The Corporation of the Municipality of Sioux Lookout to Happy Time Real Estate Holdings LP, and to Direct the Mayor and the Clerk to Execute the Transfer

CL 258-2024

Moved By: Cllr. Joe Cassidy
Seconded By: Cllr. Reece Van Breda

THAT By-law Nos. 96-24 and 97-24 be read a First, Second and Third time and passed.

Carried

11. Notices of Motion/Motions to Reconsider

None

12. Outside Resolutions/Requests for Endorsement

None

13. Questions/Comments from Members of Council/Mayor's Report

Mayor Lawrance and members of Council provided updates on their activities since the last Regular Council Meeting.

14. Motion to Move into Closed Session

CL 259-2024

Moved By: Cllr. Cory Lago

Seconded By: Cllr. Joe Cassidy

THAT Council moves into Closed Session at 6:39 p.m. to discuss matters of a general nature as noted below:

- Subject matter relating to a proposed acquisition or disposition of land by the Municipality, pursuant to the Municipal Act, 2001, as amended, Section 239(2)(c) (1 Item: Offer to Purchase Property)
- Subject matter relating to personal matters about identifiable individuals, including municipal or local board employees (per Municipal Act, 2001, as amended, Sec. 239 (2)(b)); (1 Item: Appointments to Council's Boards, Commissions and Committees: membership)

Carried

15. Report Out From Closed Session

CL 264-2024

Moved By: Cllr. Joe Cassidy

Seconded By: Cllr. Cory Lago

THAT Council ratifies Resolution No. CL 262-2024, providing direction to staff respecting an offer to purchase property.

Carried

CL 265-2024

Moved By: Cllr. Joan Cosco

Seconded By: Cllr. Luc Beaulne

THAT Council approves amending Schedule "A" to By-law No. 92-18, Being a By-law to Make Appointments to Various Boards, Commissions and Committees), by deleting Mario Rasetti from The Municipal Truth and Reconciliation Committee.

Carried

16. Confirmatory By-law

By-law No. 100-24 Confirm the Proceedings of the Council of The Corporation of the Municipality of Sioux Lookout

CL 266-2024

Moved By: Cllr. Joyce Timpson

Seconded By: Cllr. Cory Lago

THAT By-law No. 100-24, Being a By-law to Confirm the Proceedings of the Council of The Corporation of the Municipality of Sioux Lookout (November 20, 2024 Regular Council Meeting) be read a First, Second and Third time, and passed.

Carried

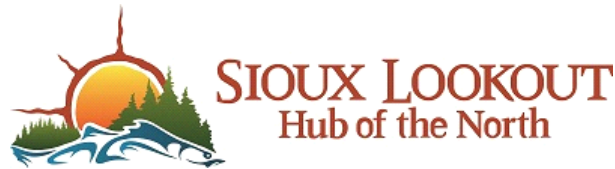
17. Adjournment

The Mayor adjourned the meeting at 7:16 p.m.

ADOPTED AS PRESENTED THIS FIFTEENTH DAY OF JANUARY, 2025.

Doug Lawrance, Mayor

Brian P. MacKinnon, CAO & Municipal Clerk



The Corporation of the Municipality of Sioux Lookout

Statutory Public Meeting

Minutes

Wednesday, November 20 2024, 5:30 PM

Municipal Office, Council Chambers

COUNCIL: Mayor Doug Lawrance
Cllr. Joe Cassidy
Cllr. Luc Beaulne
Cllr. Joan Cosco
Cllr. Cory Lago
Cllr. Joyce Timpson
Cllr. Reece Van Breda

STAFF: Brian P. MacKinnon, Chief Administrative Officer &
Municipal Clerk
Jackie Trenholm, Deputy Clerk
Carly Collins, Treasurer
Jody Brinkman, CBO & Manager of Development Services
Bright Opare, Planning Coordinator

OTHER: Members of the Public
Ed Evens, Applicant for ZBLA Nos. Z14-2024, Z13-2024 &
Z11-2024
Todd Nadon, Applicant for ZBLA Nos. Z14-2024, Z13-2024 &
Z11-2024

1. Call Meeting to Order/Mayor's Introductory Remarks

Mayor Lawrance called the meeting to order at 5:30 p.m.

2. Agenda

2.1 Introduction of Amendments to the Agenda

None

2.2 Confirmation of Agenda

SP 248-2024

Moved By: Cllr. Luc Beaulne

Seconded By: Cllr. Joan Cosco

THAT the Agenda for the Statutory Public Meeting of November 20, 2024
be approved, as presented.

Carried

3. Declarations of Pecuniary Interest

None

4. Application – 84 King Street, Zoning By-law Amendment No. Z14-2024

Applicant: Ed Evens on behalf of 2656116 Ontario Inc.

1 Introduction and Overview

This Public Meeting is being held pursuant to Section 34 of the Planning Act, R.S.O. 1990, Chapter p.13 as amended, by Ed Evens on behalf of 2656116 Ontario Inc., for the subject property known locally as 84 King Street. The subject property is described legally as PLAN M220 LOT 174 PCL 8298.

The subject property is currently developed with a two-storey stacked dwelling with a floor area of 165 square metres on the first floor and a floor area of 80 square metres on the second floor. The owner is proposing four new dwelling units within a new separate building (quadruplex) that has a floor area of 76 square metres on each floor, for a total gross floor area of 152 square metres on the subject property.

2 Confirmation of Notice

The Planning Coordinator confirmed that notice was circulated to internal staff and external bodies by email, by mail to various agencies and property owners within 120 meters of the subject property, advertising was placed in the Sioux Lookout Bulletin, on the municipal website and social media and signs were posted at the property.

3 Staff Report

The Planning Coordinator provided the following summary of the application.

A Zoning By-law Amendment Application has been submitted by Ed Evens, on behalf of 2656116 Ontario Inc., for the subject property locally known as 84 King Street. The subject property has a lot area of 931 square metres and a lot frontage of 20 metres along King Street. The subject property is currently developed with a stacked dwelling containing six dwelling units.

The purpose and effect of the Zoning By-law Amendment Application is to rezone the subject property from Downtown Commercial (CD) zone to a site-specific Residential Type Two Exception Fifteen (R2-15) zone. The site-specific rezoning is to permit the following:

- A stacked dwelling as a permitted use, a stacked dwelling is not permitted in the R2 zone;
- A total of ten dwellings units within two separate buildings (an existing stacked and a proposed new quadruplex). A quadruplex, and not an additional principal building is permitted in the R2 zone;
- A reduced exterior side yard setback of 0.5 metres – 5 metres is required.
- A reduced rear yard setback of 4 meters for the proposed quadruplex, a minimum rear yard setback of 8 metres is required for a building in the R2 Zone; and

- A reduction in the required number of parking spaces – there are no visitor parking provided. Two visitor parking spaces are required for the existing and proposed buildings.

84 King Street is located within the Urban Sioux Lookout Settlement Area and designated Residential. The property is located in the CD zone. The existing stacked dwelling is a 2-storey building that has a floor area of 165 square metres on first floor and 80 square metres on second floor. The proposed quadruplex is a 2-storey building that will have 76 square metres on each floor – each unit will have a floor area of 38 square metres

The Zoning By-law Application was reviewed in the context of the 2024 Provincial Planning Statement (PPS). 84 King Street is located within the Urban Sioux Lookout Settlement Area, the PPS directs that settlement areas shall be the focus of growth and development. Within Settlement Areas, land use patterns should be based on densities that efficiently use land and resources. In addition, planning authorities are directed to support general intensification to support the achievement of complete communities by planning for a range of housing. The proposed development contributes to efficient land use within a settlement area and housing options within the municipality. Municipal water and sewage services are preferred servicing options for development within settlement areas – 84 King Street is connected to municipal services.

The Official Plan provides general policy direction on land use within the Municipality. The subject property is located within the Urban Sioux Lookout settlement area and designated residential in the Official Plan. The Residential designation recognizes existing residential areas and lands for future residential uses. A range of housing types and tenures are permitted in the Residential designation. Affordable housing is one of the guiding principles of the Official Plan. Under the Affordable Housing principle, the Municipality shall support the location of affordable housing within new or existing development to provide a range of housing that shall meet the housing needs associated with a diversified economy. It is noted that there is a housing shortage in Sioux Lookout in relation to number of job vacancies and the proposed development will contribute to housing options particularly for young professionals based on the size of the units. In the context of the Official Plan, the proposed development is considered high density. Density is a measure of dwelling units per hectare, but does not consider the intensity of use, for example number of bedrooms, The proposed development, a total of 10 dwelling units, is comparable to a quadruplex with multiple bedrooms, based on the size of units.

The Zoning By-law provides specific regulations and provisions for land use development within the municipality. The subject property is located within the CD zone within the Zoning By-law. Principal residential uses are not permitted in the CD zone – only accessory dwelling units are permitted. The owner is proposing to rezone 84 King Street from CD to R2-15 to permit the existing stacked dwelling (containing 6 dwelling units) and a quadruplex, reduced rear and exterior side yard, and reduced visitor parking. The proposed reduced rear yard setback is not anticipated to impact the operations of the abutting laneway to the north. The reduced exterior side yard applies to the existing stacked dwelling. The owner is proposing 10 parking spaces instead of 12, the proposed parking spaces excludes 2 additional spaces required for visitor parking.

4. Correspondence for Government Agencies and Municipal Staff

The following remarks were received from Mat Lelonde, Public Works Operations Manager:

84 King Street could be serviced off Sixth Ave which would be ideal and cause no issues, and the lot is sized large enough that parking should not be an issue due to it being a corner lot. Just a note that the service to the existing building at 84 King is only a half line and this may be an opportunity to upgrade the water service if the owner desires.

5. Correspondence from Members of the Public

Jody Simbloc via phone on November 14, 2024:

There will be poor visibility in the laneway behind 84 King Street if the proposed quadruplex is built. Kids play and people go for walks on the laneway, the quadruplex will reduce visibility and might cause an accident involving a pedestrian and a vehicle if the quadruplex is built.

There is not sufficient parking on the 84 King Street. Future residents on 84 King Street may have to park in the laneway and along Sixth Ave if the proposed development is approved.

6. Applicant's Presentation

Todd Nadon, owner of the property provided the following comments:

In the context of the development, one of the largest barriers we face as a business is labour and the lack of available accommodations for staff. While we have generally been able to recruit people, the challenge lies around housing. We have properties along King Street that we've used as housing for our staff who have moved to Sioux Lookout, typically on their own, allowing them to live together creates a community for them. Additionally, the 84 King Street property is close to the store, and many request to live there.

7. Questions from Members of Council and the Public.

i) Questions from Members of Council

Cllr. Tompson:

Q: Are ten parking spots required?

A: Planning Coordinator: There are ten parking spots required for the residence of the property and an additional two parking spots for visitors.

Q: Would there be enough parking space for ten cars if a new building were to be built on that lot?

A: Planning Coordinator: Yes, the proposed site drawings provide ten parking spaces.

Q: Are the apartments small?

A: Planning Coordinator: Each apartment has an area of 38 square metres, which is about the size of a studio apartment.

Q: The proposed building itself will be smaller than a normal quadplex?

A: Planning Coordinator: The report includes an image of the floor plan, detailing the building's specifications.

A: Manager of Development Services: For perspective the proposed new building would be half the size of the existing building on the property.

Mayor Lawrance:

Q: What would the total square metres be, combining 176 square metres with the smaller unit?

A: Manager of Development Services: The smaller unit would be 88 Square metres, and yes around 170 square metres for the larger unit.

Q: This would be similar to building a 2,500 square foot single-family home on the same property. Are there any other site development planned besides parking? Would this cover snow storage?

A: Manager of Development Services: Yes, there is an area on the site for snow storage. This property would likely be subject to a site-plan agreement because of the ten units.

Cllr. Cosco:

Q: Question for Mr. Nadon; Since you own the property, and your business is across the street, can't overflow parking be accommodated at your business?

A: That would be fine. To address the parking concern, we have owned 84 King for five years, and during this time, only two of the tenants have had cars. Our strategy focuses on providing entry-level housing. Employees start with us and as they advance in their careers and life circumstances change, they move on to higher-paying jobs and larger accommodations.

Cllr. Cassidy:

Q: With regards to rear yard setback of 8 metres, I notice that the Public Works Operations Manager did not comment on that reduction. What are the implications of going from 8 metres to 4 metres? Would there be any snowplowing implications?

A: Manager of Development Services: For snow removal, public works can't push snow onto private properties. The yard requirements are for green space and outdoor space. This is standard and I am not sure why.

Q: I support this, I see it as a business trying to overcome housing challenges in our community. While it may not align with our current plan, we must adapt to the evolving needs and circumstances in our community.

Cllr. Lago:

Q: Is there a reason why we are not being presented the two options tonight? We only have one option that it will be sent back to staff and they will come back with a subsequent report?

A: CAO: The same applicant has additional applications scheduled for the December meeting. If there are no objections at that time, it would be convenient to approve them all simultaneously.

Cllr. Timpson:

Q: Have the concerns of the resident been addressed?

A: Manager of Development Services: The location of the proposed new building meets the sight triangle requirements and should provide adequate visual access to the street from the laneway. Mr. Nadon has addressed the parking concerns, noting that as entry-level housing, vehicles should not pose a significant problem.

Mayor Lawrance:

Q: Will the subsequent report address the concerns raised by the resident?

A: Manager of Development Services: Yes

Q: With delaying the approval can objections still be brought forth for these applications?

A: Manager of Development Services: The public can still bring forward comments as the other applications are similar in nature, and those comments would come forward with those applications. Currently, we expect that both options will be presented to Council at the next Statutory Public meeting, as we have received limited amount of feedback from the

public on the applications. Tonight's' applications will be presented on the next Regular Council Agenda and the new applications will be on the next Statutory Public Agenda.

Q: Councillor Timpson are you satisfied with the answers you received tonight?

A: Cllr. Timpson: Yes, I would like a little more information, which will be included in the next report.

ii) Questions from Members of the Public

None

8. Conclusion and Closing of Public Meeting

This concludes the Public Meeting regarding Zoning By-law Amendment Application (Z14-2024).

If any member of the Public wishes to be notified of the decision of Council in respect of the application, you must make a written request to the Planning Coordinator.

Notice to appeal the decisions of Council to the Ontario Land Tribunal must be filed with the Planning Coordinator no later than 20 days from the date the Notice of Decision is circulated.

The Notice to Appeal shall be sent to the attention of the Planning Coordinator and it must include the following information:

- The reasons for the appeal; and
- The fee as prescribed under the Ontario Land Tribunal Act in the amount of \$1,100.00 for the Zoning By-law Amendment, payable by certified cheque to the Minister of Finance, Province of Ontario

SP 249-2024

Moved By: Cllr. Cory Lago

Seconded By: Cllr. Luc Beaulne

THAT Council receives the Planning Report dated November 20, 2024, respecting Zoning By-law Amendment Z14-2024; and,

THAT Council directs staff to prepare a subsequent Planning Report, for presentation to Council at a subsequent Council Meeting that considers the feedback received at the November 20, 2024, Statutory Public Meeting.

Carried

5. Application – 140 King Street, Zoning By-law Amendment No. Z13-2024

Application: Ed Evens on behalf of 2656116 Ontario Inc.

1. Introduction and Overview

This Public Meeting is being held pursuant to Section 34 of the Planning Act, R.S.O. 1990, Chapter p.13 as amended, by Ed Evens on behalf of 2656116 Ontario Inc., for the subject property known locally as 140 King Street. The subject property is described legally as PLAN 23M263 LOT 18 RP23R 9538 PART 2 PCL 41612.

The subject property is currently developed with a semi-detached dwelling with a gross floor area of 166 square metres. The owner is proposing four new dwelling units within a new separate two-storey building (quadplex) that has a floor area of 76 square metres on each floor, for a total gross floor area of 152 square metres on the subject property.

2. Confirmation of Notice

The Planning Coordinator confirmed that notice was circulated to internal staff and external bodies by email, by mail to various agencies and property owners within 120 meters of the subject property, advertising was placed in the Sioux Lookout Bulletin, on the municipal website and social media and signs were posted at the property.

3. Staff Report

The Planning Coordinator provided the following summary of the application.

A Zoning By-law Amendment Application has been submitted by Ed Evens, on behalf of 2656116 Ontario Inc., for the subject property locally known as 140 King Street. The subject property has a lot area of 931 square metres and a lot frontage of 20 metres along King Street. The subject property is currently developed with a semi-detached dwelling.

The purpose and effect of the Zoning By-law Amendment Application is to rezone the subject property from Residential Type 2 (R2) zone to a site-specific Residential Type Two Exception Fourteen (R2-14) zone. The site-specific rezoning is to permit the following:

- Two separate buildings an existing semi-detached and a proposed quadruplex, containing a total of 6 dwelling units. The Zoning By-law permit either a quadruplex or semi-detached as a principal use; not a quadruplex and a semi-detached on a property located in the R2 zone;
- A reduced rear yard setback of 4 metres for the proposed quadruplex, a minimum rear yard of 8 metres is required for building in the R2 zone; and
- A reduced visitor parking, no visitor parking is provided. A minimum of 1 visitor parking is required for the existing and proposed development.

The proposed quadruplex is a 2-storey building that will have a floor area of 76 metres on each floor and each unit has a size of 38 metres.

The Zoning By-law Application was reviewed in the context of the 2024 Provincial Planning Statement (PPS). 140 King Street is located within the Urban Sioux Lookout Settlement Area, the PPS directs that settlement areas shall be the focus of growth and development. Within Settlement Areas, land use patterns should be based on densities that efficiently use land and resources. In addition, planning authorities are directed to support general intensification to support the achievement of complete communities by planning for a range of housing. The proposed development contributes to efficient land use within a settlement area and housing options within the municipality. Municipal water and sewage services are preferred servicing options for development within settlement areas – the proposed subject property is connected to municipal services.

The Official Plan provides general policy direction on land use within the municipality. The subject property is located within the Urban Sioux Lookout settlement area and designated residential in the Official Plan. The Residential designation recognizes existing residential areas and lands for future residential uses. A range of housing types are permitted in the Residential designation. Under the Affordable Housing principle, the municipality shall support the location of affordable housing within new or existing development to provide a range of housing that shall meet the housing needs associated with a diversified economy. It is noted that there is a housing shortage in Sioux Lookout in relation to number of job vacancies and the proposed development will contribute to housing options particularly for young professionals. In the context of the Official Plan, the proposed development is considered high density. Density is a measure of dwelling units per unit area of land, but does not consider the intensity of use, for example number of bedrooms. The proposed development includes a total of 6 dwelling units, however the intensity of use could possibly be comparable in nature to a quadruplex containing multiple bedrooms. In considering high density uses, there needs to be a balance between the built form of the development, as well as the intensity of use. The units in the proposed quadruplex are sized to generally accommodate one to two persons which will limit the occupancy and intensity of use of the subject property.

The Zoning By-law provides specific regulations and provisions for land use development within the municipality. The subject property is located in the R2 zone. A quadruplex or a semi-detached is a permitted use in the R2 zone. However, a quadruplex and a semi-detached dwelling is not a permitted use on the same property in the R2 zone. The owner is proposing a reduced rear yard of 4 metres for the quadruplex. A reduced rear yard of 4 metres is not anticipated to adversely impact surrounding land uses – 140 King Street is bound in the North by an unopened road allowance that contains overgrown vegetation. The existing and proposed development satisfy all other provisions for the R2 zone. The R2 zone does not contain provisions for properties containing 2 principal buildings such as a quadruplex and a semi-detached, site-specific provisions will be established through the proposed site-specific zoning. The owner is proposing a total of 6 parking spaces, excluding 1 visitor parking space. One visitor parking space is required for a quadruplex, in addition to the 6 parking spaces provided for the quadruplex and semi-detached dwelling.

4. Correspondence for Government Agencies and Municipal Staff

The following was received from Mat Lelonde, the Public Works Operations Manager:

140 King Street would need separate new service running into the property, my concern is with the limited space, the services would be difficult to run to the rear of the properties without having the services run under a driveway which in the winter could freeze and cause major issues, the other concern is the potential parking issue, there would not be a lot of room on the property for parking for the residents.

5. Correspondence from Members of the Public

None

6. Applicant's Presentation

Todd Nadon, owner of the property provided the following comments:

The application was built for long term labour needs, 5-10 years. Generally, those recruited are from outside of Canada and typically those individuals have specialized skills and knowledge. In collaboration with larger health care organizations to identify those individuals. We are collaborating with the health organization; we identify these skills and integrate relevant training programs into our orientation package. I wanted to emphasize the aggregate approach that is being taken.

7. Questions from Members of Council and the Public.

i) Questions from Members of Council

Cllr. Timpson:

Q: How serious is the issue with the plumbing?

A: Manager of Development Services: We are aware that the site-plan has the municipal sewer and water services entering the property under the driveway. This poses a risk of pipes freezing and causing backups. During the building permit process, we would address this by considering frost protection methods such as insulated pipes and heat tracing.

Q: There are ways to address plumbing concerns?

A: Manager of Development Services: Yes, another concern that would be raised is the location of the curb stop, we would have it strategically located so that it is protected.

ii) Questions from Members of the Public

None

8. Conclusion and Closing of Public Meeting

This concludes the Public Meeting regarding Zoning By-law Amendment Application (Z13-2024)

If any member of the Public wishes to be notified of the decision of Council in respect of the application, you must make a written request to the Planning Coordinator.

Notice to appeal the decisions of Council to the Ontario Land Tribunal must be filed with the Planning Coordinator no later than 20 days from the date the Notice of Decision is circulated.

The Notice to Appeal shall be sent to the attention of the Planning Coordinator and it must include the following information:

- The reasons for the appeals; and
- The fee as prescribed under the Ontario Land Tribunal Act in the amount of \$1,100.00 for each Zoning By-law Amendment, payable by certified cheque to the Minister of Finance, Province of Ontario

SP 250-2024

Moved By: Cllr. Reece Van Breda

Seconded By: Cllr. Joan Cosco

THAT Council receives the Planning Report dated November 20, 2024, respecting Zoning By-law Amendment No. Z13-2024; and,

THAT Council directs staff to prepare a subsequent Planning Report, for presentation to Council at a subsequent Council Meeting that considers

the feedback received at the November 20, 2024, Statutory Public Meeting.
Carried

6. Application – 142 King Street, Zoning By-law Amendment No. Z11-2024

Application: Ed Evens on behalf of 2656116 Ontario Inc.

1. Introduction and Overview

This Public Meeting is being held pursuant to Section 34 of the Planning Act, R.S.O. 1990, Chapter p.13 as amended, by Ed Evens on behalf of 2656116 Ontario Inc., for the subject property known locally as 142 King Street. The subject property is described legally as PLAN M263 LOT 19 RP23R 9538 PART 2 PCL 19063.

The subject property is currently developed with a semi-detached dwelling with a gross floor area of 162 square metres. The owner is proposing four new dwelling units within a new separate two-storey building (quadruplex) that has a floor area of 76 square metres on each floor, for a total gross floor area of 152 square metres on the subject property.

2. Confirmation of Notice

The Planning Coordinator confirmed that notice was circulated to internal staff and external bodies by email, by mail to various agencies and property owners within 120 meters of the subject property, advertising was placed in the Sioux Lookout Bulletin, on the municipal website and social media and signs were posted at the property.

3. Staff Report

The Planning Coordinator provided the following summary of the application.

A Zoning By-law Amendment Application has been submitted by Ed Evens, on behalf of 2656116 Ontario Inc., for the subject property locally known as 142 King Street. The subject property has a lot area of 931 square metres and a lot frontage of 20 metres along King Street. The subject property is currently developed with a semi-detached dwelling.

The purpose and effect of the Zoning By-law Amendment Application is to rezone the subject property from Residential Type Two (R2) zone to a site-specific Residential Type Two Exception Sixteen (R2-16) zone. The site-specific rezoning is to permit the following:

- Two separate buildings (an existing semi-detached and a proposed quadruplex) containing a total of 6 dwelling units. The Zoning By-law permits either a quadruplex or semi-detached as a principal use; not a quadruplex and a semi-detached on a property located in the R2 zone;
- A reduced rear yard setback of 4 metres for the proposed quadruplex, a minimum rear yard of 8 metres is required; and
- A reduced visitor parking, no visitor parking is provided. A minimum of 1 visitor parking is required for the existing and proposed development.

The proposed quadruplex is a 2-storey building that will have a floor area of 76 metres on each floor and each unit has a size of 38 metres.

The Zoning By-law Amendment Application was reviewed in the context of the 2024 Provincial Planning Statement (PPS). 142 King Street is located within the Urban Sioux Lookout Settlement Area, the PPS directs that settlement areas shall be the focus of growth and development. Within Settlement Areas, land use patterns should be based on densities that efficiently use land and resources. In addition, planning authorities are directed to support general intensification to support the achievement of complete communities. The proposed development contributes to efficient land use within a settlement area and housing options within the municipality. Municipal water and sewage services are the preferred servicing options for development within settlement areas – the proposed subject property is connected to municipal services.

The Official Plan provides general policy direction on land use within the municipality. The subject property is located within the Urban Sioux Lookout settlement area and designated residential in the Official Plan. The Residential designation recognizes existing residential areas and lands for future residential uses. A range of housing types are permitted in the Residential designation. Under the Affordable Housing principle, the municipality shall support the location of affordable housing within new or existing development to provide a range of housing that shall meet the housing needs associated with a diversified economy. It is noted that there is a housing shortage in Sioux Lookout in relation to number of job vacancies and the proposed development will contribute to housing options particularly for young professionals. In the context of the Official Plan, the proposed development is considered high density. Density is a measure of dwelling units per unit area of land, but does not consider the intensity of use, for example number of bedrooms. The proposed development includes a total of 6 dwelling units, however the intensity of use could possibly be comparable in nature to a quadruplex containing multiple bedrooms. Higher setbacks are generally recommended for taller buildings, for example, an apartment building that has more than one storey. The proposed new building is 2 storeys in height, however meets the requirement for height in the R2 zone.

The Zoning By-law provides specific regulations and provisions for land use development within the municipality. The subject property is located in the R2 zone. A quadruplex or a semi-detached is a permitted use in the R2 zone. However, a quadruplex and a semi-detached dwelling is not a permitted use on the same property in the R2 zone. The owner is proposing a reduced rear yard of 4 metres for the proposed quadruplex. A reduced rear yard of 4 metres is not anticipated to adversely impact surrounding land uses – 142 King Street is bound to the North by an unopened road allowance that contains overgrown vegetation. The existing and proposed development satisfy all other provisions for the R2 zone. The R2 zone does not contain provisions for properties containing 2 principal buildings (such as a quadruplex and a semi-detached), site-specific provisions will be established through the proposed site-specific zoning. The owner is proposing a total of 6 parking spaces, excluding 1 visitor parking space. One visitor parking space is required for a quadruplex, in addition to the 6 parking spaces provided for the quadruplex and semi-detached dwelling.

4. Correspondence for Government Agencies and Municipal Staff

The following was received from Mat Lelonde, Public Works Operations Manager:

142 King Street would need separate new service running into the property, my concern is with the limited space, the services would be difficult to run to the rear of the properties without having the services run under a driveway which in the winter could freeze and cause major issues, the other concern is the potential parking issue, there would not be a lot of room on the property for parking for the residents.

5. Correspondence from Members of the Public

None

6. Applicant's Presentation

Todd Nadon, owner of the property provided the following comments:

Our staff have access to additional amenities as one of our properties has a professional gym that all the employees have access to. We are also looking at some green spaces for the staff to have access to.

7. Questions from Members of Council and the Public.

i) Questions from Members of Council

Cllr. Timpson:

Q: To clarify 140 King Street and 142 King Street are identical?

A: Yes

Cllr. Beaulne commented that:

I would like to thank Mr. Nadon and Mr. Evens for their efforts in bring these applications forward to address our housing shortage. Incorporating green spaces makes sense as to provide additional space for those living in these units.

Cllr. Cosco commented that:

I have no concerns, and I believe this is a great initiative. It represents an important step for Sioux Lookout businesses to effectively recruit and retain staff.

Cllr. Timpson:

Q: Given the frequencies of these amendments, is it time to review our current Zoning By-law and Official Plan to be more flexible with builders?

A: Mayor Lawrance: My understanding is that we conduct a review every 5 years and a comprehensive review every 10 years. In the interim, we use tools like By-law amendments. CAO please clarify.

A: CAO: We will bring forth a housekeeping amendment for the Zoning By-laws, to clean up and update certain provisions, including all site-specific zoning changes since 2018. The 5-year review scheduled for 2023 did not occur due to the Province conducting a major review and overhaul of many of their land use planning policies, directives and legislation, which is now nearing completion. Our Development Services Manager and planning team are monitoring these legislative changes, which will require us to make changes to both our Zoning By-law and Official Plan. We are preparing for this, but in the meantime, we use processes under the Planning Act to address issues as they arise.

ii) Questions from Members of the Public

None

8. Conclusion and Closing of Public Meeting

This concludes the Public Meeting regarding Zoning By-law Amendment Application (Z11-2024)

If any member of the Public wishes to be notified of the decision of Council in respect of the application, you must make a written request to the Planning Coordinator.

Notice to appeal the decisions of Council to the Ontario Land Tribunal must be filed with the Planning Coordinator no later than 20 days from the date the Notice of Decision is circulated.

The Notice to Appeal shall be sent to the attention of the Planning Coordinator and it must include the following information:

- The reasons for the appeal; and
- The fee as prescribed under the Ontario Land Tribunal Act in the amount of \$1,100.00 for each Zoning By-law Amendment, payable by certified cheque to the Minister of Finance, Province of Ontario

SP 251-2024

Moved By: Cllr. Joe Cassidy

Seconded By: Cllr. Cory Lago

THAT Council receives the Planning Report dated November 20, 2024, respecting Zoning By-law Amendment No. Z11-2024; and,

THAT Council directs staff to prepare a subsequent Planning Report, for presentation to Council at a subsequent Council meeting that considers the feedback received at the November 20, 2024, Statutory Public Meeting.

Carried

5. Confirmatory By-law

SP 252-2024

Moved By: Cllr. Reece Van Breda

Seconded By: Cllr. Luc Beaulne

THAT By-law No. 99-24, Being a By-law to Confirm the Proceedings of the Council of The Corporation of the Municipality of Sioux Lookout November 20, 2024 Statutory Public Meeting be read a First, Second and Third time, and passed.

Carried

6. Adjournment

Mayor Lawrance Adjourned the Statutory Public Meeting at 6:19 p.m.

ADOPTED AS PRESENTED THIS FIFTEENTH DAY OF JANUARY, 2025.

Doug Lawrance, Mayor

Brian P. MacKinnon, CAO & Municipal Clerk



The Corporation of the Municipality of Sioux Lookout

Special Council Meeting

Minutes

Thursday, December 12, 2024, 5:30 PM

Municipal Office, Council Chambers

COUNCIL: Mayor Doug Lawrance
Cllr. Joe Cassidy
Cllr. Joan Cosco
Cllr. Cory Lago
Cllr. Joyce Timpson
Cllr. Reece Van Breda

COUNCIL REGRETS: Cllr. Luc Beaulne

STAFF: Brian P. MacKinnon, Chief Administrative Officer and
Municipal Clerk
Carly Collins, Treasurer
Jackie Trenholm, Deputy Clerk

OTHER: Richard Jagielowicz, Grant Thornton LLP (Virtual)
Evan Merlo, Grant Thornton LLP (Virtual)

1. Call Meeting to Order/Mayor's Introductory Remarks

Mayor Lawrance called the meeting to order at 5:30 p.m.

2. Agenda

2.1 Introduction of Amendments to the Agenda

None

2.2 Confirmation of Agenda

SM 279-2024

Moved By: Cllr. Cory Lago

Seconded By: Cllr. Joyce Timpson

THAT the Agenda for the Special Council Meeting of December 12, 2024
be approved, as presented.

Carried

3. Declarations of Pecuniary Interest

None

4. Staff Reports

4.1 2023 Consolidated Financial Statements

SM 280-2024

Moved By: Cllr. Joe Cassidy

Seconded By: Cllr. Cory Lago

THAT Council adopts the year ending December 31, 2023 Municipal Consolidated Audited Financial Statements as presented by Grant Thornton at the December 12, 2024 Special Council Meeting.

Carried

5. Delegation/Presentations/Committee Presentations

2023 Consolidated Audited Financial Statements

Auditors: Richard Jagielowicz and Evan Merlo, Grant Thornton LLP

Mr. Jagielowicz and Mr. Merlo presented the 2023 Consolidated Audited Financial Statements to Council

6. Motion to Move into Closed Session

SM 281-2024

Moved by: Cllr. Joe Cassidy

Seconded by: Cllr. Joan Cosco

THAT Council moves into Closed Session at 6:47 p.m. to discuss:

- Subject matter relating to Education and Training to Council Members pursuant to the Municipal Act, 2001, as amended, Section 239(3.1)(1 Item: Budgeting)

Carried

7. Report Out of Closed Session

None

8. Confirmatory By-law

SM 284-2024

Moved By: Cllr. Joyce Timpson

Seconded By: Cllr. Joan Cosco

THAT By-law No. 107-24, Being a By-law to Confirm the Proceedings of the Council of The Corporation of the Municipality of Sioux Lookout (December 12, 2024 Special Council Meeting) be read a First, Second and Third time, and passed.

Carried

9. Adjournment

Mayor Lawrance adjourned the meeting at 9:02 p.m.

ADOPTED AS PRESENTED THIS FIFTEENTH DAY OF JANUARY, 2025.

Doug Lawrance, Mayor

Brian P. MacKinnon, CAO & Municipal Clerk



The Corporation of the Municipality of Sioux Lookout
Special Council Meeting
Minutes

Thursday, December 5, 2024, 3:30 PM
Municipal Office, Council Chambers

COUNCIL:
Mayor Doug Lawrance
Cllr. Luc Beaulne
Cllr. Joe Cassidy
Cllr. Joan Cosco
Cllr. Cory Lago
Cllr. Joyce Timpson
Cllr. Reece Van Breda

STAFF:
Brian MacKinnon, Chief Administrative Officer and
Municipal Clerk
Jen Esposito, Strategic Initiatives Manager
Carly Collins, Treasurer

1. Call Meeting to Order/Mayor's Introductory Remarks

Mayor Lawrance called the meeting to order at 3:30 p.m.

2. Agenda

2.1 Introduction of Amendments to the Agenda

None

2.2 Confirmation of Agenda

SM 274-2024

Moved By: Cllr. Reece Van Breda

Seconded By: Cllr. Joyce Timpson

THAT the Agenda for the Special Council Meeting of December 5, 2024
be approved, as presented.

Carried

3. Declarations of Pecuniary Interest

None

4. Motion to Move into Closed Session

SM 275-2024

Moved by: Cllr. Reece Van Breda

Seconded by: Cllr. Luc Beaulne

4.1 THAT Council moves into Closed Session at 3:30 p.m. to discuss:

1. Subject matter relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Pursuant to the Municipal Act, 2001, as amended, Sec. 239(2)(k)(1 Item: subject matter relating to negotiations respecting recreational opportunities)

Carried

5. Report Out of Closed Session

None

6. Confirmatory By-law

SM 278-2024

Moved By: Cllr. Reece Van Breda

Seconded By: Cllr. Luc Beaulne

THAT By-law No. 103-24, Being a By-law to Confirm the Proceedings of the Council of The Corporation of the Municipality of Sioux Lookout (December 5, 2024 Special Council Meeting) be read a First, Second and Third time, and passed.

Carried

8. Adjournment

Mayor Lawrance adjourned the meeting at 7:34 p.m.

ADOPTED AS PRESENTED THIS FIFTEENTH DAY OF JANUARY, 2025.

Doug Lawrance, Mayor

Brian P. MacKinnon, CAO & Municipal Clerk



**The Corporation of the Municipality of Sioux Lookout
Special Council Meeting
Minutes**

**Wednesday, November 27, 2024, 3:30 PM
Municipal Office, Council Chambers**

COUNCIL: Mayor Doug Lawrance
Cllr. Luc Beaulne
Cllr. Joe Cassidy
Cllr. Joan Cosco
Cllr. Cory Lago
Cllr. Joyce Timpson

COUNCIL REGRETS: Cllr. Reece Van Breda

STAFF: Brian P. MacKinnon, Chief Administrative Officer and
Municipal Clerk
Jen Esposito, Strategic Initiatives Manager

OTHER: Donna Smith, Deloitte (virtual)
Gord Wickham, Deloitte (virtual)
Members of the Public

1. Call Meeting to Order/Mayor's Introductory Remarks

Mayor Lawrance called the meeting to order at 3:32 p.m.

2. Agenda

2.1 Introduction of Amendments to the Agenda

None

2.2 Confirmation of Agenda

SM 272-2024

Moved By: Cllr. Joyce Timpson

Seconded By: Cllr. Cory Lago

THAT the Agenda for the Special Council Meeting of November 27, 2024
be approved, as presented.

Carried

3. Declarations of Pecuniary Interest

None

4. Delegation/Presentations/Committee Presentations

4.1 Pool Feasibility Study

Donna Smith and Gord Wickham, from Deloitte presented their finding on the feasibility of a community pool. They also discussed options for infrastructure and location of the facility, cost-benefit analysis, governance structure and funding opportunities.

5. Confirmatory By-law

SM 273-2024

Moved By: Cllr. Joyce Timpson

Seconded By: Cllr. Joan Cosco

THAT By-law No. 102-24, Being a By-law to Confirm the Proceedings of the Council of The Corporation of the Municipality of Sioux Lookout (November 27, 2024 Special Council Meeting) be read a First, Second and Third time, and passed.

Carried

6. Adjournment

Mayor Lawrance adjourned the meeting at 4:52 p.m.

ADOPTED AS PRESENTED THIS FIFTEENTH DAY OF JANUARY, 2025.

Doug Lawrance, Mayor

Brian P. MacKinnon, CAO & Municipal Clerk



The Corporation of the Municipality of Sioux Lookout

Special Council Meeting

Minutes

Friday, November 22, 2024, 1:00 PM

Municipal Office, Council Chambers

COUNCIL: Mayor Doug Lawrance
Cllr. Luc Beaulne
Cllr. Joan Cosco
Cllr. Cory Lago
Cllr. Joyce Timpson (arrived at 1:25)
Cllr. Reece Van Breda

COUNCIL REGRETS: Cllr. Joe Cassidy

STAFF: Brian P. MacKinnon, Chief Administrative Officer and
Municipal Clerk
Jackie Trenholm, Deputy Clerk

OTHER: Dr. Kit Young-Hoon, Medical Officer for the Northwestern
Health Unit

1. Call Meeting to Order/Mayor's Introductory Remarks

Mayor Lawrance called the meeting to order at 1:00 p.m.

2. Agenda

2.1 Introduction of Amendments to the Agenda

None

2.2 Confirmation of Agenda

SM 267-2024

Moved By: Cllr. Joan Cosco

Seconded By: Cllr. Reece Van Breda

THAT the Agenda for the Special Council Meeting of November 22, 2024
be approved, as presented.

Carried

3. Declarations of Pecuniary Interest

None

4. Motion to Move into Closed Session

SM 268-2024

Moved by: Cllr. Reece Van Breda

Seconded by: Cllr. Cory Lago

THAT Council moves into Closed Session at 1:00 p.m. to discuss:

- Subject matter relating to Education and Training to Council Members pursuant to the Municipal Act, 2001, as amended, Section 239(3.1) (1 Item: Public Health)

Carried

5. Report Out of Closed Session

None

6. Confirmatory By-law

SM 271-2024

Moved By: Cllr. Luc Beaulne

Seconded By: Cllr. Joan Cosco

THAT By-law No. 101-24, Being a By-law to Confirm the Proceedings of the Council of The Corporation of the Municipality of Sioux Lookout (November 22, 2024 Special Council Meeting) be read a First, Second and Third time, and passed.

Carried

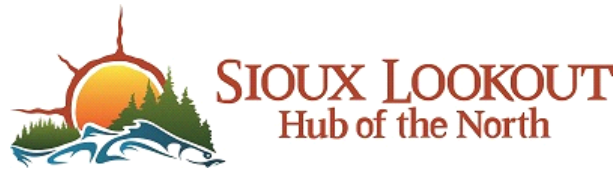
7. Adjournment

Mayor Lawrance adjourned the meeting at 2.25 p.m.

ADOPTED AS PRESENTED THIS FIFTEENTH DAY OF JANUARY, 2025.

Doug Lawrance, Mayor

Brian P. MacKinnon, CAO & Municipal Clerk



The Corporation of the Municipality of Sioux Lookout

Special Council Meeting

Minutes

Tuesday, November 19 2024, 3:30 PM

Municipal Office, Council Chambers

COUNCIL: Mayor Doug Lawrance
Cllr. Joe Cassidy
Cllr. Luc Beaulne
Cllr. Joan Cosco
Cllr. Cory Lago
Cllr. Joyce Timpson
Cllr. Reece Van Breda

STAFF: Brian P. MacKinnon, Chief Administrative Officer &
Municipal Clerk
Jackie Trenholm, Deputy Clerk
Jen Esposito, Strategic Initiatives Manager

OTHER Terri Quest, Envisio via Zoom

1. Call Meeting to Order/Mayor's Introductory Remarks

Mayor Lawrance called the meeting to order at 3:31 p.m.

2. Agenda

2.1 Introduction of Amendments to the Agenda

None

2.2 Confirmation of Agenda

SM 243-2024

Moved By: Cllr. Joyce Timpson

Seconded By: Cllr. Joe Cassidy

THAT the Agenda for the Special Council Meeting of November 19, 2024
be approved, as presented.

Carried

3. Declarations of Pecuniary Interest

None

4. Delegation/ Presentations/Committee

4.1 Envisio Presentation

Terri Quest from Envisio presented to Council the public dashboard that

the Municipal Management team and the Envisio team have been collaborating on and building over the last several months. Envisio offers tools for tracking and reporting on strategic plans, aligning performance measures with organizational goals, and sharing progress with residence through a customizable public dashboard. The Sioux Lookout public dashboard is set to launch in 2025 and will assist the Municipality in tracking, monitoring and reporting on key projects both internally and publicly.

5. Motion to Move into Closed Session

SM 244-2024

Moved By: Cllr. Recce Van Breda

Seconded By: Cllr. Joe Cassidy

THAT Council moves into Closed Session at 4:15 p.m. to discuss matters of the general nature as noted below:

- Subject matter relating to Education and Training to Council Members Regarding: Performance Measures and Metrics (Pursuant to the Municipal Act, 2001, as amended, Section 239(3.1))

Carried

6. Report Out of Close Session

None

7. Confirmatory By-law

SM 247-2024

Moved By: Cllr. Reece Van Breda

Seconded By: Cllr. Joe Cassidy

THAT By-law No. 98-24, Being a By-law to Confirm the Proceedings of the Council of The Corporation of the Municipality of Sioux Lookout November 19, 2024 Special Council Meeting be read a First, Second and Third time, and passed.

Carried

8. Adjournment

Mayor Lawrance Adjourned the Special Council Meeting at 6:25 p.m.

ADOPTED AS PRESENTED THIS FIFTEENTH DAY OF JANUARY, 2024.

Doug Lawrance, Mayor

Brian P. MacKinnon, CAO & Municipal Clerk

MINUTES

SIoux LOOKOUT COMMITTEE OF ADJUSTMENT and CONSENT GRANTING AUTHORITY

Meeting in Council Chambers
November 14, 2024 – 5:00 PM

1. DETERMINATION OF QUORUM

1.1 Determination of Quorum – quorum was met

1.2 Updates

2. CALL MEETING TO ORDER

COMMITTEE MEMBERS

Ms. Alanna Pizziol-Caroll
Mr. Mario Rasetti (Virtually)
Cllr. Joan Cosco

STAFF

Jody Brinkman	Manager of Development Services Staff Resource
Bright Opore	Planning Coordinator of Development Services

PUBLIC

2.1 Motion to Open the Meeting

THAT the Sioux Lookout Committee of Adjustment meeting of November 14, 2024 be declared open and called to order at 5:04 p.m.

Motion No. A22-2024

Moved by: Cllr. Cosco
Seconded by: Mr. Rasetti

CARRIED

2.2 Motion to Excuse Members

THAT Mr. Roger Saltel & Cllr. Luc Beaulne be excused from the November 14, 2024 meeting.

Motion No. A23-2024

Moved by: Cllr. Cosco
Seconded by: Mr. Rasetti

CARRIED

3. **AGENDA**

Motion to approve Agenda as submitted for the November 14, 2024 meeting.

THAT the Sioux Lookout Committee of Adjustment approve the November 14, 2024 Agenda as submitted.

Motion No. A24-2024

Moved by: Cllr. Cosco
Seconded by: Mr. Rasetti

CARRIED

4. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

Mr. Brinkman confirmed that there were none.

5. **MINUTES**

5.1 Motion to approve the Minutes of Committee Meeting of September 17, 2024

THAT the Committee of Adjustment approve the September 17, 2024 Minutes as presented.

Motion No. A25-2024

Moved by: Mr. Rasetti
Seconded by: Cllr. Cosco

CARRIED

6. **BUSINESS FROM PREVIOUS MINUTES**

Mr. Brinkman confirmed that there was no business arising from previous Minutes.

7. **DELEGATIONS**

Mr. Brinkman confirmed that there were no delegations.

8. **APPLICATIONS**

COMMITTEE OF ADJUSTMENT

The Co-Chair announced that this is a Public Hearing to hear comments on a Consent Application. The Committee will hear comments and evaluate written submissions. The Committee makes the final decision. There is a 20-day appeal period from the date the Notice of Decision is provided for the Consent application. There is a 20-day appeal period from the date of the decision for the Minor Variance application. Any person who objects to the proposed Consent and/or Minor Variance may do so in writing to the Secretary-Treasurer of the Committee and must attach the fee required for the appeal. This appeal will be forwarded to the Ontario Land Tribunal for their review.

8. 1 Consent Application C05-2024 for Abram Lake Road:

Ms. Pizziol-Caroll asked Mr. Brinkman to provide the presentation for the Consent application. Mr. Brinkman read the presentation:

An application for consent has been submitted by Gregory Parent and Norman Lawrence to re-create one new lot and one retained lot, for a total of two lots on the subject land. The subject lands have a total area of 21,000 square metres (2.1 ha) and a lot frontage of approximately 110 metres on Abram Lake Rd. The subject lands are vacant and heavily treed.

The Consent application is proposing to re-create a total of two lots on the subject lands. It is noted that the lots were previously severed through an approved provisional consent in 2018 and previously in 2014. The proposed lots merged after the owners failed to fulfill all the conditions on the provisional consent. A surveyed R-Plan attached to this application shows the lots created under the previous consent applications. The owners are proposing to re-create Part 1 and Part 2 lots on the R-Plan.

The application is consistent with the Provincial Policy Statement (PPS). Staff have reviewed the Consent application in the context of the Provincial Policy Statement (PPS) statement and the Official Plan of the Municipality. The PPS permits residential development including lot creation, on rural lands where site conditions are suitable for private water and sewage services. Private on-site

sewage and water services are the preferred form of servicing on rural lands where municipal or communal water and sewage services are not available. The proposed lots acquired clearance from NWHU to locate sewage and water services on the subject lands as part of previous consent applications. The proposed Consent application are consistent with the PPS.

In terms of the Official Plan, the subject lands are located in the Drayton Area and are designated as Rural Residential. The Official Plan directs that residential development in the Drayton Area shall occur through infill development by consent. Lot creation is permitted in the Rural Residential designation and all new lots must have a minimum lot area of 1 hectare. The proposed new lots have a lot area of 1.05 hectares each and will contribute to infill residential development within the Drayton Area. The proposed consent conforms to the Official Plan.

Further, The subject lands are zoned Rural Residential (RR). The proposed lots meet all the RR zone lot requirements. A minimum lot area of 10,000 square metres and a minimum lot frontage of 40 metres is required for all lots in the RR zone. The proposed lots have a lot area of 10,500 square metres and a lot frontage of 55 metres each along Abram Lake Rd.

8.1.1 Comments from Staff, Agencies, and the Public

Internal Staff

Mr. Brinkman said that no comments had been received from internal staff.

Comments from Agencies

Mr. Brinkman said that no comments had been received from agencies.

Members of the Public

Mr. Brinkman said that no comments had been received from Public.

Site Inspection Reports

Ms. Pizziol-Caroll asked the Committee if there were any site inspection reports they wished to present. There were none.

Comments from the Applicant

Ms. Pizziol-Caroll asked if there was a presentation from the Applicant or their Agent. There were none.

Comments from Members of the Public

Ms. Pizziol-Caroll asked if there were any members of the public in attendance who wished to speak on the application. There were none.

Comments from the Committee

Ms. Pizziol-Caroll opened the floor to the Committee members for discussion of the application.

Mr. Rasetti asked Mr. Brinkman whether the cash in lieu of greenspace was charge second time. Mr. Brinkman responded the this has been paid during the previous consent application so the Municipality wouldn't charge again.

Recommendation

It is recommended that Consent Application C05-2024 (Parent/Norman), being an application to re-create one retained and one severed lot, for a total of two lots on the subject lands be approved subject to the recommended conditions of provisional Consent:

1. That the following documents must be provided for the transaction:
 - a. The original executed Transfer/Deed form, a duplicate original and one photocopy for our records.
 - b. A Schedule to the Transfer/Deed form on which is set out the entire legal description of the parcel in question, and
 - c. A reference plan of survey which bears the Land Titles Office registration number and signature as evidence of its deposit therein, illustrating the parcel to which the consent approval relates; and

2. That the applicant confirm that all lots comply to the zoning by-law.

Motion No. A26-2024

Moved by: Cllr. Cosco
Seconded by: Mr. Rasetti
CARRIED

9. OLD BUSINESS

Mr. Brinkman confirmed that there was none.

10. NEW BUSINESS

Mr. Opare confirmed that there are 3 new Minor variance applications coming up in December.

11. ADJOURN

THAT the Committee of Adjustment meeting of November 14, 2024 be adjourned at 5:18 p.m.

Motion No. A27-2024


Moved by: Mr. Rasetti
Seconded by: Cllr. Cosco

CARRIED

ADOPTED AS PRESENTED THIS _____ day of 2024



Chair



Jody Brinkman, Secretary-Treasurer

MINUTES

SIoux LOOKOUT COMMITTEE OF ADJUSTMENT and CONSENT GRANTING AUTHORITY

Meeting in Council Chambers
September 17, 2024 – 5:00 PM

1. DETERMINATION OF QUORUM

1.1 Determination of Quorum – quorum was met

1.2 Updates

2. CALL MEETING TO ORDER

COMMITTEE MEMBERS

Mr. Mario Rasetti
Mr. Roger Saltel
Cllr. Luc Beaulne
Cllr. Joan Cosco
Ms. Alanna Pizziol-Caroll

STAFF

Jody Brinkman	Manager of Development Services Staff Resource
Opere Bright	Planning Coordinator of Development Services
Komal Shah	Administrative Assistant of Development Services

PUBLIC

Mr. David Gordon	Applicant, C04-2024 and M03-2024
Ms. Sandra Moonias	Member of Public

2.1 Motion to Open the Meeting

THAT the Sioux Lookout Committee of Adjustment meeting of September 17, 2024 be declared open and called to order at 5:00 p.m.

Motion No. A15-2024

Moved by: Cllr. Cosco
Seconded by: Cllr. Beaulne

CARRIED

2.2 Motion to Excuse Members (NA)

THAT be excused from the September 17, 2024 meeting.

Motion No. A16-2024

Moved by:

Seconded by:

CARRIED

3. **AGENDA**

Motion to approve Agenda as submitted for the September 17, 2024 meeting.

THAT the Sioux Lookout Committee of Adjustment approve the September 17, 2024 Agenda as submitted.

Motion No. A17-2024

Moved by: Mr. Saltel

Seconded by: Cllr. Beaulne

CARRIED

4. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

Mr. Opare confirmed that there were none.

5. **MINUTES**

5.1 Motion to approve the Minutes of Committee Meeting of April 02, 2024

THAT the Committee of Adjustment approve the April 02, 2024 Minutes as presented.

Motion No. A18-2024

Moved by: Cllr. Cosco

Seconded by: Mr. Saltel

CARRIED

6. **BUSINESS FROM PREVIOUS MINUTES**

Mr. Opare confirmed that there was no business arising from previous Minutes.

7. **DELEGATIONS**

Mr. Opare confirmed that there were no delegations.

8. **APPLICATIONS**

COMMITTEE OF ADJUSTMENT

The Co-Chair announced that this is a Public Hearing to hear comments on a Consent Application and Minor Variance Application. The Committee will hear comments and evaluate written submissions. The Committee makes the final decision. There is a 20-day appeal period from the date the Notice of Decision is provided for the Consent application. There is a 20-day appeal period from the date of the decision for the Minor Variance application. Any person who objects to the proposed Consent and/or Minor Variance may do so in writing to the Secretary-Treasurer of the Committee and must attach the fee required for the appeal. This appeal will be forwarded to the Ontario Land Tribunal for their review.

8.1 Consent Application C04-2024 for 13 Abram Lake Road:

Mr. Rasetti asked Mr. Opare to provide the presentation for the Consent application. Mr. Opare read the presentation:

An application for consent has been submitted by David Gordon to create one new lot and one retained lot, for a total of two lots on the subject lands known locally as 13 Abram Lake Road. An applicant has also submitted a Minor Variance application to permit a reduction to the minimum required lot area for the new lot. The subject lands have a total area of 22,000 square metres (2.2 ha) and a lot frontage of approximately 52 metres on Drayton Rd. There is an existing Single-Detached Dwelling on the subject lands.

The Consent application is proposing to create one new lot and one retained lot, for a total of two lots on the subject lands. The proposed severed lot will have lot frontage on Drayton Rd and the retained lot will have frontage on Abram Lake Rd. The Minor Variance application is seeking a relief from a Zoning By-Law section associated with the minimum lot area for the Rural Residential (RR) zone; the severed lot does not meet the minimum lot area requirement.

The application is consistent with the Provincial Policy Statement (PPS). Staff have reviewed the Consent and Minor Variance application in the context of the Provincial Policy Statement (PPS) statement and the Official Plan of the Municipality. A new Provincial Planning Statement has been approved but does not take effect until end of October. The subject lands are located in the Urban Sioux Lookout Settlement Area; the PPS directs that settlement areas shall be the focus of growth and development through land use intensification and infill development. The proposed Consent and Minor Variance represent infill and intensification development. The PPS recommends municipal sewage and water services as the preferred form of servicing for development in settlement areas, the severed lot will be serviced by municipal sewage and water. The proposed Consent and Minor Variance applications are consistent with the PPS.

In terms of the Official Plan, the subject lands are located in the Urban Sioux Lookout Settlement Area and are designated as Residential. The Official Plan encourages compatible development through infill and intensification within the Urban Sioux Lookout Settlement Area. In addition, the Official Plan directs that development in Urban Sioux Lookout Settlement Area should be serviced with municipal sewage and water. The proposed Consent conforms to policies for development in Urban Sioux Lookout Settlement Area. The Official Plan states that the location and nature of lands to be divided should be suitable for intended use and an amendment or relief from zoning by-law is required if the created lot does not meet the zoning by-law requirements. The proposed consent will create a lot that is suitable for the intended residential use. A minor variance application has been submitted to seek relief from the minimum lot area requirement for the severed lot. The proposed consent conforms to the Official Plan.

The four tests of a minor variance were reviewed regarding this application. The Variance is in keeping with the intent of the Official Plan. The subject lands are designated Residential. The proposed residential use is permitted in the Official Plan and the reduction in minimum lot area is appropriate because the severed lot will be connected to municipal sewage and water. The subject lands are zoned RR, the minimum lot area required for the RR zone is 10,000 square metres. The proposed severed lot has a lot area of approximately 6,272 square metres. The purpose of the minimum lot area requirement in the RR zone is to ensure that properties have enough area to accommodate structures, buildings, and sewage and water facilities. Given that this proposed severed lot will be connected to municipal services, a reduced lot area is appropriate. The proposed variance is in-keeping with the intent of the Zoning By-Law.

The subject property is designated and zoned for residential development in the Municipal Official Plan and Zoning By-Law respectively. The property owner intends to convey the land for residential development. The proposed variance will lead to desirable development.

The proposed Minor Variance to permit a Secondary Dwelling Unit with an Accessory Building is a permitted use under Section 3.7 of the Official Plan, which states that Secondary Dwelling Units are permitted within Accessory Buildings in all designations where residential uses are permitted. The proposed variance does not create any land use conflicts with surrounding land uses.

Further, the proposed severed lot meets all the RR zone requirements except the minimum lot area requirement. A minor variance application has been submitted to permit a reduction to the minimum lot area requirement.

8.1.1 Comments from Staff, Agencies, and the Public

Internal Staff

Mr. Opare said that no comments had been received from internal staff.

Comments from Agencies

Mr. Rasetti asked Mr. Opare if there were any comments from Agencies. Mr. Opare read the comments from Ministry of Transportation.

The subject property is identified as 13 Abram Lake Road and has existing direct access off Abram Lake Road. The subject lands have an area of approximately 36 hectares and has frontage of 413 metres. The consent application proposes to create one new severed parcel, one 6,272 m² parcel and the retained lot will be 16,107 m². The minor variance is requesting to seek relief from the minimum lot area requirement of a lot within the Rural Residential Zone.

The retained parcel has approximately 50 metres of Highway 72 frontage and an existing residential dwelling, but access is off the Public Side Road Abram Lake Road. The proposed new undeveloped property will have access off the Public Side Road Drayton Road. No highway access to Highway 72 will be permitted.

MTO has no objection to the proposed severance or the minor variance request of the residential parcels providing compliance with the Public Transportation and Highway Improvement Act (PTHIA) and MTO highway access management policies. In accordance with the PTHIA, entrance permits are required for any entrance onto a provincial highway. Any change of, property ownership, property description, entrance/land use or of entrance construction, requires a new permit. Entrance permits are granted exclusively to the property owner listed at the time of application and cannot be transferred.

Highway 72 is designated as a Kings Highway for highway access management purposes. The highway access management policy sets out the requirements a

property must meet to be eligible for a permitted entrance. At this location all entrances must be obtained off the public side road the property abuts.

MTO concludes that the granting of this consent would not have adverse effect on highway operations. MTO has no objection to the creation of the new lot.

Ministry Building and Land Use Permits are required for any development/construction occurring within 45 metres of the property limit of a highway and within 180 metres of the centre point of a public road intersection with Highway 72. All permits are required prior to any development/construction taking place. MTO permits are in addition to Municipal permit requirements.

Permit information and on-line permit applications can be found on the ministry web site, www.hcms.mto.gov.on.ca and Highway corridor management | ontario.ca. Permit requirements and application assistance can also be obtained by contacting Jeff Cook, Corridor Management Officer, at (807) 220-6386 or email jeff.cook2@ontario.ca.

The comments made in this letter may no longer be valid if this severance is not completed within one year. After one year, this application or a new application will have to be reviewed and commented on anew. A copy of this letter should be provided to the Owner/Applicant. Please provide MTO with a copy of the decision when available. Should you have any questions, please do not hesitate to contact me at your convenience.

Respectfully,

Sarah Nicolas

Members of the Public

Mr. Opare said that comments were received from Ms. Sandra Moonias: Ms. Moonias would support the only Residential use for the property.

Site Inspection Reports

Mr. Rasetti asked the Committee if there were any site inspection reports they wished to present. There were none.

Comments from the Applicant

Mr. Rasetti asked if there was a presentation from the Applicant or their Agent. Mr. Gordon mentioned that He intends to sever the property and give the undeveloped lot, after the severance, to his daughter who will develop the lot for residential use.

Comments from Members of the Public

Mr. Rasetti asked if there were any members of the public in attendance who wished to speak on the application. Ms. Moonias expressed concern about possibility of the proposed severed lot being used for commercial purpose given its location between Aztak Auto and Drayton Mini Storage. Ms. Moonias mentioned that she will not be in support of a commercial use for the proposed severed lot. Mr. Brinkman confirmed, this property falls under residential zone, and to amend the zoning the owner need to go through a Zoning By-law Amendment application process.

Comments from the Committee

Mr. Rasetti opened the floor to the Committee members for discussion of the application.

Cllr. Cosco thanked Mr. Gordon for contributing to housing stock in our community as many people are facing housing crisis. Mr. Rasetti asked Mr. Brinkman about the need for Minor Variance in the application. Mr. Brinkman responded the property is zoned as rural residential, where it has a minimum lot size requirement of 2.5 acres (1 hecter) so rather than rezoning to R1 or R2 zones where smaller lot sizes are permitted, staff recommended a minor variance to permit the reduced lot area of the proposed severed lot.

Recommendation

It is recommended that Consent Application C04-2024 (Gordon), being an application to create one new lot, for a total of two lots on the subject lands be approved subject to the recommended conditions of provisional Consent:

1. That the following documents must be provided for the transaction:
 - a. The original executed Transfer/Deed form, a duplicate original and one photocopy for our records.
 - b. A Schedule to the Transfer/Deed form on which is set out the entire legal description of the parcel in question, and
 - c. A reference plan of survey which bears the Land Titles Office registration number and signature as evidence of its deposit therein, illustrating the parcel to which the consent approval relates; and
2. That the applicant obtains entrance permits for each lot in accordance with the Municipality's entrance policy.

3. That the applicant submits and obtain approval for a Minor Variance to permit a reduced lot area for the severed lot.
4. That the applicant enters into an agreement with the Municipality to require the installation of water and sewer services for the new lot.
5. That the applicant pays cash-in-lieu of parkland dedication, an amount of \$750.00 prior to final approval.

Motion No. A19-2024

Moved by: Cllr. Cosco
Seconded by: Mr. Saltel

CARRIED

8. 2 Minor Variance Application M03-2024 for 13 Abram Lake Road:

Recommendation

- Based on a review of the four tests of a Minor Variance, it is our recommendation that the proposed variance is minor in nature, is in- keeping with the general intent and purpose of the Municipality's Official Plan and Zoning By-Law, and are desirable for the appropriate development and use of the land.
- Based on our review of the Minor Variance application, it would appear that the four tests of a Minor Variance have been met. It is recommended that a minor variance be approved to permit the new severed lot with a required minimum lot area of 6,000 square metres.

Motion No. A20-2024

Moved by: Cllr. Beaulne
Seconded by: Mr. Saltel

CARRIED

9. OLD BUSINESS

Mr. Opare confirmed that there was none.

10. NEW BUSINESS

Mr. Opare confirmed that there was none.

11. ADJOURN


THAT the Committee of Adjustment meeting of September 17, 2024 be adjourned at 5:28 p.m.

Motion No. A21-2024

Moved by: Cllr. Cosco
Seconded by: Cllr. Beaulne

CARRIED

ADOPTED AS PRESENTED THIS 14 day of Nov 2024



Chair




Jody Brinkman, Secretary-Treasurer



SIoux LOOKOUT
Hub of the North

Municipal Truth and Reconciliation Committee Meeting

Wednesday, October 16 at 11:00 a.m.

In Person

MINUTES

~~~~~

Chairperson: Alanna Anderson

Committee Members: Joan Cosco, Aileen Urquhart, Brent Wesley, Reece Van Breda, Naomi Hoppe Mackechnie

Absent: Raymond Angecone –  
Mario Rasetti –  
Darlene Angecone – with regrets

Staff: Michelle Varey – Staff Resource

**1. CALL THE MEETING TO ORDER**

The meeting was called to order at 11:15 a.m.

**2. LAND ACKNOWLEDGEMENT**

Reece Van Breda

**3. APPROVAL OF AGENDA**

**a. Confirmation of Agenda**

**Moved By: Joan Cosco**

**Seconded By: Brent Wesley**



## SIOUX LOOKOUT Hub of the North

That the Agenda for the October 16, 2024 Municipal Truth and Reconciliation Committee meeting be approved, as presented.

### **CARRIED**

#### **4. DECLARATIONS OF PECUNIARY INTEREST**

None

#### **5. ADOPTION OF MINUTES**

THAT the Minutes for the September 17, 2024 Municipal Truth and Reconciliation Committee meeting be approved, as amended.

**Moved By: Joan Cosco**

**Seconded By: Brent Wesley**

#### **6. BUSINESS ARISING FROM THE MINUTES**

None

#### **7. DELEGATIONS/PRESENTATIONS/COMMITTEE PRESENTATIONS**

None

#### **8. ITEMS FOR DISCUSSION**

##### **1. Standee "Working Group" check-in**

- Everyone is happy with the 18 banners
- K-Net Storm C graphic was very well received, great project
- Organization takes time to see where they are at. A good job
- Very happy with Catspaw Printing.
- Will ask for files from James from Catspaw for presentations that may
- Town paid Catspaw, then bill the TRC

##### **2. Upcoming Events**



## SIoux LOOKOUT Hub of the North

- a. November 1, 2024 budget is due
  - b. TRC group aware that any remaining money can't be brought into 2025 budget
  - c. TRC aware that \$348.00 was taken from the budget to pay for Truth & Reconciliation Ad. (Megan confirmed this was a miscommunication and the money for the ad did not come from the TRC funds) email sent to group
  - d. Group discussed purchasing yard signs with names and traditional pronunciation to use at the Airport
  - e. Also purchase stickers to go on glass.
  - f. Signs were \$15.00 each to purchase
  - g. Group thinking a Welcome to Sioux Lookout sign with syllabics and pronunciation
  - h. Purchase a Chamber of Commerce Welcome Sign
  - i. Group discussed if there was "Welcome to Sioux Lookout" sign
  - j. The group would like to consult Charles Brown to ensure all bases are covered
  - k. Possibly purchase a Daycare Center and Airport signs with syllabics.  
Brent will discuss with Charles to ensure it is not offensive to put syllabics on the signs
  - l. Jen will attend November 19, 2024 meeting to discuss phase 1 Centennial Park and display cabinets
  - m. Next step \$20 000 Council Approval
  - n. The TRC group wants to discuss what direction can we go? Indigenous voices to be heard and not to create harm
  - o. TRC group asked for drawings to be handed to the committee members before the November meeting. (Michelle reached out to Brian and asked that drawings be sent to members)
  - p. Group would like input on designs, would like to ensure social issues are being looked at. Keeping the park clean, cross walks, lighting is adequate and inclusive to the indigenous groups. These are the main focus points the TRC would like to have input on
- People want this revitalization and how do we get there
  - Is the goal to have Front St as a retail area? A lot of people do not go to Front St and will walk on King St instead to avoid the area
  - The new subdivision by the airport, how will this change the community and the new subdivision by the Airport?
  - Group would like to discuss with Jen her goals to see what is needed
  - Reece stated that by-laws need to be brought up to the Government to help create more housing to thrive
  - Can the town help build more retail spaces but the town can not be a landlord
  - Online shopping has become a large part of everyone's shopping. A small town can only support so many small businesses
  - Group discussed developing a green space, and what steps have to be done to achieve this



## SIOUX LOOKOUT Hub of the North

### 3. Hybrid Meetings

- Hybrid Meetings were approved by council
- TRC Group wondered if someone attending the meeting online if that would include and make up quorum
- It would be easier for members to attend the TRC meetings and get more participation from other groups such as : Lac Seul etc.

### 4. Land Acknowledgement

- TRC would like to have a motion to have the Land Acknowledgement read at every meeting
- April 17, 2024 meeting reply to Land Acknowledgement read prior to any meeting
- Where are we at? Did this get approved?
- A motion needs to go through
- The TRC group discussed taking out Nishnawbe-Aski- Nation and proper pronunciation of Waanaawakaank
- Reece will send out an email to the committee to vote regarding the wording for the Land Acknowledgement

### 5. Tom Terry

- Trouble inviting him to meetings
- Could we form a working group to see what Tom could do
- Something In the park with history of names
- Reconnect a Working Group
- Educational campaign around traditional names
- Aileen will head the group and both Reece and Brent will join the group
- Town Beach aka. Farlinger Beach, Farlinger owned the land and donated the land built railroads where the hospital is

### 9. WORK PLAN

1. Memorial event – Darlene for Northway Cemetery. Jennifer could look to see if we could apply for the grant for unmarked graves. Michelle will forward Jen the grant application before next meeting
2. Create a working group to support



## SIOUX LOOKOUT Hub of the North

3. Could host a 3 – day event, Culturally Lead with SLFNHA and NAN which would be a huge project
4. The United Church has funds for Truth and Reconciliation
5. Work Plan is on hold till Bring the Children home
6. Where is Lac Seul looking for the graves
7. Funding was cut from this project
8. Northway has many unmarked graves and a memorial can be put up to include everyone
9. The site by Rotary Park, who owns this property? Brian is looking into this
10. Add Tom Terry to working group to educational campaign
11. Add grant under Northway

### **12. Projects for next year:**

- Brochure for space rental
- Blueberry events
- Truth and Reconciliation events
- Bringing the Children Home
- Need a Lac Seul , member on board in an acting and support role
- Children, aunts, uncles – 3 day event, feast, music, jokes and all different types of spiritual factors
- Chief Clifford Bull
- Elders highly respected
- A memorial event including how to skin an animal
- Partnerships with the High school, SLFNHA to coordinate an event of healing
- This would be a great opportunity to draw people together

### **10. NEXT MEETING DATE**

The next meeting of the Municipal Truth and Reconciliation Committee will be held on November 19, 2024 at 11:00 a.m.

### **11. ADJOURNMENT**

**Moved By: Naomi Hoppe Mackechnie**



**SIoux LOOKOUT**  
Hub of the North

**Seconded By: Joan Cosco**

That the October 16, 2024, meeting of the Municipal Truth and Reconciliation Committee  
adjourn at 12:40 p.m.

**CARRIED**

Adopted as presented this 19 day of November 2024.

A handwritten signature in cursive script, appearing to read 'D. Angecōneb', written over a horizontal line.

Darlene Angecōneb, Chairperson

A handwritten signature in cursive script, appearing to read 'M. Pollard', written over a horizontal line.

Megan Pollard, Staff Resource

**MINUTES**

**THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT**

**ENVIRONMENT COMMITTEE  
COUNCIL CHAMBERS, MUNICIPAL OFFICE  
Tuesday, December 3, 2024 5:00 P.M.**

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1. **CALL MEETING TO ORDER**

A. Attendance

**Committee Members**

Mr. George Hoggarth, Chair (Virtually)  
Ms. Anne Saltel, Vice Chair  
Cllr. Joyce Timpson  
Ms. Joanne Falk  
Ms. Jennifer Hancharuk (Virtually)

**Staff**

Mr. Jody Brinkman, Development Services Manager  
Ms. Komal Shah, Development Services Administrative Assistant

**Excused**

Cllr. Reece Van Breda  
Mr. Hari Sankar

**Absent**

**Guest**

B. Vice Chair called the meeting to order at 5:01 pm.

C. **MEMBERS EXCUSED**

Motion to excuse members: Cllr. Reece Van Breda & Mr. Hari Sankar

Moved by: Cllr. Timpson

Seconded by: Ms. Falk

CARRIED

2. AGENDA

a) Additions to Agenda

- o Ms. Falk would like to utilize the 2024 budget for more wood to repair in the community garden beds.

The Environmental Committee would like to propose a motion to purchase wood for the community garden, costing \$2,500, from the 2024 budget.

Moved by: Cllr. Timpson

Seconded by: Ms. Falk

CARRIED

b) Confirmation of Agenda

THAT the Agenda for the Environment Committee Meeting of December 3, 2024 be approved, as presented.

Moved by: Cllr. Timpson

Seconded by: Ms. Falk

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES

Motion to Adopt Minutes.

THAT the Minutes of the November 5, 2024 Committee Meeting be adopted, as presented.

Moved by: Cllr. Timpson

Seconded by: Ms. Falk

CARRIED

## 5. DELEGATIONS

None

## 6. BUSINESS ARISING FROM PREVIOUS MINUTES

Ms. Saltel informed the committee members about becoming the first Blue Community in the Northern Ontario region. CAO Mr. MacKinnon mentioned that no vending machine operator has a contract with the Municipality. The committee members decided not to sell bottled water in the municipal building, which will promote the use of the water fountain at the municipal facility. Additionally, bottled water will not be provided at any municipal-sponsored events. Mr. Brinkman will write a report to the council and include all suggested points in the report.

The Environmental Committee would like to propose a motion to present the report to the council for the Municipality of Sioux Lookout to become a first Blue Community in Northern Ontario.

Moved by: Cllr. Timpson

Seconded by: Ms. Falk

CARRIED

### 6.1 ACTION ITEMS

01-2024-01 – Committee to research if municipality has a Climate Action Plan and if so committee should review and discuss, if not committee to submit a recommendation to council to develop and implement a municipal Climate Action Plan - All Members

- Ms. Saltel mentioned that Ms. Jennifer Esposito (EDO) will be looking into the 'Strategic Planning' for our community and bringing it forward to the council. Mr. Brinkman added that public support in this matter would influence the council.

10-2024-02 – Prepare report for Council regarding wood chipping locally– Mr. Brinkman

- Ms. Saltel clarified to Mr. Brinkman to investigate the possibility of chipping. Mr. Hoggarth added that it should be checked whether Nordic Nomads could use the chips to fill in low spots.

10-2024-03 – Request the Public works department to provide the public response about the event “Hazardous special waste collection” happened on September 28, 2024 – Ms. Shah

- Ms. Shah reach out to Mr. Matt LeLonde – Public works manager. He will back to work on December 12th as mention by his secretary.

10-2024-04 – Advertise Greenhouse selling on Environment committee Facebook page located at Community garden – Ms. Falk

- Ms. Falk will posts the advertisement in spring.

10-2024-05 – Prepare report for Council requesting Municipal Litter strategy– Mr. Brinkman

- Ms. Shah will send the Municipal Strategy again tomorrow from the June 6th, 2024 minutes. This Municipal Strategy was written by Cllr. Timpson. Mr. Brinkman will reach out to the CAO regarding this initiative.

12- 2024- 06 – Present the report to the council, requesting that Municipality of Sioux Lookout become a Blue Community – Mr. Brinkman

## 7. ITEMS FOR DISCUSSION

### 7.1 Annual Work Plan and Budget Request

#### ***Curbside Swap***

- ❖ **Goals:** Continue promoting Curbside Swap
- ❖ **Lead Person:** Cllr. J. Timpson
- ❖ **Resources Needs:** Internet, Social Media, Municipal Website
- ❖ **Date Due or Frequency:** Biweekly (Saturday and Sundays) April through October
- ❖ **Tasks:** Ads and signs to encourage participation in Curbside Swap. Continue promoting Curbside Swap Facebook page and add link to Environment Committee’s Facebook page.
- ❖ **Updates:** Cllr. Timpson mentioned that people are using the Facebook group, and now we have 2,500 people in the group.

#### ***Explore Composting Options***

- ❖ **Goals:** To explore options for composting. To promote composting.

- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Internet, Municipal World magazine
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Research and promote municipal composting options. Promote backyard composting. To act in an advisory capacity to the municipality to ensure infrastructure and initiatives supporting eco-friendly transportation are being considered.
- ❖ **Updates:** Ms. Saltel followed up with Mr. Tyler Bernier regarding funding, and he has not received big funding, so Mr. Bernier will go on a smaller-scale project, and for the ongoing customers, he will pick up the food waste for composting.

### ***Communication and Education***

- ❖ **Goals:** To communicate with residents and educate regarding sustainable environmental practices.
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Internet, Social Media (Facebook), Ads
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Through a variety of media, including the Environment Committee Facebook page, educate the community regarding sustainable environmental practices of any nature.
- ❖ **Updates:** All hazardous signs are missing from the town; only the Hudson Community Centre has the sandwich board. Ms. Saltel suggested that it is not very useful to spend our budget money on it anymore. In addition, advertising would be helpful if posted one weekend before the collection.

### ***Community Garden***

- ❖ **Goals:** To establish and maintain community gardens that promote and encourage locally grown produce, food security, the reduction of carbon footprints, composting and educational opportunities.
- ❖ **Lead Person:** Ms. J. Falk

- ❖ **Resources Needs:** Municipal staff needed to help with maintenance as required.
- ❖ **Date Due or Frequency:** April through October
- ❖ **Tasks:** Maintaining the gardens, advertising, gardening classes.
- ❖ **Updates:** The community garden is closed for the season. Ms. Falk mentioned that it was very successful and that many kids' programs were offered at the community garden this year.

### ***Municipal Projects Review***

- ❖ **Goals:** To review municipal projects that may have an environmental impact and report on their environmental effect
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** List of Capital Projects
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Review environmental impacts of capital projects
- ❖ **Updates:** Mr. Brinkman mentioned that the Wastewater Treatment Plant expansion study and design are underway, and the Municipality has arranged an open house for October 2024. The expansion will proceed according to the requirements needed for the next 20 years. Mr. Brinkman also added that there are no other projects planned, as the budget is very tight each year.

### ***Environmental Recognition***

- ❖ **Goals:** Recognize groups or individuals for their environmentally sustainable activities/initiatives
- ❖ **Lead Person:** Ms. A. Saltel
- ❖ **Resources Needs:** Internet, Social Media
- ❖ **Date Due or Frequency:** Ongoing

- ❖ **Tasks:** Recognizing groups or individuals on Social Media and distributing certificates.
- ❖ **Updates:** Ms. Saltel mentioned that a person from Fresh market Food informed her that the Nadon family is currently out of Canada, so they are unable to send a picture of themselves. Ms. Saltel will contact them again later and write an environmental recognition article.  
Cllr. Timpson suggested the name Cathy Morris for recognition.

### ***Climate Action Plan***

- ❖ **Goals:** To communicate with and educate residents about effective strategies to adapt to the effects of climate change including the impact of the environment on people's health, Natural Ecosystems and Eco Friendly Transportation will be incorporated into the Climate Action Plan
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Internet, Social Media, Policies
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Present information through a variety of media and act in an advisory capacity to the Municipality.
- ❖ **Updates:** Ms. Saltel informed the members that, as mentioned earlier by Ms. Esposito, she would let the committee members know and invite them during the presentation to the council.

### ***Promotion of Locally Sourced Food and Self-Sustainability***

- ❖ **Goals:** To communicate with and educate residents about access to sustainably sourced food
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Internet, Social Media, Workspaces
- ❖ **Date Due or Frequency:** Ongoing

- ❖ **Tasks:** Present information and education through a variety of media and act in an advisory capacity to the Municipality. Promoting different gardening options (examples: raised gardens and containers). Provide support to local gardeners by providing a platform for knowledge exchange. Promote sustainably sourced food. Through education and promotion at the farmer's markets, increase awareness about sustainably sourced foods. Advertise and encourage people to share their produce through activities such as gleaning. To approach other Northern Communities for ideas related to locally sourced food.

- ❖ **Updates:** None

### ***Waste Reduction/Diversion***

- ❖ **Goals:** To reduce and divert waste

- ❖ **Lead Person:** Environment Committee

- ❖ **Resources Needs:** Internet, Social Media

- ❖ **Date Due or Frequency:** Ongoing

- ❖ **Task:** Introduce policies, practices, and by-laws to eliminate single use plastics. Advertise Waste Reduction Week. Promote reduction of litter around town. Encourage the enforcement of the existing littering By-law. Educate people on hazardous waste and how to dispose of it. Reduce recycling mixed in with household and commercial garbage, which is being brought to the landfill.

- ❖ **Updates:** None

## **7.4 COMMITTEE BUDGET**

### **8. NEW BUSINESS**

### **9. NEXT MEETING**

The next meeting of the Environment Committee is scheduled for Thursday, January 9th, 2025 at 5:00 pm in Council Chambers at the Municipal Office.

### **10. MEETING ADJOURNED**

Meeting adjourned at 5:33 pm.



MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGEMENT  
OF THE DISTRICT OF KENORA HOME FOR THE AGED  
HELD November 1<sup>st</sup>, 2024 - Kenora, ON  
9:40 a.m. - 11:05 a.m.



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**PRESENT:**

- Warren Badiuk, Chair
- Norbert Dufresne, Vice Chair
- Louis Roussin, Board Member
- Jack Harrison, Board Member (Virtually)
- James Blight, Board Member (Virtually)
- Judy Carlson, Board Member
- Lisa Oakes, Director of Finance
- Michelle Spencer, CEO & District Administrator

**ABSENT:**

- Greg Swanson, Board Member
- Jill Torrie, Board Member

**MOVED BY NORBERT DUFRESNE**  
**SECONDED BY JUDY CARLSON**

THAT the agenda for the November 1<sup>st</sup>, 2024 meeting of the Board of Management of the District of Kenora Home for the Aged be approved.

**CARRIED**

**MOVED BY NORBERT DUFRESNE**  
**SECONDED BY JUDY CARLSON**

THAT the minutes of the Board Meeting held on September 26<sup>th</sup>, 2024 be adopted as circulated.

**CARRIED**

Board Member Norbert Dufresne declared a potential conflict of interest, informing the board that his grandson works for Three Lions Masonry.

The CEO & District Administrator presented the report on Executive Limitation (EL) 10 - Public Image

**MINUTES**

**1<sup>st</sup> November 2024**

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**MOVED BY JUDY CARLSON**  
**SECONDED BY NORBERT DUFRENSE**

THAT the correspondence be received:

- Nothing to provide

**CARRIED**

**MOVED BY LOUIS ROUSSIN**  
**SECONDED BY NORBERT DUFRENSE**

THAT the Community Support report be received.

**CARRIED**

**MOVED BY LOUIS ROUSSIN**  
**SECONDED BY NORBERT DUFRENSE**

THAT the Chief Executive Officer and District Administrator's report be received.

**CARRIED**

**MOVED BY LOUIS ROUSSIN**  
**SECONDED BY NORBERT DUFRESNE**

THAT the Board accept the CEO and District Administrators Report on Executive Limitation (EL)10 - Public Image.

**CARRIED**

**MOVED BY NORBERT DUFRENSE**  
**SECONDED BY JUDY CARLSON**

THAT the Board of Management accept the quotation from HealthConnex Infection Control and Outbreak Management Software for an annual subscription and professional fee (District) for the total cost of \$11,817.61. Funds for this purchase is through the Integrated Technology Solutions (ITS) Program.

**CARRIED**

**MOVED BY LOUIS ROUSSIN**  
**SECONDED BY NORBERT DUFRENSE**

THAT the Board of Management accept the quotation from PointClickCare - Skin & Wound module for the first month subscription and professional fee (District) for the cost of \$5,495.05 plus applicable taxes. Funds for this purchase is through the Integrated Technology Solutions (ITS) Programs.

**CARRIED**

**MINUTES**

**1<sup>st</sup> November 2024**

-----

**MOVED BY NORBERT DUFRENSE**

**SECONDED BY LOUIS ROUSSIN**

THAT the Board of Management accept the quotation from Thermal Mechanical Systems for the replacement of MUA units (Princess Court) for the total cost of \$252,030.00 plus applicable taxes.

**CARRIED**

**MOVED BY JUDY CARLSON**

**SECONDED BY NORBERT DUFRENSE**

THAT the Board of Management accept the quotation from Pioneer Window & Door MFG. for the replacement of fifty-seven windows (Pinecrest Home) for the total cost of \$58,929.90.

This resolution will replace resolution Res C - June 27, 2024 for Tyrrell's Auto Glass.

**CARRIED**

**MOVED BY JUDY CARLSON**

**SECONDED BY LOUIS ROUSSIN**

THAT the Board of Management accept the purchase from Wilson's Business Solution for 116 White/Cork Board (Pinecrest Home) for the total cost of \$7,797.95. Funds for this purchase will be deducted from the donation account.

**CARRIED**

**MOVED BY JUDY CARLSON**

**SECONDED BY NORBERT DUFRENSE**

THAT the Board of Management accept the purchase from Westbrook Mfg. Ltd. for the purchase of one Dexter S975 Washer and one Dexter T80 Dryer (Princess Court) for the total cost of \$52,381.15.

This resolution will replace resolution Res A - November 2<sup>nd</sup>, 2023 for Westbrook Mfg. Ltd. for \$43,875.00 plus applicable taxes.

**CARRIED**

**MINUTES**

**1<sup>st</sup> November 2024**

-----

**MOVED BY LOUIS ROUSSIN  
SECONDED BY NORBERT DUFRENSE**

THAT the Board of Management accept the invoice from Darin Campbell for the rental of one Refrigerator Truck and repairs to the walk-in freezer (Pinecrest Home) for the total cost of \$10,925.97.

This resolution will replace resolution Res A - January 25<sup>th</sup>, 2024 for Darin Campbell for a total of \$16,747.28.

**CARRIED**

**MOVED BY LOUIS ROUSSIN  
SECONDED BY JUDY CARLSON**

THAT the Board of Management authorize James Blight to be absent from three consecutive board meetings.

**CARRIED**

The Board was provided with Inspections & Unusual Occurrence Reports from Pinecrest Home, Princess Court and Northwood Lodge for the month of September 2024.

The Board was provided with the following financial reports: a budget report up to the end of August 2024, Cash Position Stat

**MOVED BY LOUIS ROUSSIN  
SECONDED BY NORBERT DUFRENSE**

THAT the accounts and wages in the amount of \$1,113,230.50 for the month of August 2024 be approved for payment.

**CARRIED**

**MOVED BY LOUIS ROUSSIN  
SECONDED BY NORBERT DUFRENSE**

THAT the disbursements from the Residents' Trust Account (Pinecrest) in the amount of \$29,318.59 for the month of September 2024 be approved for payment.

**CARRIED**

**MINUTES**

**1<sup>st</sup> November 2024**

-----

**MOVED BY NORBERT DUFRENSE  
SECONDED BY JUDY CARLSON**

THAT the disbursements from the Residents' Trust Account (Princess Court) in the amount of \$4,298.77 for the month of September 2024 be approved for payment.

**CARRIED**

**MOVED BY JUDY CARLSON  
SECONDED BY NORBERT DUFRENSE**

THAT the disbursements from the Residents' Trust Account (Northwood Lodge) in the amount of \$6,799.70 for the month of September 2024 be approved for payment.

**CARRIED**

**MOVED BY NORBERT DUFRENSE  
SECONDED BY LOUIS ROUSSIN**

THAT this meeting do now adjourn to meet at the call of the Chair on December 12<sup>th</sup>, 2024 at Pinecrest Home in Kenora, ON.

**CARRIED**

  
.....  
Chair of the Board

  
.....  
Chief Executive Officer





**MEETING TYPE: Regular Council Meeting**

|                    |                                                       |
|--------------------|-------------------------------------------------------|
| <b>To:</b>         | Council                                               |
| <b>From:</b>       | Ben Hancharuk, Airport Manager                        |
| <b>Date:</b>       | January 15, 2025                                      |
| <b>Subject:</b>    | Airport Secure Hold Room Project - Washrooms addition |
| <b>Report No.:</b> | 2025-441                                              |

**TITLE:** Airport Secure Hold Room Project - Washrooms addition

**RECOMMENDATION:**

THAT Council authorizes the passing of By-law No. 05-25, Being a By-law to Authorize the Mayor and the Clerk to Execute an Agreement Between The Corporation of the Municipality of Sioux Lookout and Finnway General Contractor Inc. for the completion of the washrooms addition for the Sioux Lookout Airport Secure Hold Room Project in the amount of \$316,000.00 plus HST.

**PURPOSE:**

To seek Council's authorization to complete the Sioux Lookout Airport Secure Hold Room Project

**BACKGROUND:**

The Airport Secure Hold Room Project was approved in the 2024 capital budget. The project included a retractable wall system and the addition of washrooms. The wall system was completed in 2024 but the washroom portion of the project has been carried forward into 2025.

As part of this project, Keewatin-Aski Ltd. was contracted to provide design, tender and project management services.

**DISCUSSION:**

Through the public tender process using MERX and the Municipal website, tender submissions were received from Four contractors; Finnway General Contractor, Helix Contracting, The Secure Construction Group, and M builds.

All bidders are considered qualified contractors and have completed municipal projects

Finnway General Contractor provided the lowest compliant bid and is therefore recommended for contract award.

A copy of the tender opening and bid analysis is attached to this report.

Substantial completion milestone is May 1, 2025.

**RELATIONSHIP TO THE STRATEGIC PLAN:**

Community Innovation and Development

**FINANCIAL IMPLICATIONS:**

The cost of the washroom portion of the project approved in 2024 will need to be carried over into the 2025 airport capital budget.

**ATTACHMENTS:**

1. [24041 Bid Analysis 2024-12-18-Signed-Kal.pdf](#)
2. [24041 Bid Record\\_2024-12-18-Signed \(002\).pdf](#)
3. [By-law\\_05-25\\_Finnway\\_Washroom\\_Contract\\_Airport.doc](#)


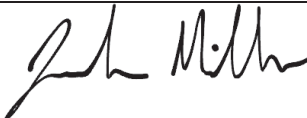
*Written By:*  
Ben Hancharuk, Airport Manager

*Approved By:*  
Brian P. MacKinnon, CAO/Municipal Clerk

## Bid Analysis

|                   |                                                                     |               |                          |
|-------------------|---------------------------------------------------------------------|---------------|--------------------------|
| Project:          | <b>Sioux Lookout Airport Terminal Building Washroom Renovations</b> | Closing Date: | <b>December 18, 2024</b> |
| Closing Location: | <b>Keewatin-Aski Ltd., 58 Wellington St. Sioux Lookout, ON</b>      | Closing Time: | <b>2:00 pm Central</b>   |
|                   |                                                                     | File:         | <b>24041</b>             |

| Bidder's Name                 | Total Bid Amount<br><i>(incl. HST)</i> |
|-------------------------------|----------------------------------------|
| Finn Way                      | <b>357,080.00</b>                      |
| Helix Contracting             | <b>375,160.00</b>                      |
| The Secure Construction Group | <b>444,280.97</b>                      |
| M Builds                      | <b>412,450.00</b>                      |
|                               |                                        |
|                               |                                        |
|                               |                                        |

|                              | Name                                              | Signature                                                                             |
|------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------|
| Bids Opened and Recorded By: | Kevin Yu<br><i>Senior Architect, Project Lead</i> |  |
| Witness By:                  | Joshua Miller<br><i>Project Assistant</i>         |   |

### ATTENDEES PRESENT DURING OPENING

- Joshua Miller, KAL
- Kevin Yu, KAL

## **BID COMPETITIVENESS**

As summarized in the table above, four bids were received which typically provides a good field to produce competitive bids. The pricing spread between the two lowest bids is 4.8 %. Our high level construction estimate of \$300,000.00 for the work is essentially on par with the lowest bidder, pre required taxes. These measures indicate a competitive market and no evident uncertainty in the required execution of work defined in the bid documents. Copies of all four bids are attached to this Bid Analysis for reference.

## **BID ENCLOSURES / REQUIREMENTS CHECK**

Based on the bid opening results noted above, the Low Bid was submitted by Finn Way General Contractor Inc.. The following summarizes the compliance check of the Low Bidder, Finn Way General Contractor Inc., as identified under Section 00 21 13 Instructions to Bidders, 1.8 Bid Enclosures / Requirements.

| Item | Compliance Requirement                                                                                  | Complies<br>Yes or No |
|------|---------------------------------------------------------------------------------------------------------|-----------------------|
| 1    | Bid Bond/Security Deposit (as per Section 00 21 13, 1.8.1)                                              | Yes                   |
| 2    | Consent of Surety (as per Section 00 21 13, 1.8.2 to the values specified in Section 00 21 13, 1.8.3.1) | Yes                   |
| 3    | Undertaking of Insurance (as per Section 00 21 13, 1.8.4)                                               | Yes                   |
| 4    | Addenda received and acknowledged in sentence 00 41 13 1.5.1                                            | Yes                   |
| 5    | Bid Form Signed and Sealed                                                                              | Yes                   |
| 6    | Bid Form Supplement A (as per Section 00 21 13, 1.8.7.1)                                                | Yes                   |
| 7    | Bid Form Supplement B (as per Section 00 21 13, 1.8.7.2)                                                | yes                   |
| 8    | Bid Form Supplement C (as per Section 00 21 13, 1.8.7.3)                                                | yes                   |

Based on the foregoing analysis it is our opinion that Finn Way General Contractor Inc. is the Low Compliant Bidder.

Yours truly,

**KEEWATIN-ASKI LTD.**

Yafeng Kevin Yu, M.Arch., OAA,  
Senior Architect, Project Lead

Attached: *Dropbox Link for Bids received from all four (4) general contractors :*  
<https://www.dropbox.com/scl/fo/33frlfaxsoz5eqst9as16/AAkiYZ1NJ2hxJmSYJhHb6MM?rlkey=ou4jcbhe8w8eaxnq4vmehcnux&st=h4r32hww&dl=0>

# Tender Opening Record

Project: **SLKT ATB Washroom Renovations**



Closing Date: **December 18, 2024**

Closing Location: **Keewatin-Aski Ltd., Sioux Lookout, ON**

Closing Time: **2:00 pm CST**

File: **24041**

| Tenderer's Name               | Substantial Completion Date   | Tender Form Amount | Taxes       | Total Price Tendered |
|-------------------------------|-------------------------------|--------------------|-------------|----------------------|
| Finn Way                      | May 1, 2025                   | \$316,000.00       | \$41,080.00 | \$357,080.00         |
| Helix Contracting             | 10 weeks after contract award | \$332,000.00       | \$43,160.00 | \$375,160.00         |
| The Secure Construction Group | April 30, 2025                | \$393,169.00       | \$51,111.97 | \$444,280.97         |
| M Builds                      | 14 weeks after contract award | \$365,000.00       | \$47,450.00 | \$412,450.00         |
|                               |                               |                    |             |                      |

|                                        | Name                                              | Signature                                                                                               |
|----------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <i>Tenders Opened and Recorded By:</i> | Kevin Yu<br><i>Senior Architect, Project Lead</i> |                    |
| <i>Witnessed By:</i>                   | Joshua Miller<br><i>Project Assistant</i>         | <br>JM: 2024-12-18 |

**NOTE:** The Tender Opening Record is strictly a preliminary review of the tenders received for the above noted project and shall not be misrepresented as an award of contract to the firm submitting the low tendered contract amount. Tenders will be evaluated based on the requirements specified in the Instruction to Bidders, Section 00 21 00. Only after a full evaluation of the tenders will a recommendation for contract award be made to the Owner at which time the Owner reserves the right to reject or accept contract award recommendations.

**THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT**

**BY-LAW NO. 05-25**

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO EXECUTE A CONTRACT BETWEEN THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT AND FINNWAY GENERAL CONTRACTOR INC. FOR THE COMPLETION OF THE WASHROOMS ADDITION FOR THE SIOUX LOOKOUT AIRPORT SECURE HOLD ROOM PROJECT IN THE AMOUNT OF \$316,000.00 PLUS HST**

---

**WHEREAS** the Council of The Corporation of the Municipality of Sioux Lookout deems it advisable and expedient to enter into a Contract with Finnway General Contractor Inc. for the washrooms addition for the Airport Secure Hold Room Project in the amount of \$316,000.00 plus HST; and

**WHEREAS** Section 9 of the *Municipal Act 2001, as amended*, grants municipalities the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act; and

**WHEREAS** entering into contracts is considered to be a natural person capacity, right, power, or privilege;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:**

1. THAT the Mayor and the Clerk are hereby authorized and directed to execute the above-noted Contract between The Corporation of the Municipality of Sioux Lookout and Finnway General Contractor Inc. for the washrooms addition for the Airport Secure Hold Room Project in the amount of \$316,000.00 plus HST.
2. THAT the Contract is attached as Schedule A.
3. THAT the Mayor's and the Clerk's authority and direction to execute the above-noted Contract extends to any renewal contracts or administrative amendments.
4. THAT this By-law shall come into force and take effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED FIFTEENTH DAY OF JANUARY, 2025.**

---

Doug Lawrance, Mayor

---

Brian P. MacKinnon, CAO & Municipal Clerk



**MEETING TYPE: Regular Council Meeting**

|                    |                                                                        |
|--------------------|------------------------------------------------------------------------|
| <b>To:</b>         | Council                                                                |
| <b>From:</b>       | Jody Brinkman, Manager of Development Services/Chief Building Official |
| <b>Date:</b>       | January 15, 2025                                                       |
| <b>Subject:</b>    | Flood Mapping and Mitigation Study                                     |
| <b>Report No.:</b> | 2025-443                                                               |

**TITLE:** Flood Mapping and Mitigation Study

**RECOMMENDATION:**

THAT Council receives the Flood Mapping and Mitigation Study.

**PURPOSE:**

To enable Council to receive the Flood Mapping and Mitigation Study.

**BACKGROUND:**

The Municipality of Sioux Lookout experienced significant flooding in the spring of 2022. During this event approximately 30 homes, two hotels and a restaurant were severely damaged. Along with multiple docks and lakeshore buildings. Following this event staff determined the need to complete a flood mapping and mitigation study to better understand the flooding of 2022, to properly map/identify areas at risk and to determine the most optimal prevention/mitigation measures for future flooding. The flooding in 2022 is considered a 1:50 year event, the study predicts the flood extents resulting from a 1:100 year event. The study also considered the following:

- Flood mitigation measures and associated costs
- Recommendations for infrastructure upgrades
- Proposed action plan for flood mitigation and preparedness
- Site plan of Lakeshore Drive homes located in the flood zone including lot grades, finished floor elevations and 100-year flood line
- Wave assessments in vulnerable locations

Five main flood risk locations were noted along the lakeshores of Sioux Lookout and were all affected by the 2022 flooding:

- i. Residential properties along Lakeshore Drive

- ii. The lake shoreline near the intersection of Ethel Street and Fourth Avenue
- iii. The shoreline to the west of Pelican River mouth including Sunset Inn and Suites
- iv. The shoreline to the east of Pelto Road
- v. The shoreline along Loon Lake Road

Properties along Southshore Drive also experienced significant damage as well.

The Flood Mapping and Mitigation Study provides the starting point for the Municipality to develop a plan and strategy to quickly and effectively deal with future flooding events.

The action plan in the report considers the following:

- Monitoring local weather and provincial and federal flood alerts and issuing a flood watch if weather conditions indicate and imminent flood event. Contacting the appropriate levels of government for technical support in predicting flood conditions and improving gauge stations (replacement and additional gauges)
- Issuing a flood warning (phone app, Municipal website radio, etc.) as part of the Municipal Emergency Plan
- Utilizing sandbagging assistance for residents. Set formal plans for sand bag access (procurement, storage and distribution procedures), strategic locations of sand stock piles, emergency pumping equipment and identification of public works equipment suitable for flood management/control.

## **DISCUSSION:**

In order to be better prepared staff need to act on the recommendations of the Flood Mapping and Mitigation Study, some of these recommendations will have costs associated with them, which is over and above staff time. It is very hard to predict or anticipate when the next flooding event will occur, having a reserve in place will limit the unexpected monetary impact of an event like this or other natural disaster.

Initially staff will engage with government agencies to lobby for additional flow monitoring gauges, in particular along Sturgeon River which currently doesn't have any and look to replace existing gauges with modern equipment, if needed. Staff currently have the ability to monitor the existing flows at the English River and Pelican Lake gauges. We will develop a standard operating procedure to deal with potential and impending flood events, this can be altered as needed for other types of natural disasters. Determine the best flood mitigation strategies for each vulnerable area, begin the process to design and determine anticipated cost for these measures. Prepare and distribute information packages for private property owners who are in at risk locations, this will provide details on recommended methods to protect your property in the event of flooding, mitigation measures that can be done in advance of any flooding and will provide details on how the Municipality can provide support during a flooding event.

During the 2022 flood event over 10,000 sand bags were utilized, mostly filled with a shovel by hand. This is labour intensive and time consuming, Public Works did come up with a method to speed up the process but it is still labour intensive. There is different mechanical equipment designed to fill sand bags, low output and high output machines. Some rely solely on gravity others are mechanical and have augers or agitators to move sand. The costs varies greatly from \$2,000 to \$50,000, a deeper look into this type of equipment is warranted. The

advantage of the gravity fed hoppers is that electricity or fuel isn't needed and outside of a manually operated valve there is limited risk of mechanical failure. Ideally the Municipality will invest in a few sand bagging machines over the next few years.

High output pumps on hand are essential as well, in particular trash pumps which can handle debris that will likely be in the flood waters being pumped. Again costs vary a lot for these pumps, from a few hundred dollars to tens of thousands. Consideration will have to be made for the amount of water being moved, electric or fuel powered, if fuel powered how long can the pump operate and hose types and sizes. Once we determine the best mitigations measures for each area we can confirm the pumps that will be needed. Again, having some pumps available will help to limit the initial damages resulting from a flood. The pumps could also be utilized to support forest fire suppression efforts if the need arises.

The Municipality has fairly easy access to sand. During the 2022 flood it was noted that the "blue stone" material acted as an effective barrier when used to create a berm. Access to this product isn't as readily available, it is recommended that we begin to stockpile "blue stone" at the former landfill site. Having this material on hand allows for a quick response in the event of a flood, this material can be used to fill washouts and create berms around affected properties.

In order to better respond to these events having an appropriate plan, the necessary equipment and material immediately available will help to limit the impact.

**RELATIONSHIP TO THE STRATEGIC PLAN:**

Community Development

**FINANCIAL IMPLICATIONS:**

If Council were to approve the study, Staff would bring another report to Council indicating the costs associated with the plan for additional equipment and materials. There are no financial implications at this time.

**ATTACHMENTS:**

1. [23030 Flood Mapping & Mitigation Study - FINAL REPORT 2024-10-18.pdf](#)

*Written By:*  
Jody Brinkman, Development Services  
Manager

*Approved By:*  
Brian P. MacKinnon, CAO/Municipal Clerk



FINAL REPORT

# FLOOD MAPPING and MITIGATION STUDY

October 2024



SUBMITTED BY





# FLOOD MAPPING and MITIGATION STUDY

---

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**EXECUTIVE SUMMARY ..... 1**

### **ATTACHMENTS:**

- ATTACHMENT 1:** Flood Mitigation Study
- ATTACHMENT 2:** Lakeshore Drive Engineering Survey

## EXECUTIVE SUMMARY

The Municipality of Sioux Lookout periodically experiences flooding in some of the low-lying areas properties located near the shorelines of the community's main network of lakes. In May 2022, the Municipality of Sioux Lookout was subjected to significant spring flooding. The flooding resulted from above normal precipitation combined with high snowmelt runoff. During this event approximately 30 homes and a multi-unit residential property was damaged by flooding. To provide a clearer understanding of future flooding conditions, the Municipality identified the need to undertake a Flood Mapping and Mitigation Study. The results of the study as presented in this report provide the following information:

- Predicted flood extents resulting from a 1:100 year rainfall event (including contributions from snowmelt and wave runoff)
- Flood mitigation measures and associated costs
- Recommendations for infrastructure upgrades
- Proposed action plan for flood mitigation and preparedness
- Site plan of Lakeshore Drive homes located in flood zone including lot grades, finished floor elevations and 100-year flood line.

Five main flood risk areas along the lakeshores of Sioux Lookout are highlighted by the flood mapping model and were notably flooded during the May 2022 flood event. These locations are:

- i. the residential properties along Lakeshore Drive near Farlinger Park (wave assessment location #1);
- ii. the lake shoreline near the intersection of



- Ethel Street and 4th Avenue (wave assessment location #2);
- iii. the shoreline to the west of Pelican River mouth including Sunset Inn & Suites north of Ed Ariano By-Pass/Mill Street that experienced extensive building and parking lot flooding (wave assessment location #3);
  - iv. the shoreline to the east of Pelto Road (wave assessment location #4); and
  - v. the houses along the shoreline to the south of Loon Lake Road (wave assessment location #5).

Wave assessment was also conducted at these locations, to identify the significant wave height and wave runoff for estimating the heights of potential flood mitigation options.

Although the May 2022 flood event resulted in widespread damage to properties located in the low-lying areas near the shorelines, it was not the worst recorded flood for the area. Records from Water Survey of Canada (WSC) stations near Sioux Lookout reveal that the Town was more severely impacted by the 1941 flood. An analysis of the flood discharge data finds that the 2022 flood is closer to a 50-year flood event.

Flood mitigation measures are discussed in the study. The primary measures include:

- temporary sandbagging or removable flood barricades;
- flood control berms;
- floodproofing of the houses by raising their entrance level elevation above the corresponding 100-year flood elevation at their locations;
- infrastructure upgrades; and
- progressive land buyout of the identified areas at flood risk.

Channel widening at Pelican Falls was also considered but it will not offer good value for money given its high cost and limited result in lowering floodwater elevation along the lakeshore in Town. Furthermore, alteration of Pelican Falls would be subject to an extensive environmental review and approval process.

Shortly following the 2022 flood the Municipality took a proactive approach to control and mitigate flooding impacts at Lakeshore Drive by raising the road grade and upgrading the stormwater drainage system at the site. Prior to the flood, the major stormwater outfall which passes below the CNR railway embankment discharged into an open ditch and flowed to the lake via a road culvert under Lakeshore Drive. The Municipality's work converted the open ditch to a below grade piped system and increased the size of the drainage culvert. The improvement provides the area with some additional protection from backwater flooding over the previous open ditch. The raised road grade also improves the diking affect offered by the road. Overall, the Municipality's work resulted in an improvement over the original conditions, however, with the current 359.4 m average road elevation, protection from a 360.1 m high 100-year flood will require further action.

An action plan is provided in the report and considers the following:

- Monitoring local weather and provincial and federal flood alerts, and issuing a flood watch if weather conditions indicate an imminent flood event. This plan would benefit from government assistance in terms of technical support for predicting flood conditions and improving gauge stations (replacement and additional gauges).
- Issuing a flood warning (phone app, Municipal website, radio and other communication platforms) as part of an updated component contained in a Municipal Emergency Preparedness Plan. Under the warning, the residents of properties within the 1:100 year floodline will be notified of a potential upcoming flood based on increasing observed water levels and flood discharges in the English River.
- Utilizing the sandbagging assistance procedure that was successfully offered to residents during the 2022 flood. Included as part of the Emergency Preparedness Plan, set formal plans for sandbag access (procurement, storage and distribution procedures), strategic location of sand stockpiles, emergency pumping equipment and identification of public works equipment suitable for flood management / control. Such a plan would also include a requirement for an assessment of flood control / management equipment on a regular basis to ensure the necessary equipment is available and in a state of readiness for use during a flood event.

## FLOOD MAPPING and MITIGATION STUDY



REPORT

# Municipality of Sioux Lookout Sioux Lookout, ON

*Flood Mapping and Mitigation Study*

**WSP Canada Inc.**

6925 Century Ave., Suite 600 Mississauga, Ontario, L5N 7K2 Canada

CA0005812.2727

October 18, 2024



Photo Source: <https://www.siouxbulletin.com/municipality-taking-action-in-response-to-high-water-levels>

## Distribution List

PDF - Keewatin-Aski Ltd.

PDF - WSP Canada Inc.

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## 1.0 INTRODUCTION

WSP Canada Inc. (WSP) was retained by Keewatin-Aski Ltd. (KAL) to prepare a flood mapping and mitigation study for the Municipality of Sioux Lookout, Ontario. WSP worked in consultation with KAL to complete the study. KAL provided data including polygons of the 2022 flooded areas in Sioux Lookout, and a SWMM model of the stormwater management infrastructure within the Town, that were used in this project.

## 2.0 BACKGROUND

Sioux Lookout is a community of approximately 5,800 inhabitants located in Northwestern Ontario, with shoreline on both Pelican Lake and Abram Lake (Figures 1, 1A and 1B). Historical evidence indicates that Sioux Lookout has experienced periodic flooding of low-lying areas developed along the town's shoreline, including an extreme flooding event in Spring of 2022. The flooding caused significant damage to private property and public infrastructure, as well as causing road closures and storm sewer backup.

The flooding from the lakes is associated with the English River, which flows from south to north through Abram Lake and Pelican Lake (see Figures 1, 1A and 1B). The river has a significant contributing catchment of roughly 13,900 km<sup>2</sup>, which at Pelican Lake, includes numerous significant tributaries like the Sturgeon River, Vermillion River, Suzanne River, and Sany River. Historical flow data suggest peak water levels generally occur in May and June following spring melt. A small tributary of the English River is Pelican River, which has a much smaller contributing catchment of approximately 5.96 km<sup>2</sup> (see Figure 2), and flows from east to west discharging into Pelican Lake. Water levels in Pelican Lake are largely controlled by the lake's outlet at Pelican Falls at the northwest end of Pelican Lake (see Figure 3). In addition, there are two bridge crossings over the river, in the vicinity of Sioux Lookout, that may potentially control water levels; Highway 72 at Frog Rapids Narrows (crossing a narrow channel between Abram and Pelican Lake), and the CN Railway; aka the Iron Bridge, southwest of the town (which includes a bridge and causeway across Pelican Lake).

Following the flooding event in Summer 2022, the Municipality retained KAL to help assess options for reducing the impact of future flooding events. KAL in turn retained WSP to support the assessment.

## 3.0 OBJECTIVES

This report presents the details of this study including determining the flood extents of a return period event (specifically the 1:100-year flood discharge) and associated risks while considering the potential impacts of wind setup and wave runup, as well as a high-level, i.e., Class D, cost estimates of a few flood mitigation and protection options. It is our understanding that the flood mapping will be used to update the Municipality's Official Plan.

## 4.0 METHODOLOGY

This section describes the methodology for estimating the return period event and high-water level at Sioux Lookout, including hydrology, hydraulics, and wave runup.

## 4.1 Hydrology

The hydrology approach for the assessment is described below, including the use of measured flow data to estimate peak flows in the English River and hydrologic modeling to estimate peak flows in the Pelican River.

### 4.1.1 English River

The flood frequency estimates for English River were derived based on regional analysis using published hydrometric data from Water Survey Canada (WSC) flow monitoring stations. Specifically, flow information at the 05QA002 ‘English River at Umfreville’ station (roughly 40 km upstream of Sioux Lookout) was used to estimate return period peak flows for the English River at Umfreville, and those flows were then pro-rated to the English River at Sioux Lookout using the catchment area for the historical 05QA001 ‘English River near Sioux Lookout’ station. This method was chosen because of the longer historical record available at the Umfreville station (102 years, compared to the shorter 60-year record at Sioux Lookout). A summary of the basic hydrologic information used for regional analysis and to derive the flood frequency estimates are provided in Table 1 below. A comparison of peak flows for the overlapping years (1922-1981) suggests that the ratio of peak flows between Umfreville and Sioux Lookout is typically 1:1.75.

**Table 1: Summary of Gauged Stations Considered in the Study**

| WSC Station Number | WSC Station Name                 | Latitude    | Longitude   | Approx. Distance from the Study Area (km) <sup>(a)</sup> | Gross Drainage Area (km <sup>2</sup> ) | Length of Record (years) | Period of Record |
|--------------------|----------------------------------|-------------|-------------|----------------------------------------------------------|----------------------------------------|--------------------------|------------------|
| 05QA001            | English River Near Sioux Lookout | 50°04'15" N | 91°56'40" W | <1                                                       | 13,900                                 | 61                       | 1921-1981        |
| 05QA002            | English River at Umfreville      | 49°52'24" N | 91°27'35" W | 41                                                       | 6,230                                  | 103                      | 1921-2023        |

Note:

a) Distance from the study area is approximately measured from upstream of the Frog Rapids Bridge to the center of the WSC Gauge.

The flood frequency estimates for the English River at Umfreville were derived based on the recorded annual maximum instantaneous discharge, and where there were missing data, the annual maximum daily discharges were used to estimate the instantaneous flood discharge. The following method was used for estimating the annual maximum instantaneous discharges based on the annual maximum daily discharges to fill the data gaps in the record:

- Annual maximum daily discharge series were developed using the recorded daily flow series.
- Relationships were established between event-based annual maximum daily and annual maximum instantaneous discharges in the record. If the reported annual maximum daily and annual maximum instantaneous discharges for the same year were not coincident (i.e., from the same flood event), the former values were replaced by the daily flow values for the events corresponding to the annual maximum instantaneous discharges. This relationship was used to estimate the annual maximum instantaneous discharges based on the recorded annual maximum daily discharges.

The return period flows for the English River at Umfreville were estimated by fitting multiple distributions to the data and selecting the distribution that provided the best fit for the data. The peak flows at Umfreville were then pro-rated to Sioux Lookout using the formula:

$$Q_1 = Q_2 \cdot \left(\frac{A_1}{A_2}\right)^{0.75} \quad (1)$$

Where:

- $Q_1$  is the flow discharge at Sioux Lookout,
- $Q_2$  is the flow discharge at Umfreville,
- $A_1$  is the contributing catchment area to the English River at Sioux Lookout, and
- $A_2$  is the contributing catchment area to the English River at Umfreville.

The resulting ratio for peak flows based on catchment areas between Umfreville and Sioux Lookout was 1:1.83, which is slightly (1%) higher than the 1:1.75 ratio from the measured data; in order to be conservative, the higher 1:1.83 ratio was used when estimating return period peak flows at Sioux Lookout.

It is to be noted that the flow discharge data for the English River; being the main water course flowing through the lakes and out over Pelican Falls, were based on measured data at the identified stream gauge stations along the English River. Crucially, these measured flows already account for the mix of events that generated peak flow discharges in the past, including a mixture of “rain only”, “snowmelt only” and “rain on snow” events.

#### 4.1.2 Pelican River

In addition to flooding as a result of the flow in the English River, Sioux Lookout also experienced flooding in Spring 2022 along the Pelican River (shown on Figures 1 and 2, flowing through Sioux Lookout before discharging to Pelican Lake of the English River). Unlike the English River, there were no available flow data for the Pelican River, so a hydrologic model had to be used to estimate peak flows in the Pelican River.

The Hydrological Engineering Center-Hydrological Modeling System (HEC-HMS) watershed modeling software was used to develop the rainfall-runoff model for the Pelican River. HEC-HMS is a commonly used watershed modeling software package, developed by the US Army Corps of Engineers (USACE), that simulates rainfall-runoff processed in a watershed to estimate the resulting peak runoff discharge and total runoff volume. The HEC-HMS program (Version 4.11) was used to simulate the flood flow discharges for various return periods for Pelican River.

Figure 2 shows the catchment area of Pelican River. The soil map of Ontario was used to determine the primary soil type within the study area and to estimate the curve number (i.e., CN values). Table 2 below shows the summary of the Land Use, Soil Group, and CN number information for the watershed contributing runoff to the Pelican River and the area weighted CN value used as the input to the HEC-HMS model.

Based on watershed characteristics (area and slope), the Chow Method was used to estimate the Time of Concentration ( $T_c$ ), and the watershed lag time ( $T_{lag}$ ) for the Pelican River.

**Table 2: Summary of Land Use, Soil Group, Area, and CN Number Information of the Pelican Creek Watershed.**

| Watershed               | Soil Group                | Land Use                 | Area (km <sup>2</sup> ) | CN Number         | Total Area (km <sup>2</sup> ) | Area Weighted CN Number |
|-------------------------|---------------------------|--------------------------|-------------------------|-------------------|-------------------------------|-------------------------|
| Pelican River Watershed | Hydrological Soil Group D | Clear Open Water         | 0.05                    | 98                | 5.96                          | 79.4                    |
|                         |                           | Swamp                    | 0.17                    | 95                |                               |                         |
|                         |                           | Bog                      | 0.18                    | 90                |                               |                         |
|                         |                           | Sparse Treed             | 0.09                    | 77                |                               |                         |
|                         |                           | Deciduous Treed          | 1.09                    | 77                |                               |                         |
|                         |                           | Mixed Treed              | 1.01                    | 77                |                               |                         |
|                         |                           | Coniferous Treed         | 0.25                    | 77                |                               |                         |
|                         |                           | Disturbance              | 0.07                    | 70                |                               |                         |
|                         |                           | Bedrock                  | 0.02                    | 30 <sup>(a)</sup> |                               |                         |
|                         |                           | Community\Infrastructure | 3.02                    | 80                |                               |                         |

<sup>(a)</sup> reflects a swampy area that represents less than 1% of the total watershed area.

Environment and Climate Change Canada (ECCC) Sioux Lookout A climate station (#6037775), located at 50° 07' 00" N and 91° 54' 00" W, is the closest available station to the Pelican River. The short duration rainfall Intensity-Duration-Frequency (IDF) data of the Pelican River, obtained from the Ontario Ministry of Transportation (MTO), were used as the input to the HEC-HMS model for the IDF Hyetograph for different return periods (2-year, 5-year, 10-year, 25-year, 50-year, and 100-year). Table 3 shows the rainfall amounts (mm) for the various return periods at the Pelican River. These values are approximately 20% larger than those published by ECCC for Sioux Lookout; hence, are considered more conservative.

**Table 3: Sioux Lookout Airport MTO IDF Rainfall Depth Data**

| Duration | Rainfall Depth (mm) |        |         |         |         |          |
|----------|---------------------|--------|---------|---------|---------|----------|
|          | 2-year              | 5-year | 10-year | 25-year | 50-year | 100-year |
| 5 min    | 10.0                | 13.6   | 15.9    | 18.8    | 21.0    | 23.2     |
| 10 min   | 12.4                | 16.7   | 16.9    | 23.2    | 25.9    | 28.6     |
| 15 min   | 14.0                | 18.9   | 22.1    | 26.2    | 29.3    | 32.3     |
| 30 min   | 17.2                | 23.3   | 27.3    | 32.3    | 36.0    | 39.8     |
| 1 hr     | 21.2                | 28.7   | 33.6    | 39.8    | 44.4    | 49.0     |
| 2 hr     | 26.4                | 35.4   | 41.4    | 49.0    | 54.7    | 60.4     |
| 6 hr     | 36.4                | 49.2   | 57.6    | 68.3    | 76.1    | 84.0     |
| 12 hr    | 44.8                | 60.6   | 71.0    | 84.1    | 93.8    | 103.5    |
| 24 hr    | 55.2                | 74.7   | 87.5    | 103.6   | 115.6   | 127.5    |

## 4.2 Hydraulics

The hydraulic modeling approach for the assessment is described below, including site surveying, hydraulic modeling for the English River, and wave runoff analysis.

### 4.2.1 HEC-RAS Modeling

A one-dimensional (1D) HEC-RAS model (version 6.4.1 (HEC-RAS 2023), developed by the Hydrologic Engineering Center of the US Army Corps of Engineers (USACE 2023), was established and used to predict the water levels within the Pelican River and the English River around Sioux Lookout for assessing the flood hazard areas under the estimated 100-year flood discharge, as well as other return periods, for example, the 25-year flood water elevation that was used to identify the approximate location of the flood protection works and their heights. HEC-RAS is commonly used for hydraulic analysis and flood modeling worldwide. The Software has a Graphical User Interface (GUI), separate hydraulic analysis components, data storage & management, and graphics facilities.

The modelled reach for the English River extended for about 14 km from approximately 0.1 km upstream of the Frog Rapids Bridge to the Pelican Falls. The modelled reach for Pelican River extends approximately 2.2 km, upstream from Pelican Lake. The model was a steady state 1D model, which assumed subcritical flow conditions. Inputs to the model included the surveyed channel cross-sections extracted from the topographic and bathymetric survey conducted by WSP (June 2023) and flow rates from the hydrologic analysis. The cross section locations in the model were selected based on the locations of the surveyed cross sections (see Figure 3; more details on the survey data are included later in Section 4.2.3). The geometries of the existing bridges were input into the model based on the available contract and as-built drawings, and photos of the bridges. Losses through the bridges were calculated in the model using the energy equation.

Initial estimates of the river channel and floodplain roughness were input in the model based on published values (Chow 1959), as well as visual observations of the embankments and channels during the field visit. *Manning's n* roughness coefficient values were specified using the distributed roughness approach, which allows for multiple, varying roughness values within each cross section. The roughness values (*Manning's n*) assigned to the river main channel and overbank areas are summarized in Table 4 below.

**Table 4: Selected Manning's Roughness Coefficient Values**

| Roughness Class | Manning's n <sup>(a)</sup> |
|-----------------|----------------------------|
| Channel/River   | 0.035                      |
| Lake            | 0.020                      |
| Floodplain      | 0.080                      |

<sup>(a)</sup> Source of the selected Manning's roughness:

- Chow (1959)
- USACE Hydraulic Reference Manual

The HEC-RAS model was used to estimate the water levels associated with the design flow of the crossing structures (100-year flood flow for the bridges). The model requires the specification of boundary conditions at the upstream and downstream boundaries. The boundaries specified in the hydraulic model were estimated discharge, at the upstream end of the modelled reaches, and normal depth condition at the downstream boundary. The normal depth boundary condition was determined using a channel slope of 0.001 m/m for the

reach downstream of Pelican Falls. The channel slope was based on the surveyed slope of the channel through the study area.

The modelled cross section flood water levels from HEC-RAS were converted into continuous flood water elevation surfaces, applying linear interpolation (triangulated irregular network or 'TIN') for flood mapping generation as explained later in Section 5.2.1 under Flood Mapping.

#### **4.2.2 Wave Runup**

The potential for wave and wave runup to impact the extent of overland flooding in the community of Sioux Lookout was carried out as a high-level assessment using existing available wind and bathymetric data. The assessment focused on six (6) previously identified sites where the extent of overland flooding has been defined by previous ground surveys provided by KAL (see Figure 1 for the wave assessment locations).

For the wave assessment, desktop deep-water wave hind casting methods developed largely by the US Corps of Engineers and empirical nearshore wave transformation calculations were used to estimate significant wave heights at each of the six (6) identified focus sites. For the wave runup assessment, desktop analysis utilizing nomographs developed from empirical formulas and approximate shoreline profiles (derived from existing bathymetric data and topographic) were used to estimate wave runup at each focus site. The computed flood levels obtained through the hydraulic model for the English River system (Pelican Lake and Abram Lake) and the corresponding nearshore water depths were used in the wave runup analysis.

The full details of the wave and wave runup assessments are provided in Appendix A of this report.

#### **4.2.3 Field Reconnaissance and Survey Data**

WSP conducted a field visit and a bathymetric survey during the week of June 19 through 23, 2023. A local boat operator was retained, to complete the bathymetric survey and WSP surveyors of our Thunder Bay Office joined the operator for this task. Appendix B of this report includes the site visit photo log of the important locations and sites within the study area. Mr. Andrew Jewel of KAL also joined the WSP Team, to identify some locations of interest including three culvert outfalls: Outfall 01 along Lakeshore Drive to the west of Wellington Street (Photos 11 & 12), Outfall 02 north of the intersection of Ethel Street and 4<sup>th</sup> Avenue (Photo 10), and Outfall 03 along 3<sup>rd</sup> Avenue on the lakeshore (Photo 9). These outfalls were included in a previous SWMM model that KAL developed for Sioux Lookout stormwater drainage infrastructure.

Figure 3 shows the locations of the surveyed cross sections along Pelican River (see also Photos 1 through 4 in Appendix B), and upstream and downstream of key hydraulic controls along the English River, i.e., the channel between Abrams Lake and Pelican Lake at Frog Rapids Bridge (Photo 13), the channel underneath the CN Rail Bridge (aka the Iron Bridge) at Pelican Lake (Photo 14), and the outlet at Pelican Falls (both north and south channels; see Photos 17 & 18)).

A digital elevation model (DEM) of the flood plain was developed for the study area as explained later in Section 5.2.1 under Flood Mapping, using LiDAR data. The DEM data were verified against the ground elevations obtained from the surveyed cross sections for topographic elevations quality assurance.

### **4.3 Hydrology and Hydraulic Assumptions**

The methodology described above includes the following assumptions:

- The approach assumes that the Umfreville WSC station is a comparable reference station for flows at Sioux Lookout.

- There are no additional significant inflows to either the English River or Pelican Lake beyond the modelled catchment flows.
- The modeling assumes that the flow in the English River system peaks at the same time as the peak runoff from the 1:100-year rainfall event for the Pelican Creek catchment. This is considered conservative since the two flows are the result of different 1:100-year events (i.e., spring snowmelt and rainfall).
- The catchment conditions for the Pelican Creek model are derived from available satellite imagery and Ministry of Natural Resources and Forestry (MNR) mapping.
- The hydraulic modeling assumes negligible energy loss in the lake sections between the Frog Rapids Bridge and the Iron Bridge, and between the Iron Bridge and Pelican Falls. This assumption is based on the assumed low velocities in the lake sections which would not be expected to result in significant energy losses compared to the losses at the bridges and Pelican Falls.
- The hydraulic model assumes the entire opening under both bridges is available for conveyance and that there is no ineffective flow under bridges or at Pelican Falls.
- Modeling assumptions for the wave runup assessment are described in Appendix A.

## 5.0 RESULTS AND DISCUSSION

Details on the results from the hydrologic and hydraulic analyses are presented below.

### 5.1 Hydrology

#### *English River*

Prior to fitting the appropriate frequency distribution to the flood discharge data, several statistical tests were performed to determine the quality of the developed annual maximum instantaneous discharge series. A software tool developed by WSP that is similar to Environment Canada's Consolidated Frequency Analysis (CFA), but with enhanced methodology, was used for: (i) flood frequency analysis and statistical tests for independence (not serially correlated); and (ii) trend, randomness, and homogeneity tests. WSP's software includes a modern bootstrapping method and estimation of confidence intervals.

The following probability distributions were analyzed with selected parameter estimation methods (i.e., method of moments [Moment], maximum likelihood estimation [MLE], and method of L-moments [MLM]):

- Three-parameter Log Normal distribution (3P, Moment and MLE)
- Generalized Extreme Value distribution, which includes Extreme Value 1, 2, and 3 distributions (EV, MLM)
- Log-Pearson Type III distribution (LP3, Moment, and MLE); and
- Weibull distribution (moment).

Numerical goodness-of-fit tests were performed using the non-parametric Anderson-Darling test (Stephens 1974).

Flood frequency analyses of the annual maximum instantaneous discharges for regional stations, were conducted, to estimate the discharges of various return periods (i.e., 2-, 5-, 10-, 25-, 50-, 100-, 200-, 500-, and 1,000-year floods). The flood frequency estimates for the English River were derived using the regional analysis

described previously in Section 4.1.1. The WSC station English River near Sioux Lookout (WSC Station #05QA001), which is located close to the study site, has a comparable drainage area and relatively long period of records (61 years; see Table 1). The flood discharge estimates are summarized in Table 5 below for the English River.

**Table 5: Frequency Flood Discharge Estimates for the English River Upstream of the Study Reach Based on WSC Station #05QA001.**

| Return Period (years) | Annual Probability of Exceedance (%) | Discharge (m <sup>3</sup> /s) |
|-----------------------|--------------------------------------|-------------------------------|
| 2                     | 50                                   | 259.9                         |
| 5                     | 20                                   | 385.4                         |
| 10                    | 10                                   | 474.1                         |
| 25                    | 4.0                                  | 592.9                         |
| 50                    | 2.0                                  | 686.4                         |
| 100                   | 1.0                                  | 783.7                         |

Figure 4a shows time series of the Pelican Lake surface water elevations from 2009 until June 2023 based on records of WSC Station #05QA006, Figure 4b shows peak annual flow discharge records based on the English River at Sioux Lookout WSC Station #05QA001 between 1921 and 2081, and Figure 4c shows peak annual flow discharge records based on the upstream English River at Umfreville WSC Station #05QA002 between 1921 and 2022.

Notably, the peak flow results in Table 6 suggest that the 2022 peak flow was less than a 1:100-year event. While flow discharge records at Sioux Lookout were not available for 2022, the peak flow recorded at the upstream station (368 m<sup>3</sup>/s on May 24, 2022 at WSC Station #05QA002) pro-rated to the Sioux Lookout location based on catchment areas using Equation 1 from the Methodology Section, suggests the peak flow at Sioux Lookout was approximately 672 m<sup>3</sup>/s in 2022. This suggests the 2022 event ranks slightly less than a 1:50-year flood event. The largest event recorded at the Sioux Lookout WSC station in the 60-year historical record at that station was 711 m<sup>3</sup>/s on March 28, 1954.

### ***Pelican Creek***

Table 6 shows the flood discharges estimated for various return periods in Pelican Creek downstream of the Pelican Bridge crossing. As mentioned earlier, this peak flow was conservatively assumed to coincide with the peak flow in the English River, despite the peak flows in the two streams being the result of different 1:100-year events (i.e., primarily snowmelt for the English River and rainfall for the Pelican River).

It is to be noted that the Pelican River is a small stream compared to the English River; hence, its peak flows are an order of magnitude smaller than the English River peak flows. This would indicate that flooding in Sioux Lookout is more likely to be dominated by the English River high flood discharges than flooding of the Pelican River.

**Table 6: Peak Flow Values for the Pelican Creek Based on the HEC-HMS Model Results.**

| Return Period (years) | Annual Probability of Exceedance (%) | Peak Flow (m <sup>3</sup> /s) |
|-----------------------|--------------------------------------|-------------------------------|
| 2                     | 50                                   | 10.10                         |
| 5                     | 20                                   | 19.20                         |
| 10                    | 10                                   | 25.70                         |
| 25                    | 4.0                                  | 34.10                         |
| 50                    | 2.0                                  | 40.70                         |
| 100                   | 1.0                                  | 47.30                         |

## 5.2 Hydraulics

### 5.2.1 HEC-RAS Results

#### *English River*

Table 7 shows the hydraulic analysis results of the existing condition during a 100-year flood event at the English River. Three water level hydraulic controls are identified within the modelled reach as follows: a) Frog Rapids Bridge, b) Iron Bridge and c) Pelican Falls. Hydraulic analysis results are from HEC-RAS cross-sections and bridge crossings. A profile plot of the 1:100-year water level results is shown on Figure 5.

**Table 7: Hydraulic Analysis Results for the English River during 100-year Flood Event.**

| Reach                             | River Station               | Total Flow (m <sup>3</sup> /s) | Minimum Channel Elevation (m) | Water Surface Elevation (m) | Velocity (m/s) |
|-----------------------------------|-----------------------------|--------------------------------|-------------------------------|-----------------------------|----------------|
| English River Upstream            | 42 m Upstream               | 783.7                          | 350.3                         | 359.87                      | 0.64           |
|                                   | Frog Rapids Bridge Crossing |                                | -                             | -                           | -              |
|                                   | 43 m Downstream             | 783.7                          | 348.8                         | 359.79                      | 1.09           |
|                                   | 72 m Downstream             | 783.7                          | 347.2                         | 359.79                      | 0.93           |
| English River Middle              | 122 m Upstream              | 831                            | 334.1                         | 359.82                      | 0.07           |
|                                   | 28 m Upstream               | 831                            | 339.9                         | 359.78                      | 0.89           |
|                                   | Iron Bridge Crossing        |                                | -                             | -                           | -              |
|                                   | 30 m Downstream             | 831                            | 337.6                         | 359.61                      | 0.57           |
|                                   | 147 m Downstream            | 831                            | 324                           | 359.62                      | 0.06           |
| English River Middle North Branch | 364 m Upstream              | 491                            | 349.5                         | 359.61                      | 0.24           |
|                                   | 315 m Upstream              | 491                            | 350.6                         | 359.61                      | 0.30           |
|                                   | 83 m Upstream               | 491                            | 356.9                         | 359.37                      | 2.12           |
|                                   | North Branch Control Point  | 491                            | 356.7                         | 358.58                      | 3.60           |
|                                   | 380 m Upstream              | 340                            | 354.6                         | 359.61                      | 0.75           |
|                                   | 341 m Upstream              | 340                            | 352.9                         | 359.60                      | 0.81           |

| Reach                             | River Station                          | Total Flow (m <sup>3</sup> /s) | Minimum Channel Elevation (m) | Water Surface Elevation (m) | Velocity (m/s) |
|-----------------------------------|----------------------------------------|--------------------------------|-------------------------------|-----------------------------|----------------|
| English River Middle South Branch | 153 m Upstream                         | 340                            | 356.7                         | 359.51                      | 1.49           |
|                                   | 65 m Upstream                          | 340                            | 356                           | 359.29                      | 1.76           |
|                                   | South Branch Control Point             | 340                            | 356                           | 358.33                      | 4.06           |
| English River Downstream          | 31 m Upstream                          | 831                            | 352.1                         | 356.67                      | 2.23           |
|                                   | English River Downstream Control Point | 831                            | 352.8                         | 356.51                      | 2.71           |

<sup>(a)</sup> River stations are based on the distance of each cross-section to the bridge crossing or control point within that reach.

### Pelican River

Table 8 shows the hydraulic analysis results of the existing condition during a 100-year flood event at the Pelican River. Pelican Bridge crossing is the only water level hydraulic control identified within the modelled reach. The hydraulic analysis results are from HEC-RAS cross-sections and bridge crossing as shown on Figure 3.

**Table 8: Hydraulic Analysis Results for Pelican River during 100-year Flood Event.**

| River Station (Section #)        | Total Flow (m <sup>3</sup> /s) | Minimum Channel Elevation (m) | Water Surface Elevation (m) | Velocity (m/s) |
|----------------------------------|--------------------------------|-------------------------------|-----------------------------|----------------|
| 593 m Upstream (Sec. 8)          | 47.3                           | 357.5                         | 359.92                      | 0.22           |
| 490 m Upstream (Sec. 7)          | 47.3                           | 357.4                         | 359.92                      | 0.16           |
| 363 m Upstream (Sec. 6)          | 47.3                           | 357.5                         | 359.92                      | 0.12           |
| 244 m Upstream (Sec. 5)          | 47.3                           | 357.5                         | 359.92                      | 0.13           |
| 99 m Upstream (Sec. 4)           | 47.3                           | 357.4                         | 359.92                      | 0.14           |
| 10 m Upstream (Sec. 27)          | 47.3                           | 358.1                         | 359.91                      | 0.39           |
| Pelican Bridge Crossing (Sec. 3) | -                              | -                             | -                           | -              |
| 14 m Downstream (Sec. 28)        | 47.3                           | 358                           | 359.81                      | 0.73           |

### Flood Mapping

Flood inundation mapping results using the water levels corresponding to the estimated 1:100-year flood discharge from the HEC-RAS model are shown in Figures 1, 1A and 1B and in Appendix A. The water surface elevations were used for both the flood mapping and the wave runup assessment.

For the flood mapping, WSP converted the modelled cross section flood water levels from HEC-RAS into continuous flood water elevation surfaces, applying linear interpolation (triangulated irregular network -TIN). The TIN surfaces were created and stored as Terrain datasets in an ESRI Geodatabase and then converted to raster surfaces, utilizing the publicly available 2017 NWOOP DEM LiDAR contours. The flood water elevations were then compared to the ground elevations represented in the LiDAR DEM and flood water depth surfaces were created in all areas where the flood water levels were higher than ground elevations. Flood inundation polygons were created from the flood water depth surfaces to represent the extent of the inundation.

The flood inundation polygons were reviewed visually to ensure that the flood water elevation surfaces are large enough to cover the entire study area and all potentially inundated areas. Cross section alignment and length were sometimes slightly modified in GIS to ensure adequate coverage. Flood inundation polygons that were isolated from the main waterbodies in the study area were generally removed. However, in areas known to have a hydraulic connection (for example, culverts, railway embankments), the isolated polygons were retained.

### 5.2.2 Wave Runup Results

The full details of the wave and wave runup assessments are provided in Appendix A of this report. Based on the wave runup results, the heights of the proposed flood mitigation works (described next in Section 6.0) along the lake shoreline were estimated.

Two heights are proposed depending on the location for protection, considering the six wave assessment locations presented on Figure 1 and in Figures A4 through A12 in Appendix A (note that Figures A4 through A12 show site specific profiles based on the six wave assessment locations). Heights of 1.20 m and 2.0 m for the flood protection works were found adequate, considering the base elevation of the flood protection measure to start at the 25-year flood discharge water surface elevation and allowing for a freeboard of 0.30 m on top of the wave runup.

## 6.0 MITIGATION MEASURES AND CLASS D COST ESTIMATES

WSP identified some key areas of flood risk requiring flood protection in consultation with KAL and based on the previous May 2022 flooding observations. These areas are shown in Figures 1, 1A and 1B within the 100-year floodline and include:

- The lake shoreline near Sioux Lookout Town Beach along Lakeshore Drive (wave assessment location #1 and where Outfall 01 is located),
- The lake shoreline northwest of Pelican River mouth (wave assessment location #2 and where Outfalls 02 and 03 are located),
- Both the north and south flood plains of Pelican River up to approximately 0.70 km upstream of Highway 72 Bridge (the north flood plain includes Sunset Inn & Suites just north of Ed Ariano By-Pass/Mill Street that experienced frequent flooding of its parking lot; near wave assessment location #3),
- The houses along the shoreline to the east of Peltro Road (wave assessment location #4), and
- The houses along the shoreline to the south of Loon Lake Road (wave assessment location #5).

There are other areas of potential flooding concerns but to a lesser degree than these listed above, and they are shown on Figures 1, 1A and 1B. The following sections describe the proposed mitigation measures and their high-level Class D cost estimates, along with recent Sioux Lookout infrastructure upgrades following the 2022 flooding event.

### 6.1 Flood Mitigation Measures

The following five flood mitigation options, to protect the previously listed areas against the 100-year flooding have been considered. Figures 6 through 8 show conceptual plans and cross sections of these proposed mitigation options.

- Option 1: Temporary flood barriers, such as sandbags and other suitable temporary barricades. (Figure 6)
- Option 2: a) 1.2 m high flood control berm; b) 2.0 m high flood control berm to protect some residences from more frequent floods (note that the proposed berms will not be sufficient to protect all homes and infrastructure from the 100-year flood). (Figure 7). Note that the berms are sized assuming they are built at roughly the 1:25-year water level and extend up to the 1:100-year wave height elevation.
- Option 3: Implement floodproofing measures to houses in the areas at risk, to prevent potential damage caused by flooding events.
- Option 4: Widen the downstream channel at Pelican Falls, i.e., clearing approximately 3,000 m<sup>2</sup> of vegetation, removing 6,750 m<sup>3</sup> of rock from the dry floodplain and revegetating the area. (Figure 8)
- Option 5: Progressive voluntary land buyout of the areas at risk through a long-term program to be arranged by the Municipality.

Table 9 below lists these options and their advantages and disadvantages for consideration when selecting the favorable options, to be further assessed during a future detailed design phase of the project.

**Table 9: High-level Assessment of the Proposed Flood Mitigation Options**

| Mitigation Option                             | Advantages                                                                                                                                                                                                                                          | Disadvantages                                                                                                                                                                                                                                                                          |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Option 1: Temporary flood barriers (sandbags) | <ul style="list-style-type: none"> <li>■ Easy to install; may not require equipment,</li> <li>■ Temporary measure during the 25-year or smaller flood event; would not be aesthetically unpleasant.</li> </ul>                                      | <ul style="list-style-type: none"> <li>■ They would not protect infrastructure from the 100-year or more extreme flood events,</li> <li>■ Height limited to approximately 1.0 m,</li> <li>■ Less stable than flood control berms.</li> </ul>                                           |
| Option 2: Flood control berms                 | <ul style="list-style-type: none"> <li>■ One-time construction,</li> <li>■ Long-term and higher flood protection measure,</li> <li>■ More stable during flood events.</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>■ Higher construction cost compared to sandbagging,</li> <li>■ They would not protect infrastructure from flood events exceeding the 25-year event.</li> <li>■ Annual maintenance costs,</li> <li>■ Aesthetically may be unpleasant.</li> </ul> |
| Option 3: House floodproofing                 | <ul style="list-style-type: none"> <li>■ One-time construction,</li> <li>■ Not suitable for most of the existing houses that are old and at greatest risk.</li> <li>■ Applicable as standards for any new construction or reconstruction</li> </ul> | <ul style="list-style-type: none"> <li>■ Upkeep by property owners required,</li> <li>■ Cannot be easily inspected after construction,</li> <li>■ May not be possible as retrofit for some residences.</li> </ul>                                                                      |
| Option 4: Channel widening at Pelican Falls   | <ul style="list-style-type: none"> <li>■ One-time implementation,</li> <li>■ Infrequent (every 5-10 years) maintenance required that is likely limited to routine clearing of the channel banks and floodplain.</li> </ul>                          | <ul style="list-style-type: none"> <li>■ Insignificant impact on lowering the flood level at the Town due to being fairly remote to the west,</li> <li>■ Requires provincial and federal environmental approvals that likely will take long times.</li> </ul>                          |

| Mitigation Option                 | Advantages                                                                                                                                                                         | Disadvantages                                                                                             |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Option 5: Progressive Land buyout | <ul style="list-style-type: none"> <li>One-time implementation,</li> <li>No maintenance costs,</li> <li>Buffer land available for future parks and/or protection works.</li> </ul> | <ul style="list-style-type: none"> <li>Significant impacts to neighbourhood and social fabric.</li> </ul> |

### 6.1.1 Class D Cost Estimate

Appendix C of this report includes the details and assumptions made while developing the high-level Class D cost estimates of the different flood mitigation measures. The cost estimates include construction costs, maintenance costs, and estimated life cycle costs in unit process that can be applied to each protection site based on the area and perimeter characteristics. The different cost estimates are summarized in Tables 10 through 12 below.

**Table 10: Estimated Unit Prices for Mitigation Methods**

| Description                     | Unit Price         | Unit      | Notes:                                                                             |
|---------------------------------|--------------------|-----------|------------------------------------------------------------------------------------|
| Temporary Flood Barrier         | \$500 - \$1,500    | Per L.M.  | Assume the barrier to be 1m high.                                                  |
| 1 m high sandbag wall           | \$600              | Per L.M.  | Assume a 36" x 48" sandbag; Actual sizing and dimensions can vary.                 |
| 1.2 m height flood control berm | \$650              | Per L.M.  | Design as per the drawing provided                                                 |
| 2 m height flood control berm   | \$1,680            | Per L.M.  | Design as per the drawing provided                                                 |
| Floodproofing <sup>(1)</sup>    | \$5,000 - \$25,000 | Per House | Depending on the floodproofing methods selected, pricing might vary significantly. |

**Notes:** (1) Floodproofing methods referenced in this estimate are water-activated flood bags, bolt-on partial flood panel systems, and aquadam/barrier. The final floodproofing method selected will be based on the individual condition of the house.

**Table 11: Construction Cost for Channel Widening**

| Description                                                  | Qty.  | Unit           | Unit Price | Estimated Cost | Notes:                                                                                                                                                                                                                 |
|--------------------------------------------------------------|-------|----------------|------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clear and grubbing, heavy trees                              | 3,000 | m <sup>2</sup> | \$18.00    | \$54,000.00    | Assume the tree size is up to 24" in diameter.                                                                                                                                                                         |
| Removing 6750 m <sup>3</sup> of rock from the dry floodplain | 6,750 | m <sup>3</sup> | \$400.00   | \$2,700,000.00 | Unit price is based on a recent project completed by the client in the area. The exact rock type needs to be determined with further investigation. Actual haulage will depend on the nearest disposal site's ability. |

| Description                      | Qty.  | Unit           | Unit Price | Estimated Cost | Notes:                                    |
|----------------------------------|-------|----------------|------------|----------------|-------------------------------------------|
| Add 0.3 m of topsoil and seeding | 3,000 | m <sup>2</sup> | \$30.00    | \$90,000.00    | Assume the same area as the tree removal. |
|                                  |       |                | Subtotal   | \$2,844,000.00 |                                           |

Notes: Excluding Federal and Provincial Taxes and Duties

**Table 12: Estimated Maintenance Costs**

| Mitigation Methods      | Estimated Frequency | Cost               | Notes:                                                                                                                                |
|-------------------------|---------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Temporary Flood Barrier | Every 3-5 years     | \$10,000           | Assume 3% of wastage for replacement. Storage cost is excluded.                                                                       |
| Flood Control Berm      | Annually            | \$2,500            | An annual inspection of the riprap condition is recommended; future assessment and rejuvenation might be needed every 10 to 15 years. |
| Floodproofing           | Every 5-10 years    | \$5,000 - \$15,000 | Frequency depends on the floodproofing method selected; the actual cost also depends on the individual house condition.               |
| Channel Widening        | Every 5-10 years    | \$10,000           | Routine clearing of the river channel and inspection allowance.                                                                       |

The above estimated costs exclude contingency for unforeseen cost elements related to the works, for example, excavation dewatering and treatment, removal of hazardous material and contaminated groundwater, ...etc. (refer to Section 5 of Appendix C). A contingency allowance of 30% to cover any project variabilities is suggested.

Another mitigation measure that the Municipality may consider is the land buyout option for the residential houses located in the identified high risk flood areas. The Municipality should consider the changing cost of real estate and value of the different houses with time based on market value trends.

## 6.2 Potential Municipality Infrastructure Upgrades

In addition to the potential flood mitigations discussed above, upgrades to road connections and the stormwater outfalls that were affected by the Spring 2022 flooding could reduce flooding impacts.

### 6.2.1 Road Connections

Two roads impacted during the 2022 flooding were Lakeshore Drive (facing Pelican Lake) and the Ed Ariano By-Pass (just north of Pelican River). Both of these roads were closed for a portion of the flooding event, with water from the lake overflowing low points on the road.

- Lakeshore Drive was overtopped primarily near the Sioux Lookout Town Beach. Since Spring 2022, additional protections have been added by the municipality along Lakeshore Drive including converting the existing open ditch and culvert connected to Outfall 01 to a piped system, and raising the road grade. It is to be noted that increasing the road grade to above the flood level would be challenging, given the existing low elevation of the adjacent residences in this area.

- The Ed Ariano Bypass was overtopped in the area of the Sunset Inn and Suites. It may be possible to raise this section of road above the flood level to provide safe access during high water events, however given the presence of culverts flowing south under the road in that area, additional protections would be required (including culverts with flap gates and upstream storage for any runoff during periods when the gates are closed) to use the raised road to protect the properties north of the road. Photos 5 and 6 in Appendix B show that the existing culvert across Ed Ariano Bypass is clogged with sediments and requires maintenance or replacement.

### 6.2.2 Stormwater Outfalls

Three Sioux Lookout stormwater outlets (Outfall 1, Outfall 02, and Outfall 03) discharge to Pelican Lake (see Figure 9 for their locations), and an EPA SWMM5 model of the storm sewers was provided by KAL for this discussion. This model was run for the 1:100-year condition using the water level from this assessment as the downstream boundary condition. Notably, minor stormwater systems (i.e. stormwater pipes and sewers) are not typically sized for the 1:100-year storm; where municipal standards do not specify requirements, storm drainage systems are commonly sized using the Ontario Ministry of Transportation (MTO) Directive B-100 (MTO, 1980). Directive B-100 suggests design storms of 1:2-year frequency for minor systems under Local Roads, 1:5-years for systems under Arterial/Collector roads, and 1:10-years for Freeways.

Results from the EPA SWMM5 model run for the 1:100-year design storm showed the following:

- Outfall 01 is located at Lakeshore Drive and was part of improvements to Lakeshore Drive carried out in Summer 2022. Prior to the flood, this area was an open ditch with a road culvert and the Municipality's work converted the open ditch to a piped system to the lake shortly after the flood. This is understood to protect residents immediately along Lakeshore Drive from backwater flooding from the storm sewer. As shown on Figure 10, based on the SWMM model, the lower 50 m of the pipe system is expected to be impacted by the backwater from a 1:100-year high water event.
- Outfall 02 discharges from Bay Street to a channel that crosses Ethel Street before discharging to Pelican Lake. As shown on Figure 11, based on the SWMM model, the lower 200 m of the pipe system is expected to be impacted by the backwater from a 1:100-year high water event. Photo 10 in Appendix B also shows that this culvert is silted in and has extensive vegetation that would prevent drainage.
- Outfall 03 discharges along the shore south of Wellington Street. As shown on Figure 12, based on the SWMM model, the lower approximately 30 m of the pipe system is expected to be impacted by the backwater from a 1:100-year high water event. Photo 9 in Appendix A shows the culvert inlet is dented and silted in which would likely prevent free stormwater drainage from the Town.

### 6.3 Proposed Action Plan for Flood Mitigation

The following action plan in response to a future flood event is proposed for the Municipality:

- Monitoring local weather and provincial and federal flood alerts, and issuing a flood watch if weather conditions favour an upcoming flood event.
  - Notably, in the Spring 2022 event, the upstream WSC gauge at Umfreville peaked earlier (on May 24, 2022) while the peak water level at Sioux Lookout occurred later (in June 2022). Flow measurements at or above 300 m<sup>3</sup>/s at the Umfreville WSC gauge (equivalent to roughly a 1:25-year at that gauge) may be an additional indicator of imminent high water at Sioux Lookout. That said, the

absence of high flows at Umfreville should not be considered as a guarantee that high water levels will not occur at Sioux Lookout.

- Quasi real-time measurements of flow discharge and water level for the WSC gauge at Umfreville are available online at “[https://wateroffice.ec.gc.ca/report/real\\_time\\_e.html?stn=05QA002](https://wateroffice.ec.gc.ca/report/real_time_e.html?stn=05QA002)”. The default display shows a chart of the water level (left vertical axis) and discharge (right vertical axis) at the station for the preceding eight days. This may be used to gauge when the spring melt flows are potentially exceeding the 300 m<sup>3</sup>/s trigger.
- WSC also provides quasi real-time water level measurements for its gauge at Sioux Lookout, i.e., 05QA006; the data are available at “[https://wateroffice.ec.gc.ca/report/real\\_time\\_e.html?stn=05QA002](https://wateroffice.ec.gc.ca/report/real_time_e.html?stn=05QA002)” and may be used to initiate a flood watch when an increasing water level approaches the elevation that would cause flooding of property or infrastructure based on the data of that gauge.
- Notwithstanding the existing two gauges noted above and given the complexity of the flood mechanisms in the area, it is recommended that the Municipality applies for provincial funding to establish a new flow and water level gauge to be installed at a favourable location for flood warning. The location will depend on the anticipated velocity of the flood wave in the English River, to provide adequate time for the Municipality to issue a flood warning and for the residents to vacate their properties. Issuing a flood warning as part of an emergency preparedness program by the Municipality, where the residents of the properties within the 1:100-year floodline will be notified of a potential upcoming flood based on increasing observed water levels and flood discharges in the English River,
- During the flood event and as a short-term protection option, interim flood protection measures; for example, sandbagging, can be implemented by the residents along their property line facing the water body. As the flood worsens, emergency pumping of ponded floodwater out of their properties will likely be required (see Figure 6).
- Instructing the residents of the properties within the 1:100-year floodline to move to higher grounds and be ready to evacuate their properties following pre-determined and known evacuation routes and muster points in the event the flood becomes extreme.
- During extreme flooding, property evacuation orders should be announced by the Municipality.
- For a long-term and more stable protection, constructing a permanent flood control berm along the perimeter of the properties facing the water body is proposed (see Figure 7). Emergency pumping of ponded floodwater out of the properties should be implemented, as well.
- The Municipality should consider a monetary flood reserve or some type of plan to be able to access funds quickly in the event of a flood.

## 7.0 CONCLUSIONS AND RECOMMENDATIONS

- A hydrologic HEC-HMS model of the Pelican River and a combined hydraulic HEC-RAS model of both the Pelican River and the English River around Sioux Lookout have been developed to simulate the 100-year flood discharge event for the purpose of flood mapping development and proposing mitigation measures for the identified flood risk areas. The hydraulic model was established based on 2023 bathymetric and topographic survey data at multiple cross sections along Pelican River, as well as at key hydraulic controls

along the English River including the road bridge at Frog Rapids, CN Railway Bridge (i.e., the Iron Bridge) and Pelican Falls (see Figures 1 and 3).

- The flood mapping showed five main locations along the lake shore of Sioux Lookout that were considered flood risk areas and were remarkably flooded during the May 2022 flood event. These locations are: 1) the residential properties along Lakeshore Drive near Sioux Lookout Town Beach (wave assessment location #1), 2) the lake shoreline near the intersection of Ethel Street and 4<sup>th</sup> Avenue (wave assessment location #2), 3) the shoreline to the west of Pelican River mouth including Sunset Inn & Suites north of Ed Ariano By-Pass/Mill Street that experienced frequent flooding of its parking lot (wave assessment location #3), 4) the shoreline to the east of Pelto Road (wave assessment location #4), and 5) the houses along the shoreline to the south of Loon Lake Road (wave assessment location #5). Wave assessment was conducted at these locations, to identify the significant wave height and wave runup for estimating the heights of potential flood mitigation options.
- Based on the hydrologic and hydraulic modeling results, it is concluded that the flooding mode along the lake shoreline and in Pelican River is primarily due to the higher lake water elevations of the English River during extreme flood events rather than the upland drainage of the watershed. Backwater from the simulated 1:100-year flood event in the English River impacts the existing Outfalls 01, 02 and 03 along the lakeshore (see Figures 10 through 12), as well as the areas on either side of Pelican River.
- Examining the time series of the available water elevation and discharge records from WSC stations near Sioux Lookout revealed that the May 2022 flooding was not the worst flood that occurred in the area; the Town was impacted more severely by a previous flood in 1941 (see Figure 4). The 2022 flood discharge has been found to be closer to the 50-year flood based on flood frequency analyses of the available data.
- Five flood mitigation measures have been proposed including: 1) temporary sandbagging or removable flood barricades, 2) flood control berms, 3) floodproofing of the houses by raising their entrance level elevation above the corresponding 100-y flood elevation at their locations, 4) channel widening at Pelican Falls, and 5) progressive land buyout of the identified areas at flood risk. Option 4 is not recommended as it did not result in significant drop of the floodwater elevation along the lakeshore in Town and will also require environmental approvals that typically take long times. The level of additional flood protection afforded by each of the options varies and not all of them will protect infrastructure up to the 100-yr event.
- High-level Class D cost estimates have been prepared for all the proposed flood mitigation options (see Tables 10 through 12 and Appendix C). The estimates included construction costs, maintenance costs, and estimated life cycle costs in unit process that can be applied to each protection site based on the area and perimeter characteristics.
- The Municipality conducted some lakeshore and stormwater drainage system upgrades following the 2022 flood; these included upgrading the culvert Outfall 01 (see Figure 9 and Photos 11 & 12 in Appendix A) and its upstream drainage infrastructure. Prior to the flood, this area was an open ditch with a smaller road culvert and the Municipality's work converted the open ditch to a piped system to the lake during summer 2022. This work is understood to provide residents immediately along Lakeshore Drive with some additional protection from backwater flooding, over the previous open ditch. As shown on Figure 10 and based on a SWMM model of the Town's stormwater network that KAL provided, the lower approximately 50 m of the pipe system is expected to be impacted by the backwater from the 1:100-year high water flood event.

## 7.1 Key Recommendations

- Conducting additional drainage upgrades and maintenance to the other existing outfalls (see Figure 9 and 10 through 12). It is recommended to replace and maintain the culverts at Outfalls 02 and 03 in the future. While upgrading these culverts is anticipated to improve the drainage from the Town during heavy rainfall events, they would still likely be flooded during extreme flood events of the English River. Also, maintenance of the culvert outlet to the south of Ed Ariano By-Pass is recommended (see Photos 5 & 6).
- Updating the existing SWMM model considering tailwater conditions at the outfalls from the 100-year flood and examining the infrastructure drainage system against surcharging of the existing catch basin manholes.
- As part of protecting the properties along the Ed Ariano By-Pass and Sunset Inn & Suites, consider raising the road grades of the Ed Ariano By-Pass (just north of Pelican River). It is recognized that any work on the Ed Ariano By-Pass would require implementation by MTO.
- It is recommended that the Municipality considers climate change impacts in future studies during the detailed design of the flood mitigation measures. A flood hazard and risk assessment study is recommended to be conducted as an extension to this study, to identify the risk level of the different impacted areas during the design flood event with climate change impacts. Flood risk is determined by considering other components than the floodline mapping, for example, depth and velocity measurements, hazard category, exposure, vulnerability and consequences.
- Considering the land buyout option by the Municipality for the residential houses at the identified flood risk areas, in addition to the previously mentioned mitigation measures under Section 6.1. Due to the changing cost of real estate and value of the different houses with time based on market value trends, it is recommended that this option is designed through a progressive and voluntary land buyout program. While the land buyout option may be more expensive than the other mitigation options (see Tables 10 through 12 in Section 6.1.1), given the number of residences at the risk of being flooded, the progressive buyout program could facilitate its implementation.

## 8.0 ASSUMPTIONS AND LIMITATIONS

### 8.1 General

This report has been prepared for the exclusive use of KAL and the Municipality of Sioux Lookout. The factual information, descriptions, interpretations, and comments contained herein are specific to the project described in this report and do not apply to any other project or site. Under no circumstances may this information be used for any purposes other than those specified in the objectives unless explicitly stipulated in the text of this report or formally authorized by WSP. This report must be read in its entirety as some sections could be misinterpreted or taken out of context when taken individually. The final version of this report and its content supersedes any other text, opinion, or preliminary version produced by WSP.

WSP has relied in good faith on the information provided by KAL and government agencies noted in this Report and has assumed that the information provided is factual and accurate. WSP has not independently verified the accuracy or completeness of such information and accepts no responsibility for any deficiency, misstatement or inaccuracy contained in this Report because of omissions, misinterpretations or fraudulent acts of persons interviewed or contacted. WSP makes no other representations whatsoever, including those concerning the legal

significance of its findings, or as to other legal matters touched on this report, including, but not limited to, ownership of any property, or application of any law to the facts set forth herein.

## 8.2 Hydraulic and Hydrologic Modeling Simulations

The integrated modeling, performed as described in this report, was conducted in a manner consistent with that level of care and skill normally exercised by other members of the engineering and science professions currently practicing under similar conditions, subject to the quantity and quality of the available data, the time limits and financial and physical constraints applicable to the services. Unless otherwise specified, the results of previous or simultaneous work provided by sources other than WSP and quoted and/or used herein are considered as having been obtained according to recognized and accepted professional rules and practices, and therefore deemed valid. The models provide a predictive scientific tool to evaluate the potential impacts on a real watershed and stream system under the specified hydrological parameters. However, and despite the professional care taken during the construction of the model and in conducting the simulations, its accuracy is bound to the normal uncertainty associated with integrated modeling and no warranty, expressed or implied, is made.

## 8.3 Limitations

WSP has prepared this document in a manner consistent with that level of care and skill ordinarily exercised by members of the engineering and science professions currently practising under similar conditions in the jurisdiction in which the services are provided, subject to the time limits and physical constraints applicable to this document. No warranty, express or implied, is made.

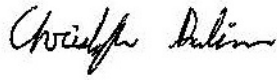
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# Signature Page

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[https://wsponlinecan.sharepoint.com/sites/ca-ca00058122727/shared documents/06. deliverables/final report/ca0005812.2727-r-rev0-sioux lookout report-18oct2024.docx](https://wsponlinecan.sharepoint.com/sites/ca-ca00058122727/shared%20documents/06.%20deliverables/final%20report/ca0005812.2727-r-rev0-sioux%20lookout%20report-18oct2024.docx)

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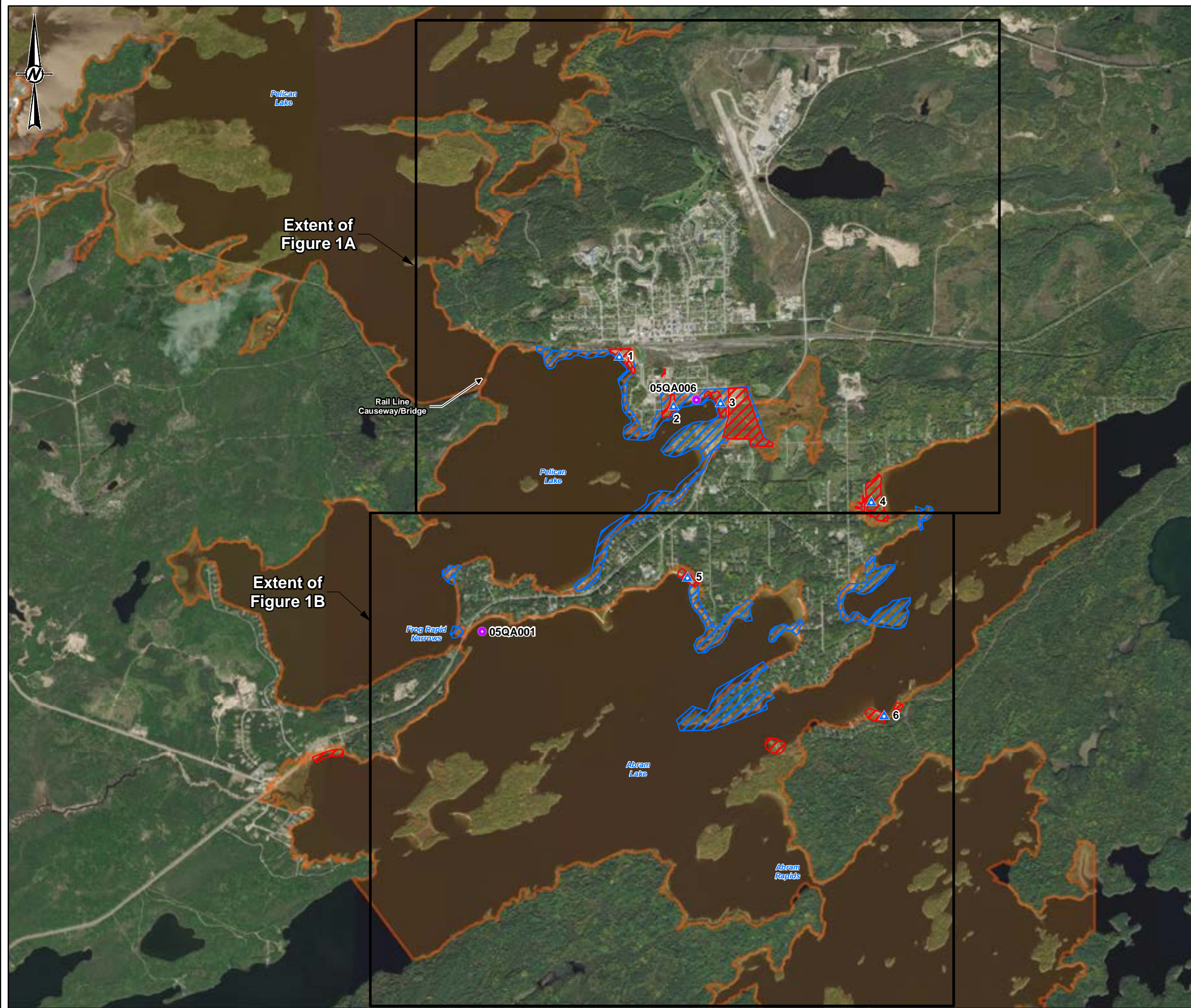
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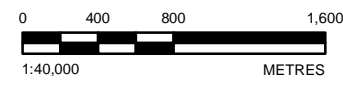
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**FIGURES**

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- LEGEND**
- ▲ WAVE ASSESSMENT LOCATION
  - FLOW GAUGE STATION
  - FLOOD RISK AREAS (MAY 2022)
  - POTENTIAL FLOOD RISK AREAS OF CONCERN
  - 100yr FLOOD



**NOTE(S)**  
 1. ALL LOCATIONS ARE APPROXIMATE

**REFERENCE(S)**  
 1. CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENCE - ONTARIO  
 2. IMAGERY CREDITS: SOURCES: ESRI, HERE, GARMIN, INTERMAP, INCREMENT P CORP., GEBCO, USGS, FAO, NPS, NRCAN, GEOBASE, IGN, KADASTER NL, ORDNANCE SURVEY, ESRI JAPAN, METI, ESRI CHINA (HONG KONG), (C) OPENSTREETMAP CONTRIBUTORS, AND THE GIS USER COMMUNITY  
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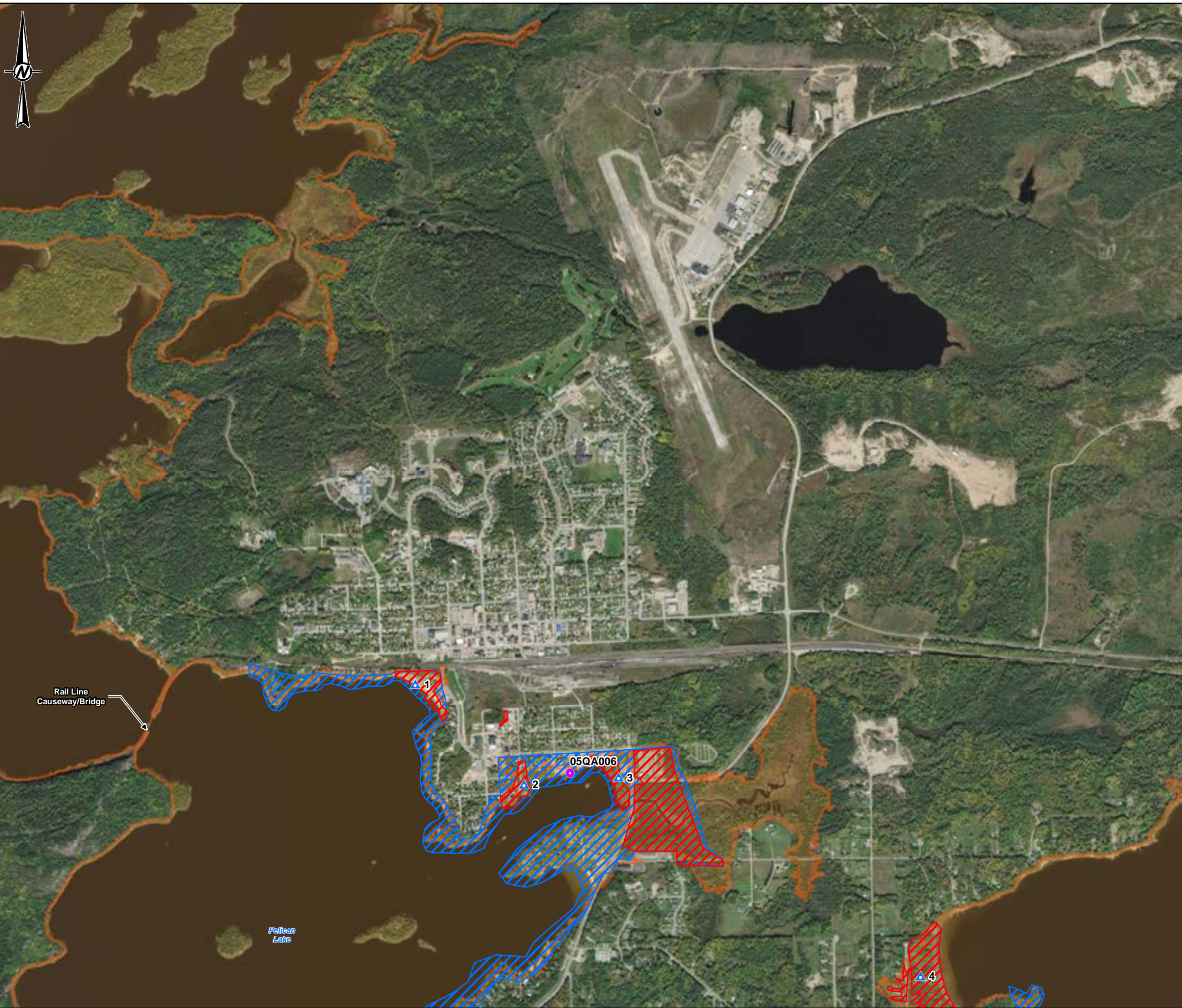
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 FLOOD MAPPING MITIGATION STUDY

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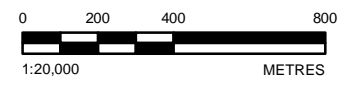
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| CONSULTANT | YYYY-MM-DD | 2024-10-16 |
|            | DESIGNED   | CD/SEM     |
|            | PREPARED   | RRD        |
|            | REVIEWED   | HF         |
|            | APPROVED   | KMM        |

PROJECT NO. CONTROL CA0005812-27270001 REV. 0 FIGURE 138

IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM: ANSI B



- LEGEND**
- WAVE ASSESSMENT LOCATION
  - FLOW GAUGE STATION
  - FLOOD RISK AREAS (MAY 2022)
  - POTENTIAL FLOOD RISK AREAS OF CONCERN
  - 100yr FLOOD




**NOTE(S)**  
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**REFERENCE(S)**  
1. CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENCE - ONTARIO  
2. IMAGERY CREDITS: SOURCES: ESRI, HERE, GARMIN, INTERMAP, INCREMENT P CORP., GEBCO, USGS, FAO, NPS, NRCAN, GEOBASE, IGN, KADASTER NL, ORDNANCE SURVEY, ESRI JAPAN, METI, ESRI CHINA (HONG KONG), (C) OPENSTREETMAP CONTRIBUTORS, AND THE GIS USER COMMUNITY  
SOURCE: ESRI, MAXAR, EARTHSTAR GEOGRAPHICS, AND THE GIS USER COMMUNITY

KEEWATIN ASKI LTD  **KEEWATIN-ASKI LTD.**  
engineering & architecture

PROJECT  
FLOOD MAPPING MITIGATION STUDY

TITLE  
**FLOOD RISK AREA: PELICAN LAKE**

|                                                                                       |            |            |
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| CONSULTANT                                                                            | YYYY-MM-DD | 2024-10-16 |
|  | DESIGNED   | CD/SEM     |
|                                                                                       | PREPARED   | RRD        |
|                                                                                       | REVIEWED   | HF         |
|                                                                                       | APPROVED   | KMM        |

PROJECT NO. CONTROL REV. FIGURE  
CA0005812-27270001 0 1/139

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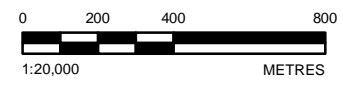
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SCALE 1:600,000

- LEGEND**
- WAVE ASSESSMENT LOCATION
  - FLOW GAUGE STATION
  - FLOOD RISK AREAS (MAY 2022)
  - POTENTIAL FLOOD RISK AREAS OF CONCERN
  - 100yr FLOOD



**NOTE(S)**  
 1. ALL LOCATIONS ARE APPROXIMATE

**REFERENCE(S)**  
 1. CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENCE - ONTARIO  
 2. IMAGERY CREDITS: SOURCES: ESRI, HERE, GARMIN, INTERMAP, INCREMENT P CORP., GEBCO, USGS, FAO, NPS, NRCAN, GEOBASE, IGN, KADASTER NL, ORDNANCE SURVEY, ESRI JAPAN, METI, ESRI CHINA (HONG KONG), (C) OPENSTREETMAP CONTRIBUTORS, AND THE GIS USER COMMUNITY  
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CLIENT  
 KEEWATIN ASKI LTD **KEEWATIN-ASKI LTD.**  
*engineering & architecture*

PROJECT  
 FLOOD MAPPING MITIGATION STUDY

TITLE  
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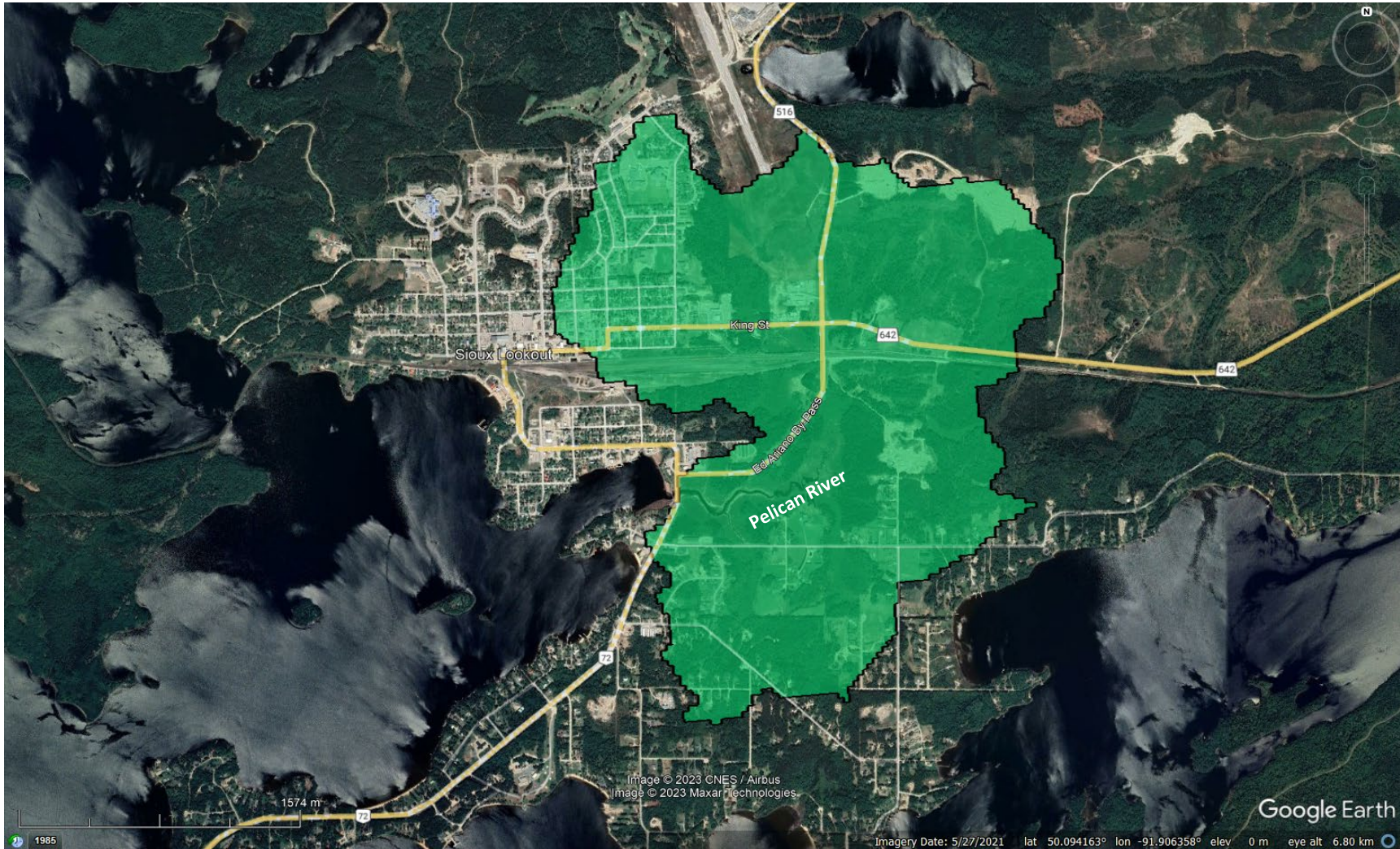
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|            | REVIEWED   | HF         |
|            | APPROVED   | KMM        |

PROJECT NO. CONTROL CA0005812-27270001 REV. 0 FIGURE 1E 140

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**Pelican River Watershed**

**Figure 2**

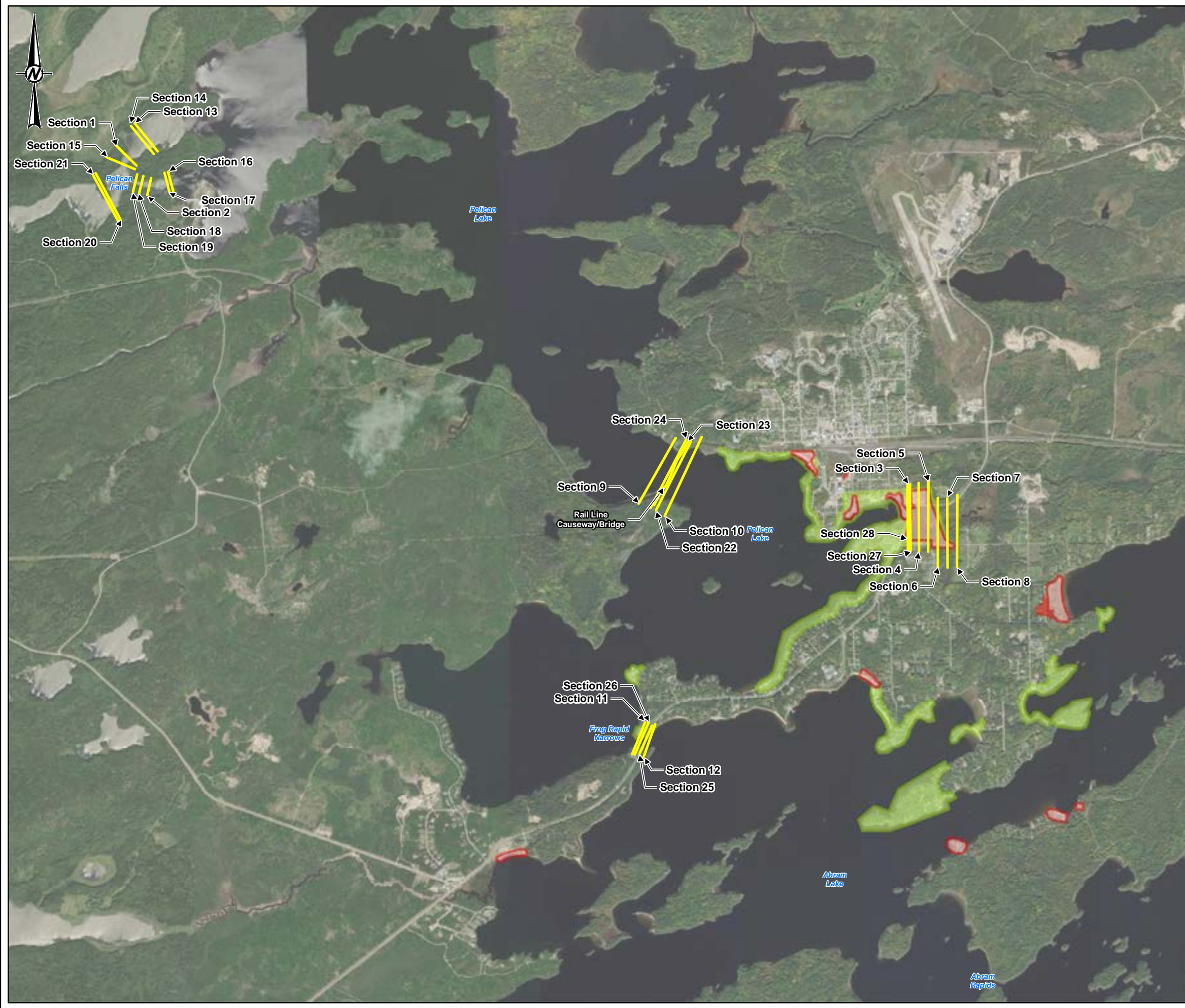


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**DATE:** Oct. 2024



**DRAWN:** SEM  
**CHECK:** CD/HF

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**LEGEND**

- TENTATIVE CROSS SECTION LOCATION
- POTENTIAL FLOOD RISK AREAS OF CONCERN
- KNOWN AREAS THAT FLOODED IN 2022

**NOTE(S)**

1. ALL LOCATIONS ARE APPROXIMATE

**REFERENCE(S)**

1. CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENCE - ONTARIO
2. IMAGERY CREDITS: SOURCE: ESRI, MAXAR, EARTHSTAR GEOGRAPHICS, AND THE GIS USER COMMUNITY
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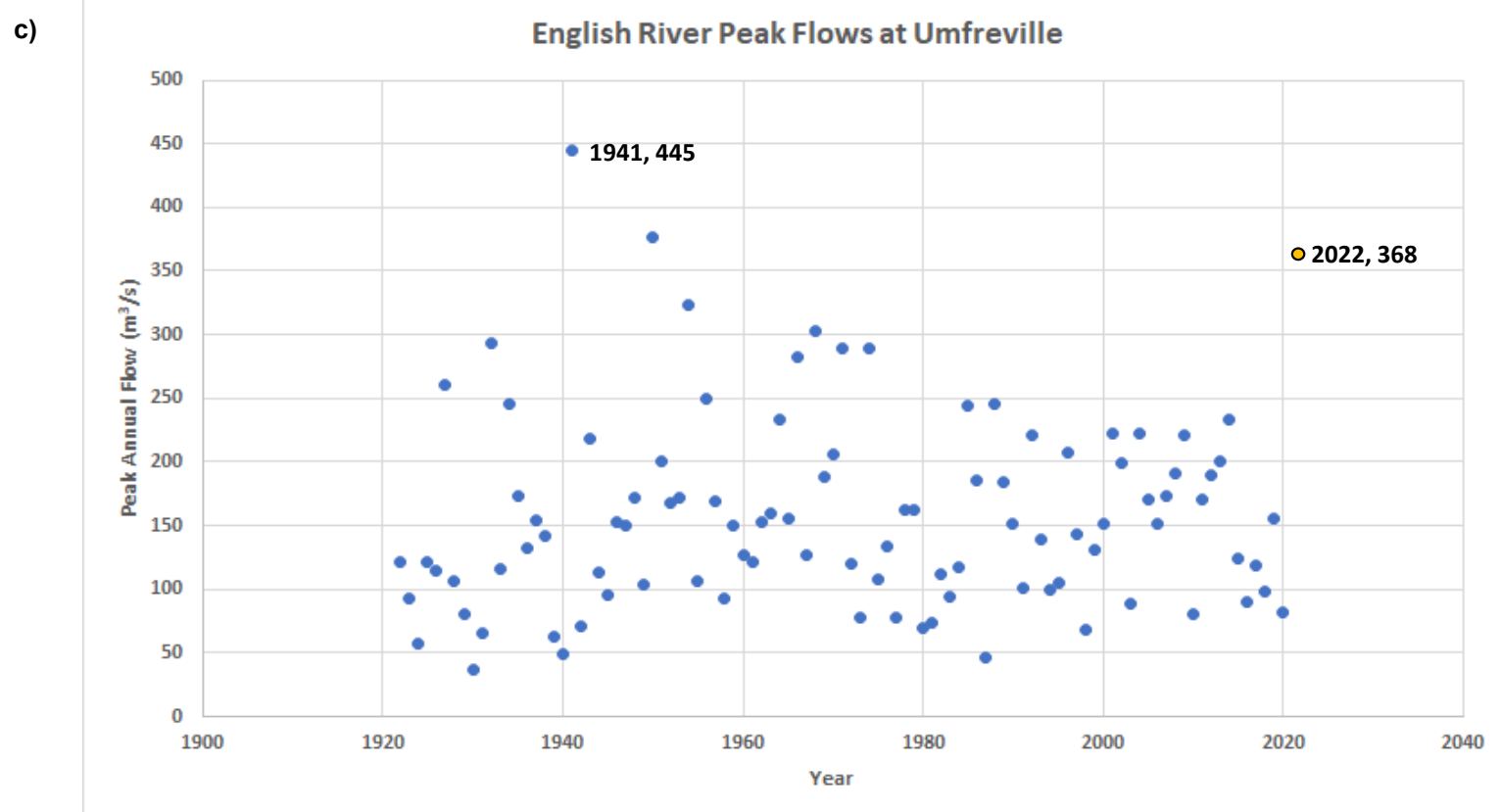
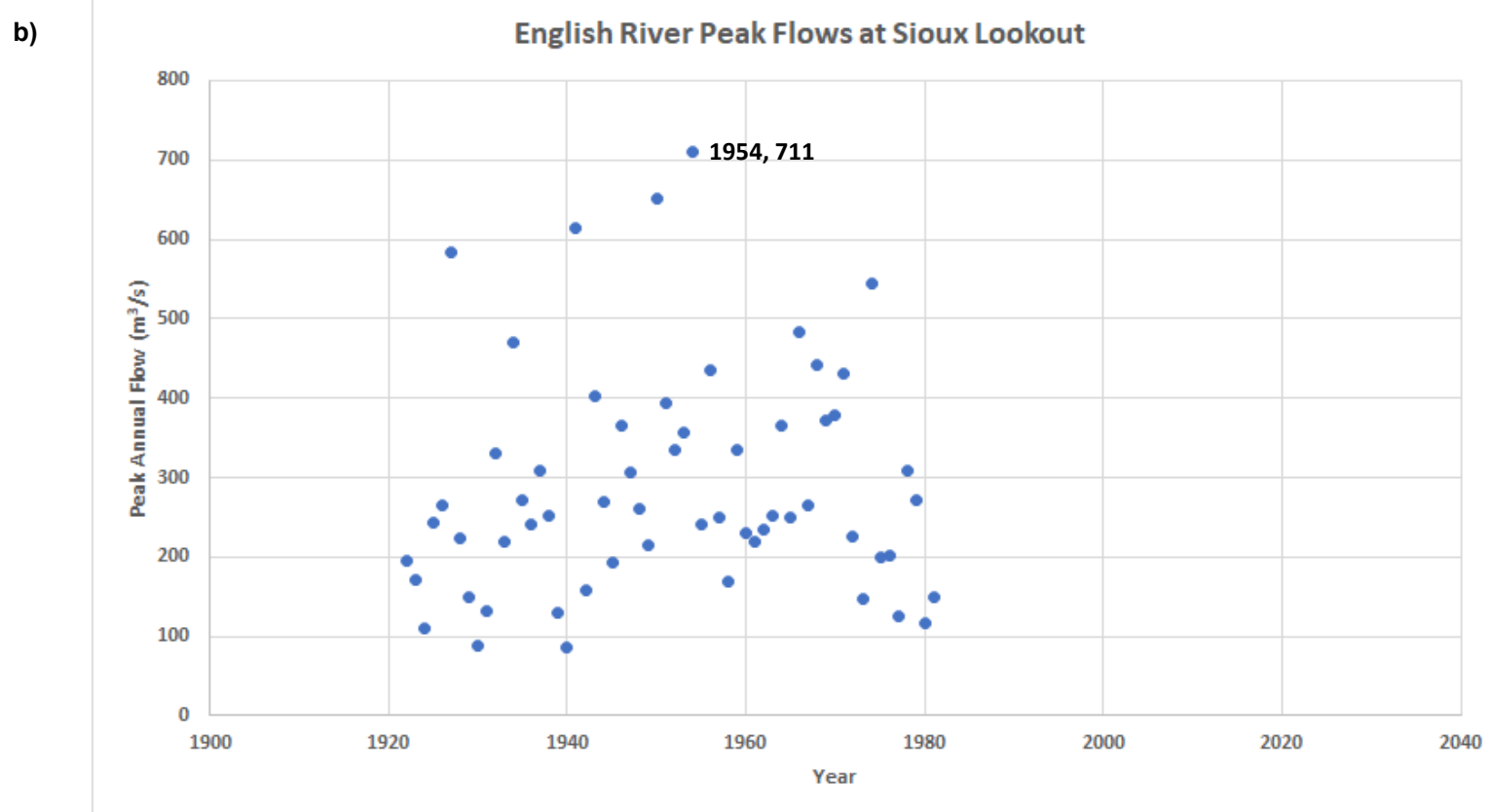
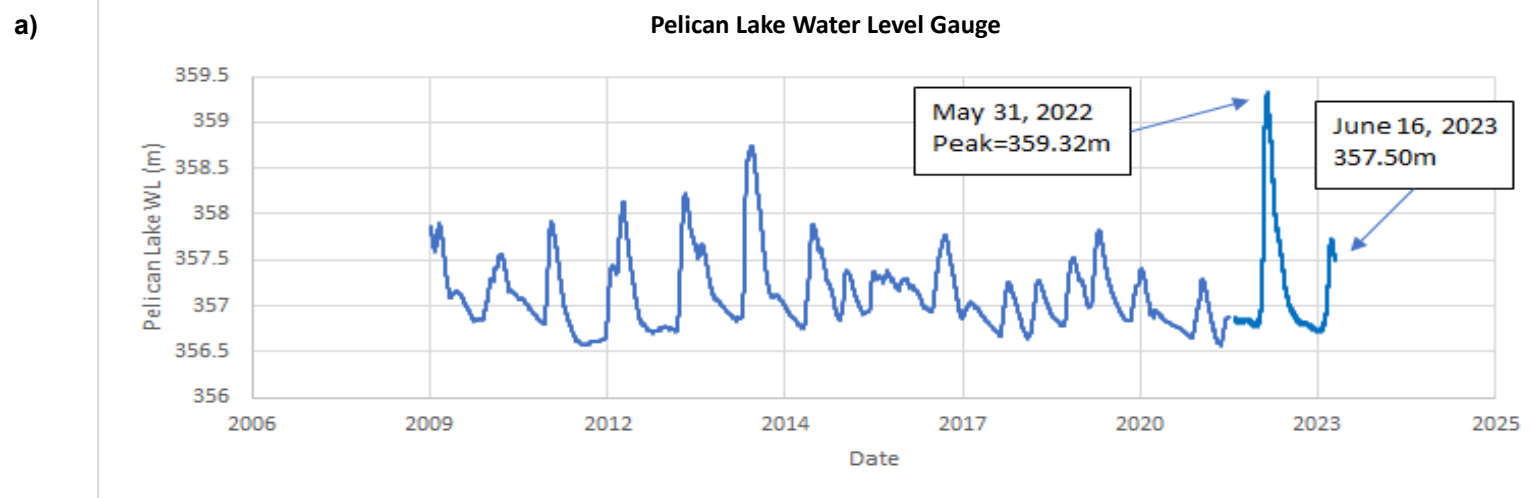
PROJECT  
FLOOD MAPPING AND MITIGATION STUDY

TITLE  
**CROSS-SECTION LOCATIONS FOR HYDRAULIC MODELING AND POTENTIAL FLOODED AREAS**

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|-------------------|--|-----------------------|
| <b>CONSULTANT</b> |  | YYYY-MM-DD 2024-10-16 |
|                   |  |                       |
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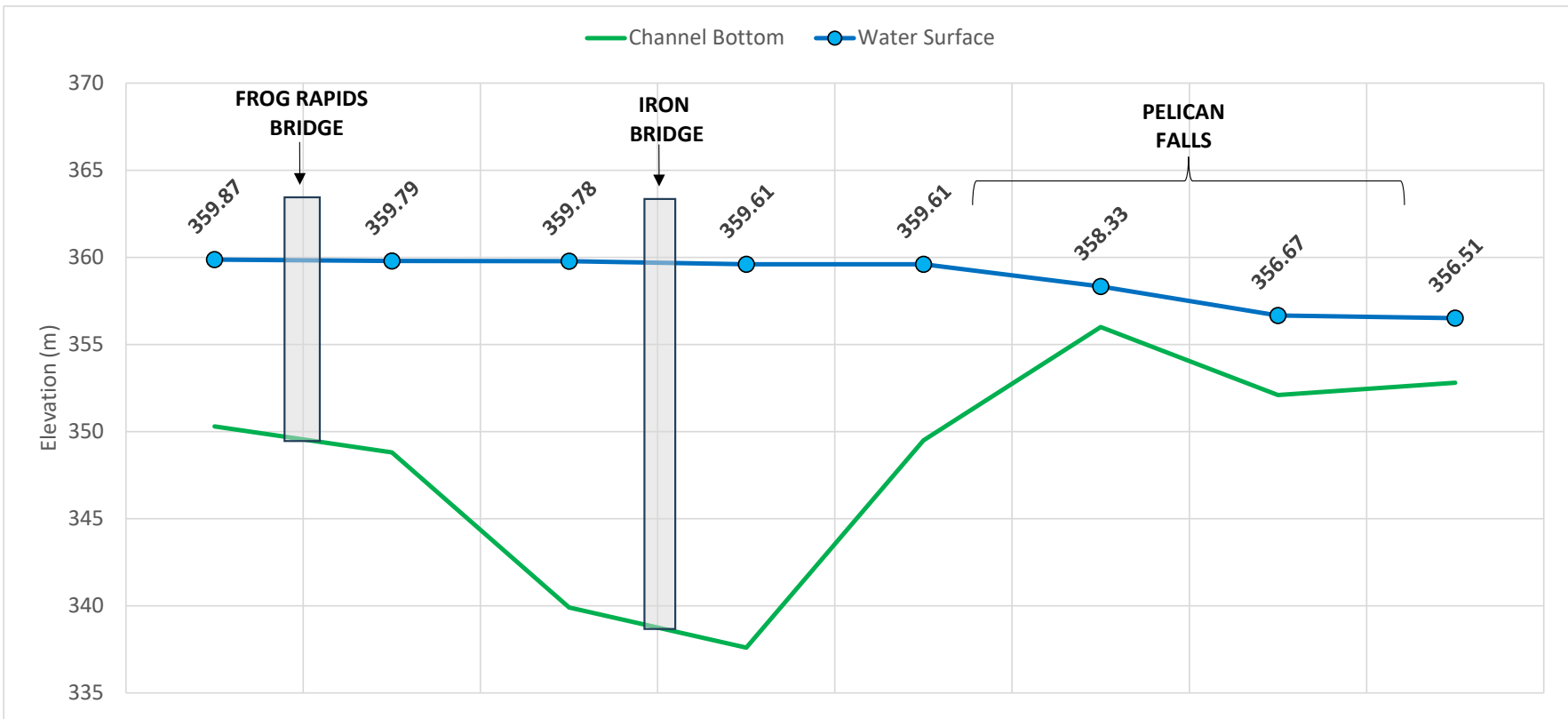
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|-------------------------------|-----------------|-----------|--------|

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# Estimated 100-year HEC-RAS Water Level Profile

## Figure 5



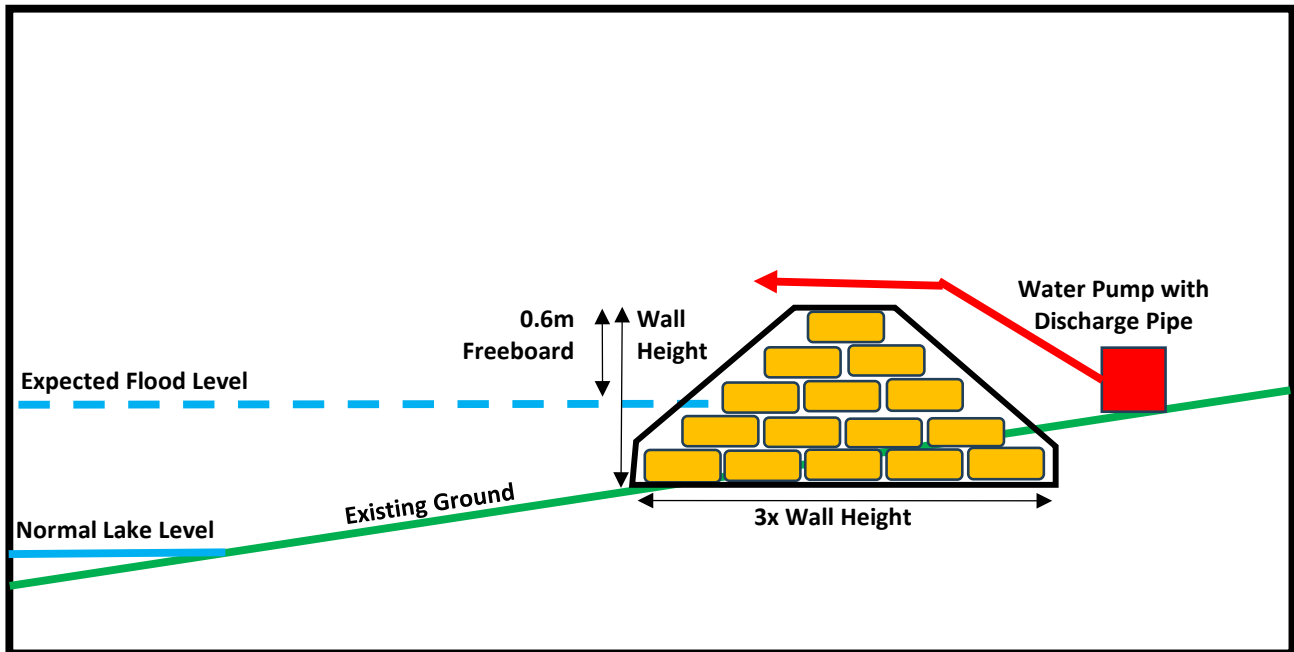
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 CHECK: HF



Plan View (Not To Scale)



Cross Section (Not To Scale)

PROJECT: CA0005812.2727  
DATE: Oct. 2024



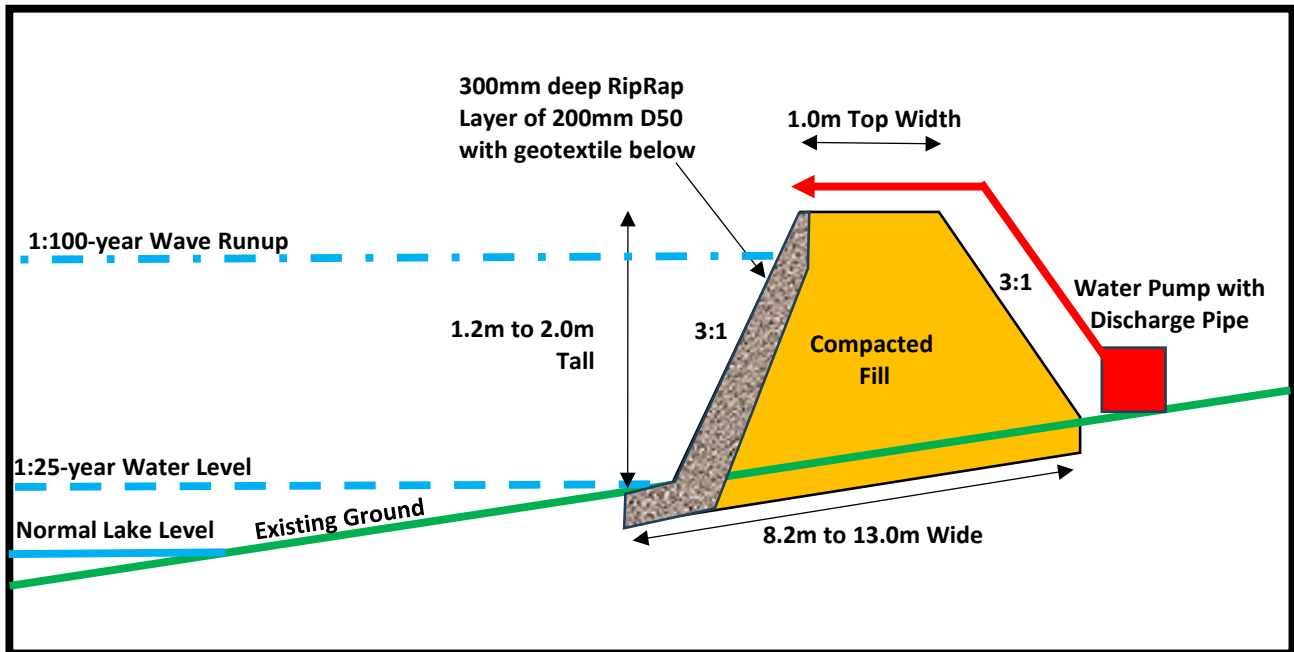
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Mitigation Option 2: Flood Control Berms

Figure 7



Plan View (Not To Scale)



Cross Section (Not To Scale)

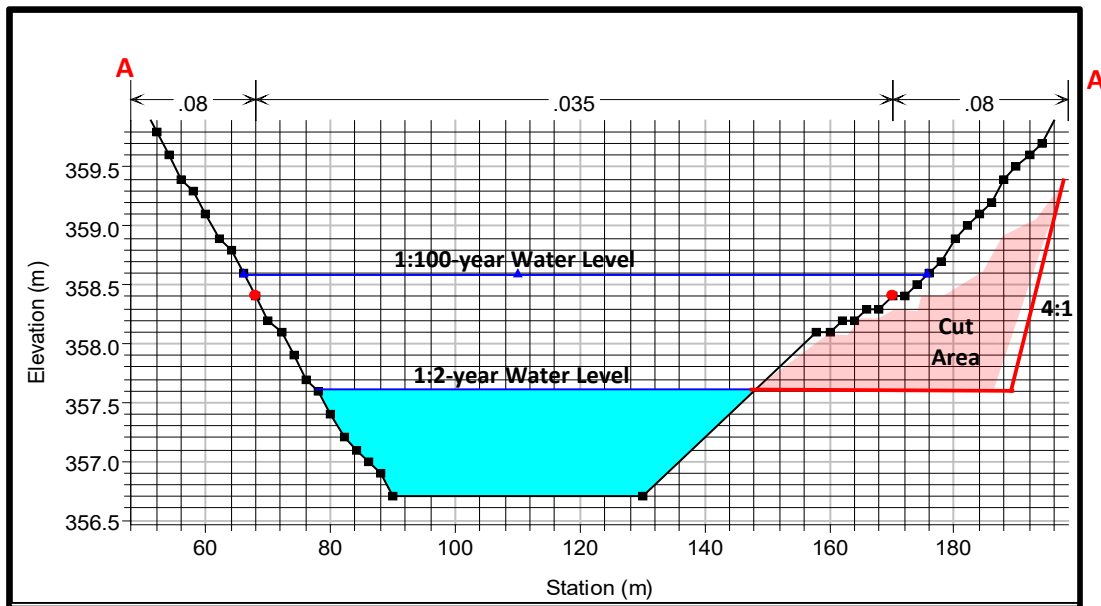
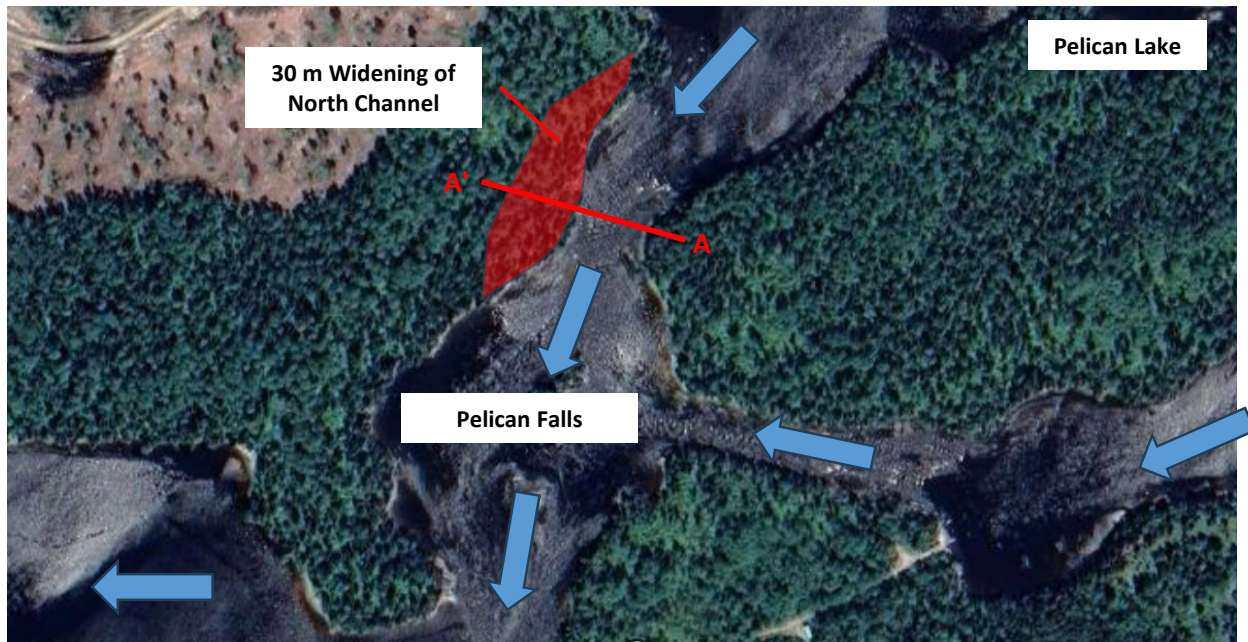
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DATE: Oct. 2024



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Mitigation Option 4: Channel Widening at Pelican Falls

Figure 8



Cross Section (Not To Scale)

PROJECT: CA0005812.2727  
DATE: Oct. 2024



DRAWN: CD  
CHECK: HF

# Sioux Lookout Main Outfall Locations

# Figure 9



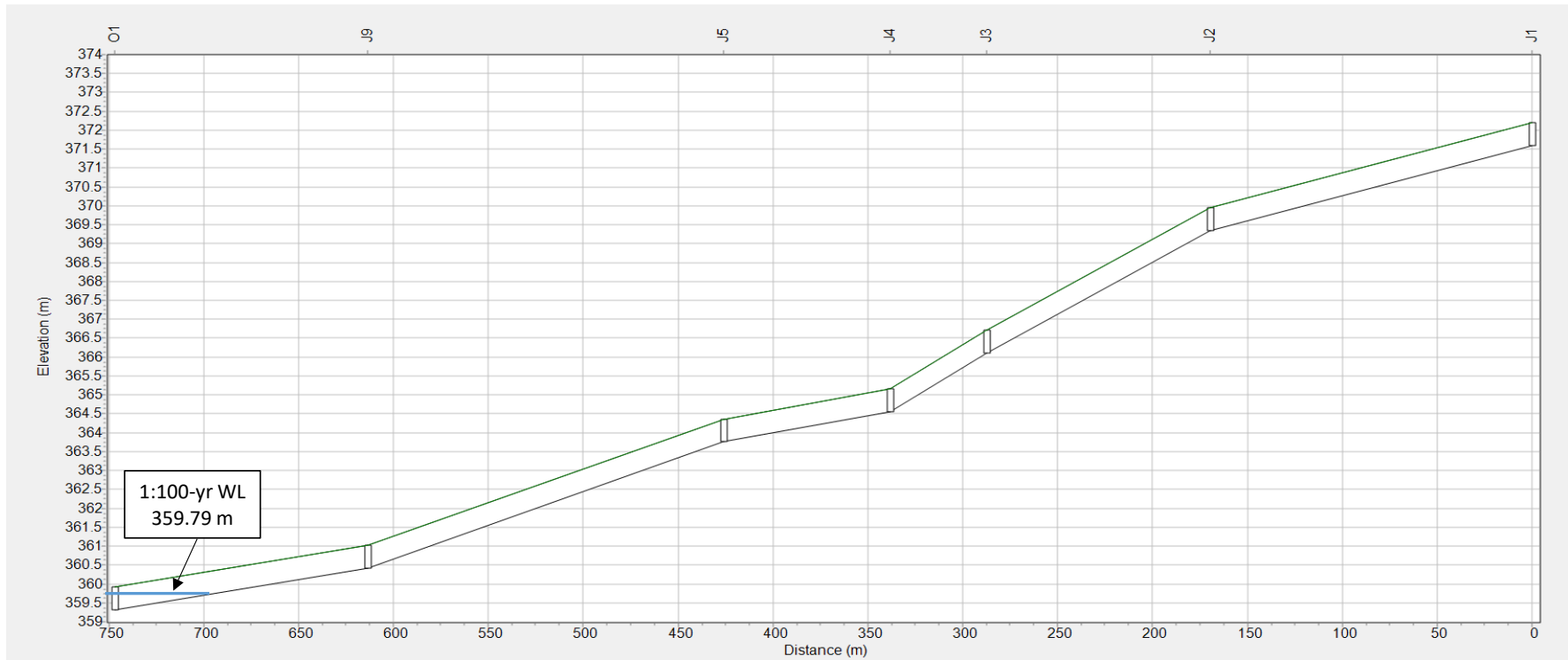
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DATE: Oct. 2024



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# Culvert Outfall 01 SWMM Profile

## Figure 10



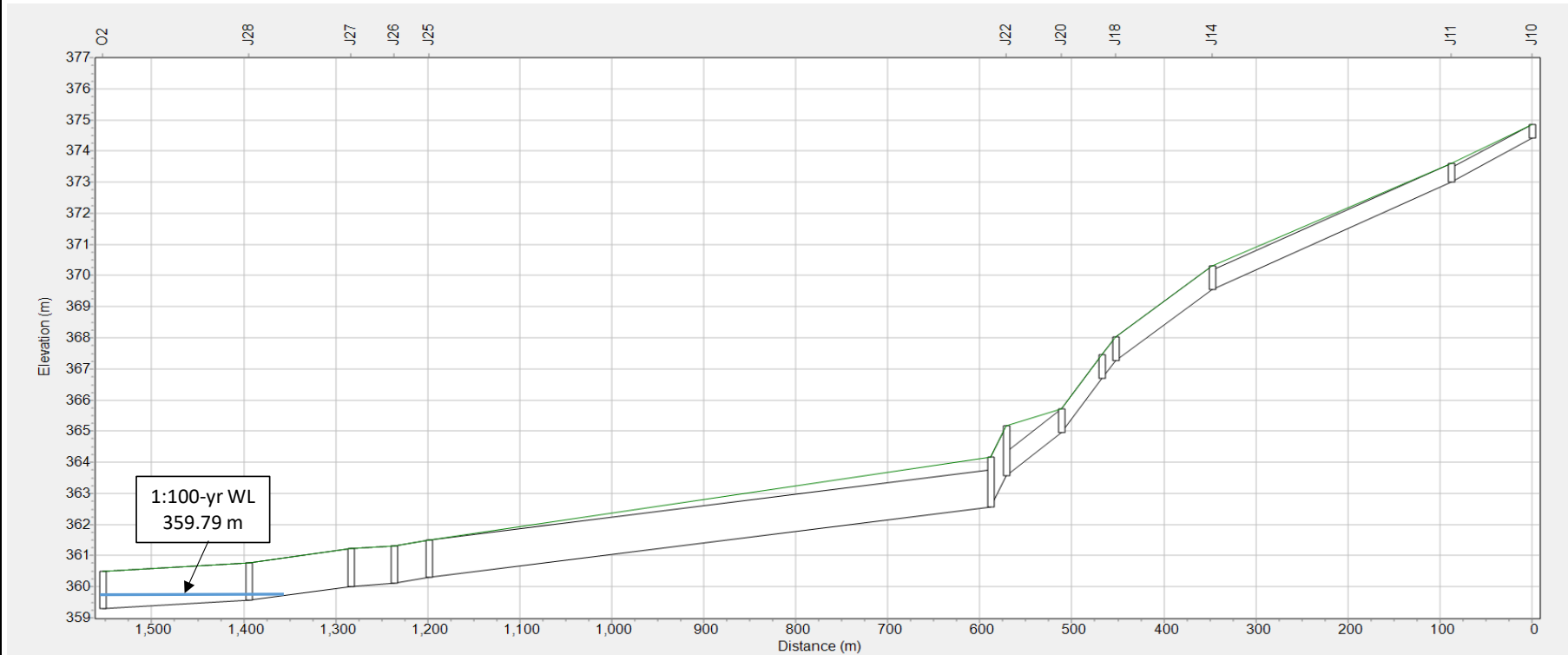
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# Culvert Outfall 02 SWMM Profile

# Figure 11



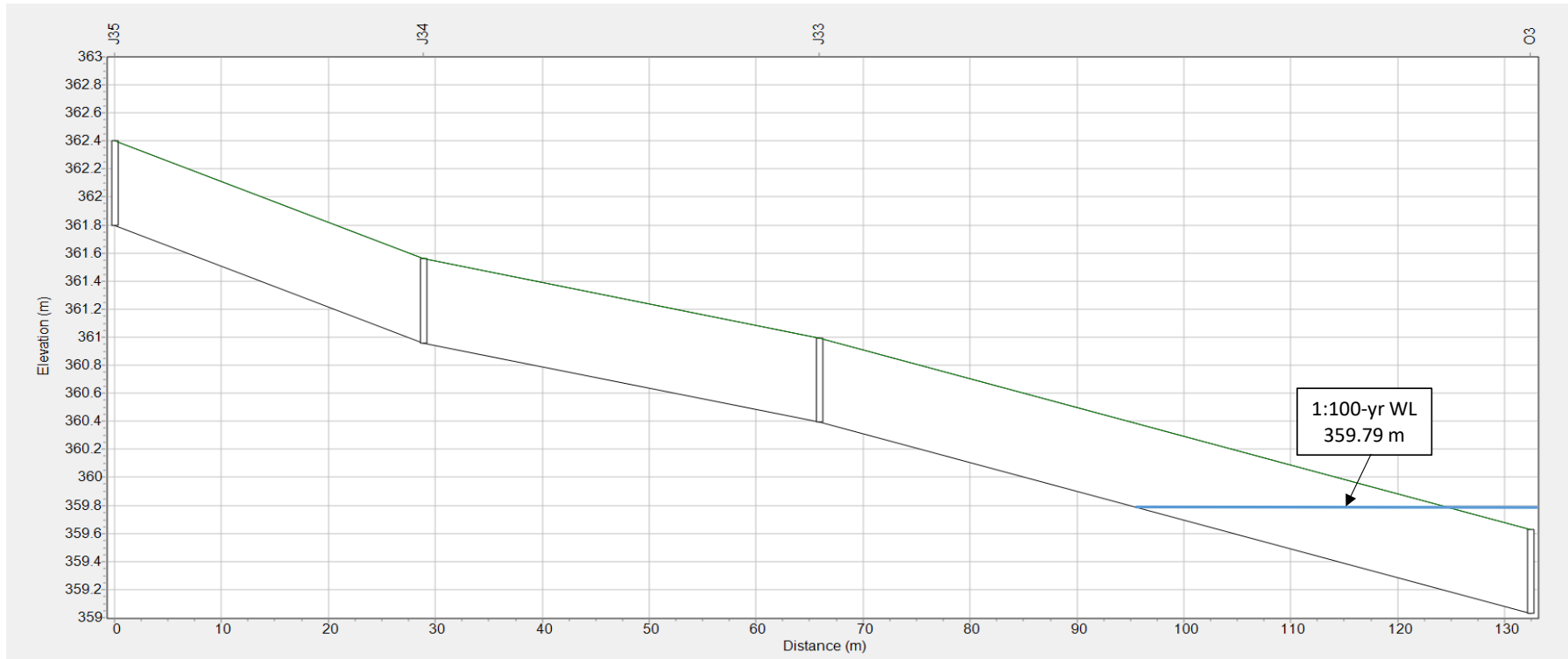
PROJECT: CA0005812.2727  
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# Culvert Outfall 03 SWMM Profile

## Figure 12



PROJECT: CA0005812.2727  
DATE: Oct. 2024



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CHECK: HF

**APPENDIX A**

**Wave Impact Assessment**



# TECHNICAL MEMORANDUM

**DATE** October 18, 2024

**Project No.** CA0005812.2727

**TO** Norm Lawrence, PEng  
Keewatin-Aski Ltd.

**CC** Christopher Davidson and Hesham Fouli

**FROM** Kevin Mackenzie

**EMAIL** Kevin.Mackenzie@wsp.com

## SIoux LOOKOUT FLOOD MAPPING STUDY – APPENDIX A: WAVE IMPACT ASSESSMENT

### 1.0 INTRODUCTION

The wind generated wave conditions in Sioux Lookout and the potential to cause shoreline flooding was assessed using simplistic wave hind casting approaches (i.e., “high level assessment only”) developed largely by the US Corps of Engineers and documented in various references (see enclosed Figures A-1 to A-3 of this Appendix A). A total of six (6) Sites, previously identified as potentially at risk of flooding due to wave uprush were investigated. These site locations, three on Pelican Lake and three on Abram Lake, are shown on Figure 1 of the main report, and the enclosed Figures A-4 to A-12 in Attachment A.

### 2.0 MAXIMUM HOURLY WINDS

The first step in estimating wave heights over a water body is to characterize the potential for extreme wind speeds from directions that may impact the Project location. For this type of assessment, published data from Environment Canada-Canadian Climate Normals: 1981 to 2010 was examined from the closest meteorologic station (Sioux Lookout Airport) where wind statistics are readily available. The maximum recorded hourly (1-hour duration) wind speeds by direction for the open water season and for all months are shown in Table A-1, below.

**Table A-1: Maximum Hourly Wind Speeds (km/hr) Direction for Sioux Lookout Airport**

| Month                | J  | F  | M  | A  | M  | J  | J  | A  | S  | O  | N  | D  | All      |
|----------------------|----|----|----|----|----|----|----|----|----|----|----|----|----------|
| <b>Speed (km/hr)</b> | 48 | 48 | 64 | 63 | 64 | 58 | 56 | 54 | 56 | 58 | 64 | 59 | 64       |
| <b>Direction</b>     | W  | SW | NW | NE | W  | NW | NW | W  | NW | W  | W  | NW | W/N<br>W |

Notes:

1. Maximum hourly wind speeds for the period of record 1981 to 2010 are reported by month.
2. Measurement Height is 10 m above ground level.

For this assessment, the “design” wind speeds for the open water season (assumed to be April through November) are:

- 64 km/hr blowing onshore from westerly direction (39.7 mi/hr)
- 63 km/hr blowing onshore from northeast direction (39.1 mi/hr)
- 58 km/hr blowing onshore from northwest direction (36.0 mi/hr)

### 3.0 FETCH DISTANCES

The second step in the analysis is to determine the fetch distance at each Site, defined as the maximum distance over water that an unobstructed wind generating waves could be blowing onshore at the Site location. The fetch distance lines for each of the six assessment sites are shown on Figures A-4 to A-12 and listed in Table A-2, below.

### 4.0 SIGNIFICANT WAVE HEIGHTS

The third step involves estimating the potential height of wind generated waves, which is a function of wind speed and duration, fetch distance and depth of water. The depth of water is assumed to be sufficient to support the predicted wave height. Significant wave heights were determined from empirical prediction curves sourced from *Virginia Department of Transportation (VDOT) Drainage Manual – Chapter 13 Shore Protection*, shown in Figure A-1. The estimated deep water (offshore) significant wave heights for each of the assessment sites are listed in Table A-2.

**Table A-2: Significant Wave Heights (Hs) and Other Relevant Characteristics**

| Site           | Fetch Distance (km) | Wind Direction | Wind Speed (km/hr) | Hs (m) |
|----------------|---------------------|----------------|--------------------|--------|
| 1-Pelican Lake | 2.5                 | SW             | 64                 | 0.45   |
| 2-Pelican Lake | 4.5                 | SW             | 64                 | 0.60   |
| 3-Pelican Lake | 5.0                 | SW             | 64                 | 0.65   |
| 4              | 6.0                 | NE             | 63                 | 0.80   |
| 5              | 5.8                 | SW             | 64                 | 0.75   |
| 6.1            | 3.5                 | W              | 64                 | 0.45   |
| 6.2            | 1.2                 | NE             | 63                 | 0.30   |

1. Reference: *VDOT Drainage Manual*, Chapter 13 – Shore Protection, its Appendix 13B-1(Appendix A-1).
2. Significant wave heights (above still water level) are rounded.
3. Wind Duration = 1 hour.
4. Fetch distances are derived from Google Imagery.

## 5.0 BREAKING WAVES AND WAVE RUNUP

Waves generated in deeper water may undergo shoaling or break as they approach shallower water in the nearshore zone. For flood risk assessment, it is important to determine the maximum size wave that will reach the shoreline still in possession of the deep-water energy. Significant wave heights derived from hindcasts (above) should be checked against the maximum breaking wave that the still water level depth, in this case the 100-year lake level, and near-shore bottom slope, can support (i.e., the maximum breaker height ( $H_b$ ) is dependent on the depth of water at the shoreline ( $d_s$ ), and the slope of the foreshore area ( $S_o$ )).

Breaking wave heights for each of the six assessment sites are provided in Table A-3 below, along with the recommended “design” wave height. The design wave height ( $H_o$ ) reaching shore is the smaller of the breaking wave height ( $H_b$ ) and the deep-water significant wave height ( $H_s$ ). The Nearshore/Beach/Bank Profile for each Site (bathymetry + topography) is presented on Figures A-4 to A-13.

Wave runup is the vertical height above the still water level that a wave breaking on shore will travel up the shoreline bank (or spill over the top of the bank). Wave runup is a function of the design wave height, the wave period, bank angle (slope), and the roughness of the embankment protection material. For wave heights up to approximately 0.80 m, simplified calculation procedures offered in the literature were used to estimate maximum breaker heights and potential wave runup at each assessment site. Results are summarized in Table A-3 and shown on Figures A-4 to A-12.

**Table A-3: Breaking Wave / Design Wave Heights and Wave Runup**

| Site and Nearshore-Beach/Bank Profile Line | $d_s$ (m) | $S_o$ (m/m) | $H_b$ (m) | $H_s$ (m) | $H_o$ (m) | R (m) | Stillwater Level (SL) | Runup Elevation = SL + R (m) |
|--------------------------------------------|-----------|-------------|-----------|-----------|-----------|-------|-----------------------|------------------------------|
| Site 1 - Profile 1a                        | 3.5       | 5H:1V       | 3.5       | 0.45      | 0.45      | 1.3   | 359.8                 | 361.1                        |
| Site 1 - Profile 1b                        | 2.5       | 8H:1V       | 2.5       | 0.45      | 0.45      | 1.3   | 359.8                 | 361.1                        |
| Site 2 - Profile 2a                        | 1.5       | 6H:1V       | 1.5       | 0.60      | 0.60      | 1.2   | 359.8                 | 361.0                        |
| Site 2 - Profile 2b                        | 1.5       | 12H:1V      | 1.5       | 0.60      | 0.60      | 1.2   | 359.8                 | 361.0                        |
| Site 3 - Profile 3a                        | 0.0       | Roadway     | 0.0       | 0.65      | 0.00      | 0.4*  | 359.8                 | 360.2                        |
| Site 4 - Profile 4a                        | 0.5       | Shoal       | 0.4       | 0.80      | 0.40      | 0.4** | 359.9                 | 360.3                        |
| Site 5 - Profile 5a                        | 2.0       | 45H:1V      | 1.6       | 0.75      | 0.75      | 1.0   | 359.9                 | 360.9                        |
| Site 6 - Profile 6.1a                      | 1.5       | 50H:1V      | 1.2       | 0.45      | 0.45      | 0.8   | 359.9                 | 360.7                        |
| Site 6 - Profile 6.2a                      | 1.5       | 20H:1V      | 1.4       | 0.30      | 0.30      | 0.8   | 359.9                 | 360.7                        |

Notes:

- Reference: *VDOT Drainage Manual*, Chapter 13 – Shore Protection Appendix 13B-2 and 13B-3 (Figures A-2 and A-3).
- $d_s$  (water depth above stillwater level at toe of shoreline slope).
- $S_o$  (nearshore slope) from available bathymetric data.
- $H_b$  (maximum breaker height).
- $H_s$  (significant wave height) from Table 2.
- $H_o$  (design wave height) smaller of  $H_s$  and  $H_b$ .

7. R = runup on shoreline bank or slope. Note for bank slopes less than 10% R values determined from Figure A-3 were reduced by approximately 50% to consider rapid energy losses occurring when waves travel proportionately longer horizontal distances over flat terrain.
8. Based on simplified breaking wave and wave runup calculation procedures.
9. Wave Period (T) assumed to be 3 sec.
10. R values shown for semi rough surfaces (correction Factor = 0.7).
11. R = 0.4\* value for Site 3 Profile 3a is represented by top of road Elevation (360.2) above Stillwater Level.
12. R = 0.4\*\* value for Site 4 Profile 4a is represented by shoaling wave height reaching shore.
13. SL = Stillwater Level (100-Year Lake Level)
14. All values are rounded.

## 6.0 WAVE ASSESSMENT RESULTS SUMMARY

Results of this high-level wave uprush assessment for six locations at Sioux Lookout are summarized below:

### 6.1 Offshore Waves

Significant deepwater wave heights (Hs) generated from maximum hourly winds recorded at the Sioux Lookout Airport ranged from 0.3 m at Site 6 (Line 6.1 - shortest Fetch Distance) to 0.8 m at Site 4 (longest Fetch Distance).

### 6.2 Onshore Waves and Wave Runup

The depth of water at the shoreline under 100-year flood conditions is able to support the estimated deep-water wave height (Hs) at all locations with the exception of two sites where the deepwater waves are broken up by the Highway 72 roadway embankment (Site 3, Profile 3a, Figure A-8) and a submerged area of relatively high ground that is inundated to a depth of approximately 0.50 m under 100-year lake level conditions (Site 4, Profile 4a, Figure A-9). At Site 3 the roadway is elevated above the 100-year lake level and serves as a partial breakwater (i.e., the embankment will be overtopped by the breaking waves). In the case of Site 4, the “shoaling” effect will significantly reduce the height of the wave that travels forward onto shore (i.e., from 0.80 m to 0.40 m), however due to the shallow depths and flat sloping terrain inland from the shoreline, wave runup above the elevation of the reduced wave height is not predicted. The estimated wave runup values (Table A-3) range from 0.40 m (Site 4) to 1.30 m at Site 1, averaging 0.90 m above the computed 100-year stillwater level computed for Pelican and Abram Lakes.

The potential flood risk due to wave uprush at the 6 assessment sites are represented by the wave runup elevations provided in Table A-3. The vertical wave runup and limits of the wave uprush zone are shown on Figures A-4 to A-12.

**WSP Canada Inc.**



*No content changes were made to the draft version of this technical memorandum, except for date updates, to issue its final version*

Kevin Mackenzie, MSc, PEng (Reviewed by Terry Winhold, December 2023)  
*Principal/Senior Water Resources Engineer*

TW/KMM/mp

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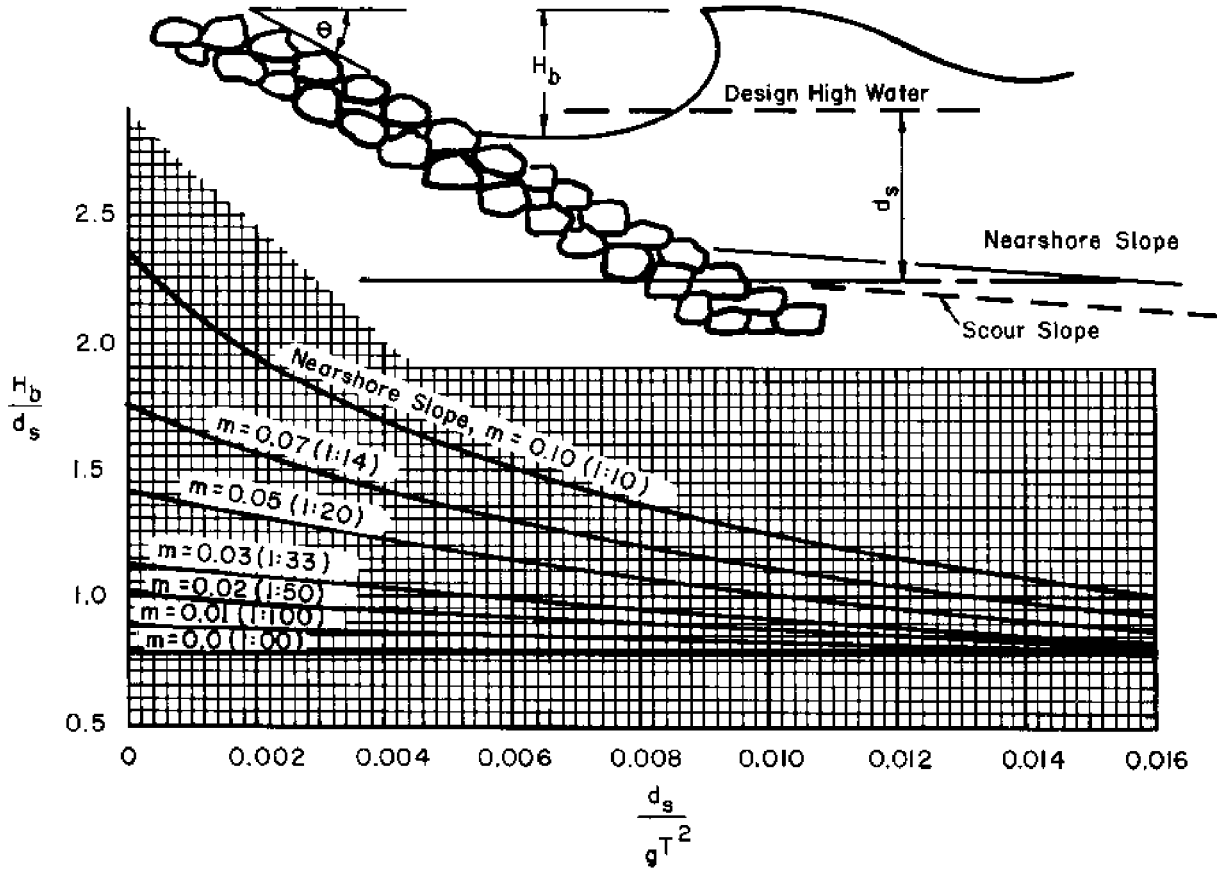
Attachments: Attachment A - Figures A-1 to A-12

[https://wsponlinecan.sharepoint.com/sites/ca-ca00058122727/shared documents/06. deliverables/final report/appendix a - wave impact assessment/appendix a-wave assessment tm-17oct2024.docx](https://wsponlinecan.sharepoint.com/sites/ca-ca00058122727/shared%20documents/06.%20deliverables/final%20report/appendix%20a%20-%20wave%20impact%20assessment/appendix%20a-wave%20assessment%20tm-17oct2024.docx)

**ATTACHMENT A**  
**FIGURES A-1 to A-12**



## Design Breaker Wave



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PROJECT  
FLOOD MAPPING MITIGATION STUDY

TITLE  
WAVE ASSESSMENT

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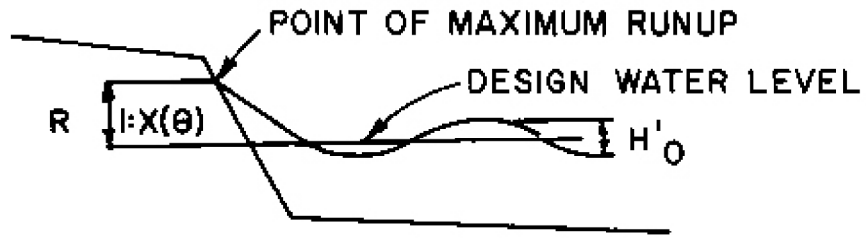
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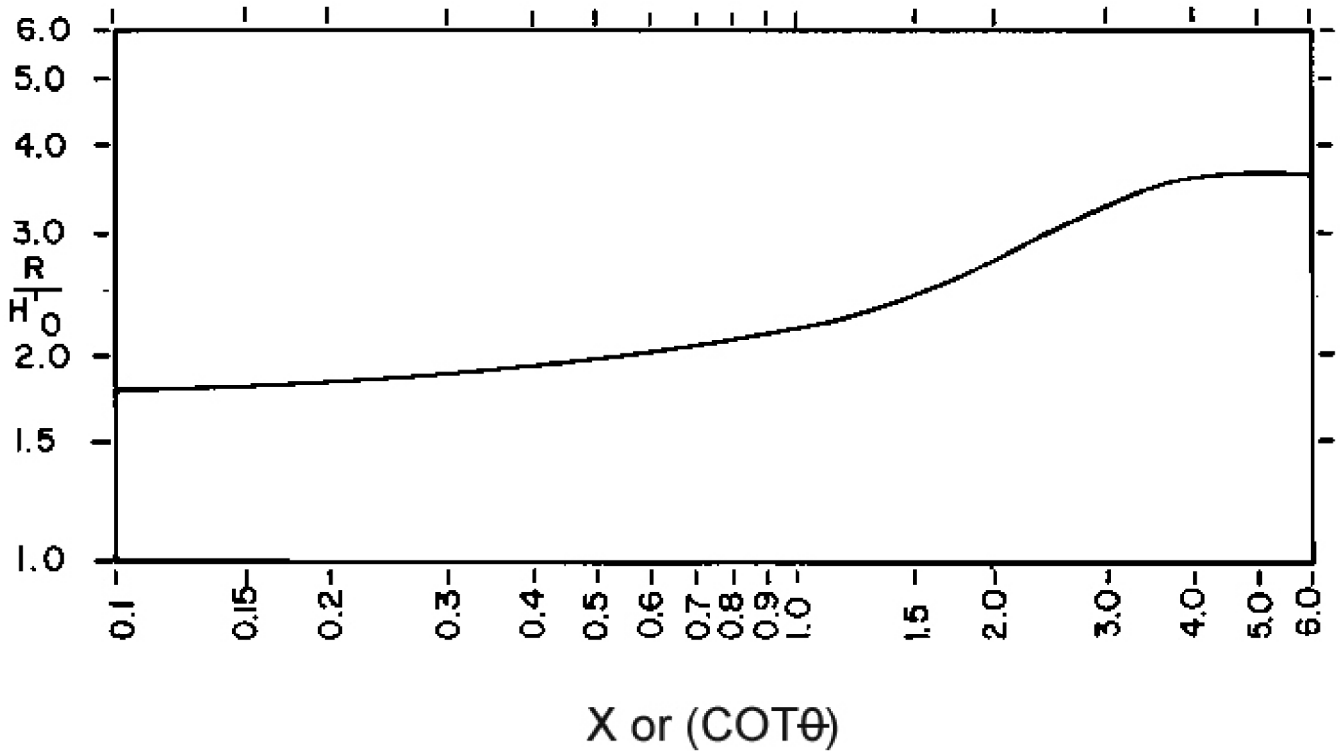
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# Wave Run-up on Smooth Impermeable Slope



$R$  = WAVE RUN UP HEIGHT (ft)  
 $H'_0$  = WAVE HEIGHT (ft)  
 $\theta$  = BANK ANGLE WITH THE HORIZONTAL



KEEWATIN ASKI LTD

PROJECT  
FLOOD MAPPING MITIGATION STUDY

TITLE  
**WAVE ASSESSMENT**

CONSULTANT

YYYY-MM-DD 2024-10-16

DESIGNED NOT APPLICABLE

PREPARED RRD

REVIEWED NOT APPLICABLE

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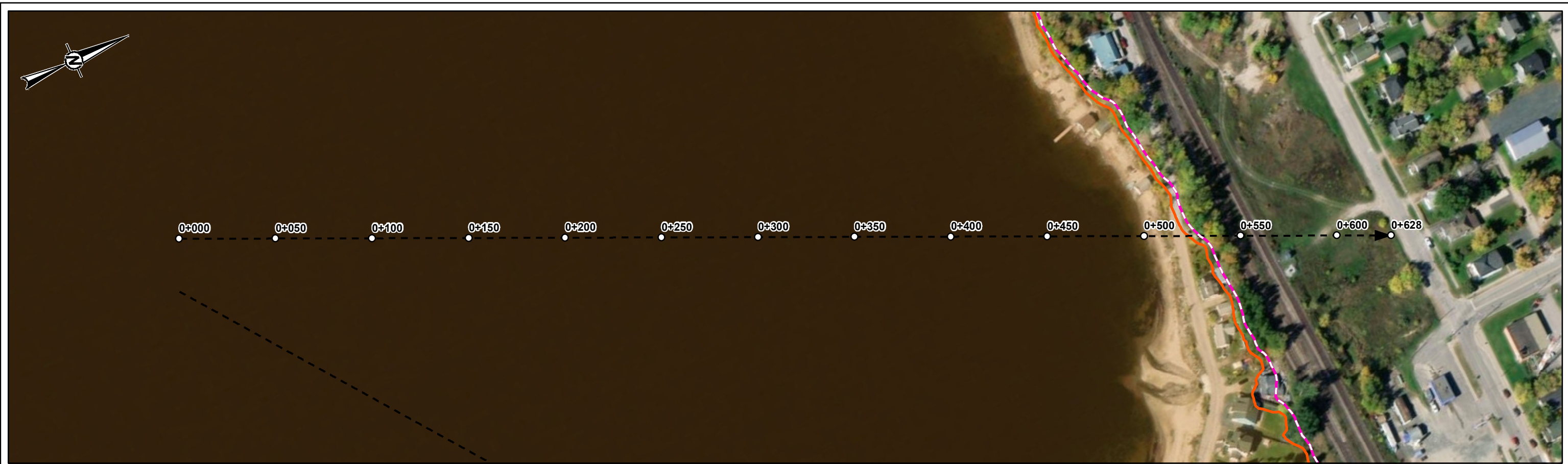
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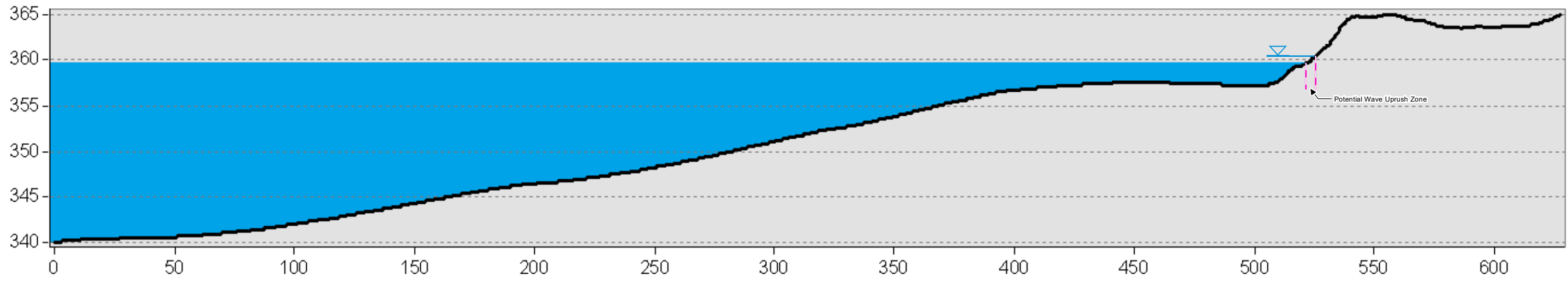
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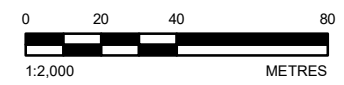
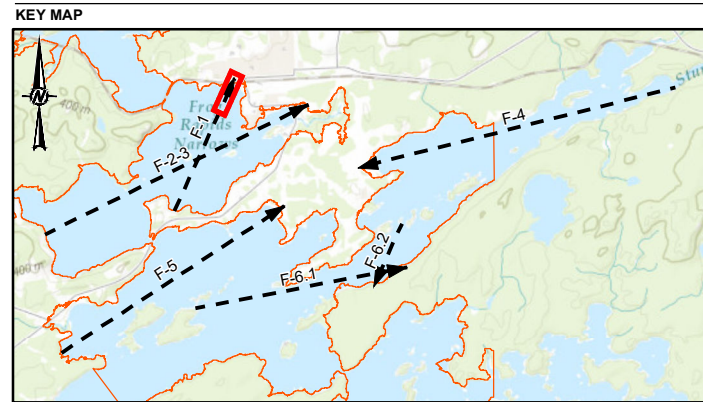
FIGURE  
A-3 161



**Profile 1a**



- LEGEND**
- CHAINAGE
  - FETCH DIRECTION AND PROFILE LINE
  - ▽ WAVE RUNUP (361.1)
  - LIMIT OF POTENTIAL WAVE UPRUSH ZONE
  - ▭ 100yr FLOOD LIMIT (359.8)



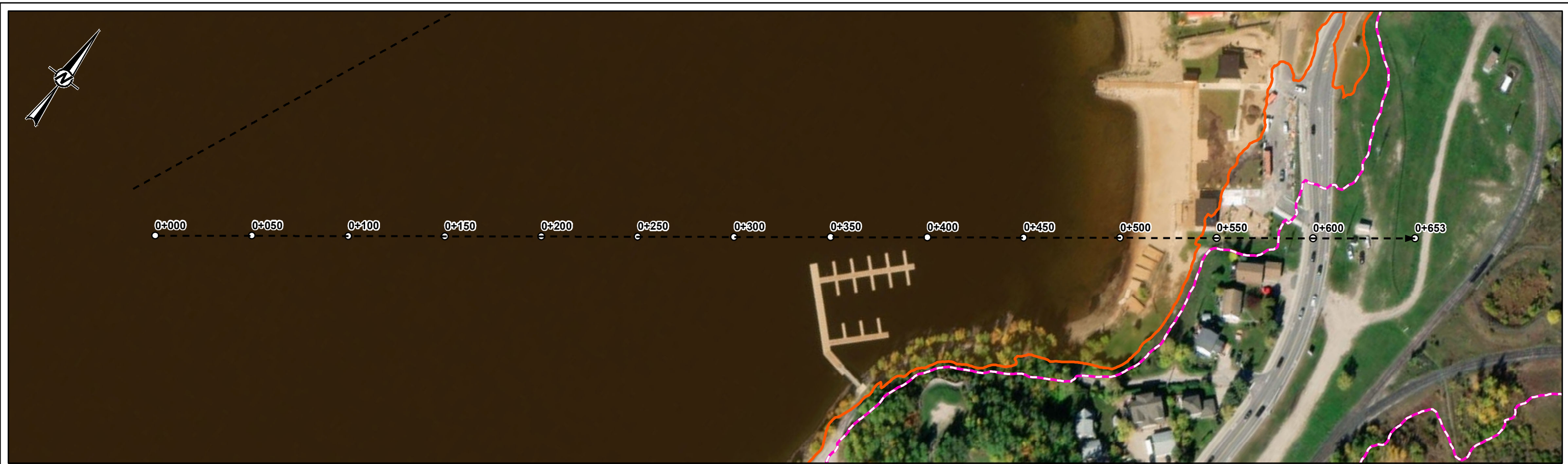
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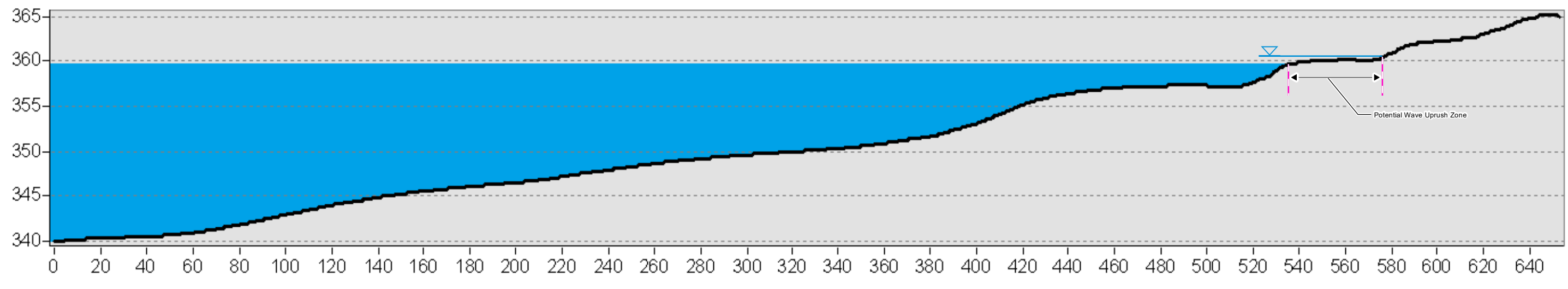
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| PROJECT<br>FLOOD MAPPING MITIGATION STUDY           |                 |                        |
| TITLE<br><b>WAVE ASSESSMENT SITE 1 - PROFILE 1A</b> |                 |                        |
| CONSULTANT                                          | YYYY-MM-DD      | 2024-10-16             |
|                                                     | DESIGNED        | TW                     |
|                                                     | PREPARED        | RRD                    |
|                                                     | REVIEWED        | HF                     |
|                                                     | APPROVED        | KMM                    |
| PROJECT NO.<br>CA0005812-2727                       | CONTROL<br>0001 | REV.<br>0              |
|                                                     |                 | FIGURE<br><b>A-162</b> |

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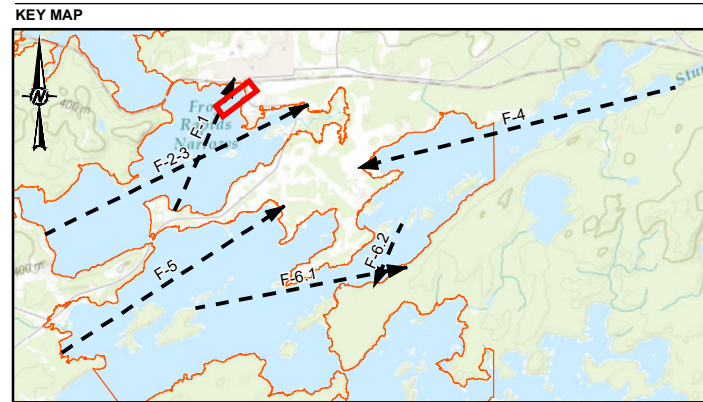
IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM ANSI B



Profile 1b



- LEGEND**
- CHAINAGE
  - ➔ FETCH DIRECTION AND PROFILE LINE
  - △ WAVE RUNUP (361.1)
  - LIMIT OF POTENTIAL WAVE UPRUSH ZONE
  - ▭ 100yr FLOOD LIMIT (359.8)



**NOTE(S)**  
1. ALL LOCATIONS ARE APPROXIMATE

**REFERENCE(S)**  
1. CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENCE - ONTARIO  
2. COORDINATE SYSTEM: NAD 1983 UTM ZONE 15N

**KEEWATIN ASKI LTD**

PROJECT  
FLOOD MAPPING MITIGATION STUDY

TITLE  
**WAVE ASSESSMENT SITE 1 - PROFILE 1B**

|            |            |            |
|------------|------------|------------|
| CONSULTANT | YYYY-MM-DD | 2024-10-18 |
|            | DESIGNED   | TW         |
|            | PREPARED   | RRD        |
|            | REVIEWED   | HF         |
|            | APPROVED   | KMM        |

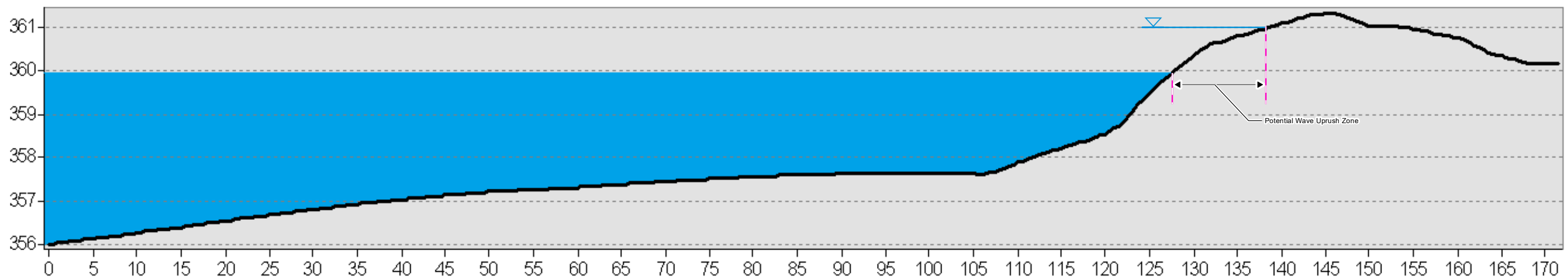
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|----------------|---------|------|--------|
| PROJECT NO.    | CONTROL | REV. | FIGURE |
| CA0005812-2727 | 0001    | 0    | A-163  |

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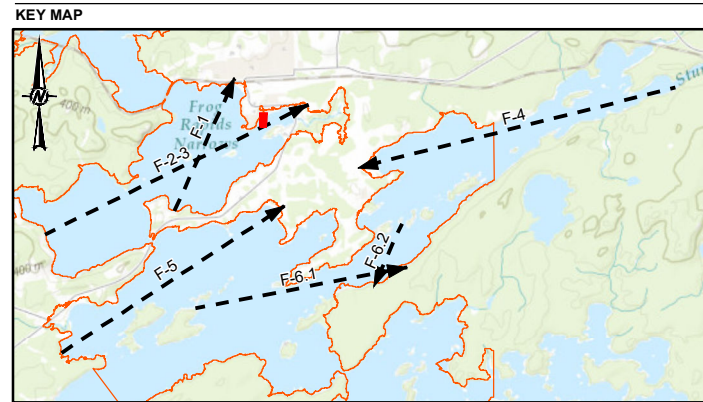
IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM: ANSI B



Profile 2a



- LEGEND**
- CHAINAGE
  - F FETCH DIRECTION AND PROFILE LINE
  - △ WAVE RUNUP (361.0)
  - LIMIT OF POTENTIAL WAVE UPRUSH ZONE
  - 100yr FLOOD LIMIT (359.8)



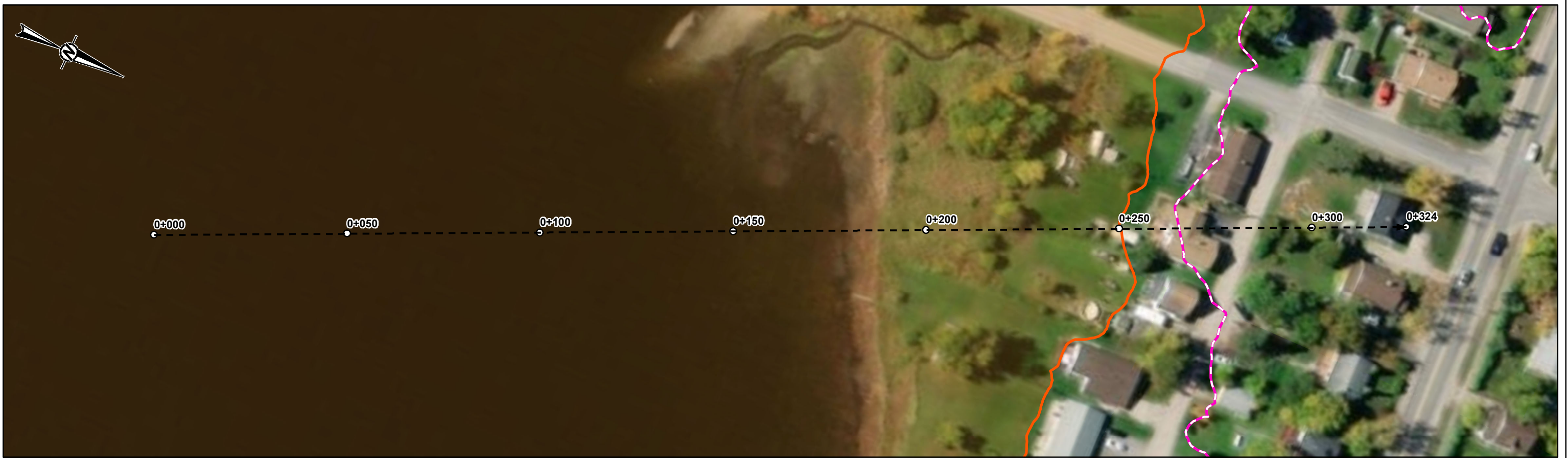
**NOTE(S)**  
1. ALL LOCATIONS ARE APPROXIMATE

**REFERENCE(S)**  
1. CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENCE - ONTARIO  
2. COORDINATE SYSTEM: NAD 1983 UTM ZONE 15N

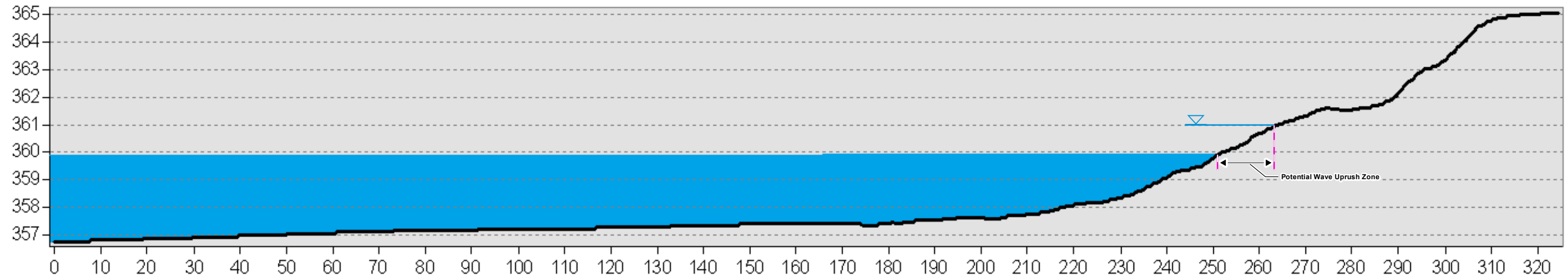
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| PROJECT<br>FLOOD MAPPING MITIGATION STUDY           |                 |                 |
| TITLE<br><b>WAVE ASSESSMENT SITE 2 - PROFILE 2A</b> |                 |                 |
| CONSULTANT                                          | YYYY-MM-DD      | 2024-10-16      |
|                                                     | DESIGNED        | TW              |
|                                                     | PREPARED        | RRD             |
|                                                     | REVIEWED        | HF              |
|                                                     | APPROVED        | KMM             |
| PROJECT NO.<br>CA0005812-2727                       | CONTROL<br>0001 | REV.<br>0       |
|                                                     |                 | FIGURE<br>A-164 |

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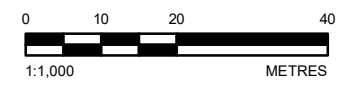
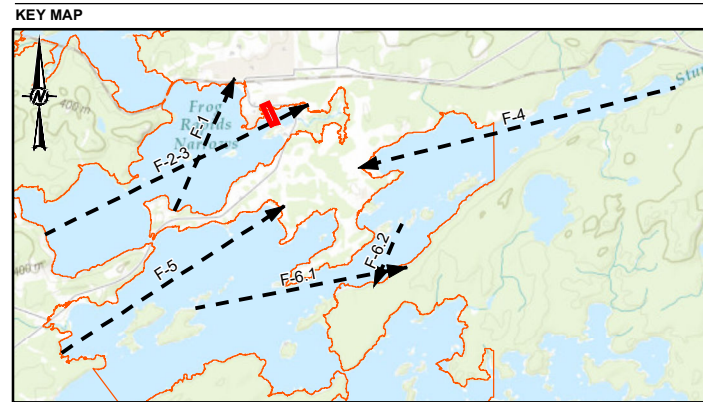
IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM ANSI B



**Profile 2b**



- LEGEND**
- CHAINAGE
  - ➔ FETCH DIRECTION AND PROFILE LINE
  - △ WAVE RUNUP (361.0)
  - LIMIT OF POTENTIAL WAVE UPRUSH ZONE
  - ▭ 100yr FLOOD LIMIT (359.8)



**NOTE(S)**  
1. ALL LOCATIONS ARE APPROXIMATE

**REFERENCE(S)**  
1. CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENCE - ONTARIO  
2. COORDINATE SYSTEM: NAD 1983 UTM ZONE 15N

**KEEWATIN ASKI LTD**

PROJECT  
**FLOOD MAPPING MITIGATION STUDY**

TITLE  
**WAVE ASSESSMENT SITE 2 - PROFILE 2B**

|            |            |            |
|------------|------------|------------|
| CONSULTANT | YYYY-MM-DD | 2024-10-18 |
| DESIGNED   | TW         |            |
| PREPARED   | RRD        |            |
| REVIEWED   | HF         |            |
| APPROVED   | KMM        |            |

PROJECT NO. CA0005812-2727 CONTROL 0001 REV. 0

FIGURE **A-1165**

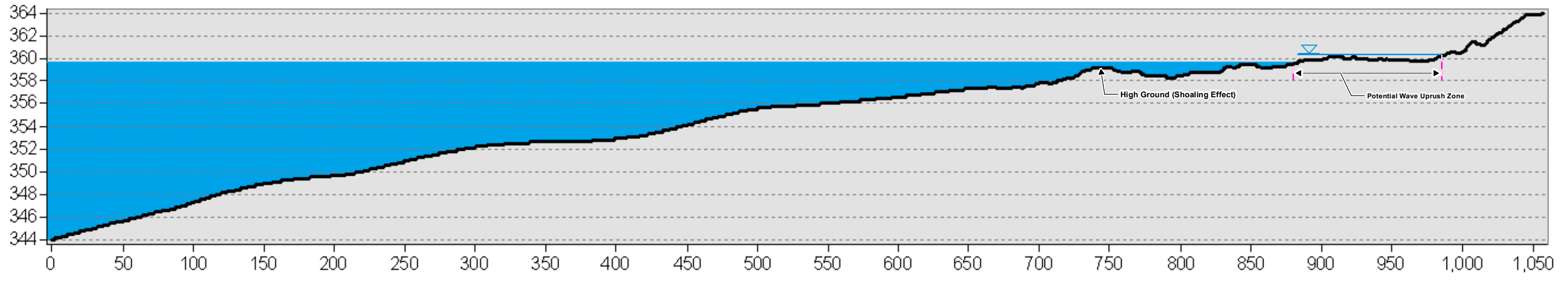
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IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM: ANSI B

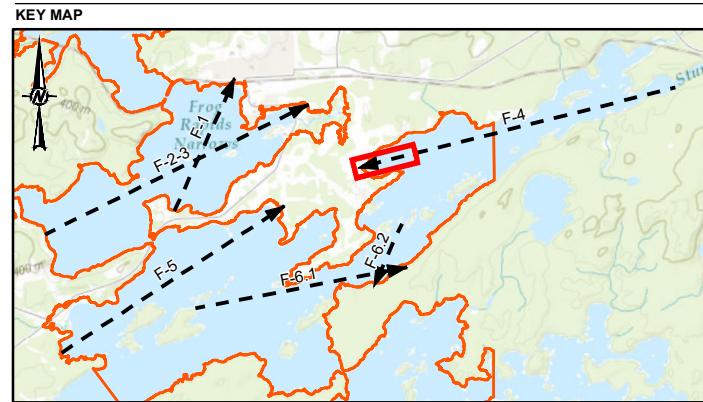




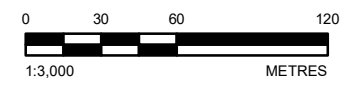
**Profile 4a**



- LEGEND**
- CHAINAGE
  - F FETCH DIRECTION AND PROFILE LINE
  - ▽ WAVE RUNUP (360.3)
  - - - LIMIT OF POTENTIAL WAVE UPRUSH ZONE
  - ▭ 100yr FLOOD LIMIT (359.9)



SCALE 1:145,132



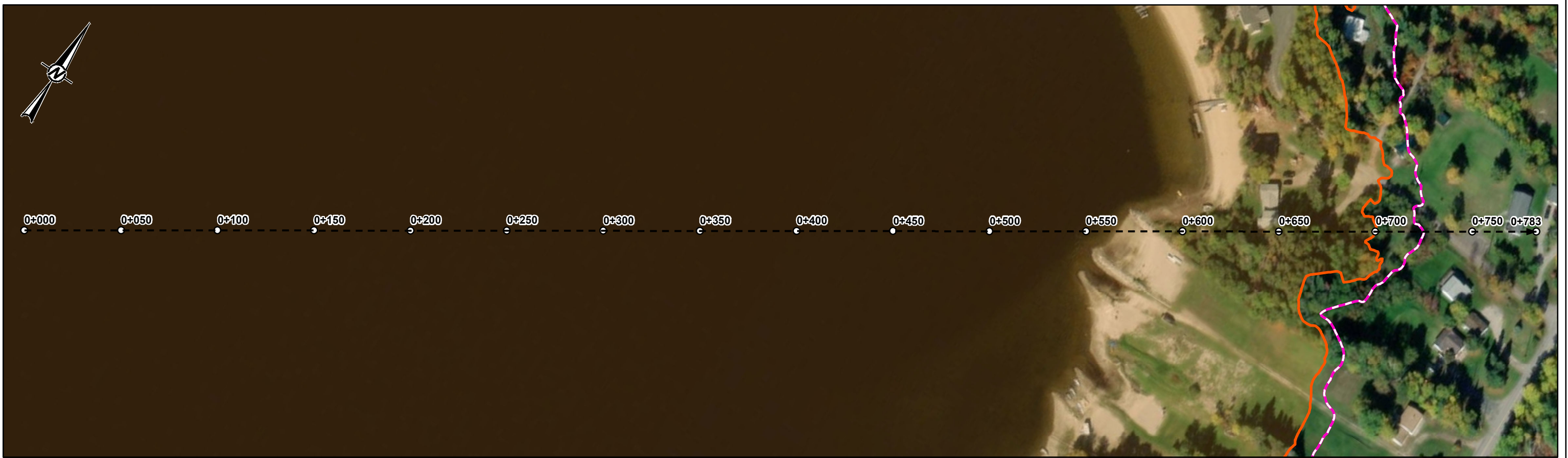
**NOTE(S)**  
 1. ALL LOCATIONS ARE APPROXIMATE

**REFERENCE(S)**  
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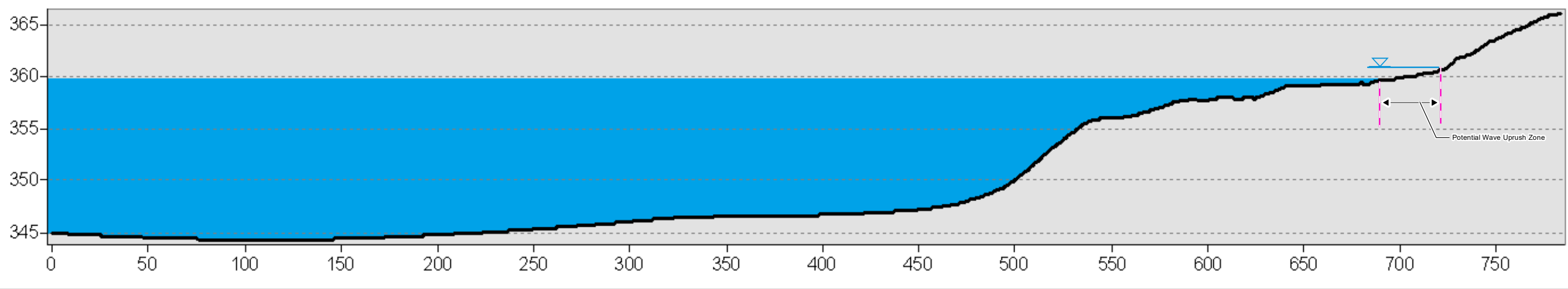
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| TITLE<br><b>WAVE ASSESSMENT SITE 4 - PROFILE 4A</b> |                 |                        |
| CONSULTANT                                          | YYYY-MM-DD      | 2024-10-16             |
|                                                     | DESIGNED        | TW                     |
|                                                     | PREPARED        | RRD                    |
|                                                     | REVIEWED        | HF                     |
|                                                     | APPROVED        | KMM                    |
| PROJECT NO.<br>CA0005812-2727                       | CONTROL<br>0001 | REV.<br>0              |
|                                                     |                 | FIGURE<br><b>A-167</b> |

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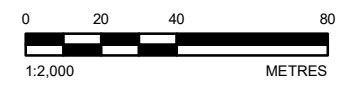
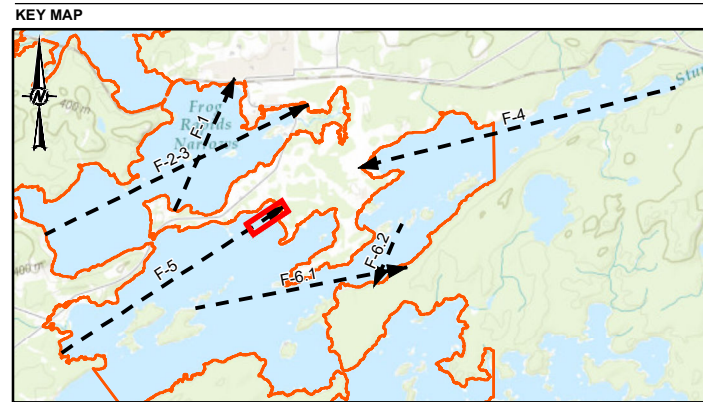
IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM: ANSI B



Profile 5a



- LEGEND**
- CHAINAGE
  - F FETCH DIRECTION AND PROFILE LINE
  - ▽ WAVE RUNUP (360.9)
  - ▭ 100yr FLOOD LIMIT (359.9)
  - LIMIT OF POTENTIAL WAVE UPRUSH ZONE



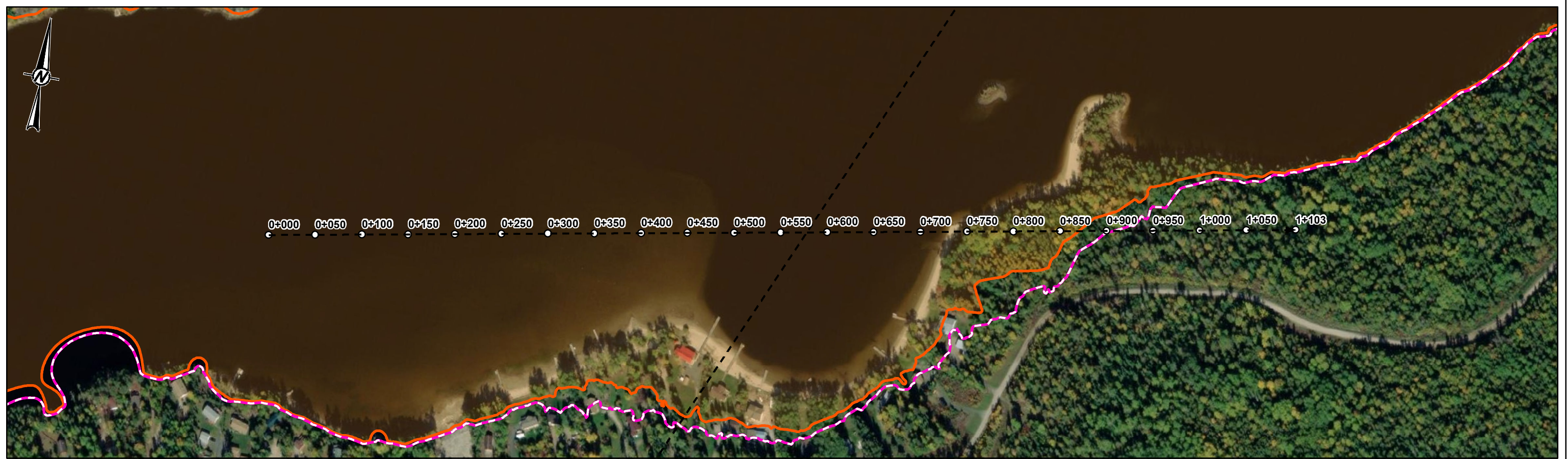
**NOTE(S)**  
1. ALL LOCATIONS ARE APPROXIMATE

**REFERENCE(S)**  
1. CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENCE - ONTARIO  
2. COORDINATE SYSTEM: NAD 1983 UTM ZONE 15N

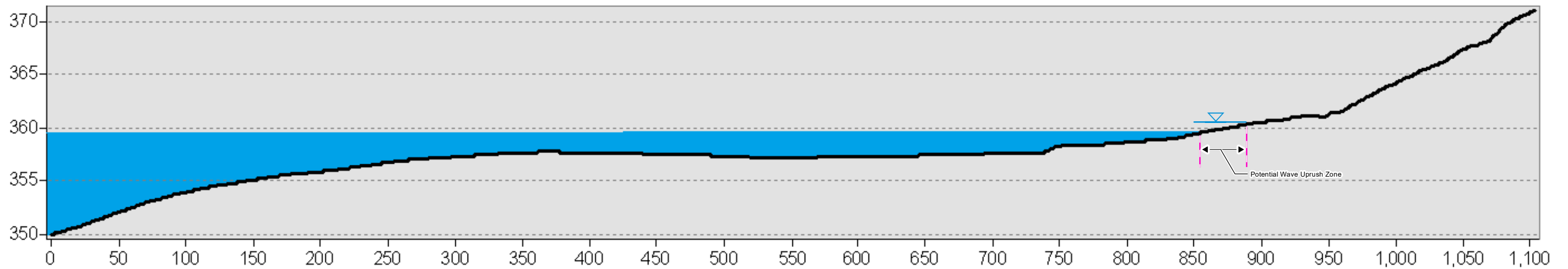
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| PROJECT<br>FLOOD MAPPING MITIGATION STUDY           |                 |                    |
| TITLE<br><b>WAVE ASSESSMENT SITE 5 - PROFILE 5A</b> |                 |                    |
| CONSULTANT                                          | YYYY-MM-DD      | 2024-10-16         |
|                                                     | DESIGNED        | TW                 |
|                                                     | PREPARED        | RRD                |
|                                                     | REVIEWED        | HF                 |
|                                                     | APPROVED        | KMM                |
| PROJECT NO.<br>CA0005812-2727                       | CONTROL<br>0001 | REV.<br>0          |
|                                                     |                 | FIGURE<br>A-1(168) |

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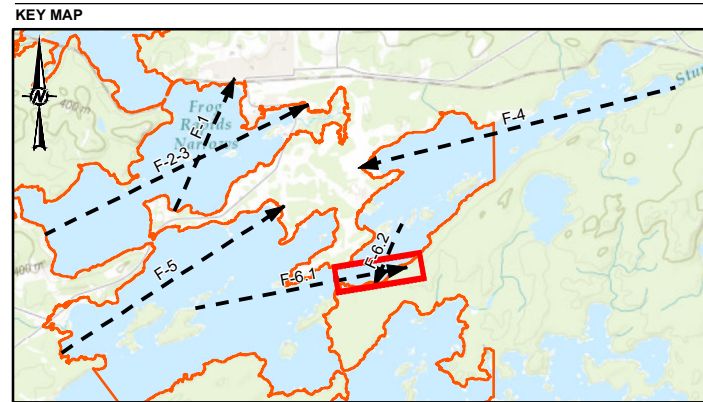
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**Profile 6.1a**




- LEGEND**
- CHAINAGE
  - F FETCH DIRECTION AND PROFILE LINE
  - ▽ WAVE RUNUP (360.7)
  - - - LIMIT OF POTENTIAL WAVE UPRUSH ZONE
  - ▭ 100yr FLOOD LIMIT (359.9)



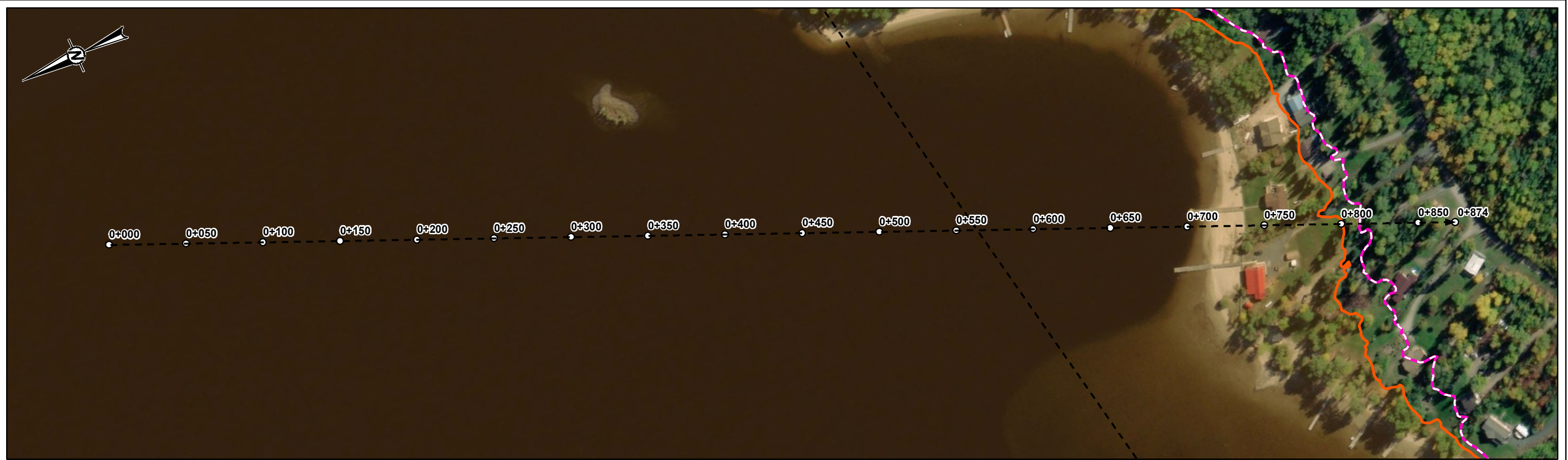
**NOTE(S)**  
1. ALL LOCATIONS ARE APPROXIMATE

**REFERENCE(S)**  
1. CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENCE - ONTARIO  
2. COORDINATE SYSTEM: NAD 1983 UTM ZONE 15N

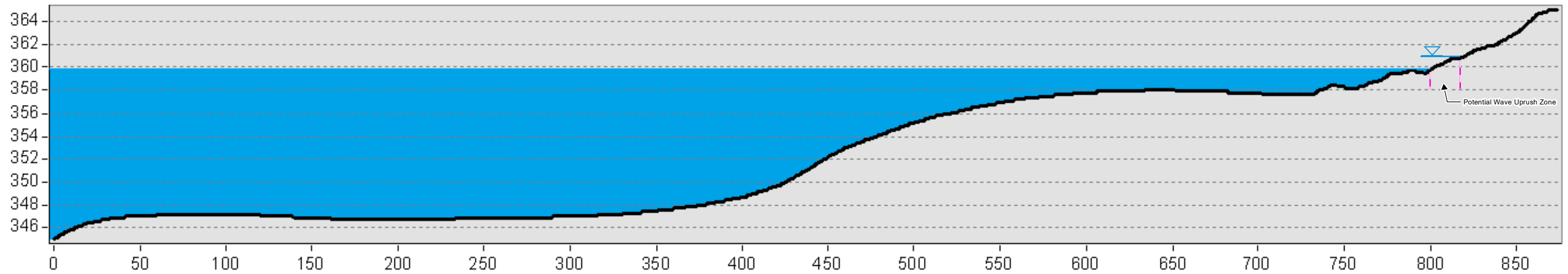
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| <b>KEEWATIN ASKI LTD</b>                                                              |                       |
| PROJECT<br>FLOOD MAPPING MITIGATION STUDY                                             |                       |
| TITLE<br><b>WAVE ASSESSMENT SITE 6 - PROFILE 6.1A</b>                                 |                       |
| CONSULTANT                                                                            | YYYY-MM-DD 2024-10-16 |
|  | DESIGNED TW           |
|                                                                                       | PREPARED RRD          |
|                                                                                       | REVIEWED HF           |
|                                                                                       | APPROVED KMM          |
| PROJECT NO.<br>CA0005812-2727                                                         | CONTROL<br>0001       |
|                                                                                       | REV.<br>0             |
|                                                                                       | FIGURE<br>A-1' 169    |

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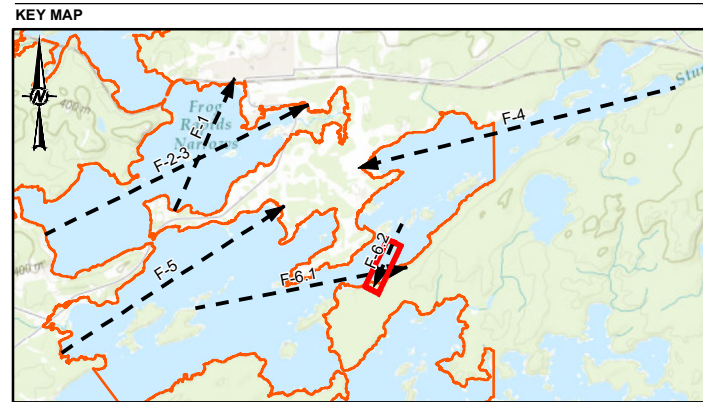
IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM ANSI B



Profile 6.2a



- LEGEND**
- CHAINAGE
  - F FETCH DIRECTION AND PROFILE LINE
  - ▽ WAVE RUNUP (360.7)
  - LIMIT OF POTENTIAL WAVE UPRUSH ZONE
  - 100yr FLOOD LIMIT (359.9)



**NOTE(S)**  
1. ALL LOCATIONS ARE APPROXIMATE

**REFERENCE(S)**  
1. CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENCE - ONTARIO  
2. COORDINATE SYSTEM: NAD 1983 UTM ZONE 15N

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|-------------------------------------------------------|-----------------|--------------------|
| KEEWATIN ASKI LTD                                     |                 |                    |
| PROJECT<br>FLOOD MAPPING MITIGATION STUDY             |                 |                    |
| TITLE<br><b>WAVE ASSESSMENT SITE 6 - PROFILE 6.2A</b> |                 |                    |
| CONSULTANT                                            | YYYY-MM-DD      | 2024-10-16         |
|                                                       | DESIGNED        | TW                 |
|                                                       | PREPARED        | RRD                |
|                                                       | REVIEWED        | HF                 |
|                                                       | APPROVED        | KMM                |
| PROJECT NO.<br>CA0005812-2727                         | CONTROL<br>0001 | REV.<br>0          |
|                                                       |                 | FIGURE<br>A-12 170 |

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**APPENDIX B**

**Site Visit Photos**



**Photo 1: Looking south at the east side of the bridge at Pelican Creek.**



**Photo 2: Looking southeast at the west side of the bridge at Pelican Creek.**



**Photo 3: Looking southeast along Pelican Creek.**



**Photo 4: Looking east along Pelican Creek.**



**Photo 5: Looking northeast at the culvert outlet south of Ed Ariano By-Pass (Culvert is east of the bridge).**



**Photo 6: Looking southeast at the culvert outlet south of Ed Ariano By-Pass (Culvert is east of the bridge).**



**Photo 7: Looking north across Pelican Creek facing Ed Ariano By-Pass.**



**Photo 8: Looking northeast across Pelican Creek.**



**Photo 9: Culvert Outfall 03 along the shoreline west of Pelican Creek; the outlet was dented and silted in.**



**Photo 10: Culvert Outfall 02 across 4<sup>th</sup> Ave; the outlet was dented and excessive vegetation was observed.**



**Photo 11: Looking northwest at Culvert Outfall 01 across Lakeshore Dr north of Honey Ln along Sioux Lookout Town Beach.**



**Photo 12: Looking east at Culvert Outfall 01; the outlet was clear and local riprap was observed around it.**



**Photo 13: Looking southwest at Frog Rapids Bridge.**



**Photo 14: Looking southwest at CNR Iron Bridge.**



**Photo 15: Looking east at the embankment on the west side of the Frog Rapids Bridge.**



**Photo 16: Looking southeast at the embankment on the west side of the Frog Rapids Bridge.**



**Photo 17: Looking downstream of the North Rapids at Pelican Falls.**



**Photo 18: Looking downstream of the South Rapids at Pelican Falls.**

**APPENDIX C**

**Class D Cost Estimates**



## TECHNICAL MEMORANDUM

**DATE** October 18, 2024

**Project No.** CA0005812.2727

**TO** Norm Lawrence, PEng  
Keewatin-Aski Ltd.

**CC** Christopher Davidson, Hesham Fouli, Kevin Mackenzie

**FROM** Erika Wang

**EMAIL** erika.wang@wsp.com

### FLOOD MITIGATION – CLASS D COST ESTIMATE SIOUX LOOKOUT TOWN BEACH, SIOUX LOOKOUT, ON

## 1.0 INTRODUCTION

The Municipality of Sioux Lookout has retained WSP to perform a flood mapping study to evaluate the risk of potential flooding events at Sioux Lookout, Ontario. As part of the study findings, WSP has prepared a high-level Class D cost estimate based on the flood protection options developed as part of the study. This memo is intended to cover the construction and maintenance costs for different mitigation options, as well as annual and lifetime costs for each option.

To provide clarity on the estimated costs, WSP has prepared this Basis of Estimate (BOE) to provide a brief overview of the elements of the estimate, including consideration of key assumptions and limitations considered during the development of the estimate. It is understood that the cost estimate will be used to support options assessments of the proposed options and for other project purposes.

## 2.0 ESTIMATE CLASSIFICATION

The cost estimate has been developed following a Class D (indicative 2) estimating methodology in general alignment with the Federal Government's estimate classification scheme. Class D cost estimates are generally prepared based on conceptual project information with the level of project definition typically at 0% to 15% complete.

The level of accuracy for the flood protection option estimates has been developed based on achieving a Class D target level of accuracy of -50% to +100% of the actual contract award price for construction, after the application of contingency; however, this level of accuracy is often influenced by many factors, including the state of construction complexity, number of bidders, market conditions, project location, schedule constraints, etc., which can markedly affect this range.

### 3.0 ESTIMATING METHODOLOGY

The estimating methodology used during the cost estimate development has generally been prepared following a deterministic estimating methodology where the properties are known and can be partially or fully determined, i.e., measurement of units multiplied by unit costs or factors. The following estimating methodology has generally been followed during the development of the estimate:

- Preparation of a list of work breakdown items based on the provided bid schedule, estimated quantities, and details obtained from the Flood Mapping Study.
- Development of rates based on past project information with some select rates obtained from RS Means.

### 4.0 OPINION OF PROBABLE COST

The mitigation pricing has been presented as the following four options:

- Option 1: Temporary flood barriers, such as sandbags and other suitable temporary barricades.
- Option 2: a) 1.2 m high flood control berm; b) 2.0 m high flood control berm.
- Option 3: Implement floodproofing measures to houses in the area to prevent any potential damage caused by flooding events.
- Option 4: Widen the downstream channel by Pelican Falls, clear approximately 3,000 m<sup>2</sup> of vegetation, remove 6,750 m<sup>3</sup> of rock from the dry floodplain and revegetate the area.

A summary of the cost estimate is provided as follows:

**Table 1: Estimated Unit Prices for Mitigation Methods**

| Description                     | Unit Price         | Unit      | Notes:                                                                             |
|---------------------------------|--------------------|-----------|------------------------------------------------------------------------------------|
| Temporary Flood Barrier         | \$500 - \$1,500    | Per L.M.  | Assume the barrier to be 1m high.                                                  |
| 1 m high sandbag wall           | \$600              | Per L.M.  | Assume a 36" x 48" sandbag; Actual sizing and dimensions can vary.                 |
| 1.2 m height flood control berm | \$650              | Per L.M.  | Design as per the drawing provided                                                 |
| 2 m height flood control berm   | \$1,680            | Per L.M.  | Design as per the drawing provided                                                 |
| Floodproofing                   | \$5,000 - \$25,000 | Per House | Depending on the floodproofing methods selected, pricing might vary significantly. |

**Table 2: Construction Cost for Channel Widening**

| Description                                                  | Qty.  | Unit           | Unit Price      | Estimated Cost        | Notes:                                                                                                                                                                                                                 |
|--------------------------------------------------------------|-------|----------------|-----------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clear and grubbing, heavy trees                              | 3,000 | m <sup>2</sup> | \$18.00         | \$54,000.00           | Assume the tree size is up to 24" in diameter.                                                                                                                                                                         |
| Removing 6750 m <sup>3</sup> of rock from the dry floodplain | 6,750 | m <sup>3</sup> | \$400.00        | \$2,700,000.00        | Unit price is based on a recent project completed by the client in the area. The exact rock type needs to be determined with further investigation. Actual haulage will depend on the nearest disposal site's ability. |
| Add 0.3 m of topsoil and seeding                             | 3,000 | m <sup>2</sup> | \$30.00         | \$90,000.00           | Assume the same area as the tree removal.                                                                                                                                                                              |
|                                                              |       |                | <b>Subtotal</b> | <b>\$2,844,000.00</b> |                                                                                                                                                                                                                        |

**Notes:** Excluding Federal and Provincial Taxes and Duties

**Table 3: Estimated Maintenance Costs**

| Mitigation Methods      | Estimated Frequency | Cost               | Notes:                                                                                                                                |
|-------------------------|---------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Temporary Flood Barrier | Every 3-5 years     | \$10,000           | Assume 3% of wastage for replacement. Storage cost is excluded.                                                                       |
| Flood Control Berm      | Annually            | \$2,500            | An annual inspection of the riprap condition is recommended; future assessment and rejuvenation might be needed every 10 to 15 years. |
| Floodproofing           | Every 5-10 years    | \$5,000 - \$15,000 | Frequency depends on the floodproofing method selected; the actual cost also depends on the individual house's condition.             |
| Channel Widening        | Every 5-10 years    | \$10,000           | Routine clearing of the river channel and inspection allowance.                                                                       |

## 5.0 ASSUMPTIONS AND EXCLUSIONS

The cost estimate was developed assuming a civil contractor from the Sioux Lookout Region would undertake the mitigation works. It was believed that the scope of work would be contracted out as a single contract and completed over a single construction period.

The labour hours and production rates are based on performing the work during spring, summer, or fall weather conditions with typical working hours based on a 5-day work week.

The following assumptions and exclusions have been made during the development of the estimate, as follows:

- Estimated costs exclude contingency. Based on the overall scope of work and the potential for unforeseen cost elements related to the works WSP suggests a contingency allowance of 30% to cover any project variabilities.
- Floodproofing methods referenced in this estimate are water-activated flood bags, bolt-on partial flood panel systems, and aquadam/barrier. The final floodproofing method selected will be based on the individual condition of the house.
- Based on a recent project completed by the client in the area (2023), the estimated cost of rock removal will vary depending on the rock type and final disposal location. Assume conventional excavation is used for channel widening work, with no blasting included.
- All work to be performed during regular working hours, Monday to Friday.
- No load restrictions in place during the work.
- Preconstruction Survey and vibration monitoring to be completed by others.
- Removal of any hazardous material and contaminated groundwater is excluded.
- Support and relocation of utilities are excluded.
- Pricing is based on current fuel surcharge rates; additional fuel surcharges will apply if fuel cost escalates.
- Excavation dewatering and treatment are not expected.
- Road-cut/access permit for work off property to be provided by others.
- No excavation shoring or underpinning of adjacent structures is included.

## 6.0 CLOSURE

We trust the above meets your present requirements. If you have any questions or comments, please contact the undersigned.



Erika Wang, EEAS  
Construction Estimator



Cameron Ofsoske, EEAS  
Chief Estimator

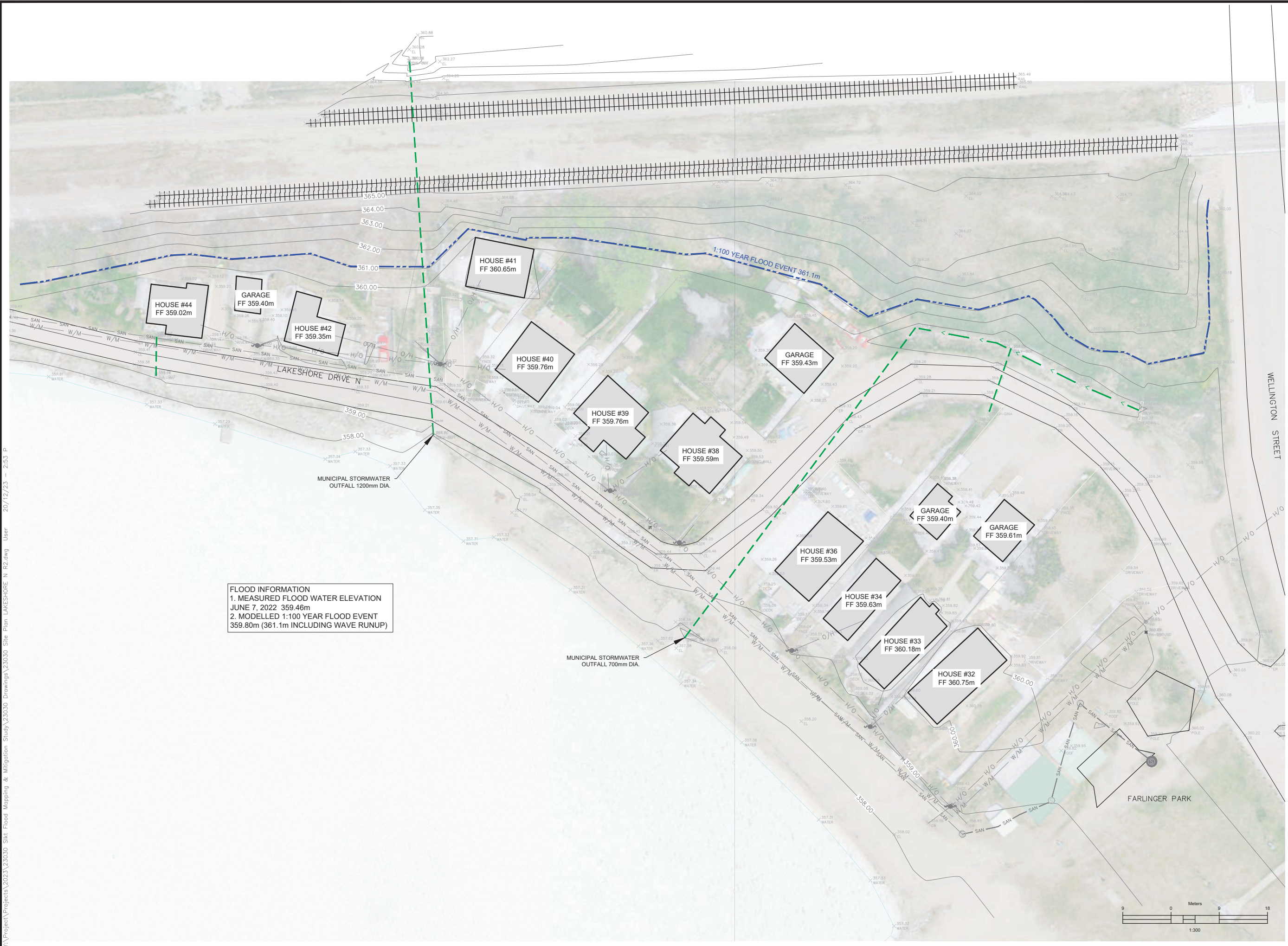
EW/CO/ew/mp

[https://wsponlinecan.sharepoint.com/sites/ca-ca00058122727/shared documents/06. deliverables/final report/appendix c - class d cost estimates/ca0005812.2727-tm-rev0-class d cost estimate - sioux lookout flood mitigation-18oct2024.docx](https://wsponlinecan.sharepoint.com/sites/ca-ca00058122727/shared%20documents/06.%20deliverables/final%20report/appendix%20c%20-%20class%20d%20cost%20estimates/ca0005812.2727-tm-rev0-class%20d%20cost%20estimate%20-%20sioux%20lookout%20flood%20mitigation-18oct2024.docx)



## LAKESHORE DRIVE ENGINEERING SURVEY

Y:\Project\Projects\2023\23030 Sikk Flood Mapping & Mitigation Study\23030 Site Plan LAKESHORE N R2.dwg User 20/12/23 - 2:53 P



**KEY PLAN**  
**LEGEND**

- EDGE OF ROAD
- EXISTING UTILITY POLE
- EXISTING CONTOURS
- EX SPOT ELEVATIONS
- EX SANITARY MANHOLE
- EX SEWER MAIN
- EX. OVERHEAD HYDRO LINE
- EX. WATERMAIN
- EX FIRE HYDRANT
- EX CN TRACK
- EX. STORM WATER DRAINAGE CONVEYANCE CULVERT/DITCH
- EX. FINISHED FLOOR ELEVATIONS
- 100 YEAR FLOOD 361.1m

**REVISION**

| NO. | DATE       | DESCRIPTION       |
|-----|------------|-------------------|
| 1   | 21/12/2023 | ISSUED FOR REPORT |

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**CLIENT**

**PROJECT**  
 SIOUX LOOKOUT  
 FLOOD MAPPING &  
 MITIGATION STUDY

**DRAWING TITLE**  
**LAKESHORE DRIVE  
 ENGINEERING SURVEY**

**DESIGN:**  
 DRAWN: AK  
 CHECKED:  
 SCALE: AS SHOWN  
 DATE:

**PROJECT NUMBER:** 23030  
**DRAWING NUMBER:** SP-1

**182**



# REPORT

**MEETING TYPE: Regular Council Meeting**

|                    |                                                                                                                                                                                               |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To:</b>         | Council                                                                                                                                                                                       |
| <b>From:</b>       | Brian P. MacKinnon, CAO & Municipal Clerk                                                                                                                                                     |
| <b>Date:</b>       | January 15, 2025                                                                                                                                                                              |
| <b>Subject:</b>    | Update Land Use Agreement with Ojibway Power Toboggan Association:<br><br>- By-law No. 06-25 - Being a By-law to Authorize Execution of Agreement with the Ojibway Power Toboggan Association |
| <b>Report No.:</b> | 2025-444                                                                                                                                                                                      |

**TITLE:** Update Land Use Agreement with Ojibway Power Toboggan Association:

- By-law No. 06-25 - Being a By-law to Authorize Execution of Agreement with the Ojibway Power Toboggan Association

**RECOMMENDATION:**

THAT Council authorizes the passing of By-law No. 06-25, Being a By-law to Authorize the Mayor and the Clerk to Execute an Agreement Between The Corporation of the Municipality of Sioux Lookout and the Ojibway Power Toboggan Association for the Use of Municipal Lands for Snowmobile Trails.

**PURPOSE:**

The purpose of this report is for Council to review the proposed new Agreement between the Municipality and the Ojibway Power Toboggan Association with regard to the use of Municipal lands for snowmobile trails, and to pass By-law No. 06-25 which will authorize the Mayor and the Clerk to execute the Agreement.

**BACKGROUND:**

The Municipality and the Ojibway Power Toboggan Association (OPTA) have had some form of agreement or Memorandum of Understanding (MOU) for the use of Municipal lands as snowmobile trails for decades, dating back at least to 2000. The most recent Agreement was authorized for execution by the Municipality in January of 2009 under By-law No. 94-08.

The Municipality also has a separate Agreement in place from 2000 relating to the portion of the Umfreville Trail that is used as a snowmobile trail in the winter months.

In mid- to late December 2024, the Municipality received a request from OPTA to sign a new MOU. Because the existing Agreements are so old, Staff has taken the opportunity to review the 2000 and 2009 Agreements. A single, new Agreement has been drafted which updates and consolidates the Agreements and incorporates some of the terms from the proposed MOU provided by OPTA.

## **DISCUSSION:**

Major updates include:

- Change of the term “the Club” to “OPTA” throughout the Agreement.
- Specific permission by the Municipality for OPTA to use Municipal lands (“the Lands”) for snowmobile trail purposes. Permission was implied in the previous agreement, but not specifically granted.
- Specific mention that OPTA can use the Lands at no charge. This was implied but not specifically mentioned.
- Requirement that OPTA provide any and all signage at its cost, and that the Municipality may require additional signage if necessary for traffic flow and/or safety. Previously, the Municipality was responsible for providing signage at designated roadway crossings.
- Installation of new/replacement signs will need to be approved by the Municipality. An existing Form – Appendix C – has been updated and will be used for this purpose.
- Requirement that OPTA remove garbage from the trails on a regular and frequent basis. The previous provision was to remove garbage annually.
- Reintroducing the requirement that OPTA has to seek approval from the Municipality for each incidence to access the Lands for maintenance, installation of signage, etc. As mentioned above, Appendix C – Maintenance and/or Sign Installation Request – has been updated in the new Agreement for this purpose.
- A Certificate of Insurance from OPTA showing the Municipality as an Additional Insured shall be provided annually to the Municipality. Previously, this was provided upon request.
- A report to the Municipality from OPTA will be required if/when OPTA or OFSC (Ontario Federation of Snowmobile Clubs) representatives act as the Municipality’s agent(s) when cooperating with local law enforcement agencies’ efforts to enforce various Provincial legislation related to snowmobiles and snowmobile trails.
- The term of the Agreement has been set at 10 years – from January 1, 2025 to December 31, 2034. (The Agreement includes provisions for review, renewal and termination.)
- The Agreement includes a new section on the use of a portion of the Umfreville Trail as a snowmobile trail and consolidates the provisions set out in the 2000 Agreement, including:
  - confirmation that the Municipality will pay for and hold the Encroachment Permit for the Umfreville Trail
  - confirmation that the Municipality or its Contractor(s) will not remove snow from the snowmobile trail portion of the Umfreville Trail
- Administrative updates/corrections to Appendix A which lists, generally, where snowmobiles can and can’t go within the Municipality.
- A new Appendix D – Map of the Snowmobile Portion of the Umfreville Trail – has been added to the new Agreement.
- A new Appendix E – Current OPTA Certificate of Insurance Showing Municipality as an Additional Insured – will be added to the new Agreement.
- Any amendments agreed to by the parties during the term of the Agreement will be added to the Agreement as appendices.

**RELATIONSHIP TO THE STRATEGIC PLAN:**

**Community Innovation & Development** – Proactively invest in our community to encourage growth and enhance our quality of life.

**Community Wellness** – Strive to make our community a healthy and safe place to live for all of our residents.

Regional Collaboration – Collaborate with other groups to address the opportunities and challenges we share.

Community Engagement – Engage with our residents and local businesses and encourage their participation in Municipal affairs.

**Operational Excellence** – Strive for operational excellence through open communication, sound fiscal management and exceptional customer service.

**FINANCIAL IMPLICATIONS:**

Financial implications include the cost of the Encroachment Permit from MTO for the Umfreville Trail, approximately \$500 bi-annually.

**ATTACHMENTS:**

1. [06-25 -- BABL to Authorize execution of agreement with OPTA.docx](#)
2. [New Draft Agreement with OPTA Jan 2025.pdf](#)

*Written By:*  
Brian P. MacKinnon, Chief Administrative  
Officer & Municipal Clerk

*Approved By:*  
Brian P. MacKinnon, CAO/Municipal Clerk

**THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT**

**BY-LAW NO. 06-25**

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK  
TO EXECUTE AN AGREEMENT BETWEEN  
THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT AND THE  
OJIBWAY POWER TOBOGGAN ASSOCIATION FOR THE USE OF MUNICIPAL  
LANDS FOR SNOWMOBILE TRAILS**

---

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout deems it advisable and expedient to sign an agreement for the use of Municipal lands for snowmobile trails by the Ojibway Power Toboggan Association for the term January 1, 2025 through December 31, 2034; and

WHEREAS Section 9 the *Municipal Act, 2001* (the *Act*), as amended, grants municipalities the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Act*; and

WHEREAS signing agreements is considered to be a natural person capacity, right, power or privilege;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:

1. THAT the Mayor and the Clerk are hereby authorized and directed to execute an Agreement with the Ojibway Power Toboggan Association (OPTA) for the use of Municipal lands for snowmobile trails.
2. THAT the Agreement is attached as Schedule A to this By-law.
3. THAT the Mayor's and the Clerk's authority and direction to execute the above-noted Agreement extends to any renewal agreements or administrative amendments to the Agreement.
4. THAT this By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME THIS FIFTEENTH DAY OF JANUARY, 2025.

---

Doug Lawrance, Mayor

---

Brian P. MacKinnon, CAO & Municipal Clerk

**THIS AGREEMENT** made in triplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2025

**B E T W E E N:**

**OJIBWAY POWER TOBOGGAN INCORPORATED,**  
a corporation incorporated under the laws of the Province of Ontario  
(hereinafter referred to as “OPTA”)

- and -

**THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT**  
(hereinafter referred to as the “Municipality”)

**jointly referred to as “the Parties”**

WHEREAS OPTA carries on recreational activities as a snowmobile club in and around the Municipality; and

WHEREAS the Municipality is the owner of the lands identified in Appendices A and B attached to and forming part of this Agreement (“the Lands”); and

WHEREAS the parties wish to enter into an Agreement for the purpose of permitting OPTA to enter, groom, maintain and sign certain Municipal lands as noted herein to better enable the use of the Lands for snowmobiling by members of OPTA and the Ontario Federation of Snowmobile Clubs (OFSC);

NOW THEREFORE, in consideration of the promises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.
2. The parties warrant that the persons who sign this Agreement on behalf of each of the respective parties are authorized to represent that party, and to bind it, for all purposes of this Agreement.
3. Definitions:
  - 3.1 A “snowmobile” is a motorized snow vehicle as defined in the *Motorized Snow Vehicles Act*, as amended;
  - 3.2 A “prescribed trail” is as defined in O.Reg. 185/01 of the *Motorized Snow Vehicles Act*, as amended;
  - 3.3 A “trail permit” is as defined in the *Motorized Snow Vehicles Act*, as amended.
4. The Corporation of the Municipality of Sioux Lookout, being the owner and/or occupier of the Lands grants permission to OPTA to enter onto and access the Lands under the terms and conditions herein to establish, groom, maintain, sign and use the Lands for snowmobile trails.
  - 4.1 There shall be no charge to OPTA for the use of the Lands.
5. OPTA shall:
  - 5.1 maintain those portions of the Lands used by snowmobiles and their riders and/or owners in reasonably good condition for snowmobiling purposes only;

- 5.2 post appropriate signage upon approval by the Municipality, per Appendix C;
  - 5.3 remove, on a regular and frequent basis, any litter on snowmobile trails; and
  - 5.4 repair or replace any of the Lands that have been damaged by snowmobiles and their riders and/or owners at its own cost as soon as practicable.
6. OPTA shall, at all times during the term of this Agreement, remain a member in good standing of the OFSC and be able to verify this to the Municipality by presenting, upon request, a current OFSC Membership Certificate or this Agreement shall be immediately null and void.
  7. OPTA shall, on each occasion required, notify and request written consent from the Municipality to access the Lands, from September 30<sup>th</sup> to May 31<sup>st</sup> in any year for purposes of installing, maintaining or grooming trails or signage. The Form included as Appendix C to this Agreement shall be used for such purposes.
  8. Insurance
    - 8.1 OPTA shall hold liability insurance of \$15,000,000 per occurrence through an OFSC-held insurance policy (the OFSC Insurance Policy” or “OFSCIP”) for liability arising from the grooming, operation, use and maintenance of the snowmobile trails on the Lands but only with respect to the negligence of OPTA for those operations usual to a snowmobile trail.
    - 8.2 OPTA shall ensure the Municipality is named as an Additional Insured on OPTA’s liability insurance policy and any renewal thereof.
    - 8.3 By having the Municipality named as Additional Insured on the OFSC liability insurance policy, the Municipality will be included in the OFSC liability insurance policy on the Lands within the Municipality of Sioux Lookout in relation to the use of the Lands by OPTA, snowmobiles and their riders and/or owners.
    - 8.4 A current Certificate of Insurance naming the Municipality as an Additional Insured shall be submitted to the Municipality when OPTA signs this Agreement and prior to the Lands being used by OPTA, and such Certificate shall be included as part of this Agreement as Appendix D. OPTA shall provide to the Municipality an updated Certificate of Insurance annually or sooner, if there is any change to the Policy.
    - 8.5 OPTA shall forthwith notify the Municipality of any change to the insurance policy that may impact the coverage provided to the Municipality.
    - 8.6 The Municipality, at its sole and unfettered discretion, may immediately terminate this Agreement if it determines OPTA’s insurance is no longer satisfactory to the Municipality.
  9. Signage – Responsibility
    - 9.1 OPTA shall post regulation snowmobiling signage on/along/adjacent to snowmobile trails at its own cost, upon approval of the Municipality, per Appendix C.
    - 9.2 At designated roadway crossings, OPTA shall fund and erect all regulation trail signage for the purpose of snowmobile safety.
    - 9.3 At any time, the Municipality may require that OPTA fund and install signage on/along/adjacent to snowmobile trails if it identifies that signage is necessary for safety or traffic flow purposes.

10. Where the Municipality has determined that a portion of the prescribed trail or a bridge on the prescribed trail must be closed, OPTA agrees to post the appropriate signage and implement its regular trail notification processes to show that the trail is closed.
11. OPTA agrees to abide by all applicable provincial laws, federal laws and Municipal by-laws, including all rules and regulations regarding the safe and proper use of snowmobiles.
12. The Municipality authorizes OPTA's or OFSC District's representative(s) to be its agent(s) to cooperate with local law enforcement agencies' efforts to supervise and enforce the uses of the Lands permitted by this Agreement under the *Trespass to Property Act*, the *Motorized Snow Vehicles Act*, and the *Occupier's Liability Act*, all as amended from time to time.
  - 12.1 OPTA shall report to the Municipality as soon as possible any time it or OFSC's representatives act as an agent pursuant to Section 12 herein, and shall provide particulars of each incident.
13. OPTA shall at all times fully indemnify the Municipality from and against all loss, costs, charges, damages, and expenses which the Municipality may at any time bear, sustain, suffer, be at or be put into for or by reason or on account of all action, causes of actions, suits, claims and demands whatsoever which may arise either directly or indirectly by reason of OPTA performing or not performing its obligations set out herein or by the use of the Lands.
14. Term of Agreement; Renewal of Agreement; Amendments to Agreement
  - 14.1 The parties agree that this Agreement shall commence on January 1, 2025 and will expire on December 31, 2034.
  - 14.2 Notwithstanding Section 14.1, before or after the winter months when there is no snow cover, OPTA may access the Lands to open, close, upgrade and maintain snowmobile trails. During the winter months, OPTA shall maintain the portion of the Lands used as snowmobile trails in reasonably good condition for snowmobiling and OPTA may also perform other upgrades and/or trail maintenance or other similar works or projects, all subject to submission of a "Maintenance and/or Sign Installation Request" in the form set out in Appendix C.
  - 14.3 The parties agree to give notice to the other of their desire to renew this Agreement no later than August 1<sup>st</sup>, 2034. In the absence of notice of intent to renew being issued, this Agreement shall be automatically renewed for a period of three years under the existing terms and conditions.
  - 14.4 At any time during the term of the Agreement, either party may approach the other with a proposal to amend an existing condition of the Agreement or a proposal to add a condition to the Agreement in order to address issues that may have arisen or identified as a result of the implementation of the Agreement.
    - 14.4.1 Any agreed upon amendments to the Agreement shall be in writing, signed and dated by both parties, and attached as Appendices to this Agreement. Unless otherwise specified in the amendment, the term of any Amendment shall be the same as the term of the main Agreement. Subject to content and agreement by the parties, amendments may be incorporated into any new Agreement.

15. Umfreville Trail – Snowmobile Trail Portion – Special Arrangement

- 15.1 The Municipality shall pay for and hold a valid Encroachment Permit from the Ministry of Transportation to use a portion of the Highway 72 right-of-way as a multi-use trail known as “the Umfreville Trail”.
  - 15.2 A portion of the Umfreville Trail -- from the Ministry of Natural Resources Fire Centre entrance southerly to the Ministry of Natural Resources Air Base entrance, as shown on the map attached as Appendix D -- may also be used as a snowmobile trail. For the purposes of this Agreement, this portion of the Umfreville Trail shall be referred to as “the snowmobile trail portion of the Umfreville Trail”.
  - 15.3 OPTA shall be responsible for the snowmobile trail portion of the Umfreville Trail during the normal snow-covered period of the year, normally from November 1<sup>st</sup> to May 1<sup>st</sup>, or such other annual period, when there is enough snow present on the trail for OPTA to groom the trail with its snowmobile trail grooming machine.
  - 15.4 OPTA shall hold and maintain valid liability insurance for the snowmobile trail portion of the Umfreville Trail.
  - 15.5 Subject to Sections 15.3, 15.4, 15.6 and 15.7 the entirety of the Umfreville Trail will be operated and maintained by the Municipality as a multi-use trail year-round for use by the public.
  - 15.6 Notwithstanding Section 15.5, the snowmobile trail portion of the Umfreville Trail may be used, maintained and operated by OPTA as a snowmobile trail during the snow-covered period of each year, normally from November 1<sup>st</sup> to May 1<sup>st</sup>, or such other annual period, when there is enough snow present on the trail for OPTA to groom the trail with their snowmobile trail grooming machine. During this period, OPTA will exercise care and caution so that its grooming machine or other maintenance work does not damage the asphalt surface of the trail or any signs along the Trail (including Municipal, historical, or way-finding signs).
  - 15.7 Notwithstanding Sections 15.5 and 15.6, the Municipality or its Contractor(s) will not remove or plow snow from the snowmobile trail portion of the Umfreville Trail during the snow-covered period of each year, normally from November 1<sup>st</sup> to May 1<sup>st</sup>, or such other annual period.
  - 15.8 OPTA shall erect and maintain signs at appropriate locations on/along the snowmobile trail portion of the Umfreville Trail to inform all users that that portion of the Umfreville Trail is being maintained by OPTA as a snowmobile trail during the snow-covered period of November 1<sup>st</sup> to May 1<sup>st</sup>, or each year, approximately. The signs shall state something to the effect of: “The portion of the Umfreville Trail is maintained by the Ojibway Power Toboggan Incorporated as a snowmobile trail from November 1<sup>st</sup> to May 1<sup>st</sup>. [Pedestrians are] [The public is] advised to use at your own risk.” (or other appropriate wording).
  - 15.9 The Municipality shall provide the Ontario Ministry of Transportation (MTO) with a signed copy of this Agreement. If this Agreement is amended, the Municipality will also provide MTO with an amended signed copy of the Agreement. If this Agreement is terminated, the Municipality will notify MTO of the termination.
16. At any time, either party may terminate this Agreement by notice in writing given by mail or delivered to the other party as follows:
- (a) To the Municipality at: P. O. Box 158, 25 Fifth Avenue

Sioux Lookout, Ontario P8T 1A4

(b) To OPTA at: P. O. Box 1466  
Sioux Lookout, Ontario P8T 1B9

The Agreement shall be terminated sixty (60) days after the notice has been sent.

- 17. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision and any such invalid or unenforceable provision shall be deemed to be severable.
- 18. This Agreement shall constitute the entire agreement between the parties and the parties further acknowledge that there is no other representation, warranty, collateral agreement or adverse condition affecting this Agreement other than as expressed in writing.
- 19. It is understood and agreed that Appendices attached hereto, including amendment Appendices, form part of this Agreement between OPTA and the Municipality.

**IN WITNESS WHEREOF** OPTA and the Municipality have affixed their Corporate Seals, attested to by their proper signing officers.

**OJIBWAY POWER TOBOGGAN INCORPORATED:**

Per: \_\_\_\_\_  
President (signature)

\_\_\_\_\_  
Print Name

Per: \_\_\_\_\_  
Secretary or Other Officer (signature)

\_\_\_\_\_  
Print Name and Title

**THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT  
(authorized by By-law No. 06-25, passed January 15, 2025):**

\_\_\_\_\_  
Doug Lawrance, Mayor

\_\_\_\_\_  
Brian P. MacKinnon, CAO & Municipal Clerk

## APPENDIX A

1. Non-exclusive use for all snowmobiles **is permitted** along all Municipal opened and unopened road allowances, with the exception of those listed below. However, the parking of snowmobiles on these roads is prohibited. These roadways shall not be included in the OFSC trail system.
2. The Municipality grants approval to OPTA to establish a trail through Municipal property east of Highland Park and west of and along the Airport fence line is granted to OPTA for the purpose of creating an OFSC trail.
3. The Municipality grants approval to OPTA to establish a trail on Municipal property on the exterior sides of the Airport fencing on its southerly and westerly sides.
4. OPTA may establish a trail within the Municipal snow dump east of First Avenue for the purpose of creating an OFSC trail, provided adequate signage is erected to inform snowmobiles of trucks turning (i.e. 10km speed limit signs and truck turning signs). Such trail shall be subject to approval by the Municipality, requested annually by OPTA, as per Appendix C.
5. The Municipality grants approval to OPTA to establish a trail to and on the Municipal property at Farlinger Park (the Town Beach) to create a loop trail adjacent to the Municipality's Administration Building at the Beach.

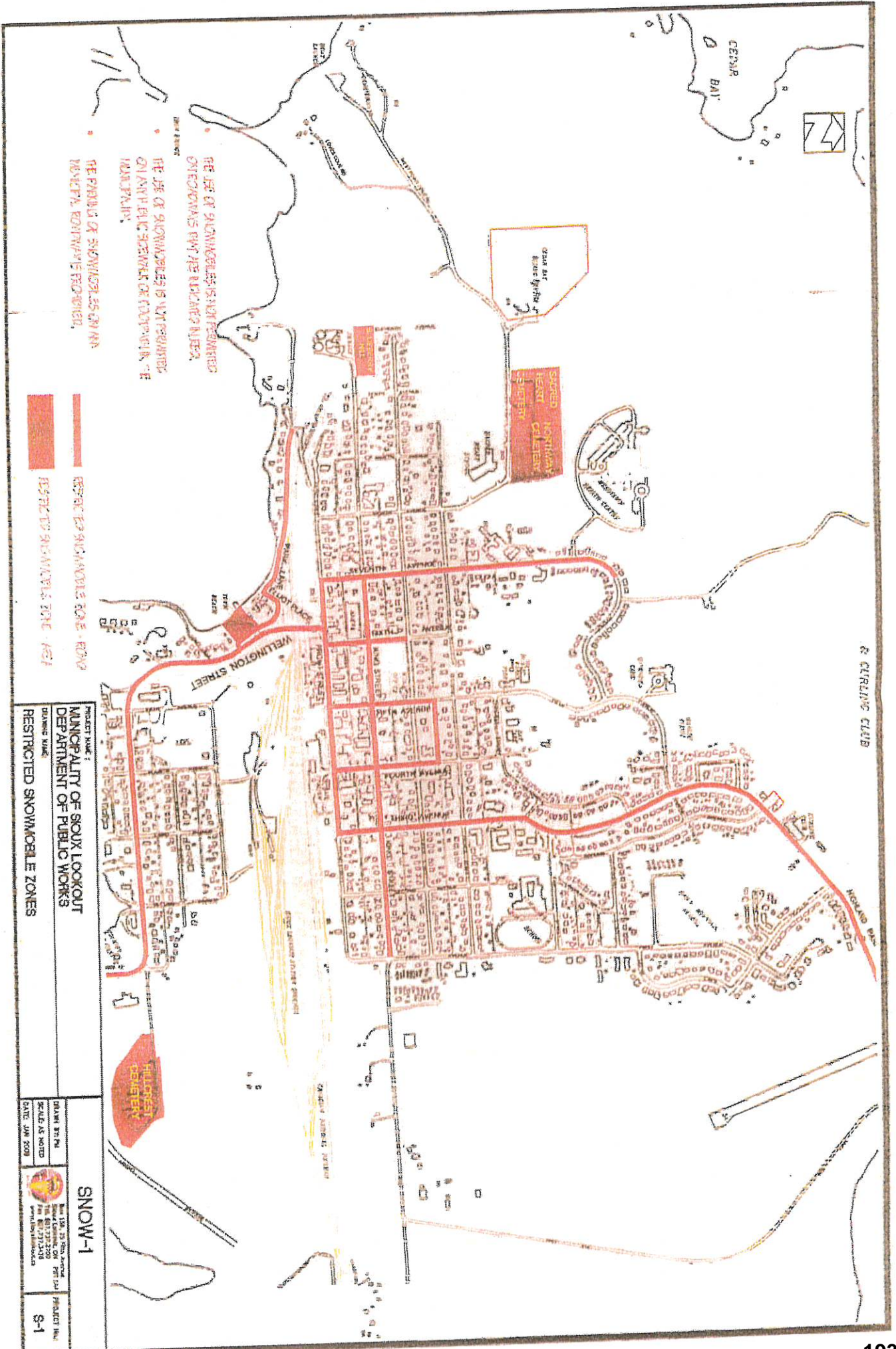
The use of snowmobiles **is not permitted** in the following areas:

1. On Front Street between Third Avenue and Seventh Avenue.
2. On King Street between First Avenue and Seventh Avenue.
3. On the backlane between Queen Street and Prince Street from Fourth Avenue to Fifth Avenue/
4. On Third Avenue from Front Street to Atwood Street.
5. On Highland Park and the Emergency Airport Access Road.
6. On Fourth Avenue from Front Street, north to the back lane of Queen Street.
7. On Fifth Avenue from Front Street, north to the back lane of and Queen Street.
8. On the back lane behind Queen Street, between Fourth Avenue and Fifth Avenue.
9. On Sixth Avenue between Front Street and Queen Street.
10. On Seventh Avenue between Front Street and Meno-Ya-Win Way.
11. On Wellington Street from First Avenue South to Front Street.
12. On First Avenue South from The Ed Ariano By-Pass to Wellington Street.
13. Within the boundaries of Northway Cemetery, Sacred Heart Cemetery, and Hillcrest Cemetery.
14. The Travel Information Centre Park with the exception of groomed and/or marked trails and established parking lots.
15. Within the boundaries of the Municipal Office and Library properties at 21 and 25 Fifth Avenue.
16. Within the boundaries of Farlinger Park (the Town Beach) located south of Wellington Street with the exception of groomed and/or marked trails and established parking lots.
17. Lakeshore Drive between the CN level crossing east to Wellington Street.
18. Blueberry Hill being the sliding hill at the west end of King Street.

The Municipality **can not provide permission** to utilize non-Municipal properties for snowmobile use. In these instances, permission must be obtained from the property owners and in doing so will not be included in this Agreement. Examples are Government Row, CNR lands, Crown lands, MTO highways, privately-owned lands, etc.

# APPENDIX B

## RESTRICTED SNOWMOBILE AREAS



**APPENDIX C**

**MAINTENANCE AND/OR SIGN INSTALLATION REQUEST**

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

By: Name (printed): \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Maintenance/Sign Installation Location:

\_\_\_\_\_

Nature of Request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

Work Will be Completed By (*name of Contractor or by volunteers, etc.*):

\_\_\_\_\_

\_\_\_\_\_

**MUNICIPAL USE:**

Approved \_\_\_\_\_ Declined\* \_\_\_\_\_

Site Inspection Completed By: \_\_\_\_\_

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

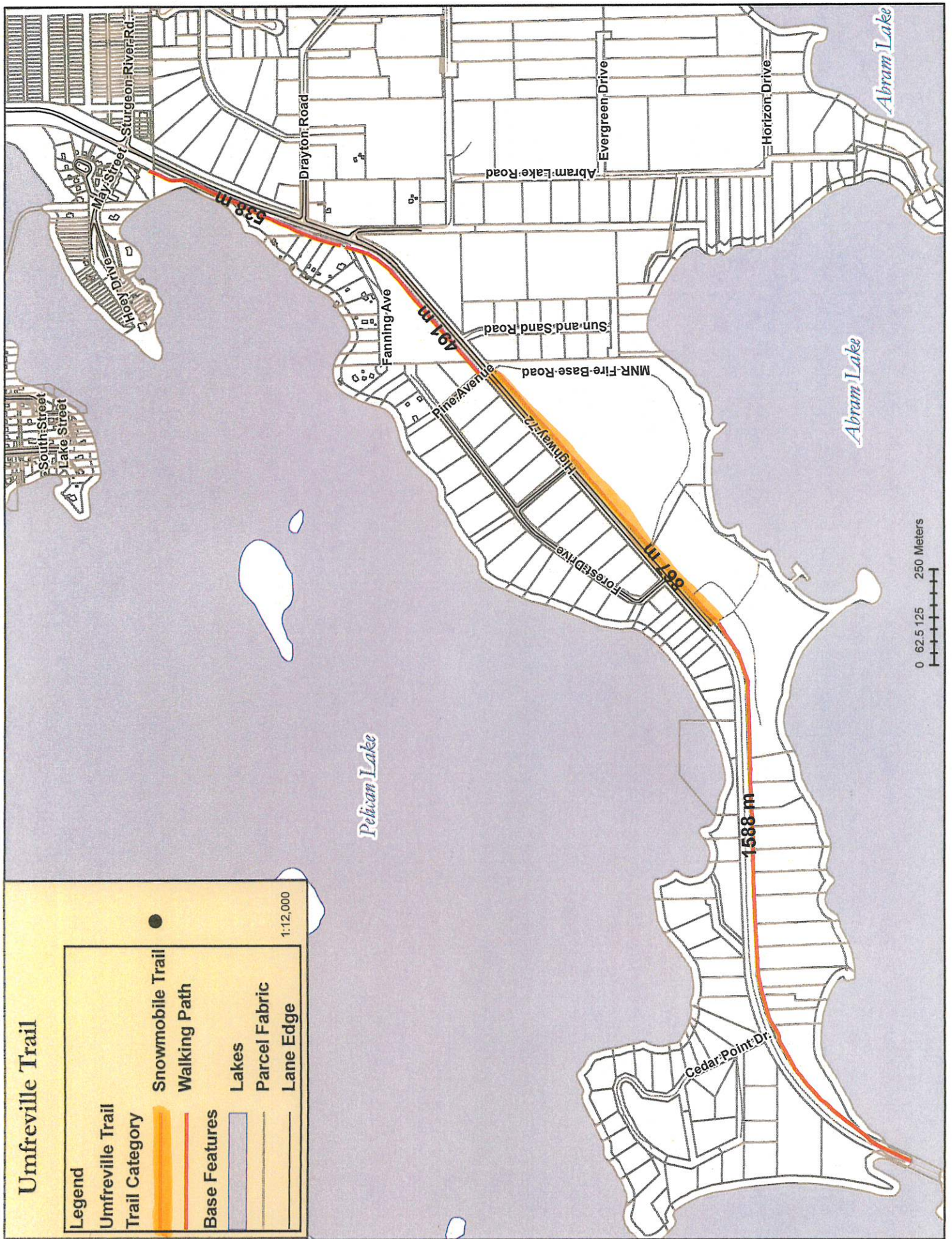
Comments/Concerns\*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature and Name (printed) of Municipal Official

# APPENDIX D

## MAP OF THE SNOWMOBILE PORTION OF THE UMFREVILLE TRAIL



**APPENDIX E**

**CURRENT OPTA CERTIFICATE OF INSURANCE  
SHOWING MUNICIPALITY AS AN ADDITIONAL INSURED**

**APPENDICES F, etc.**  
**Future Amendments (if any)**



# REPORT

**MEETING TYPE: Regular Council Meeting**

|                    |                                                                                                                                                                                                                                                                                 |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To:</b>         | Council                                                                                                                                                                                                                                                                         |
| <b>From:</b>       | Brian P. MacKinnon, CAO & Municipal Clerk                                                                                                                                                                                                                                       |
| <b>Date:</b>       | January 15, 2025                                                                                                                                                                                                                                                                |
| <b>Subject:</b>    | By-law Enforcement and Parking Update: <ul style="list-style-type: none"> <li>• By-law No. 07-25 - To Designate Certain Municipal Positions as Municipal Law Enforcement Officers and</li> <li>• By-law No. 08-25 - Airport Parking Matters and Associated Set Fines</li> </ul> |
| <b>Report No.:</b> | 2025-445                                                                                                                                                                                                                                                                        |

**TITLE:** By-law Enforcement and Parking Update:

- By-law No. 07-25 - To Designate Certain Municipal Positions as Municipal Law Enforcement Officers and
- By-law No. 08-25 - Airport Parking Matters and Associated Set Fines

**RECOMMENDATION:**

THAT Council authorizes the passing of By-law No. 07-25, Being a By-law to Designate Certain Municipal Positions and Classifications as Municipal Law Enforcement Officers for The Corporation of the Municipality of Sioux Lookout for the Purpose of Enforcing Municipal By-laws and Provincial Legislation and to Rescind By-law No. 54-05; and further

THAT Council authorizes the passing of By-law No. 08-25, Being a By-law Respecting Parking Matters at the Sioux Lookout Airport and to Rescind By-law No. 27-05; and further

THAT Council approves and establishes Set Fines in relation to By-law No. 08-25 and Airport Parking.

**PURPOSE:**

The purposes of this report are for Council to:

1. Authorize the passing of By-law No. 07-25 to update the designation of certain Municipal positions and classifications as “Municipal Law Enforcement Officers” for the purposes of enforcing Municipal By-laws and certain Provincial legislation and rescind By-law No. 54-05;

2. Authorize the passing of By-law No. 08-25 to update the Airport Parking By-law and rescind By-law No. 27-05; and
3. To approve Set Fines in relation to enforcement of the Airport Parking By-law.

**BACKGROUND:**

As a result of staff turnover and existing staff receiving new certifications, Staff determined that updates to By-law No. 54-05 were required. By-law No. 54-05 designates certain Municipal positions as “Municipal Law Enforcement Officers” for the purposes of enforcing certain Municipal By-laws and some Provincial legislation, such as the Weed Control Act.

During the review of By-law No. 54-05, Staff also reviewed related By-laws such as By-law No. 27-05, the Airport Parking By-law; By-law No. 28-05, dealing with Access Points (Boat Launches); and By-law No. 1071, the Traffic Control By-law, to confirm which Staff/Positions required authority to enforce these various By-laws. Although future amendments may be required to By-law No. 28-05, and there are plans to update and consolidate By-law No. 1071 this year, it was determined that, in addition to By-law No. 54-05, By-law No. 27-05 needed to be updated at this time. A new Set Fine schedule associated with the Airport Parking By-law also needed to be developed.

**DISCUSSION:**

Review of By-law Nos. 54-05 and 27-05 resulted in new By-laws being drafted as set out below:

New By-law No. 07-25 – Designation of Municipal Law Enforcement Officers -- Major changes include:

- Updated and clarified references to legislative authority.
- Format change to update and clarify which positions/classifications are authorized to enforce which By-laws and/or Provincial Legislation.
- Updated position/classification titles affected.
- Updated and clarified who can cancel tickets.

New By-law No. 08-25 – Airport Parking Matters -- Major changes include:

- Updated and clarified references to legislative authority.
- Deleted references to parking meters and included references to the Automated Parking System being used at the Airport.
- Updated definitions.
- Listed all infractions together rather than spread throughout By-law.
- Deleted references to “old” system of issuing tickets and acknowledged that a new system will be in place for issuing tickets, i.e. Operations Commander (OpsComm).
- Deleted reference to refreshment carts and street vendors.
- Revised and updated Set Fine Schedule, which Council needs to approve. The Set Fine Schedule will then be forwarded to the Ministry of the Attorney General for approval.

**RELATIONSHIP TO THE STRATEGIC PLAN:**

**Community Wellness** – Strive to make our community a healthy and safe place to live for all of our residents.

**Operational Excellence** – Strive for operational excellence through open communication, sound fiscal management and exceptional customer service.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications associated with the passage of these two By-laws and approval of the Set Fines.

However, there will be costs incurred in staff salaries and staff costs incurred to enforce By-laws. Some offsetting revenue will be generated through the assessment and payment of fines.

**ATTACHMENTS:**

- 1. [By-Law No. 07-25 -- BABL to designate MLEO \(Dec 2024\).docx](#)
- 2. [By-law No. 08-25 BABL Respecting Airport Parking Matters and to Rescind BLN 27-05.docx](#)

*Written By:*  
Brian P. MacKinnon, Chief Administrative  
Officer & Municipal Clerk

*Approved By:*  
Brian P. MacKinnon, CAO/Municipal Clerk

**THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT**

**BY-LAW NO. 07-25**

**BEING A BY-LAW TO DESIGNATE CERTAIN MUNICIPAL POSITIONS AND CLASSIFICATIONS AS MUNICIPAL LAW ENFORCEMENT OFFICERS FOR THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT FOR THE PURPOSE OF ENFORCING MUNICIPAL BY-LAWS AND PROVINCIAL LEGISLATION AND TO RESCIND BY-LAW NO. 54-05**

---

WHEREAS Section 55(1) of the *Community Safety and Policing Act (CSPA)* authorizes municipal councils to appoint persons as municipal by-law enforcement officers to enforce the by-laws of the municipality; and

WHEREAS Section 55(2) of the *Community Safety and Policing Act* deems that municipal law enforcement officers appointed under Section 55(1) of the *CSPA* are peace officers for the purpose of enforcing municipal by-laws; and

WHEREAS Section 6(1) of the *Weed Control Act (WCA)* requires the council of every single-tier municipality to appoint, by by-law, one or more persons as area weed inspectors to enforce the *WCA* in the area within the council's jurisdiction, and fix their remuneration or other compensation; and

WHEREAS Section 1(3) of the *Provincial Offences Act* authorizes a minister of the Crown to designate in writing any person or class of persons as a provincial offences officer for the purposes of all or any class of offences; and

WHEREAS on March 19, 1980, then Solicitor General, R. Roy McMurtry, designated all employees of municipalities whose duties include the enforcement of municipal by-laws as Provincial Offences Officers for the purposes of all by-law offences (copy attached as Schedule A); and

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout deems it advisable and expedient to appoint various positions of the Municipality as Municipal Law Enforcement Officers (MLEO) for the purpose of enforcing Municipal By-laws as outlined below;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:

- 1.0 THAT all positions and classifications as noted in this By-law are deemed to be Municipal Law Enforcement Officers for the purposes set out herein.
- 2.0 THAT the Building & Compliance Officer is authorized to:
  - 2.1 cancel any tickets issued by Municipal Law Enforcement Officers; and
  - 2.2 issue and track badge numbers for Municipal Law Enforcement Officers.
- 3.0 Enforce All Municipal By-laws

THAT persons in the positions of or with the classifications listed below be and are hereby appointed Municipal Law Enforcement Officers and are authorized to enforce all By-laws of the Municipality of Sioux Lookout:

- By-law Enforcement Officer
- Building Inspector or Building Official
- Building & Compliance Supervisor
- Chief Building Official

4.0 Appoint Property Standards Officers; Enforce Property Standards By-law(s)

THAT persons in the positions of or with the classifications listed below be and are hereby appointed Property Standards Officers for the Municipality of Sioux Lookout with administrative responsibilities and duties according to the position description as established from time to time by the Municipality, and are authorized to enforce the Municipality of Sioux Lookout Property Standards By-law:

- By-law Enforcement Officer
- Building Inspector or Building Official
- Building & Compliance Supervisor
- Chief Building Official

5.0. Appoint Weed Control Officers/Area Weed Inspectors; Enforce Provincial Weed Control Act

THAT persons in the positions of or with the classifications listed below be and are hereby appointed Weed Control Officers/Area Weed Inspectors for the Municipality of Sioux Lookout with administrative responsibilities and duties according to the position description as established from time to time by the Municipality, and are authorized to enforce the Provincial Weed Control Act, and carry out any responsibilities set out in that Act:

- By-law Enforcement Officer
- Building Inspector or Building Official
- Building & Compliance Supervisor
- Chief Building Official

6.0 Enforce Municipality of Sioux Lookout Comprehensive Zoning By-law

THAT persons in the positions of or with the classifications listed below are authorized to enforce the Comprehensive Zoning By-law of the Municipality of Sioux Lookout, with administrative responsibilities and duties according to the position description as established from time to time by the Municipality:

- Building & Compliance Supervisor
- Building Inspector or Building Official
- By-law Enforcement Officer
- Chief Building Official

7.0 Enforce Airport Parking By-law

THAT persons in the positions of or with the classifications listed below, as assigned are authorized to enforce Airport Parking By-law(s), with administrative responsibilities and duties according to the position description as established from time to time by the Municipality:

- Airport Services Custodian
- Airport Operations Technician
- Airport Working Foreman
- Airport Manager
- By-law Enforcement Officer

8.0. Enforce Municipal By-laws Related to Obstruction of Snow Plowing, Clearing and Removal Operations, Including Overnight Parking, and Obstructing, Encumbering, Injury or Fouling of Municipal Property

THAT persons in the positions of or with the classifications listed below, as assigned, are authorized to enforce Municipal By-laws as they relate to the obstruction of snow plowing, clearing, and removal operations, including overnight parking, and obstructing, encumbering, injury or fouling of Municipal property, with

administrative responsibilities and duties according to the position description as established from time to time by the Municipality:

- Machine Operator 2
- Machine Operator 1
- Utilities Machine Operator 1
- Operations Supervisor
- Operations Manager
- By-law Enforcement Officer

9.0 Enforce Municipal By-laws Related to Parking at or in Proximity to Municipal Recreation Facilities, and Parking and Other Matters at or in Proximity to Boat Launches (Access Points)

9.1 THAT persons in the position of or with the classifications listed below, as assigned, are authorized to enforce Municipal By-laws related to parking at or in proximity to Municipal Recreation facilities, and parking and other matters at or in proximity to Boat Launches (Access Points), including overnight parking, with administrative responsibilities and duties according to the position description as established from time to time by the Municipality:

- Operations Technicians 1
- Operations Supervisor
- Facilities Supervisor
- Recreation & Culture Manager
- By-law Enforcement Officer

10.0 THAT By-law No. 54-05 be and is hereby rescinded.

11.0 THAT this By-law supersedes any previous conflicting provisions in Municipal By-laws or resolutions with regard to enforcement of Municipal By-laws.

12.0 THAT this By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME THIS FIFTEENTH DAY OF JANUARY 2025.

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Doug Lawrance, Mayor

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Brian P. MacKinnon, Municipal Clerk

Oromo

Employees of Municipalitie;

Ministry of the -  
Solicitor . .  
General

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Toronto Ontario  
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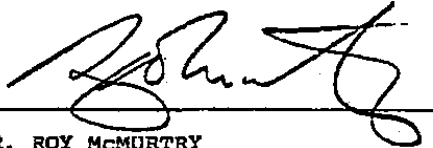
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*Schedule A to*

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Pursuant to subsection 2 of section 1 of The Provincial  
Offences Act, 1979, being chapter 4, I hereby designate  
all employees of municipalities whose duties include  
the enforcement of municipal by-laws, as Provincial  
Offences Officers for the purposes of all by-law  
offences.

Dated at Toronto this 19th day of



R. ROY McMURTRY  
SOLICITOR GENERAL



## **MUNICIPALITY OF SIOUX LOOKOUT**

### **BY-LAW NO. 08-25**

#### **BEING A BY-LAW RESPECTING PARKING MATTERS AT THE SIOUX LOOKOUT AIRPORT AND TO RESCIND BY-LAW NO. 27-05**

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WHEREAS Section 9 of the *Municipal Act, 2001*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act; and

WHEREAS Sections 10(1) and 10(2) of the *Municipal Act, 2001*, as amended, provides that single-tier municipalities may provide any service or thing that the municipality considers necessary or desirable for the public and authorizes municipalities to pass by-laws respecting those matters; and

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout has deemed it necessary to establish Parking Lots at the Sioux Lookout Municipal Airport; and

WHEREAS Section 391(1)(a) of the *Municipal Act, 2001*, as amended, allows a municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it; and

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout deems it advisable and expedient to operate and administer parking at the Sioux Lookout Airport with an Automated Parking System;

NOW THEREFORE, the Council of The Corporation of the Municipality of Sioux Lookout ENACTS AS FOLLOWS:

#### **1.0 DEFINITIONS**

For the purpose of this By-law:

- 1.1 Accessible Parking Space/Parking for Persons With Disabilities means a Parking Space which is for the exclusive use of a Vehicle displaying an Accessible Parking Permit issued by the Province of Ontario in accordance with the requirements of Part III of the *Highway Traffic Act, R.S.O. 1990, c. H.8*, and the regulations made thereunder. These spaces are distinctly indicated as such by signs and/or markings.
- 1.2 Automated Parking System means a system that dispenses a ticket allowing a Vehicle access to a Sioux Lookout Airport Parking Lot, and subsequently requires payment therefor.
- 1.3 Park or Parking means the standing of a Vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading goods or passengers.
- 1.4 Parking Lot/Parking Area/Parking Zone means a part of an airport property that is designated by a sign or by surface markings as an area for Parking motor Vehicles.
- 1.5 Parking Space means a portion of the surface of any highway, street, part of a street, or location, which can be legally used for Parking.
- 1.6 Reserved Parking Space means a Parking Space set aside or dedicated for use by various Airport users (i.e. corporate entities, employers and/or their employees). Permits are not required to access Reserved Parking Spaces; access is provided by “adding” parking to eligible Airport users’ leased space or building access through their Airport-issued “key fobs”.

- 1.7 Vehicle includes a motor vehicle, automobile, truck, bus, a motorized snow vehicle, trailer, traction engine, farm tractor, road-building machine and any vehicle drawn, propelled or driven by any kind of power, including muscular power.
- 2.0 THAT a Parking Lot(s) be established at the Sioux Lookout Airport.
- 3.0 THAT the Airport Manager may prohibit Parking at any location on the property of the Sioux Lookout Airport and at his/her discretion may authorize the removal or impounding of any Vehicle, at its owner's expense, Parked or left contrary to this By-law.
- 4.0 THAT no person shall by-pass the Automated Parking System to access Parking/Parking Lots at the Sioux Lookout Airport.
- 5.0 THAT no person shall Park in a No Parking Zone, Area or Space, where signed, at the Sioux Lookout Airport.
- 6.0 THAT no person shall Park so as to block a driveway or sidewalk at the Sioux Lookout Airport.
- 7.0 THAT no person shall Park in a Loading/Unloading Zone, where signed, at the Sioux Lookout Airport.
- 8.0 THAT no person shall Park in an Accessible Parking Space/Parking for Persons With Disabilities without a valid displayed "Accessible Parking Permit" authorizing the use of such space.
- 9.0 THAT no person shall Park a Vehicle in a Reserved Parking Space which does not belong to the driver of the Vehicle or the driver's employer.
- 10.0 THAT no person shall Park a Vehicle in a disorderly fashion as to take up more than one Parking Space or to disrupt the flow of traffic.
- 11.0 THAT designated Airport and/or Municipal employees may enforce the provisions of this By-law including, but not limited to, attaching to a Vehicle in contravention of any provision of this By-law in a form approved by The Corporation of the Municipality of Sioux Lookout, to the driver or owner thereof, that such Vehicle has been Parked in violation of any of the provisions of this By-law and instructing the driver or owner to report to the Municipal Office in regard to such violation and payment of applicable fines.
- 12.0 THAT for the purpose of Section 11 of this By-law, designation of Municipal employees authorized to enforce the provisions of this By-law shall be done from time to time by Council by By-law.
- 13.0 THAT it shall be the duty of the designated Municipal employees to provide to the Municipal Office, on a timely basis, a duplicate of each notice of violation as attached to any Vehicle.
- 14.0 THAT where the driver of a Vehicle contravenes the provisions of this By-law, payment of the penalty in connection therewith shall be made at the Municipal Office in the sum as set out by the Municipality as penalty for and in full satisfaction of such violation.
- 15.0 THAT the Airport Manager may authorize the placing, regulating, and maintaining of signs at the Sioux Lookout Airport for the purposes of guiding and directing traffic, including signs designating where Parking is prohibited.
- 16.0 THAT every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act.

- 17.0 THAT any person receiving a notice, in a form approved by The Corporation of the Municipality of Sioux Lookout, that a Vehicle has been Parked in violation of any of the provisions of this By-law may voluntarily pay applicable penalties out of court, and such penalties shall be paid at or forwarded to the Municipal Office.
- 18.0 THAT the fees to be charged for Parking at the Sioux Lookout Airport and penalties for contravention of this By-law shall be as determined from time to time by Council by By-law.
- 19.0 THAT it shall be the duty of the Municipal employees assigned to enforce this By-law to adhere to systems and processes in place for such as implemented by the Municipality from time to time.
- 20.0 THAT By-Law No. 27-05 be and is hereby rescinded.
- 21.0 THAT this By-Law shall come into force on the date of its final passing and shall take effect upon approval of the Set Fines by the Ministry of the Attorney General.

READ A FIRST, SECOND AND THIRD TIME THIS FIFTEENTH DAY OF JANUARY, 2025.

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Doug Lawrance, Mayor

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Brian P. MacKinnon, CAO & Municipal Clerk

## Set Fine Schedule

### Municipality of Sioux Lookout Sioux Lookout Airport

#### Part II of the *Provincial Offences Act*

By-law No. 08-25: Municipality of Sioux Lookout, Airport Parking Matters

| Item | Column 1                                                                                                           | Column 2                                       | Column 3                                | Column 4 | Column 5                                                      |
|------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------|----------|---------------------------------------------------------------|
|      | Short Form Wording of Offence                                                                                      | Section/Provision Creating or Defining Offence | Voluntary Payment Payable Within 7 Days | Set Fine | Victim Fine Surcharge                                         |
| 1    | By-pass Automated Parking System (Airport)                                                                         | Section 4.0                                    | \$250.00                                | \$300.00 | N/A                                                           |
| 2    | Park in No Parking Zone, Area or Space (Airport)                                                                   | Section 5.0                                    | \$25.00                                 | \$40.00  | \$10.00 (if safety hazard created or traffic flow obstructed) |
| 3    | Park Blocking Driveway or Sidewalk (Airport)                                                                       | Section 6.0                                    | \$35.00                                 | \$40.00  | N/A                                                           |
| 4    | Park in a Loading/Unloading Zone (Airport)                                                                         | Section 7.0                                    | \$25.00                                 | \$40.00  | N/A                                                           |
| 5    | Park in an Accessible Parking Space Without Valid Accessible Parking Permit (Airport)                              | Section 8.0                                    | \$300.00                                | \$300.00 | \$60.00                                                       |
| 6    | Park in a Reserved Parking Space Without Authorization (Airport)                                                   | Section 9.0                                    | \$25.00                                 | \$40.00  | N/A                                                           |
| 7    | Park in a Disorderly Fashion and Occupying More Than One Parking Space and/or Disrupting Flow of Traffic (Airport) | Section 10.0                                   | \$100.00                                | \$125.00 | \$25.00                                                       |

**NOTE: The penalty provision for the offences indicated above is Section 16.0 of By-law No. 08-25, a certified copy of which has been filed.**



# FoodCycler™

## On-Site Organics Diversion Program

Prepared for:  
Municipality of Sioux Lookout  
January 15, 2025

Presented by:  
Food Cycle Science  
Farah Sheriffdeen

## About Us: Food Cycle Science

- Canadian company based out of Ottawa, Ontario
- 100% focused on Food Waste Diversion Solutions
- Official Canoe Procurement Group of Canada approved supplier
- Recent Awards include:
  - Finalists in Impact Canada's Food Waste Reduction Challenge
  - Deloitte Fast 50 CleanTech award winners (2021-2024)
  - #108 on Globe & Mail's Canada's Top Growing Companies for 2023



red dot



# Trusted Canadian Solution

From Coast to Coast to Coast



One Hundred and Fifty Canadian Municipal Partners  
... and counting!



# Pilot Program Recap

- With support from Impact Canada's Food Waste Reduction Challenge, a pilot program expansion was run in Sioux Lookout that included 75 participating households.

- Net cost to the Municipality was \$7,500 + Shipping + HST

- Program ran from June to September 2024

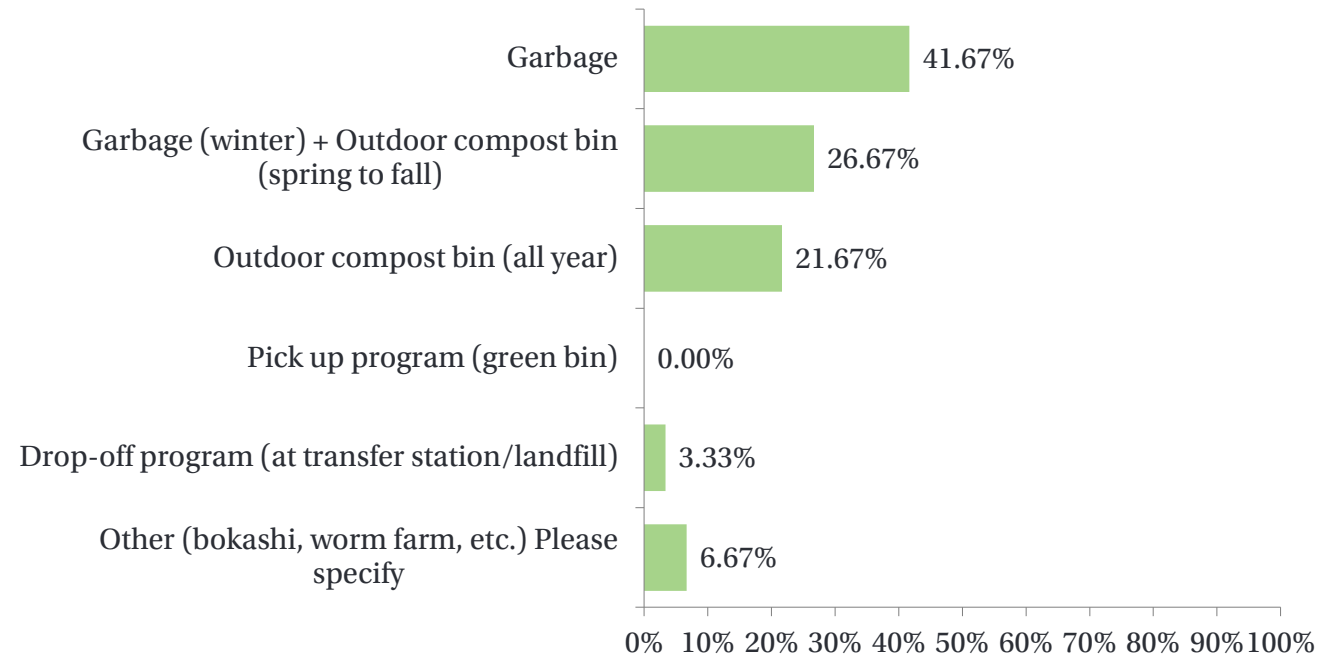
- Usage was tracked for 12 weeks to calculate total waste diversion.
- Participants completed a survey to provide data and feedback.



# Pilot Program Results

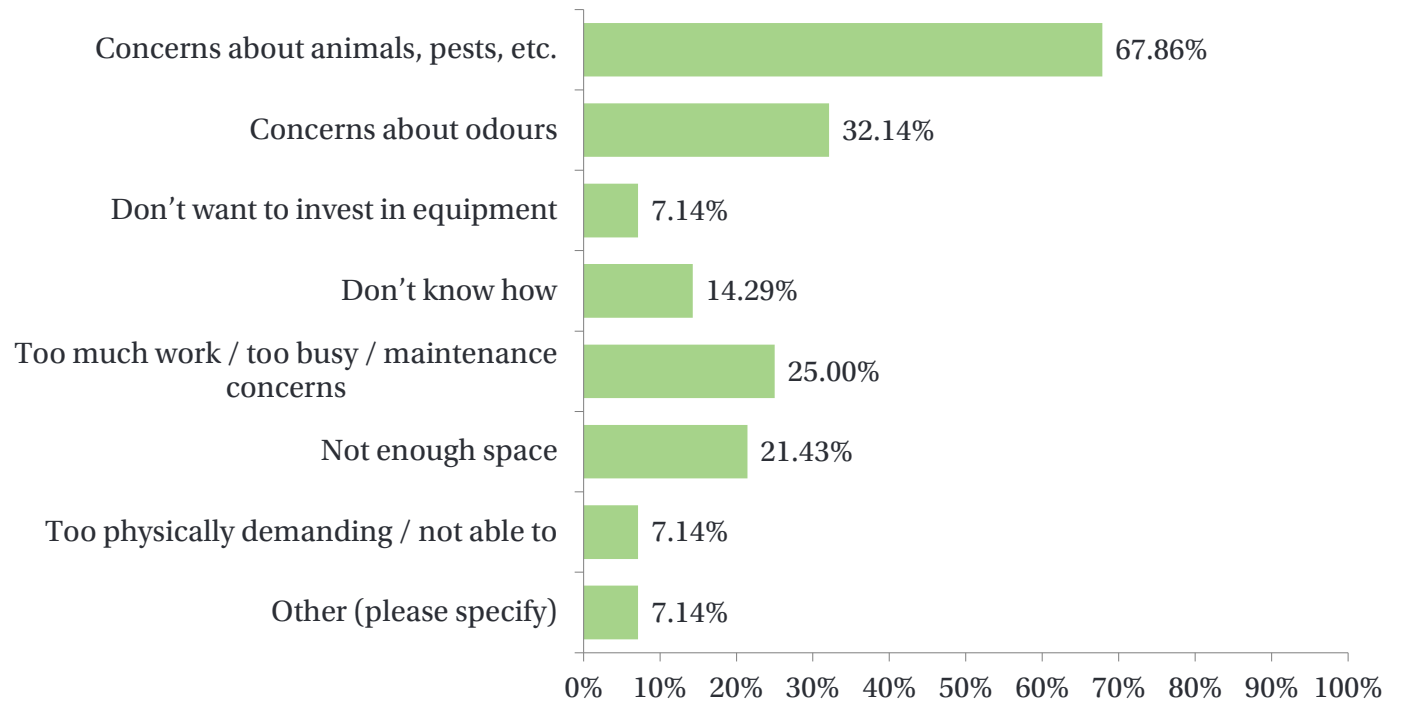
59 responses collected out of 75 participants (79%)

- How important is greenhouse gas reduction to you? 8/10
- How important is waste reduction to you? 9/10
- Where does your food waste currently go?



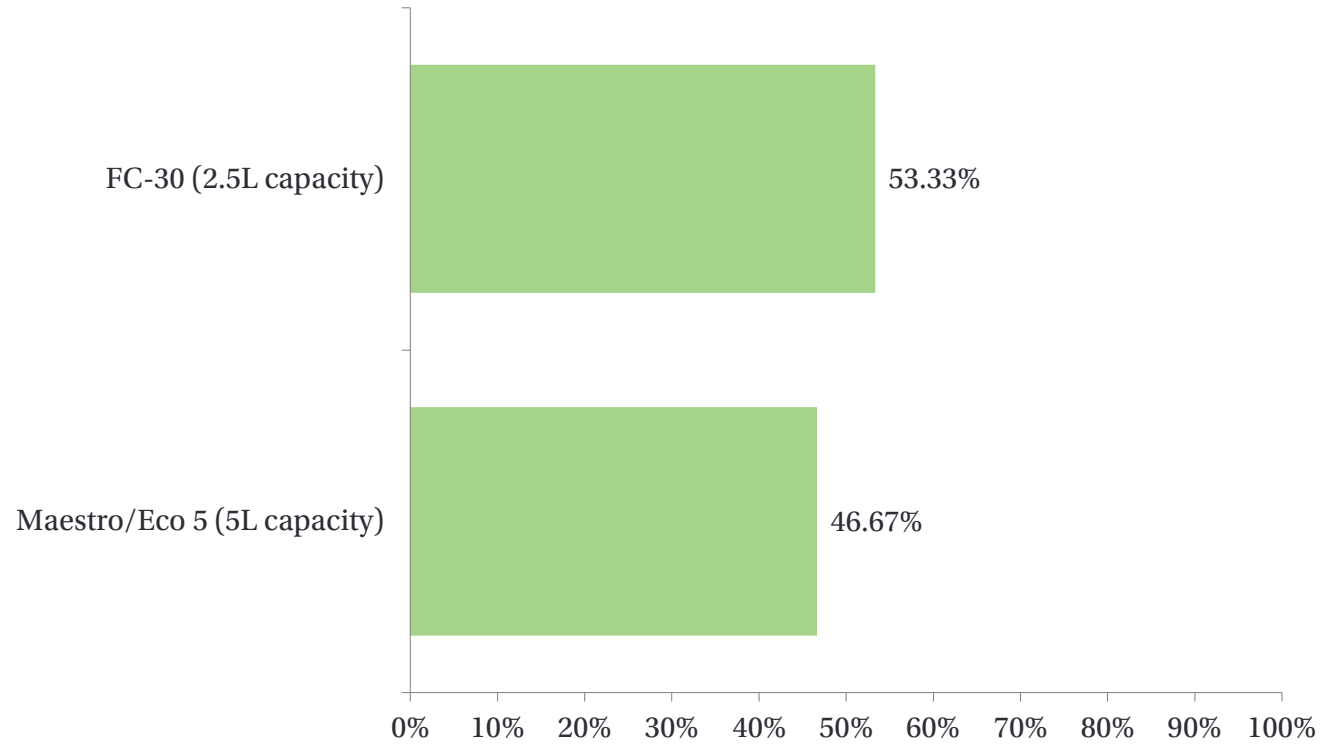
# Pilot Program Results

## Why don't you compost?



# Pilot Program Results

Which device do you have?



## Pilot Program Results

- Average of **2.81 cycles/week** for FC-30
- Average of **3.49 cycles/week** for Maestro/Eco 5
  - Equivalent to **~247 kg/year/household**
  - Total of **18.54 metric tonnes (MT)** of food waste diverted from landfill/year from the 75 FoodCyclers in use



# Pilot Program Results

- 75 FoodCyclers in Sioux Lookout will divert **24.1 MT CO<sub>2</sub> equivalents** per year, the equivalent to carbon sequestered by **24.2 acres** of forest each year!



## Pilot Program Results

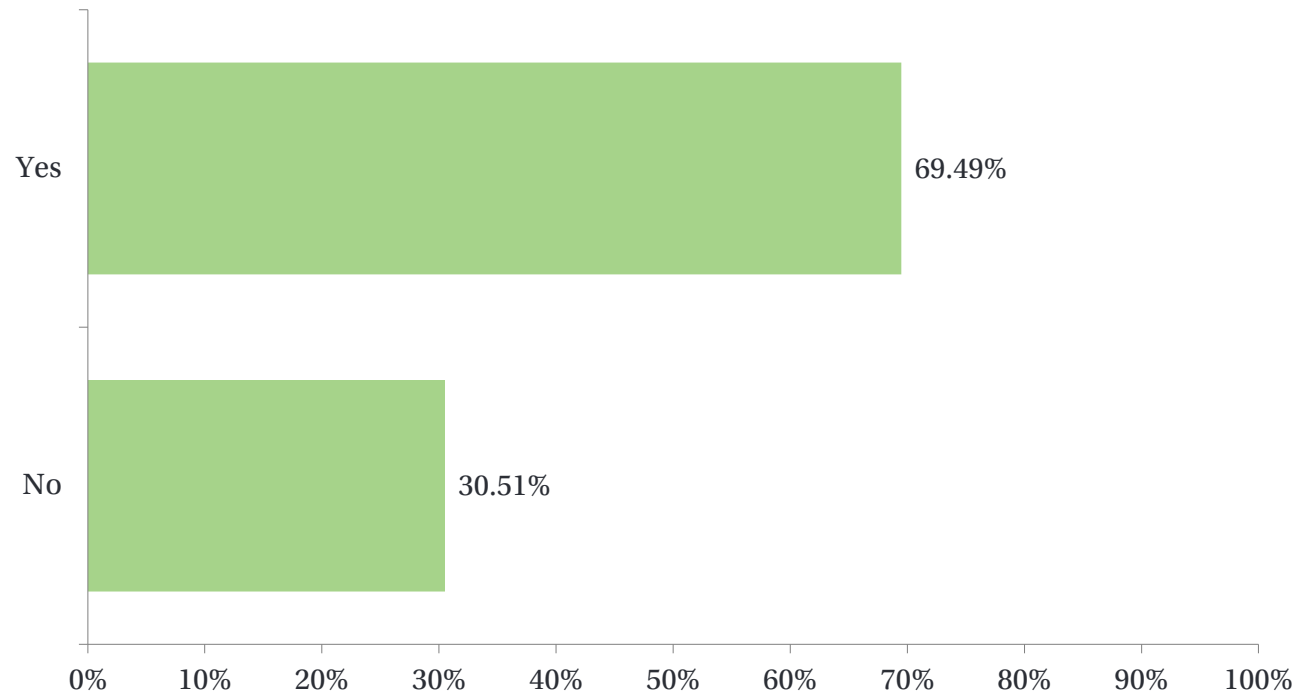
Residents reported generating 0.57 fewer standard garbage bags per week, a reduction of 29.6 garbage bags per household per year being trucked to local landfills!



*"Glad I got this ..great price and certainly cut down on my garbage."*

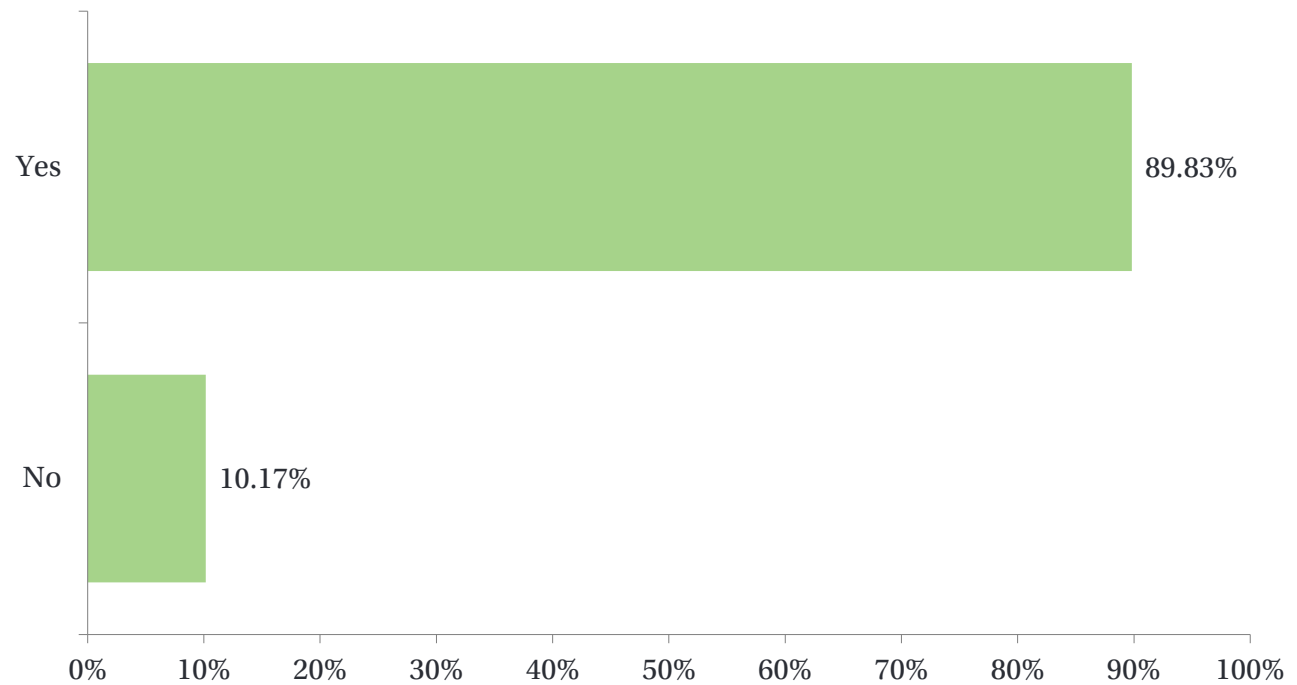
# Pilot Program Results

Did increased awareness of food waste motivate you to waste less food?



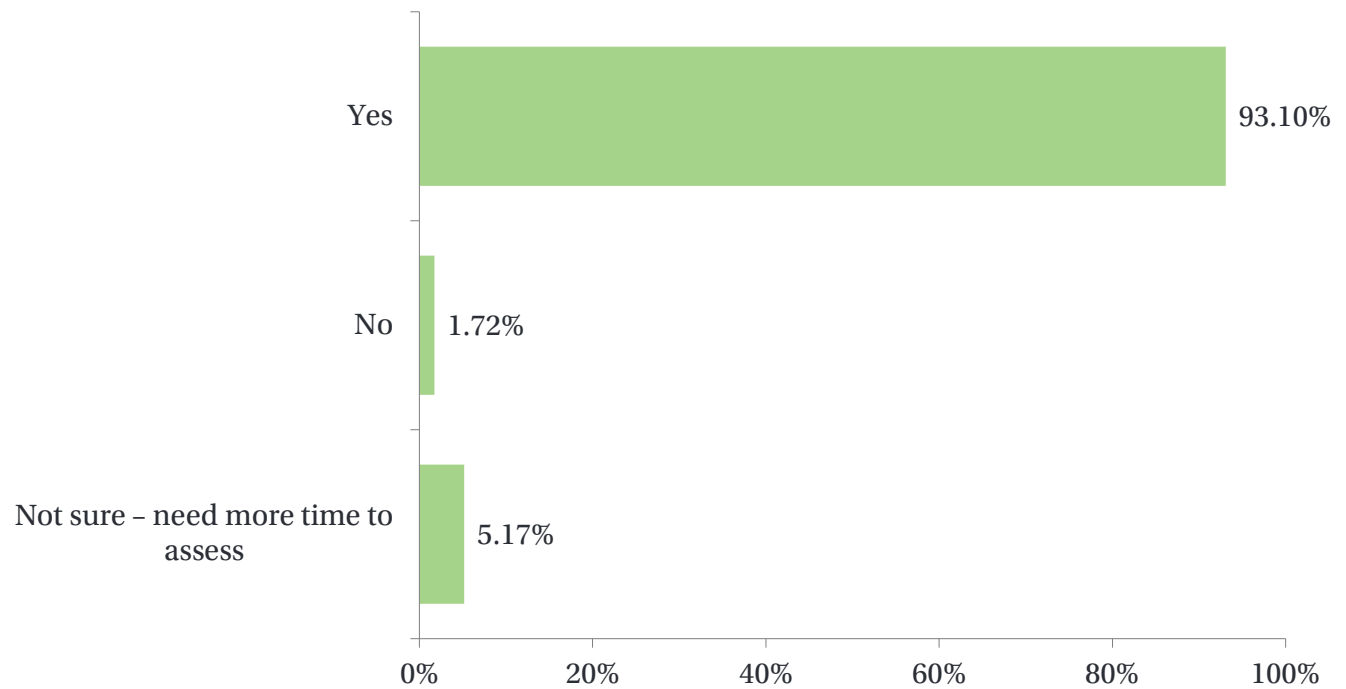
# Pilot Program Results

If the municipality continued to offer a FoodCycler to residents at no or low cost as part of a diversion program, do you think your friends / neighbours in the community would participate?



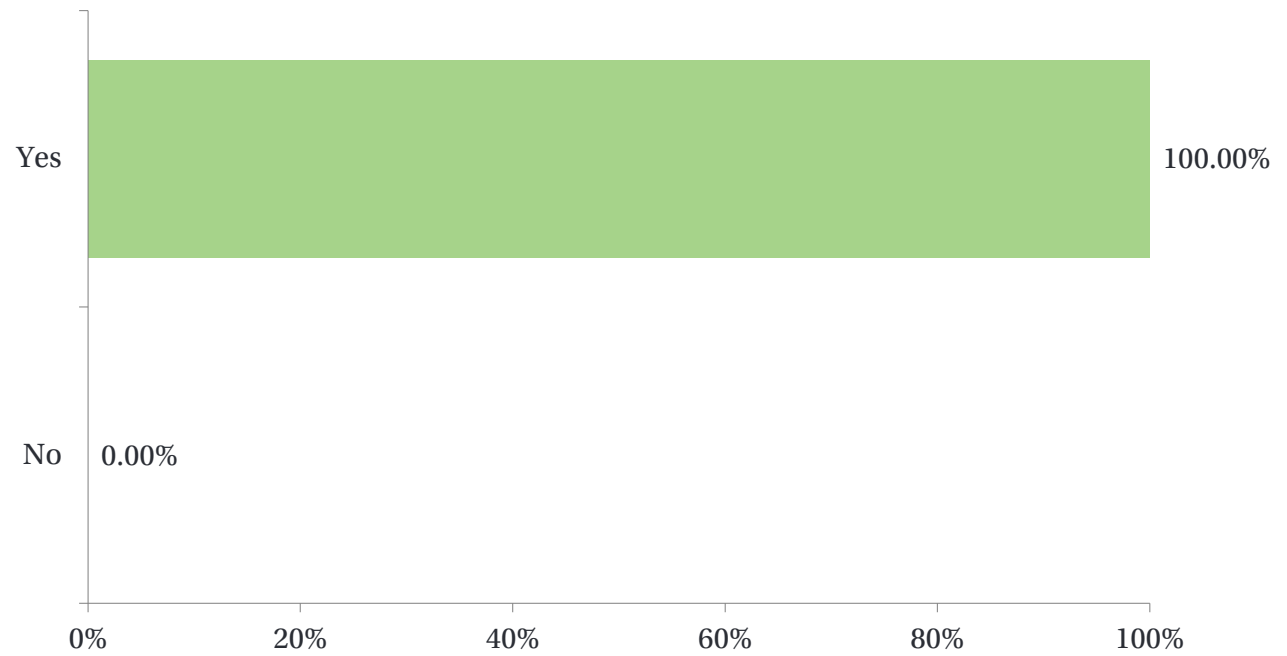
# Pilot Program Results

Would you recommend the FoodCycler to others?



## Pilot Program Results

Will you continue using the FoodCycler after this pilot?



*"We love love love ours! It also saves money on not needing to buy extra compost/fertilizer for the garden!"*

## Pilot Program Results

Please rate the overall pilot project experience out of 5 stars.

Average rating: 4.5/5 Stars



- 1 Star = 0%
- 2 Stars = 0%
- 3 Stars = 6.9%
- 4 Stars = 29.3%
- 5 Stars = 63.7%

*"I love it, I'm producing organic fertilizer for my garden thru foodcycler. Thank you."*

*"I appreciate the effort made in helping people compost food. It is helpful for those who have a place to use the compost as we do, which is why we desired to be a part of the pilot program."*

*"Great program. Hope it is done again to encourage more."*

## Pilot Participant Comments

“I think there should be a trade in/price discount offered to those who purchased through the program, and now would like to upgrade to the larger size.”

“I still outdoor composted during the pilot. I ended up using the food cycling for things that take longer to compost and expect to use it more often throughout the winter. As a fam who prepares all meals (vs buying pre-made/packages/takeout) we have a lot of scraps and need to run this daily if using as primary composter. I think that’s good. I don’t find it smells at all.”

“Faster way to compost. Outside bin was slow. Less fruit flies in the kitchen as I only took compose to outside bin periodically to empty the bucket I had.”

“Everyone that has seen it operate, loves it and wants to purchase one. I think some more information on the sizing would help families purchase and opt for the larger model.”

“Enables all year recycling and compost more.”



## Recap and Next Steps

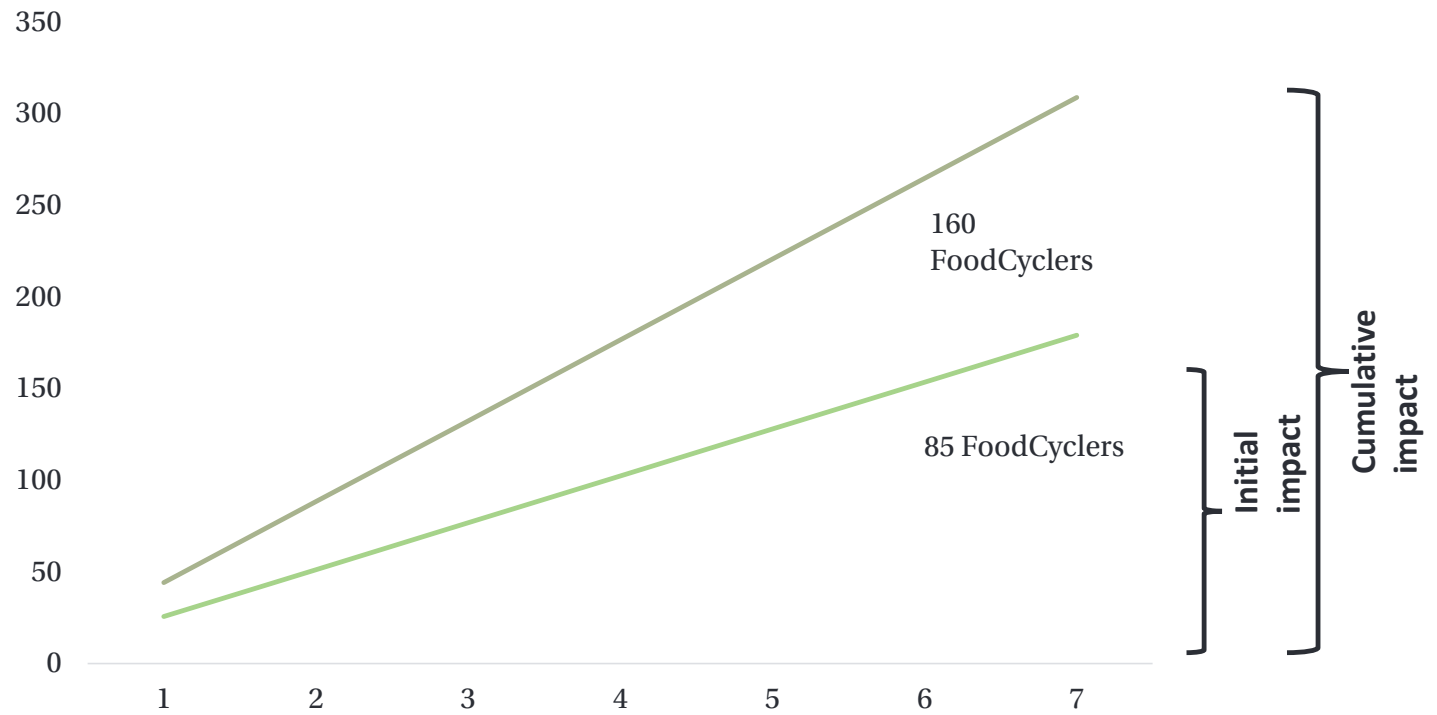
### Recap

- **18.54 MT** of food waste diverted from landfill/year from the 75 FoodCyclers in the program expansion
- Residents reported a reduction of **0.57 bags per week** which equals **29.6 bags/resident/per year** of food waste diverted from landfills.
- **100%** of participants will continue using the FoodCycler



# Scaling Change

Cumulative metric tonnes over average life of FoodCyclers in the Community



# Scaling Change

## Nelson, British Columbia (5000 homes)

Citywide Pre-treated Organics Program program including:

- Free bulk carbon refill station in local Safeway grocery store
- Full warranty and local repair program
- Convenient, animal-proof soil amendment drop off locations
- Accessories sold by local businesses
- E-waste recycling programs established locally
- Resident education – guides, information sessions, and how-to videos



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British Columbia

**B.C. community expands home composting pilot project to divert more food waste from landfills**

## Next Steps

### FoodCycler as an Organic Waste Diversion Solution

- Life Cycle Analysis
  - Our new Emissions Calculator Tool is available at no extra cost to our implementation partners
- Feasibility Report
  - We are developing a toolkit to provide municipalities with the economics of implementing community wide FoodCyclers vs. landfill and curbside green bin programs





**Thank you!**  
Any Questions?

Farah Sherifdeen  
Municipal Program Coordinator  
Email: [farahs@foodcycler.com](mailto:farahs@foodcycler.com)  
Phone: 647-539-1090



## REPORT TO THE MAYOR AND COUNCIL

### **Introduction:**

The purpose of this report is to provide an overview of the KDSB's Net Local Levy apportionment formula to the District of Kenora Municipalities and Territories without Municipal Organization (TWOMO). At the December 19, 2024, Board of Directors meeting, the Board passed a resolution which intends to amend the KDSB apportionment formula between the District Municipalities and the TWOMO territories by setting a minimum apportionment percentage/threshold to the TWOMO share. The amendment of the apportionment formula will allow the KDSB to proactively manage and stabilize the current and future net local levy.

While each District Social Services Administration Board has the authority to amend their local levy apportionment models, any such amendments do require a double majority vote.

The purpose of this report is to seek the support of Mayor and Council to amend the apportionment formula as outline in this report and attached resolution.

### **Background:**

When the KDSB was first created as part of Ontario's Local Services Realignment initiative in 1998/99, the municipalities, TWOMO and Board at the time adopted an apportionment formula which allocated the net local levy based on the unweighted assessments by municipality and TWOMO territory as determined by the Municipal Property Assessment Corporation (MPAC).

The KDSB Board implemented the use of the unweighted assessment method as a means to recognize that municipalities in the Kenora District are hub communities for services and programs delivered by other levels of government which in turn results in a significant amount of property assessments to be classified as exempt. Under the current method, all exempt assessments are excluded from the apportionment calculation. The method was also chosen to prevent unexpected shocks and impacts to the apportionments based on taxation ratios changes within each municipality for commercial and industrial property classes. The use of the unweighted assessment method was considered the most equitable and simplest apportionment model to use.

Legislatively, the way costs are apportioned by District Social Services Administration Board ("District Services Board") is provided for in the Ontario Regulation 278/98 (the "Regulation"), and more particularly, sections 6 and 7 of that Regulation.

The legislature has conferred a wide discretion on a District Services Board to determine how it will apportion costs, provided such discretion is exercised in accordance with the procedure set out in section 6 of the Regulation.

To change the formula and establish an alternative apportionment formula the procedural requirements set out in section 6 of the Regulation must be followed, including the double majority vote requirements provided for in subsection 6(5).

A double majority means that **a majority of the municipalities and members representing territory without municipal organization consent to that apportionment** (ss. 6(5)(a)), and the **municipalities and members who have consented represent a majority of the electors in the boards district** (ss. 6(5)(b)).

The following elaborates on the process to establish an alternative apportionment formula that is set out in section 6 of the Regulation, and in particular subsections 6(5) to 6(9), further below.

**Step 1** (ss. 6(5)(a)): a majority of the municipalities and members representing the territory without municipal organization consent to that apportionment.

The members of the Kenora District Social Services Board (“KDSB”), as well as the areas they represent and the manner of their apportionment, are set out in Schedule 2.1 of the Regulation; and each of the 13 members is entitled to one vote under clause 5(a) noted above [ss.6(6)].

**Step 2** (ss. 6(5)(b)): the municipalities and members who have consented, must represent a majority of the electors in the board’s district.

For the purposes of clause (5)(b), if two or more members of the board represent an area set out in the schedule for the board that is comprised of territory without municipal organization, a member who represents the area shall be deemed to represent the total number of electors in the area divided by the total number of board members who represent the area [ss.6(7)].

Additionally, a resolution of the municipal council is required for a municipality to consent under subsection (5) and a signed consent of a member representing territory without municipal organization is required for the member to consent under subsection (5) [ss.6(8)].

#### ***Assessment Changes within the District of Kenora:***

Over the past decade or so, the apportionment between the nine (9) municipalities and the Unincorporated (TWOMO) has remained relatively unchanged - the variance being within a percentage point.

However, during this time, there have been more substantial shifts within the municipal apportionment in large part due to changes seen within major industries such forestry, mining and resource development.

The disappearance of sawmills in smaller communities, and the reassessments of pulp and paper mills and mining corporations have shifted the apportionment percentage higher for some municipalities while others have observed a reduction.

The table provides a high-level overview of the Unweighted Assessment Changes between 2014 and 2024:

**Historical Levy % Share**

| MUNICIPALITY                  | 2024           | 2023           | 2022           | 2021           | 2014           |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|
| Dryden                        | 8.45%          | 8.48%          | 8.47%          | 8.43%          | 9.63%          |
| Ear Falls                     | 0.88%          | 0.88%          | 0.89%          | 0.89%          | 0.92%          |
| Ignace                        | 1.01%          | 1.02%          | 1.02%          | 1.03%          | 1.07%          |
| Kenora                        | 23.95%         | 24.00%         | 23.91%         | 23.71%         | 22.15%         |
| Machin                        | 2.07%          | 2.07%          | 2.08%          | 2.08%          | 2.14%          |
| Pickle Lake                   | 0.38%          | 0.39%          | 0.39%          | 0.38%          | 0.37%          |
| Red Lake                      | 6.47%          | 6.51%          | 6.53%          | 6.49%          | 6.42%          |
| Sioux Lookout                 | 6.71%          | 6.70%          | 6.68%          | 6.55%          | 6.69%          |
| Sioux Narrows Nestor Falls    | 4.94%          | 4.93%          | 4.89%          | 4.86%          | 5.38%          |
| <b>Total Municipal Levy %</b> | <b>54.86%</b>  | <b>54.98%</b>  | <b>54.86%</b>  | <b>54.42%</b>  | <b>54.77%</b>  |
|                               |                |                |                |                |                |
| <b>Unincorporated</b>         | <b>45.14%</b>  | <b>45.02%</b>  | <b>45.14%</b>  | <b>45.58%</b>  | <b>45.23%</b>  |
|                               |                |                |                |                |                |
| <b>Totals</b>                 | <b>100.00%</b> | <b>100.00%</b> | <b>100.00%</b> | <b>100.00%</b> | <b>100.00%</b> |

On aggregate, the overall assessment between TWOMO and the Municipal sector has remained relatively steady. Even since the MPAC assessment freeze came into effect during the Global COVID pandemic, the apportionment changes between the two is sitting at 1.63% change.

On the surface, there would appear to be little concern as a 1% to 2% change between TWOMO and Municipalities is relatively small. However, it becomes an issue because of how the Ministry of Health calculates the Paramedic Services grant for the KDSB using TWOMO apportionment. The method creates a multiplier effect.

For example, if the Municipal apportionment goes from 55% to 56% and TWOMO from 45% to 44%, the 1% change creates a 2.92% import for the Municipal share. With the TWOMO apportionment decreasing by another 0.12% shift from TWOMO to the Municipal apportionment for 2025, the shift since the assessment freeze will be approximately 1.75%. The impact to the Municipal levy will have grown to 5.11%. More specifically, the community of Kenora is most impacted by the steady shift.

Once the MPAC assessment freeze is lifted, the KDSB Board believes that the Kenora District will see a year or two of substantial disruptions to the KDSB apportionment levy as assessments within the Municipalities will increase more than those in the TWOMO territories. As such, the Board directed administration to investigate the issue and recommend safeguards to be put in place which will ensure a stable local levy protected from shocks that may be caused by the unfreezing of assessments by MPAC.

With the MPAC's assessment freeze lifting, the anticipated changes are in the range of 1%-3%, which in turn will have an estimated municipal levy impact of 2.92% - 8.76% without any change to the KDSB budget or service levels.

**Comments:**

The Net Local Cost is allocated based on the Unweighted Property Assessment data received from the Municipal Property Assessment Corporation (MPAC). It is the responsibility of MPAC to accurately assess and classify all properties in Ontario. MPAC then provides summary information on all areas located within the Kenora District. The KDSB utilizes this data to calculate Net Local Cost allocations.

The 2025 assessments continue to be based on 2016 data. MPAC continues to adjust assessments based on data that is not readily available in the TWOMO areas.

- Change to property ownership, legal description, or school support.
- Change to the property’s value resulting from a Request for Reconsideration, or an Assessment Review Board decision.
- Property value increase/decrease reflecting a change to the property; for example, a new structure, addition, or removal of an old structure. (information obtained through building permit applications)
- Change in the classification or tax liability of the property.

The chart below provides a comparison of Current and Prior Year unweighted assessments based on 2025 MPAC data:

|                                    | <b>2024</b>                         | <b>2025</b>                         |                                        |                                       |
|------------------------------------|-------------------------------------|-------------------------------------|----------------------------------------|---------------------------------------|
|                                    | <b><u>Unweighted Assessment</u></b> | <b><u>Unweighted Assessment</u></b> | <b>Change in Unweighted Assessment</b> | <b>% Change Unweighted Assessment</b> |
| 60-26 Dryden                       | 693,299,314                         | 699,855,363                         | 6,556,049                              | 0.95%                                 |
| 60-42 Ear Falls                    | 72,387,800                          | 74,052,900                          | 1,665,100                              | 2.30%                                 |
| 60-01 Ignace                       | 83,008,600                          | 83,126,400                          | 117,800                                | 0.14%                                 |
| 60-16 Kenora                       | 1,965,546,309                       | 1,981,387,409                       | 15,841,100                             | 0.81%                                 |
| 60-21 Machin                       | 169,910,200                         | 170,402,200                         | 492,000                                | 0.29%                                 |
| 60-49 Pickle Lake                  | 31,544,100                          | 32,324,300                          | 780,200                                | 2.47%                                 |
| 60-41 Red Lake                     | 531,279,000                         | 533,220,200                         | 1,941,200                              | 0.37%                                 |
| 60-34 Sioux Lookout                | 550,636,991                         | 556,153,191                         | 5,516,200                              | 1.00%                                 |
| 60-08 Sioux Narrows - Nestor Falls | 405,085,100                         | 407,521,300                         | 2,436,200                              | 0.60%                                 |
| <b>Total Unincorporated</b>        | <b>3,705,547,551</b>                | <b>3,718,397,651</b>                | <b>12,850,100</b>                      | <b>0.35%</b>                          |
|                                    |                                     |                                     |                                        |                                       |
|                                    | <b>8,208,244,965</b>                | <b>8,256,440,914</b>                | <b>48,195,949</b>                      | <b>0.59%</b>                          |

As has been experienced since the MPAC Assessment freeze came into effect, we continue to see the unincorporated assessment portion decline. In 2025, the portion for TWOMO will reduce again by 0.12%.

The net local share proration for 2025 is calculated as follows:

|                                    | <u>Unweighted<br/>Assessment</u> | <u>2025 Local<br/>Share</u> | <u>2024 Local<br/>Share</u> | <u>Increase<br/>(Decrease)</u> |
|------------------------------------|----------------------------------|-----------------------------|-----------------------------|--------------------------------|
| 60-26 Dryden                       | 699,855,363                      | 8.48%                       | 8.45%                       | 0.03%                          |
| 60-42 Ear Falls                    | 74,052,900                       | 0.90%                       | 0.88%                       | 0.02%                          |
| 60-01 Ignace                       | 83,126,400                       | 1.01%                       | 1.01%                       | 0.00%                          |
| 60-16 Kenora                       | 1,981,387,409                    | 24.00%                      | 23.95%                      | 0.05%                          |
| 60-21 Machin                       | 170,402,200                      | 2.06%                       | 2.07%                       | -0.01%                         |
| 60-49 Pickle Lake                  | 32,324,300                       | 0.39%                       | 0.38%                       | 0.01%                          |
| 60-41 Red Lake                     | 533,220,200                      | 6.46%                       | 6.47%                       | -0.01%                         |
| 60-34 Sioux Lookout                | 556,153,191                      | 6.74%                       | 6.71%                       | 0.03%                          |
| 60-08 Sioux Narrows - Nestor Falls | 407,521,300                      | 4.94%                       | 4.94%                       | 0.00%                          |
| <b>Total Unincorporated</b>        | <b>3,718,397,651</b>             | <b>45.02%</b>               | <b>45.14%</b>               | <b>-0.12%</b>                  |
|                                    | <b>8,256,440,914</b>             | <b>100.00%</b>              | <b>100.00%</b>              |                                |

### FINANCIAL IMPACTS:

The 2025 Draft KDSB Operating Budget calls for a 5.50% Net Local Levy increase. Much of the increase is driven by the pressures faced in the EMS Paramedic Services and costs of maintaining the existing community housing stock.

If the apportionment between TWOMO and the municipalities remains, the net local levy for the municipalities will be 7.85%. The following table provides a summary, the levy per Municipality and Unincorporated Area based on the 2025 assessment data is detailed below:

|                            | 2025 Levy           | 2024 Levy           | \$ Increase /<br>(Decrease) | % Increase/<br>(Decrease) |
|----------------------------|---------------------|---------------------|-----------------------------|---------------------------|
| Dryden                     | \$1,476,239         | \$1,366,960         | 109,279                     | 7.99%                     |
| Ear Falls                  | \$156,372           | \$142,601           | 13,771                      | 9.66%                     |
| Ignace                     | \$175,520           | \$163,359           | 12,161                      | 7.44%                     |
| Kenora                     | \$4,178,892         | \$3,874,462         | 304,430                     | 7.86%                     |
| Machin                     | \$358,805           | \$334,765           | 24,040                      | 7.18%                     |
| Pickle Lake                | \$67,931            | \$61,765            | 6,166                       | 9.98%                     |
| Red Lake                   | \$1,124,734         | \$1,046,989         | 77,745                      | 7.43%                     |
| Sioux Lookout              | \$1,173,518         | \$1,085,525         | 87,993                      | 8.11%                     |
| Sioux Narrows Nestor Falls | \$860,307           | \$799,027           | 61,280                      | 7.67%                     |
| <b>SUBTOTAL</b>            | <b>\$9,572,318</b>  | <b>\$8,875,453</b>  | <b>696,865</b>              | <b>7.85%</b>              |
| Unincorporated             | \$11,525,596        | \$11,122,245        | 403,351                     | 3.63%                     |
| <b>TOTAL LOCAL SHARE</b>   | <b>\$21,097,914</b> | <b>\$19,997,698</b> | <b>1,100,216</b>            | <b>5.50%</b>              |

Since the Global COVID-19 pandemic, the province has frozen the MPAC assessments upon which municipalities and the Ministry of Finance levy property owners on. The assessment freeze does not include section 357 changes, rebate applications, and supplemental assessment within the municipal assessment rolls. The result has amplified the KDSB levy apportionment from TWOMO to the municipal sector.

The 2025 Draft Budget represents the total investment required to support our region’s individuals, families, and communities in a fiscally responsible and safe manner.

| <b>Expenditure by Function</b>     | <b>2025 Budget</b> | <b>2024 Budget</b> | <b>\$ Change</b>  | <b>% Change</b> |
|------------------------------------|--------------------|--------------------|-------------------|-----------------|
| Wages/benefits                     | 48,742,528         | 45,299,095         | 3,443,433         | 7.60%           |
| Interest on long term debt         | 747,267            | 747,267            | -                 | 0.00%           |
| Materials/supplies                 | 10,577,051         | 9,565,890          | 1,011,161         | 10.57%          |
| Contracted services                | 3,329,973          | 3,104,961          | 225,012           | 7.25%           |
| Rent/financial expenses            | 1,721,484          | 1,666,266          | 55,218            | 3.31%           |
| External transfers                 | 43,041,801         | 21,687,359         | 21,354,442        | 98.46%          |
| Capital                            | 6,406,853          | 6,958,031          | ( 551,178 )       | -7.92%          |
| <b>Total Operating Expenditure</b> | <b>114,566,957</b> | <b>89,028,869</b>  | <b>25,538,088</b> | <b>28.69%</b>   |
| Contributions to reserves          | 794,354            | 1,577,390          | ( 783,036 )       | -49.64%         |
| Principal on long term debt        | 1,389,983          | 1,501,413          | ( 111,430 )       | -7.42%          |
| <b>Total cash requirements</b>     | <b>116,751,294</b> | <b>92,107,672</b>  | <b>24,643,622</b> | <b>26.76%</b>   |
| Provincial revenue                 | 74,934,308         | 55,140,913         | 19,793,395        | 35.90%          |
| Other partnerships                 | 1,553,526          | 566,727            | 986,799           | 174.12%         |
| Client contributions               | 14,863,771         | 10,629,339         | 4,234,432         | 39.84%          |
| Interest earned                    | 519,835            | 196,095            | 323,740           | 165.09%         |
| Other revenues                     | 1,624,213          | 3,171,839          | ( 1,547,626 )     | -48.79%         |
| Contributions from reserves        | 2,157,727          | 2,405,061          | ( 247,334 )       | -10.28%         |
| <b>Total other revenues</b>        | <b>95,653,380</b>  | <b>72,109,974</b>  | <b>23,543,406</b> | <b>32.65%</b>   |
| <b>NET LOCAL COST</b>              | <b>21,097,914</b>  | <b>19,997,698</b>  | <b>1,100,216</b>  | <b>5.50%</b>    |

Freezing the TWOMO levy at 46.15% will have the following:

|                            | <b>2025 Distribution</b> | <b>2025 Levy</b>    | <b>2024 Levy</b>    | <b>\$ Increase / (Decrease)</b> | <b>% Increase/ (Decrease)</b> |
|----------------------------|--------------------------|---------------------|---------------------|---------------------------------|-------------------------------|
| Dryden                     | 8.30%                    | \$1,409,656         | \$1,366,960         | 42,696                          | 3.12%                         |
| Ear Falls                  | 0.88%                    | \$149,010           | \$142,601           | 6,409                           | 4.49%                         |
| Ignace                     | 0.99%                    | \$167,296           | \$163,359           | 3,937                           | 2.41%                         |
| Kenora                     | 23.51%                   | \$3,991,286         | \$3,874,462         | 116,824                         | 3.02%                         |
| Machin                     | 2.02%                    | \$342,815           | \$334,765           | 8,050                           | 2.40%                         |
| Pickle Lake                | 0.38%                    | \$64,907            | \$61,765            | 3,142                           | 5.09%                         |
| Red Lake                   | 6.33%                    | \$1,074,154         | \$1,046,989         | 27,165                          | 2.59%                         |
| Sioux Lookout              | 6.60%                    | \$1,120,778         | \$1,085,525         | 35,253                          | 3.25%                         |
| Sioux Narrows Nestor Falls | 4.84%                    | \$821,844           | \$799,027           | 22,817                          | 2.86%                         |
| <b>SUBTOTAL</b>            |                          | <b>\$9,141,746</b>  | <b>\$8,875,453</b>  | <b>266,293</b>                  | <b>3.00%</b>                  |
| Unincorporated             | 46.15%                   | \$11,956,168        | \$11,122,245        | 833,923                         | 7.50%                         |
| <b>TOTAL LOCAL SHARE</b>   |                          | <b>\$21,097,914</b> | <b>\$19,997,698</b> | <b>1,100,216</b>                | <b>5.50%</b>                  |

The 46.15% is KDSB’s estimation of what the apportionment for TWOMO should be. Setting the 46.15% as the minimum for TWOMO, will set the municipal net local levy at approximately 3% or \$266,293 for 2025.

Of note, the KDSB is projecting that its increase in municipap property taxes for 2025 will exceed the 3% increase in net local levy to the municipalities.

It is also important to note that the changing the apportionment formula and setting the TWOMO net local levy at 46.15% will have no adverse impacts on residents living in the unincorporated territories.

**Conclusion:**

The gradual reduction of the TWOMO % of the apportionment is also the result of assessments in the TWOMO territories not being reassessed on the same scale as within municipal boundaries.

KDSB took a small sample of properties in the TWOMO territories and found that their redevelopments and improvements had not been captured in a reassessment dating back years. While the KDSB acknowledges that it is not an expert in property assessment, its findings are an indicator that there is a potential apportionment shock coming; and an acknowledgement of the challenges that the regions' vast geography and the lingering impacts of the global pandemic are having on equitable property assessments.

The Board of Directors has passed a resolution setting the TWOMO levy a minimum of 46.15% of the total Net Local Levy apportionment for 2025 and beyond. Setting the TWOMO levy at 46.15% is well within the realm of reasonableness and will provide a safety net for the KDSB and municipalities once the assessment freeze is lifted from any short-term assessment shocks.

**Recommendation(s):**

**WHEREAS** the Kenora District Services Board provides supports and services to seniors, single non-elderly and families across the District of Kenora both within and outside of municipal boundaries; and

**WHEREAS** the Kenora District Services Board used the unweighted property assessments as determined by the Municipal Property Assessment Corporation (MPAC) to determine the Net Local Levy for the District of Kenora municipalities and territories without municipal organizations; and

**WHEREAS** the Kenora District Services Board, Municipalities and Territories without Municipal Organization wish to ensure the sustainability and stability of the District Services Board's Net Local Levy; and

**THEREFORE, be it resolved** that the Kenora District Services Board continue to use the unweighted property assessment methodology for the Net Local Levy calculations as has been done since the creation of the District Services Board; and further

THAT the Kenora District Services Board set the Territories without Municipal Organization (TWOMO) at a minimum of 46.15% of the Total Net Local Levy moving forward.



December 30, 2024

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date