



**The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, August 2, 2016
6:00 P.M.
City Hall Council Chambers – 325 Farr Drive**

Agenda

1. **Call to Order**
2. **Roll Call**
3. **Review of Revisions or Deletions to Agenda**

4. **Approval of Agenda**

Draft Motion

Be it resolved that City Council approves the agenda as printed/amended.

5. **Disclosure of Pecuniary Interest and General Nature**

6. **Review and adoption of Council Minutes**

Draft Motion

Be it resolved that City Council approves the following minutes as printed:

- a) Regular Meeting of Council – July 5, 2016

7. **Public Meetings pursuant to the Planning Act, Municipal Act and other Statutes**

7.1. *Application for Zoning By-law Amendment*

Application No.: ZBA-2016-02 (D)

Subject Land: 437099 Hawn Drive

Applicant: Ken Brownlee and Sons Equipment Corp.

Purpose: To change the zoning of the property from Manufacturing Industrial (M2) to Manufacturing Industrial with an exception to allow a retail store within the existing building, in addition to the permitted uses on the property.

8. **Question and Answer Period**

9. **Presentations / Delegations**

a) Fern Pedersen - Resident

Re: Condition and Use of Rockley Road

10. **Communications**

a) Jim Cassimatis, Assistant Deputy Minister – Municipal Affairs and Housing

Re: Proposed amendments to the Residential Tenancies Act, 2006

Reference: Referred to Protection to Persons and Property Committee – Review of Property Standards By-law

b) Steven Del Duca, Minister of Transportation & Michael Gravelle, Minister of Northern Development and Mines

Re: Letter Cobalt Mayor Tina Sartoretto – Intercity Bus Consultation

Reference: Referred to Temiskaming Transit Committee

- c) Ross Nichols, Fire Marshal and Chief – Ministry of Community Safety and Correctional Services

Re: Office of the Fire Marshal and Emergency Management – New Organizational Structure

Reference: Received for Information

- d) Fred Paoletti, Resident

Re: Snow removal, intersection sight-lines (hedges) and ONR property concerns

Reference: Referred to Protection to Persons and Property Committee and Director of Public Works

- e) Jamie Allen, Clerk - Town of Latchford

Re: Request for Support – Price of Electricity in Ontario

Reference: Received for Information

- f) Pearl Fong-West, Superintendent of Business & Finance – District School Board Ontario North East

Re: Property declared Surplus to needs of DSBONE – Haileybury Public School

Reference: Received for Information

- g) Brent Kennedy, Director, Rural Programs Branch – Ministry of Agriculture, Food and Rural Affairs

Re: Moving Ontario Forward – Expanded OCIF program increase from \$100 million to \$300 million per year by 2018-19

Reference: Refer to Memo No. 017-2016-PW under New Business

- h) Kevin Heath, City Clerk – City of Quinte West
Re: Request for Support – Taxation Impact on Campgrounds
Reference: Received for Information
- i) John Vanthof, MPP Timiskaming-Cochrane
Re: Request for Support – Northern Legislative Committee
Reference: Motion to be presented under New Business
- j) Maureen Adamson, Deputy Minister – Ministry of Tourism, Culture and Sport
Re: Launch of Culture Strategy – Actions to strengthen culture in Ontario
Reference: Referred to Economic Development Officer
- k) Stéphanie Lamothe, New Liskeard Business Improvement Area Coordinator
Re: Road Closure Request – Back-to-School Event
Reference: Motion under New Business
- l) Mayor Brian Bigger – City of Greater Sudbury
Re: Invitation to Mayor Kidd – 30th Annual Northern Ontario Business Awards – October 6, 2016
Reference: Motion under New Business
- m) Lion Jim Rohrbach – Lions International
Re: Request – One Day to fly Lions Club International flag in celebration of their 100th Anniversary of Service to Humanity
Reference: Received for Information

Draft Motion

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10. m) according to the Agenda references.

11. Committees of Council – Community and Regional

Draft Motion

Be it resolved that the following minutes and/or reports be accepted for information:

- a) Minutes of the District of Timiskaming Social Services Administrative Board meeting held on April 27, 2016;
- b) Minutes of the Committee of Adjustment meeting held on May 25, 2016;
- c) Minutes of the Age Friendly Community Committee meeting held on June 13, 2016;
- d) Minutes of the Temiskaming Transit Committee meeting held on July 6, 2016;
- e) Minutes of the Northeastern Ontario Municipal Association meeting held on May 27, 2016;
- f) Minutes of the Earlton-Timiskaming Regional Airport meeting held on June 16, 2016 and the June 2016 Airport Activity Report; and
- g) Minutes of the Committee of Adjustment meeting held on June 29, 2016.

12. Committees of Council – Internal Departments

Draft Motion

Be it resolved that the following minutes be accepted for information:

- a) Minutes of the Building Maintenance Committee meeting held on June 23, 2016;
- b) Minutes of the Temiskaming Shores Accessibility Advisory Committee meeting held on June 15, 2016;
- c) Minutes of the Protection to Persons and Property Committee meeting held on June 23, 2016;

- d) Minutes of the Public Works Committee meeting held on June 23, 2016; and
- e) Minutes of the Corporate Services Committee meeting held on June 09, 2016.

13. Reports by Members of Council

14. Notice of Motions

15. New Business

a) Support – MPP John Vanthof – Northern Legislative Committee

Draft Motion

Whereas prior to the 2014 Provincial Election MPP John Vanthof Timiskaming-Cochrane introduced a motion in the Provincial Legislature to create a Northern Legislative Committee; and

Whereas the Northern Legislative Committee would include all Members of Provincial Parliament from Northern Ontario, regardless of party affiliation with a role to ensure Government Legislation would reflect the needs of Northern Ontario through proposed amendments; and

Whereas the motion passed to create this Northern Legislative Committee, but no action was taken by Government and the motion died when the 2014 election was called; and

Whereas Northern Ontario is much different than what Southern Ontario perceives and the contribution that Northern Ontario provides to the Province is not well understood in Southern Ontario; and

Whereas MPP John Vanthof has once again introduced the Northern Legislative Committee in the Legislature which will be debated in early October 2016;

Now therefore be it resolved that the Council for the City of Temiskaming Shores hereby supports the motion of MPP John Vanthof for the creation of a Northern Legislative Committee comprised of all Members of Provincial Parliament from Northern Ontario; and

Further that a copy of this resolution be sent to Timiskaming-Cochrane MPP, John Vanthof.

b) Approval of attendance to the 30th Annual Northern Ontario Business Awards (NOBA) – Sudbury – October 6, 2016

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby approves the attendance of **Mayor Kidd** to the 30th Annual Northern Ontario Business Awards scheduled for October 6, 2016 in Sudbury; and

Further be it resolved that the expenses incurred in attending the said conference be covered in accordance to the Municipal Business Travel and Expense Policy.

c) Memo No. 017-2016-PW – Ontario Community Infrastructure Fund (OCIF) – Formula-based Funding Announcement

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 017-2016-PW for information purposes.

d) Memo No. 018-2016-PW – Acceptance of Primary Services and Public Use Assumption of Roadways for FPT Dawson Point Road Subdivision

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 018-2016-PW;

That Council directs staff to prepare the necessary by-law for the assumption of Primary Services for the Phase I FPT Dawson Point Subdivision for consideration at the August 2, 2016 Regular Council meeting; and

That Council directs staff to prepare the necessary by-law for the assumption of Highways for public use within the City of Temiskaming Shores for consideration at the August 2, 2016 Regular Council meeting.

e) Memo No. 019-2016-PW – Contract Change Order – Boiler Attachment for Vacuum Truck

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 019-2016-PW; and

That Council approves Contract Change Order No. 001 to By-law No. 2016-104, being an agreement with Joe Johnson Equipment in the amount of \$7,134.40 for a Boiler attachment to the supplied Sewer Vacuum / Flusher Truck.

f) Administrative Report No. PW-035-2016 – Dymond Reservoir Upgrades – OCWA Optional Services Agreement

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-035-2016;

That Council agrees to waive the Tender requirements of the City's Purchasing Policy, as set forth in Section 4.10 of By-law No. 2009-012, and authorizes an agreement with the Ontario Clean Water Agency under provisions of Section 4.11 – Optional Services of By-law No. 2011-117, for the upgrades to the Dymond Reservoir associated with the 50% cost sharing/partnership agreement with Conseil Scolaire Catholique de District des Grandes Rivieres (CSCDGR) at an upset limit of \$95,117.48 plus applicable taxes; and

That Council directs Staff to prepare the necessary by-law to enter into an Optional Services Agreement with Ontario Clean Water Agency for consideration at the August 2, 2016 Regular Council meeting.

g) Administrative Report No. PW-036-2016-PW – Retaining Wall Upgrades – Haileybury Medical Centre

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-036-2016; and

That Council directs staff to prepare the necessary by-law and agreement with James Lathem Excavating for Retaining Wall Upgrades and Accessible Parking at the Haileybury Medical Centre at an upset limit of \$32,305 plus applicable taxes for consideration at the August 2, 2016, Regular Council meeting.

h) Administrative Report No. PW-037-2016 – Amendments to Traffic By-law No. 2012-101

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-037-2016; and

That Council directs Staff to prepare the necessary by-law to amend By-law 2012-101 (Traffic By-law) to include prohibit parking on the west side of Mary Street and on various streets to accommodate STATO Trail locations for consideration at the September 6, 2016 Regular Council meeting.

i) Administrative Report No. PW-038-2016 – Tender Award – North Cobalt Water Stabilization Project

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-038-2016;

That as outlined in Section 3.5 of the City's Purchasing Policy, Council approves the award of the North Cobalt Water Stabilization Project contract to *Pedersen Construction (2013) Inc.* in the amount of \$1,773,093 plus applicable taxes; and

That Council directs staff to prepare the necessary by-law and agreement for consideration at the August 2, 2016 Regular Council meeting.

j) Administrative Report No. 039-2016-PW – Engineering Assignment – Investigation of Parapet Wall – New Liskeard Library

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. 039-2016-PW; and

That Council directs staff to prepare the necessary by-law and agreement with EXP Services, based on Request for Proposal PW-RFP-012-2016 at an upset limit of \$5,500 plus applicable taxes, for consideration at the August 2, 2016 Regular Council meeting.

k) Administrative Report No. PW-040-2016 – New Liskeard Business Improvement Area – Road Closure – Back-to-School Event August 19, 2016

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-040-2016; and

That Council directs staff to prepare the necessary Temporary Road Closures Notice for the 2016 New Liskeard Business Improvement Area's Back-To-School Event and circulate the associated Notice to affected parties.

l) Administrative Report No. PW-041-2016 – STATO Trail Extension (Wilson Avenue to Laurette Street)

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-041-2016 particularly Appendix 01 – Opening Results and Appendix 02 – Draft Agreement;

That as outlined in Section 3.5 of the City's Purchasing Policy, Council approves the award of the *Construction of the STATO Trail – Wilson to Laurette* contract to *Miller Paving Limited* in the amount of \$206,162.50 plus applicable taxes; and

That Council directs Staff to prepare the necessary by-law and agreement for the said contract for Council's consideration at the August 2, 2016 Regular Council meeting.

m) Administrative Report No. CGP-016-2016 – Downtown Event Infrastructure Funding

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-016-2016;

That Council supports the submission of a funding application to NOHFC in the amount of \$58,500 to complete the Downtown Event Infrastructure Project;

That Council hereby allocates \$12,000 toward this project through the New Liskeard BIA budget as approved by the New Liskeard BIA Board; and

That Council and/or the New Liskeard BIA Board will cover any cost overruns incurred by the project.

n) Administrative Report No. CGP-017-2016 – Amendment to By-law No. 2013-052 (Building By-law) to modify Building Permit Fees

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-017-2016; and

That Council directs staff to provide notice of a public meeting, scheduled for September 6, 2016, in accordance with the Building Code Act and Building By-law No. 2013-052 in regards to proposed Building Permit Application Fee changes.

o) Administrative Report No. CGP-018-2016 – Amendment to Sign By-law No. 2007-019 – North Haven Plaza Inc.

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-018-2016;

That Council directs staff to prepare a notice of a Public Meeting with respect to consideration of an amendment to Sign By-law No. 2007-019 specific to the installation of a Freestanding Billboard at the North Haven Plaza located at the intersection of Armstrong Street and Sharpe Street to be held as part of the September 5, 2016 Regular Council meeting; and

That the notice be circulated to all residential properties within the 91.44 m (300 ft.) buffer as well as within the Community Bulletin.

p) Administrative Report No. CGP-019-2016 – Site Plan Control Agreement - École Sacré-Coeur – 100 Lakeshore Road North

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-019-2016; and

That Council directs staff to prepare the necessary by-law to enter into a Site Plan Control Agreement with Manuel DaSilva for the former school located at 100 Lakeshore Road North for consideration at the August 2, 2016 Regular Council meeting.

q) Administrative Report No. CGP-020-2016 – Award of Contract for New Comprehensive Zoning By-law for the City of Temiskaming Shores

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-020-2016; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Planscape Inc. for the preparation of a new Comprehensive Zoning By-law at an upset limit of \$59,560 plus application taxes for consideration at the August 2, 2016 Regular Council meeting.

r) January 2016 to June 2016 Operating Year-to-Date Financial Report

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of the January 2016 to June 2016 Operating Year-to-Date Financial Report for information purposes.

s) July 2016 Capital Projects Financial Report

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of the July 2016 Capital Projects Financial Report for information purposes.

t) Memo No. 016-2016-CS – Amendment to Procedural By-law 2008-160 – Distribution of Council Package

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 016-2016-CS; and

That Council directs staff to continue the practice of circulating the Council package on the Wednesday prior to a Regular Council meeting and further directs staff to prepare the necessary by-law to amend By-law No. 2008-160 (Procedural by-law) for consideration at a future Council meeting.

u) Memo No. 018-2016-CS – Adoption of an Age Friendly Community Plan

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 018-2016-CS; and

That Council hereby defers adoption of the Age Friendly Community Plan pending an analysis by staff in regards to the financial and staffing implications.

v) Memo No. 019-2016-CS – Appointment of Building Inspector – Steve Langford

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 019-2016-CS; and

That Council directs staff to prepare the necessary by-law to appoint Stephen Langford as an interim Building Inspector effective August 3, 2016.

w) Administrative Report No. CS-008-2016 – Occupation of Municipal Land – Permission to Clean Up (George Hurteau)

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-008-2016;

That Council directs staff to prepare the necessary by-law to enter into an agreement with George Hurteau for the Occupation of Municipal Land for consideration at the August 2, 2016 Regular Council meeting.

x) Administrative Report No. CS-009-2016 – Charitable Sponsorship Policy

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-009-2016; and

That Council directs staff to prepare the necessary by-law to adopt a Charitable Sponsorship Policy for consideration at the August 2, 2016 Regular Council meeting.

y) Administrative Report No. CS-010-2016 – Civic Addressing – Shepherdson Road

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-010-2016; and

That Council hereby concurs with the re-assignment of Civic Addresses for properties along Shepherdson Road.

16. By-laws

Draft Motion

Be it resolved that:

- By-law No. 2016-124 Being a by-law to amend By-law No. 2015-142 (Funding Agreement - Engineering Technician Intern)
- By-law No. 2016-125 Being a by-law for the assumption of Municipal Services for the Phase 1 FPT Dawson Point Road Subdivision Development
- By-law No. 2016-126 Being a by-law for the assumption of Highways for public use (Fisher Avenue, Red Fox Avenue, Partridge Street & Robin Street)
- By-law No. 2016-127 Being a by-law to enter into an Optional Service Agreement with Ontario Clean Water Agency (OCWA) for upgrades to the Dymond Reservoir
- By-law No. 2016-128 Being a by-law to enter into an agreement with James Lathem Excavating Limited for upgrades to the retaining wall and accessible parking spaces at the Haileybury Medical Centre
- By-law No. 2016-129 Being a by-law to enter into an Agreement with Pedersen Construction (2013) Inc. for the North Cobalt Water Stabilization Project
- By-law No. 2016-130 Being a by-law to enter into an agreement with EXP Services Inc. for Engineering Services for the investigation of the parapet wall at the Temiskaming Shores Library – New Liskeard Branch
- By-law No. 2016-131 Being a by-law to authorize Temporary Road Closures (New Liskeard BIA Back-to-School Event)

- By-law No. 2016-132 Being a by-law to enter into an Agreement with George Hurteau for the Occupation of Municipal Land – Roll No. 54-18-030-008-042.00
- By-law No. 2016-133 Being a by-law to adopt a Charitable Sponsorship Policy for the City of Temiskaming Shores
- By-law No. 2016-134 Being a by-law to authorize a Financial Agreement with Ontario Infrastructure and Lands Corporation (OILC) as an application submitted under By-law No. 2016-112 for a Capital Project (Vehicle Replacement) for the City of Temiskaming Shores
- By-law No. 2016-135 Being a by-law to enter into an agreement with Planscape Inc. for Consulting Services for a new Comprehensive Zoning By-law for the City of Temiskaming Shores
- By-law No. 2016-136 Being a by-law to appoint an Interim Building Inspector – Stephen Langford
- By-law No. 2016-137 Being a by-law to authorize the Execution of a Site Plan Control Agreement with Manuel DaSilva for 100 Lakeshore Road North – Roll No. 54-18-010-006-032.00
- By-law No. 2016-138 Being a by-law to enter into an agreement with Miller Paving Limited for the supply of labour, equipment and material for the Construction of the Active Trail System – Wilson Avenue / Grant Drive / Drive-In Theatre Road / Laurette Street all within the City of Temiskaming Shores

be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that:

By-law No. 2016-124;

By-law No. 2016-125;

By-law No. 2016-126;

By-law No. 2016-127;

By-law No. 2016-128;

By-law No. 2016-129;

By-law No. 2016-130;

By-law No. 2016-131;

By-law No. 2016-132;

By-law No. 2016-133;

By-law No. 2016-134;

By-law No. 2016-135;

By-law No. 2016-136;

By-law No. 2016-137; and

By-law No. 2016-138

be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

17. Schedule of Council Meetings

a) Regular – Tuesday, September 6, 2016 at 6:00 p.m.

b) Regular – Tuesday, September 20, 2016 at 6:00 p.m.

18. Question and Answer Period

19. Closed Session

Draft Motion

Be it resolved that Council agrees to convene in Closed Session at _____ pm to discuss the following matters:

- a) Adoption of the July 5, 2016 – Closed Session Minutes
- b) Under Section 239 (2) (b) of the Municipal Act, 2001 – personal matters about an identifiable individual – Confidential Memo No. 017-2016-CS
- c) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Part-time Custodian Position – Confidential Memo No. 020-2016-CS custodian

20. Confirming By-law

Draft Motion

Be it resolved that By-law No. 2016-139 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular Meeting held on **August 2, 2016** be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that By-law No. 2016-139 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

21. Adjournment

Draft Motion

Be it resolved that City Council adjourns at _____ pm.

Mayor – Carman Kidd

Clerk – David B. Treen



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, July 5, 2016
6:00 P.M.
City Hall Council Chambers – 325 Farr Drive

Minutes

1. Call to Order

The meeting was called to order by Mayor Carman Kidd at 6:00 p.m.

2. Roll Call

Present: Mayor Carman Kidd
Councillors Patricia Hewitt, Doug Jelly, Mike McArthur and Danny Whalen

Also Present: Christopher W. Oslund, City Manager
David B. Treen, Municipal Clerk
Doug Walsh, Director of Public Works
Tammie Caldwell, Director of Recreation
Kelly Conlin, Director of Corporate Services (A)
Tim Uttley, Fire Chief
Laura-Lee MacLeod, Treasurer
James Franks, Economic Development Officer
Jennifer Pye, Planner
Mitch Lafreniere, Manager of Physical Assets

Regrets: Councillors Jesse Foley (vacation) and Jeff Laferriere (medical)

Media: Diane Johnston, Temiskaming Speaker
Jim Patrick, CJTT

Members of the Public Present: 5

3. Review of Revisions or Deletions to Agenda

Revisions:

Under Item 10 – Correspondence add:

- f) Michael Gravelle, MPP, Chair – Northern Ontario Heritage Fund Corporation (NOHFC)

Re: Financial Contribution toward Engineering Technician/Technologist Intern placement (\$31,500)

Reference: Motion to be presented under New Business

- g) James T. Patterson, President – Knock Cancer out of the Park / Shanna Larsen Memorial Slo-Pitch Tournament

Re: “Knock Cancer Out of the Park” – Shanna Larsen Memorial Slo-Pitch Tournament

Reference: Motion to be presented under New Business

4. Approval of Agenda

Resolution No. 2016-350

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Be it resolved that City Council approves the agenda as amended.

Carried

5. Disclosure of Pecuniary Interest and General Nature

None

6. Review and adoption of Council Minutes

Resolution No. 2016-351

Moved by: Councillor Hewitt

Seconded by: Councillor Whalen

Be it resolved that City Council approves the following minutes as printed:

- a) Regular Meeting of Council – June 21, 2016

Carried

7. Public Meetings pursuant to the Planning Act, Municipal Act and other Statutes

None

8. Question and Answer Period

None

9. Presentations / Delegations

- a) Amber Sayer – Age Friendly Community Coordinator

Re: Final Age Friendly Community Plan

Age Friendly Community Coordinator, Amber Sayer utilizing a powerpoint presented Council with the final draft of the Age Friendly Community Plan. Amber reviewed the planning process for the development of the plan outlined that recommendations are being presented based on Short, Medium and Long Term action steps summarized as follows:

Communication

Short: All information online & print format; Information in French & English;

Medium: Community Information Guide

Implementation

Short: AF Programmer to assist in implementation; Evaluate / Report annually on accomplishments;

Medium: Join World Health Organization Age Friendly Network;

Long: Update to reflect progress and community changes.

Pedestrian Features

Short: Increase seating along pathways; ensure prompt snow removal (downtown, bus stops); Increase safety at pedestrian crossings.

Medium: feasibility of year round maintenance of various walkways; Recreation Master Plan (walking, cycling, wheeling); Community map (trails, washrooms, etc.);

Long: Create & Expand multi-use pathways (repair/maintain)

Public Washrooms

Short: Partnerships with business to increase accessible washrooms; Communicate when open and closed (daily / seasonal)

Public Buildings – Open Spaces

Short: Partnerships to start ramp project for businesses;

Medium: AF Business Guide with input from business; AF Business award through Chamber of Commerce;

Improve parking (more accessible, senior only, etc.)

Long: AF Business accreditation program; Continue accessible upgrades to municipal buildings & parking spaces beyond AODA requirements

Affordable Housing

Short: Ensure contractors have access to study findings;

Medium: have zoning by-laws match older adult housing needs;

Long: Partnership with Senior Govrnmts and Private to build more units for seniors; Assist developers with free or decreased priced land, tax breaks, permit breaks.

Housing Awareness

Short: Directory of housing options; Directory of services to permit adults to stay in home.

Recreation and Social Programs

Short: Promote offering "Try it Days" or open houses; Expand existing programs to include older adults (indoor walking); Advertise accessible features of programs; Compile leisure opportunities; system to share opportunities (calendar);

Medium: Remove barriers to participation;

Long: Expand pathways/trails to encourage physical activity, means to get to/from activities; Develop Older Adult Centre.

Transportation Coordination

Short: Document to raise awareness of local transportation providers; encourage transit providers to meet twice yearly to promote services;

Medium: 1-800 number to call for information on transit services;

Transportation Awareness

Short: Public Education Program – transit vehicles to adult festivals; partnerships with Travel Training agencies; Ride free days; distribute marketing materials.

Medium: Promote eco-friendly, cost saving option to driving personal vehicle;

Long: Encourage community champions to take transportation services.

Public Transit Improvements

Short: Include older adult on Transit Committee;

Medium: add benches and bus shelters; pick up time signage; move or add transit stops closer to adult living centres; consult AF when updating transit schedule;

Long: Expand route and frequency of buses.

Out of Town Transportation

Short: Encourage providers to coordinate service for better connections;

Medium: Encourage expansion of affordable, accessible out of town transit providers; bus service into Temiskaming Shores for medical, shopping, recreation from neighbouring municipalities;

Long: Support lobbying to Senior Government to increase compensation for out of town medical appointments.

Door to Door Transportation

Medium: Encourage existing providers to expand fleet and hours of operation (evening / weekends); new providers to provide door to door transportation to fill current gaps in service.

Reduce Transportation Barriers to Community Events

Short: Encourage organizers to consider transportation at early stage;

Medium: Encourage organizers to consider free or low cost transportation targeting older adults.

Health Care Access

Medium: Encourage partnerships to create Hospice room in Hospital; transportation for medical appointments easier and reasonably priced; advocate government to increase funding; encourage physicians to use telemedicine;

Long: Assist Physician Recruitment Committee to attract new physicians.

Health Care – Home Support

Short: Initiate “snow angels” and “yard angels” program; assist in identifying and removing hazards in the home; educate older adults that they can self-refer for certain services;

Medium: expand eligibility for in-home services (cleaning, repairs, etc.); increased Provincial / Federal funding; encourage older adults to ask for help;

Long: Accessible features standard in new construction.

Respect and Social Inclusion

Short: Intergenerational programs between youth and older adults; showcase adults in a positive light; “Volunteer of the Month Award”; consult older adults especially on matters that directly affect;

Medium: educate providers on best practices to serve older adults; advertise volunteer opportunities; remove barriers to permit volunteering; information about employment and training opportunities; free transportation to polling stations during election;

Long: Accessible features standard in new construction.

Amber subsequently identified the top ten priorities resulting from this initiative.

Mayor Kidd thanked Amber for her presentation and her compassion towards Age Friendly.

Resolution No. 2016-352

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that the Council for the City of Temiskaming Shores hereby acknowledges the presentation by the Age Friendly Community Coordinator, Amber Sayer in regards to the Age Friendly Community Plan; and

That Council directs staff to prepare the necessary by-law for the adoption of the Age Friendly Community Plan for consideration at the August 2, 2016 Regular Council meeting.

Carried

b) Micheline Mamone - Ministry of Natural Resources & Forestry

Re: Bear Wise Program

Miss Mamone verbally provided Council with background information in regards to Black bears and encounters within a municipality. Miss Mamone outlined that although bears are extremely powerful yet are inclined to retreat from conflict and avoid risky situation. However they tend to want to explore the easiest available food sources such as food waste in the garbage bin, or bird seed. In order to avoid reduce these conflicts it is a community responsibility to ensure that they do not have access to these food sources. Bears that have regular access to non-natural food sources become humanly habituated and lose their nature fear of humans. The responsibility for human bear encounters is shared between the Province, police forces and community members. The Bearwise program focuses on

education and awareness, reporting and response. Non-emergency incidents can be reported to 1-866-514-2327 or www.ontario.ca/bearwise which also provides information on reducing and preventing bear conflicts, what to do in case of a bear encounter, educational material about bear biology and ecology and beneficial information for anyone living or recreating in bear country. MNRF continues to work with police forces and have staff to assist. Together with municipal leaders we can educate the public on black bear behaviors and who contact if they encounter a black bear. Micheline indicated that she has met with all frontline OPP officers and they are aware on how MNRF can assist them. Micheline provide a small box of further information for distribution as well as a fact sheet and her business card.

Mayor Kidd thanked Micheline for her presentation.

10. Communications

a) Media Relations - Ontario Power Generation

Re: Make Water Safety a Priority this Summer: Stay Clear – Stay Safe

Reference: Received for Information

b) Allison Stanley, Information and Communications Officer - FONOM

Re: TransCanada's Energy East Project reaches new Milestone

Reference: Received for Information

c) Lois Perry, Chair – Temiskaming Municipal Association

Re: Request for Support – Electricity in Ontario

Reference: Motion to be presented under New Business

d) James Papple, Chair – Teachers of English as a Second Language

Re: Request for Support – Proclaim November 20-26, 2016 as “English as a Second Language Week”

Reference: Received for information

- e) Francois Doyon, Consultant Project Manager – MMM Group Limited
Re: Notice – Calamity Creek Culvert Replacement – Class EA Study
Reference: Received for information

- f) Michael Gravelle, MPP, Chair – Northern Ontario Heritage Fund Corporation (NOHFC)
Re: Financial Contribution toward Engineering Technician/Technologist Intern placement (\$31,500)
Reference: Motion to be presented under New Business

- g) James T. Patterson, President – Knock Cancer out of the Park / Shanna Larsen Memorial Slo-Pitch Tournament
Re: “Knock Cancer Out of the Park” – Shanna Larsen Memorial Slo-Pitch Tournament
Reference: Motion to be presented under New Business

Resolution No. 2016-353

Moved by: Councillor Whalen
Seconded by: Councillor McArthur

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10. g) according to the Agenda references.

Carried

11. Committees of Council – Community and Regional

Resolution No. 2016-354

Moved by: Councillor Jelly
Seconded by: Councillor Whalen

Be it resolved that the following minutes and/or reports be accepted for information:

- a) Minutes of the Temiskaming Shores Public Library Board meeting held on May 18, 2016;
- b) Timiskaming Health Unit – Audited Financial Statements for 2015;
- c) Minutes of the Earleton-Timiskaming Regional Airport Municipal Services Board meeting held on May 19, 2016 as well as the May 2016 Airport Activity Report; and
- d) Minutes of the Healthy Kids Community Challenge Steering Committee meeting held on May 3, 2016.

Carried

12. Committees of Council – Internal Departments

Resolution No. 2016-355

Moved by: Councillor Jelly

Seconded by: Councillor Hewitt

Be it resolved that the following minutes be accepted for information:

- a) Minutes of the Protection to Persons and Property Committee meeting held on May 26, 2016;
- b) Minutes of the Public Works Committee meeting held on May 26, 2016;
- c) Minutes of the Recreation Services Committee meeting held on May 9, 2016; and
- d) Minutes of the Recreation Services Committee meeting held on June 13, 2016.

Carried

13. Reports by Members of Council

Councillor Hewitt reported on the following:

- Summerfest: Impressed with the number of participants that came out with the streets being packed. Not knowing what is going to happen with the Biker's Reunion, BIA (Summerfest) needs to build on the momentum for next year.

Councillor Jelly reported on the following:

- Biker's Reunion: Was the final reunion after fifteen years. More motorcycles this year than they ever had, very few issues and entertainment was top notch.

Mayor Kidd reported on the following:

- Biker's Reunion: Probably more attendees than in other years. Congratulated the Biker's Committee for their hard work.

14. Notice of Motions

None

15. New Business

a) Support - Temiskaming Municipal Association – Electricity in Ontario

Resolution No. 2016-356

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Whereas the price of electricity in Ontario has escalated to the level where this essential utility has become almost a luxury for many; and

Whereas this has resulted in Hospitals, Schools, Municipalities, Businesses, Farms and Industries being faced with unbudgeted and unanticipated increases in costs for this essential utility and forcing many residential users to actually ration the use of electricity; and

Whereas here in Temiskaming this has further resulted in valuable farmland being covered in solar panels and denied the vital agricultural crops that it would provide because of the excessive prices paid for this "green energy" produced by these panels; and

Whereas much of Temiskaming District has to pay the highest rate of delivery charge for this needed service because of the low population levels in many areas of the District; and

Whereas Temiskaming municipalities are forced to watch as our primary highways are burdened and prematurely fatigued with heavy transports carrying mine concentrates out of Ontario to Quebec so as to benefit from the much lower hydro rates in that Province.

Now therefore be it resolved that the City of Temiskaming Shores hereby petitions the Province of Ontario and the Minister of Energy, the Honourable Glen Thibeault, to reduce the rates of this very essential utility to a level that

will once more be affordable and predictable for the aforementioned users;
and

Further that a copy of this resolution be forwarded to MPP John Vanthof and the Federation of Northern Ontario Municipalities (FONOM) for support.

Carried

b) Support - Latchford – Wildlife Fencing along Hwy 11

Resolution No. 2016-357

Moved by: Councillor Jelly
Seconded by: Councillor Whalen

Whereas Highway 11 from North Bay to the District of Temiskaming is annually invaded by wildlife, in particular Moose and Bear; and

Whereas many of these wildlife movements occur during darkness or low light periods making detection of their presence on or near the highway very difficult if not impossible; and

Whereas the numerous collisions between vehicles and these wildlife often result in death to drivers and passengers of vehicles as well as the various species of wildlife; and

Whereas wildlife fencing has been installed on other provincial highways and proven to reduce collisions between vehicles and wildlife.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby petitions the Province of Ontario through the Ministry of Transportation to install wildlife fencing adjacent to the Highway 11 corridor from the northern boundaries of the City of North Bay to the District of Timiskaming so as to safeguard both motorists and wildlife in this critical area of Provincial Highway; and

Further that a copy of this resolution be forwarded to municipalities within the District of Timiskaming, the Temiskaming Municipal Association (TMA), the Federation of Northern Ontario Municipalities (FONOM), Temiskaming Mayors Action Group (TeMAG), MPP John Vanthof and the Ontario Ministry of Transportation (MTO) for action.

Defeated

c) Support - Municipality of Chatham-Kent – Natural Gas

Resolution No. 2016-358

Moved by: Councillor McArthur
Seconded by: Councillor Jelly

Whereas any policy to move Ontario residents from affordable natural gas to more expensive energy sources would create an unmanageable burden on household and municipal budgets; and

Whereas the rising costs of electricity in Ontario are already forcing families and local governments to choose between electricity bills and other basic necessities/services; and

Whereas a move to electric heat would add an additional \$3,000 annually to home heating costs and the impacts on municipal buildings would be even greater; and

Whereas any move by the provincial government to force Ontario industry and business away from natural gas to more expensive electric power options will have devastating consequences on the local economy as employers will relocate to other jurisdictions with more competitive energy choices.

Now therefore be it resolved that the Council for the City of Temiskaming Shores hereby petitions the Government of Ontario to reconsider any policy or strategy within the forthcoming "Climate Change Action Plan" that would force rural residents and businesses to replace the most affordable energy option available, natural gas, with more expensive options.

Carried

d) Support - Town of Shelburne – Autism Spectrum Disorder

Resolution No. 2016-359

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

Whereas Autism Spectrum Disorder is now recognized as the most common neurological disorder affecting 1 in every 94 children, as well as their friends, family and community; and

Whereas Applied Behavior Analysis (ABA) is the scientific process based on objective evaluation and empirically based interventions used to achieve meaningful, generalizable and enduring behavioral change; and

Whereas Intensive Behavioral Intervention (IBI) is an application of the principles of ABA in an intensive setting used to affect behavior change and improvement; and

Whereas the current waiting list of children for Intensive Behavior Intervention (IBI) is over 2,000 and more than 13,000 children await Applied Behavior Analysis (ABA); and

Whereas the Province of Ontario has announced it intends to discontinue IBI services to children over the age of four and provide a one-time payment to assist with services, thereby abandoning thousands who have been wait-listed for years; and

Whereas there are two service models for affected children to be treated, 1) the Direct Service Offering (DSO) where children receive services directly from trained staff at Ontario's nine regional service providers and 2) the Direct Funding Offering (DFO) where parents receive funding directly in order to purchase services; and

Whereas the DFO model to provide services is used in Alberta, British Columbia and imminently Saskatchewan; and

Whereas such a model is clinically rigorous and has been identified by the Auditor General of Ontario as being less expensive than Ontario's DSO model.

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby petitions the Province of Ontario to:

1. Amend its policy to one that will allow all children on the current waiting list to receive the IBI services promised them;
2. Remove the age limit for IBI therapy and replace it with a program that provides ongoing IBI services based on need and individual development, not age;
3. Ensure oversight by professionals and parents based on "development progress" criteria and milestones; and
4. Adopt a Direct Funding Offering (DFO) model in lieu of the current Direct Service Offering (DSO) model.

Carried

e) Support - City of Ottawa – Sitting of Wind Power Projects

Resolution No. 2016-360

Moved by: Councillor McArthur

Seconded by: Councillor Hewitt

Whereas municipal governments are responsible for local planning matters and wind power projects have significant implications in the planning process; and

Whereas the City of Temiskaming Shores believes that renewable energy projects should go through the existing planning framework that takes into

consideration the City's Official Plan, community sustainability and input from the community; and

Whereas the current municipal role is to be consultative and lacks any decision-making authority.

Now therefore be it resolved that the Council for the City of Temiskaming Shores hereby petitions the Province of Ontario to amend the necessary legislative and/or regulatory rules to provide municipalities with a substantive and meaningful role in siting wind power projects and that the "Municipal Support Resolution" becomes a mandatory requirement in the Independent Electricity System Operator (IESO) process; and

Further that a copy of this resolution be forwarded to the Chair of the Board and President of IESO, the Minister of Energy, Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA) and the City of Ottawa.

Carried

Motion to Amend

Resolution No. 2016-360-A

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

That Council for the City of Temiskaming Shores hereby amends Resolution No. 2016-360 by replacing "sitting of wind projects" with "any renewable energy source."

Carried

Support - City of Ottawa – Renewable Energy Source Projects

Resolution No. 2016-360 (as amended)

Moved by: Councillor McArthur

Seconded by: Councillor Hewitt

Whereas municipal governments are responsible for local planning matters and wind power projects have significant implications in the planning process; and

Whereas the City of Temiskaming Shores believes that renewable energy projects should go through the existing planning framework that takes into consideration the City's Official Plan, community sustainability and input from the community; and

Whereas the current municipal role is to be consultative and lacks any decision-making authority.

Now therefore be it resolved that the Council for the City of Temiskaming Shores hereby petitions the Province of Ontario to amend the necessary legislative and/or regulatory rules to provide municipalities with a substantive and meaningful role in any renewable energy source projects and that the "Municipal Support Resolution" becomes a mandatory requirement in the Independent Electricity System Operator (IESO) process; and

Further that a copy of this resolution be forwarded to the Chair of the Board and President of IESO, the Minister of Energy, Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA) and the City of Ottawa.

Carried

f) Administrative Report No. RS-017-2016 – Temiskaming Shores Smart and Caring Community Fund

Resolution No. 2016-361

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-017-2016; and

That Council designates the Temiskaming Shores Recreation Services Committee as the Proposal Evaluation Committee for the Temiskaming Shores Smart & Caring Community Fund through the Temiskaming Foundation.

Carried

g) Memo No. 012-2016-CGP – Immigration Attraction Settlement and Retention Strategy

Resolution No. 2016-362

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 012-2016-CGP; and

That Council acknowledges receipt of the Immigration Attraction Settlement and Retention Strategy and refers the document to the Corporate Services Committee for the development of an implementation strategy/plan for consideration at a future Council meeting.

Carried

**h) Administrative Report No. CGP-014-2016 – Site Plan Agreement –
Pronor Developments – Shepherdson Road**

Resolution No. 2016-363

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-014-2016; and

That Council directs staff to prepare the necessary by-law to enter into a Site Plan Agreement with Pronor Developments (T-Shores) Limited for that portion of 177150 Shepherdson Road described as Part 1 on Plan 54R-5840, Dymond Twp. for consideration at the July 5, 2016 Regular Council meeting.

Carried

**i) Administrative Report No. CGP-015-2016 – Site Plan Agreement –
CSDGR – Ecole Catholique St-Michel (Hwy 11)**

Resolution No. 2016-364

Moved by: Councillor Jelly

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-015-2016; and

That Council directs staff to prepare the necessary by-law to enter into a Site Plan Agreement with Conseil Scolaire Catholique de District des Grandes Rivières for École Catholique St-Michel at 998075 Highway 11 North, Dymond for consideration at the July 5, 2016 Regular Council meeting.

Carried

j) January to June 2016 Year-to-Date – Capital Report

Resolution No. 2016-365

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of the January to June 2016 Year-to-Date Capital Report for information purposes.

Carried

k) Memo No. 014-2016-CS – Amendment to By-law No. 2012-039 Fees – Landfill Tipping Fees

Resolution No. 2016-366

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 014-2016-CS; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2012-039 (Fees by-law) to remove the listed Landfill Site Tipping Fees and replace with a reference to By-law No. 2015-128 for consideration at the July 5, 2016 Regular Council meeting.

Carried

l) Memo No. 015-2016-CS – Amendment to By-law No. 2015-026 Civil Marriage Solemnization Policy

Resolution No. 2016-367

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 015-2016-CS; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2015-026 (Civil Marriage Policy) to incorporate a cancellation provision for consideration at the July 5, 2016 Regular Council meeting.

Carried

m) Administrative Report No. PPP-006-2016 – 2015 Annual Fire Department Report

Resolution No. 2016-368

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that the Council for the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PPP-006-2016, more specifically the 2015 Annual Report for the Temiskaming Shores Fire Department, for information purposes.

Carried

n) Administrative Report No. PPP-007-2016 – Appointment of Volunteer Firefighter Pascal Julien

Resolution No. 2016-369

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PPP-007-2016; and

That Council hereby appoints Pascal Julien as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with By-law No. 2016-040 being a by-law for the Adoption of a Recruitment and Retention Program for the Temiskaming Shores Fire Department.

Carried

o) Administrative Report No. PPP-008-2016 – Appointment of Volunteer Firefighter Jonathan Langford

Resolution No. 2016-370

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PPP-008-2016; and

That Council hereby appoints Jonathan Langford as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with By-law No. 2016-040 being a by-law for the Adoption of a Recruitment and Retention Program for the Temiskaming Shores Fire Department.

Carried

p) Administrative Report No. PPP-009-2016 – Appointment of Volunteer Firefighter Phillipe Rivard

Resolution No. 2016-371

Moved by: Councillor McArthur

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PPP-009-2016; and

That Council hereby appoints Phillipe Rivard as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with By-law No. 2016-040 being a by-law for the Adoption of a Recruitment and Retention Program for the Temiskaming Shores Fire Department.

Carried

q) Memo No. 016-2016-PW – Contract Change Order – North Cobalt Water Stabilization Project - Design

Resolution No. 2016-372

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 016-2016-PW; and

That Council approves Contract Change Order No. 001 to By-law No. 2016-004, being an agreement with EXP Services for engineering services for the detailed engineering design of the proposed North Cobalt Water Stabilization project along Niven Street South, to reduce the contract by \$8,794.79 in recognition of work performed by the City's Engineering Technician Intern.

Carried

r) Administrative Report No. PW-033-2016 – Optional Services Agreement – MCC Replacement (Hlby WTP) – Communication Upgrades (Phase 3)

Resolution No. 2016-373

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-033-2016; and

That Council agrees to waive the Tender requirements of the City's Purchasing Policy, as set forth in Section 4.10 of By-law No. 2009-012, and authorizes an agreement with the Ontario Clean Water Agency under provisions of Section 4.11 – Optional Services of By-law No. 2011-117, for the replacement of the Motor Control Centre (MCC) at the Haileybury Water Treatment Plant as well as the completion of the third and final phase of the communication upgrades at an upset limit of \$ 491,108.49 plus applicable taxes; and

That Council directs Staff to prepare the necessary by-law to enter into an Optional Services Agreement with Ontario Clean Water Agency for consideration at the July 5, 2016 Regular Council meeting.

Carried

s) Draft Letter – Bruce Street Parking (Extendicare Request)

Resolution No. 2016-374

Moved by: Councillor Jelly
Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of a Draft Letter prepared by the Director of Public Works regarding the Tri-Town Extencicare's request to install Accessible Parking Spaces within the road allowance adjacent to Bruce Street; and

Further that Council concurs with the content of the Director's correspondence and hereby denies Tri-Town Extencicare's request to have parking re-instated on the East side of Bruce Street from Algonquin Drive to Lawlor Street as well as the creation of accessible parking stalls adjacent to the paved roadway.

Carried

t) Funding Agreement - NOHFC – Ontario Internship Program – Engineering Technician Intern – 2nd Year

Resolution No. 2016-375

Moved by: Councillor Jelly
Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of correspondence from NOHFC dated June 29, 2016 approving 2nd year funding for the Engineering Technician/Technologist Internship program; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with the Northern Ontario Heritage Fund Corporation (NOHFC) as a funding partner for an Engineering Technician/Technologist (2nd year) for consideration at the August 2, 2016 Regular Council meeting.

Carried

u) Knock Cancer out of the Park / Shanna Larsen Memorial Slo-Pitch Tournament

Resolution No. 2016-376

Moved by: Councillor Whalen
Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges the correspondence from the Knock Cancer out of the Park / Shanna Larsen Memorial Charitable Organization;

That Council approves the application of the non-profit rate for the use of the municipal ball diamonds at the same rate as 2015; and

That Council proclaims the weekend of July 15-17, 2016 as the **Shanna Larsen Memorial "Team Shan" Weekend** in the City of Temiskaming Shores.

Carried

16. By-laws

Resolution No. 2016-377

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that:

By-law No. 2016-116 Being a by-law to adopt Amendment No. 1 to the City of Temiskaming Shores Official Plan – 100 Lakeshore Road North – Roll No. 54-18-010-006-03200

By-law No. 2016-117 Being a by-law to enact a Zoning By-law Amendment to rezone property from Institutional (S1) to Apartment Residential Exception 6 (R4-E6) in the Town of New Liskeard Zoning By-law No. 2233 – 100 Lakeshore Road North – Roll No. 54-18-010-006-03200

By-law No. 2016-118 Being a by-law to amend By-law No. 2012-039 (Fees By-law - Landfill Tipping Fees)

By-law No. 2016-119 Being a by-law to amend By-law No. 2012-026 (Civil Marriage Solemnization Policy – Cancellation Provision)

By-law No. 2016-120 Being a by-law to enter into an Optional Service Agreement with the Ontario Clean Water Agency (OCWA) for the supply and installation of a Motor Control Centre (MCC) at the Haileybury Water Treatment Plant as well as completion of Phase 3 – Communication Upgrades at various Water and Wastewater Facilities

By-law No. 2016-121 Being a by-law to authorize the Execution of a Site Plan Control Agreement with Pronor Developments (T-Shores) Limited for the portion of 177150 Shepherdson Road described as Part 1 on Plan 54R-5840 (Roll No. 54-18-020-001-02603)

By-law No. 2016-122 Being a by-law to authorize the Execution of a Site Plan Control Agreement with Conseil scolaire catholique de District des Grande Rivieres for 998075 Highway 11 North (École catholique St-Michel) – Roll No. 54-18-020-002-14800)

be hereby introduced and given first and second reading.

Carried

Resolution No. 2016-378

Moved by: Councillor McArthur

Seconded by: Councillor Hewitt

Be it resolved that:

By-law No. 2016-116;

By-law No. 2016-117;

By-law No. 2016-118;

By-law No. 2016-119;

By-law No. 2016-120;

By-law No. 2016-121; and

By-law No. 2016-122;

be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

17. Schedule of Council Meetings

- a) Regular – Tuesday, August 2, 2016 at 6:00 p.m.
- b) Regular – Tuesday, September 6, 2016 at 6:00 p.m.

18. Question and Answer Period

None

19. Closed Session

Resolution No. 2016-379

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

Be it resolved that Council agrees to convene in Closed Session at 7:50 p.m. to discuss the following matters:

- a) Adoption of the May 17, 2016 – Closed Session Minutes
- b) Adoption of the May 26, 2016 – Special Closed Session Minutes
- c) Under Section 239 (2) (c) of the Municipal Act, 2001 – Proposed Acquisition of land – View Street – Confidential Administrative Report No. PW-034-2016
- d) Under Section 239 (2) (c) of the Municipal Act, 2001 – Proposed Acquisition of land – ARIO Property – Armstrong Street
- e) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Human Resources Update

Carried

Resolution No. 2016-380

Moved by: Councillor McArthur

Seconded by: Councillor Hewitt

Be it resolved that Council agrees to rise with report at 9:04 p.m.

Carried

a) Adoption of the May 17, 2016 – Closed Session Minutes

Resolution No. 2016-381

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that Council approves the May 17, 2016 Closed Session Minutes as printed.

Carried

b) Adoption of the May 26, 2016 – Special Closed Session Minutes

Resolution No. 2016-382

Moved by Councillor Hewitt

Seconded by: Councillor Whalen

Be it resolved that Council approves the May 26, 2016 Special Closed Session Minutes as printed.

Carried

c) Under Section 239 (2) (c) of the Municipal Act, 2001 – Proposed Acquisition of land – View Street – Confidential Administrative Report No. PW-034-2016

Council was provided with an overview of the report and provided staff with direction as outlined in the closed session.

d) Under Section 239 (2) (c) of the Municipal Act, 2001 – Proposed Acquisition of land – ARIO Property – Armstrong Street

Council was provided with an overview of the report and provided staff with direction as outlined in the closed session.

e) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Human Resources Update

Staff updated Council on various personnel matters, recently filled positions, recent job postings and current leaves.

20. Confirming By-law

Resolution No. 2016-383

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that By-law No. 2016-123 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular Meeting held on **July 5, 2016** be hereby introduced and given first and second reading.

Carried

Resolution No. 2016-384

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that By-law No. 2016-123 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2016-385

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that City Council adjourns at 9:04 p.m.

Carried

Mayor – Carman Kidd

Clerk – David B. Treen



Zoning By-law Amendment

Application No.: ZBA-2016-02(D)

Owner: Ken Brownlee & Sons Equipment Corp.

Agent: Jeff Celentano, MCIP, RPP

Subject Land:

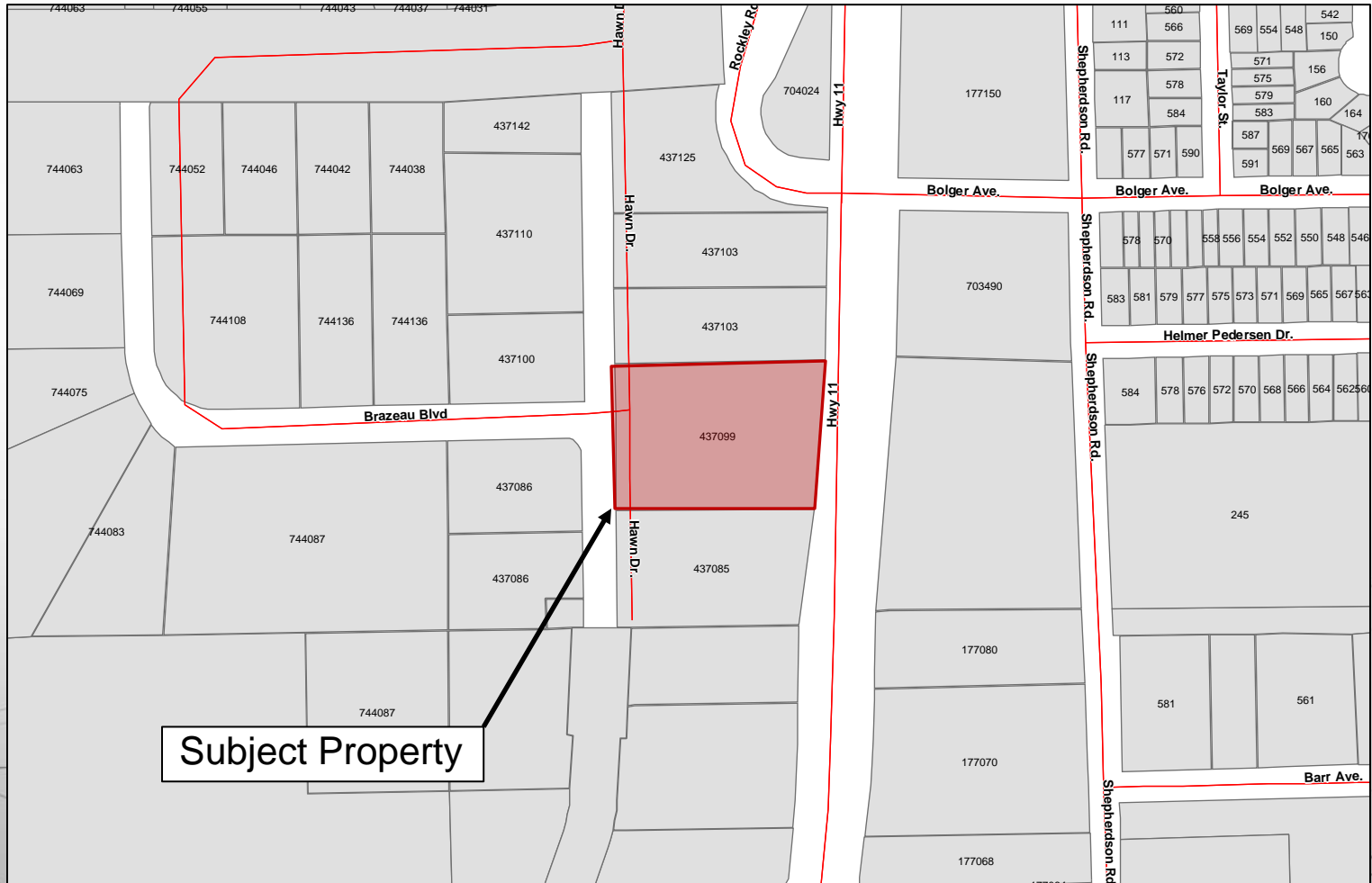
- 437099 Hawn Drive
- Dymond Concession 1 North Part of Lot 6
- Parts 15 and 16 on Plan 54R-3296
- Parcel 23578SST



Purpose of the Amendment

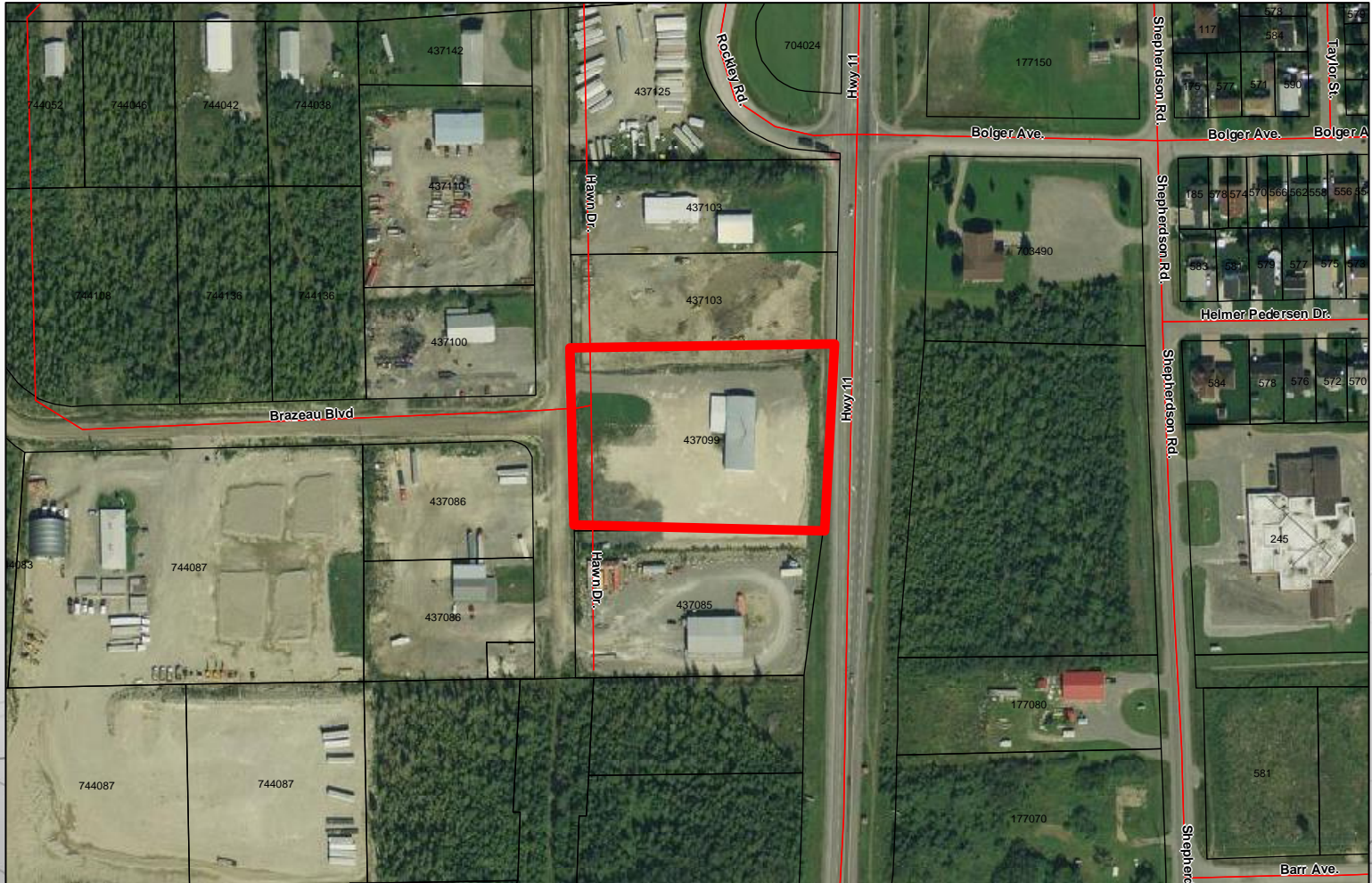
- The property is currently zoned Manufacturing Industrial (M2)
- The proposed uses of the property include:
 - Sales and service of agricultural, industrial and residential property maintenance equipment
 - Retail store (hunting and fishing supplies, firearms)
 - Repair shop
 - Business office

Public Meeting – Zoning By-law Amendment



Subject Property

Public Meeting – Zoning By-law Amendment



Public Meeting – Zoning By-law Amendment



ZBA-2016-02(D) – August 2, 2016

Public Meeting – Zoning By-law Amendment



ZBA-2016-02(D) – August 2, 2016

Public Meeting – Zoning By-law Amendment



Public Meeting – Zoning By-law Amendment





Current and Proposed Use

Current Use:

- Equipment sales and rental establishment

Proposed Uses:

- Equipment sales and rental establishment
 - Associated showroom and business office space
- Asphalt contractor shop
- Retail store (hunting and fishing supplies, firearms)



Official Plan Designation

- Designated Employment Areas in the City of Temiskaming Shores Official Plan

- In industrial parks:
 - Primarily industrial uses;
 - May include commercial uses appropriate to a predominantly industrial setting;
 - Support the City's role as a regional hub;
 - Emphasis on manufacturing, tourism and service commercial/industrial uses and knowledge-based and research uses

Public Meeting – Zoning By-law Amendment



Current Zoning

- Zoned Manufacturing Industrial (M2) in the Township of Dymond Zoning By-law 984
- Permitted Uses:

Assembly Plant	Equipment Storage Building	Open Storage Area
Building Supply Outlet (By-law 1019)	Factory Outlet	Private Fuel Pump Island
Bulk Sales Establishment (By-law 2014-164)	Industrial Use (By-law 2014-164)	Repair Shop (By-law 1019)
Commercial Garage (By-law 2014-164)	Maintenance Garage	Transport Terminal
Equipment Sales and Rental Establishment (By-law 2014-164)	Manufacturing Plant	Warehouse



Proposed Zoning

- Manufacturing Industrial Exception (M2-E)
- In addition to the permitted uses on this property:
 - Permit a retail store selling outdoor recreation supplies and equipment
 - Maximum floor area of 2,500 square feet within the existing building only

Public Meeting – Zoning By-law Amendment



Next Steps

- **September 6, 2016:** Administrative Report, Planning Report and Draft Zoning By-law Amendment to be presented to Council for their consideration. Council to consider giving 3 readings and passing the Zoning By-law Amendment
- **September 7, 2016:** Notice of Council's decision to be mailed to applicant, agent, and interested parties in accordance with the requirements of the Planning Act
- **September 27, 2016:** Appeal period expires
 - If there are no appeals, the decision of Council is final

**Ministry of
Municipal Affairs**

**Ministère des
Affaires Municipales**

Ministry of Housing

Ministère du Logement

Business
Management Division
17th Floor, 777 Bay Street
Toronto ON M5G 2E5
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Division de la gestion des
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DATE: June 27, 2016

TO: Municipal Clerks

FROM: Jim Cassimatis
Assistant Deputy Minister, Business Management Division

RE: **Proposed amendments to the Residential Tenancies Act, 2006 (RTA)**

This is a follow up to the letter sent by the former Minister of Municipal Affairs and Housing, Ted McMeekin, to all heads of council May 18, 2016, regarding the introduction of Bill 204, the Promoting Affordable Housing Act, 2016. The Minister's letter detailed proposed Planning Act changes that support strategies to increase housing choices and the supply of affordable housing in Ontario communities through inclusionary zoning.

This omnibus Bill also includes proposed amendments to other legislation. Schedule 5 of Bill 204 proposes amendments to the Residential Tenancies Act, 2006 (RTA). If passed, these changes would make local enforcement of residential rental maintenance standards more consistent across the province.

Most municipalities now enforce property standards by-laws that protect tenants in rental housing. Some municipalities, however, rely on provincial enforcement of rental maintenance standards under the RTA.

Bill 204 proposes to harmonize this system of local and provincial enforcement by ending provincial enforcement of residential rental maintenance standards. Enforcement responsibility would be transferred to remaining municipalities that do not have complete property standards by-laws. Specifically, the affected municipalities:

- i) do not have a property standards by-law, or
- ii) have a property standards by-law, which applies only to the exterior of rental buildings, or
- iii) have a property standards by-law, which applies only to some areas within the municipality.

It is currently proposed that these municipalities would assume enforcement responsibilities on July 1, 2018.

The tables in the attached package reflect information the ministry holds for each municipality regarding their property standards by-law. Please review this list to determine whether the information on your municipality is correct. If not, please contact your local Municipal Services Office to update your information. (See attached contact list.)

If your municipality does not currently enforce residential rental maintenance standards (i.e. your municipality is listed in Table 1 or 2 in the attached information package), your municipality would need to consider how it will deliver enforcement services by July 1, 2018.

Municipalities listed in Table 3 in the attached package would likely not be affected, based on property standards by-law information available to the ministry. However, these municipalities should verify that ministry information regarding their property standards by-law is correct.

The proposed amendments would provide affected municipalities with options on how they can approach enforcement. These options are explained in the attached information package.

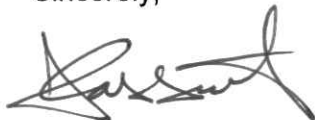
It is important to note the province has conducted a limited number of inspections in recent years. The tables in the enclosed information package break down the number of provincial inspections carried out over the past three years by municipality. The majority of municipalities have not had any inspections over the past three years.

Further details of the proposed legislative change and enforcement options for municipalities affected are attached. You can obtain a copy of Bill 204 – the Promoting Affordable Housing Act, 2016 and monitor the status of the Bill through the legislative process on the [Legislative Assembly of Ontario](#) website.

If the proposed amendments are enacted, the ministry will help municipalities prepare for implementation. We will partner with municipal stakeholder groups to develop training and capacity-building plans. These plans would draw upon existing best practices and shared services approaches used throughout the province.

For more information on the proposed amendments, you may contact your local Municipal Services Office. (See attached contact list.)

Sincerely,



Jim Cassimatis
Assistant Deputy Minister

Attachments enclosed

- c: Pat Vanini, Executive Director – Association of Municipalities of Ontario
- Monika Turner, Policy Center Director – Association of Municipalities of Ontario
- Steph Palmateer, President - Association of Municipal Managers, Clerks and Treasurers of Ontario
- Italo Joe Luzi, President – Ontario Association of Property Standards Officers

INFORMATION PACKAGE

PROPOSED AMENDMENTS TO THE RESIDENTIAL TENANCIES ACT, 2006: ENFORCEMENT OF RESIDENTIAL RENTAL MAINTENANCE STANDARDS

1. RESIDENTIAL RENTAL MAINTENANCE STANDARDS ENFORCEMENT IN ONTARIO

Enforcement responsibility for residential rental maintenance standards is currently shared between the province and municipalities. Most of the 414 lower and single-tier municipalities in Ontario enforce property standards by-laws that include residential rental maintenance standards.

Some municipalities do not have a property standards by-law, or have a “partial” by-law that does not address the interior of rental buildings, or has standards that do not apply in all areas of the municipality. The Ministry of Housing enforces residential rental maintenance standards in these municipalities.

The following chart summarizes the types of municipal property standards by-laws and resulting provincial/municipal enforcement roles for residential rental maintenance standards.

Municipal property standard by-law coverage	Number of municipalities¹	Provincial enforcement role for residential rental maintenance standards	Municipal enforcement role for residential rental maintenance standards
Complete by-law ²	269	None	Interior and exterior of residential rental units/complexes
Partial by-law coverage ³	52	Interior of residential rental units/complexes (where municipal by-law applies only to the exterior of buildings)	Exterior of residential rental units/complexes
		Interior and exterior of residential rental units/complexes in geographic areas not covered by a municipal by-law (where municipality has a geographic-based property standards by-law)	Interior and exterior of residential rental units/complexes, in areas covered by municipal by-law
No by-law	93	Interior and exterior of residential rental unit/complexes	None
Total lower and single tier municipalities	414		

¹ The ministry maintains a database on municipal property standard by-law and makes updates as information becomes available. As by-laws are subject to change and municipalities continue to adopt by-laws, some data may be out of date.

² By-law covers interior and exterior of buildings and applies to all geographic areas in municipality.

³ By-law does not cover the interior of buildings and/or does not apply to all geographic areas within a municipality.

2. RATIONALE FOR PROPOSED LEGISLATIVE AMENDMENT

The primary reasons for this proposed change are to:

- Eliminate the current overlapping enforcement approach between provincial and municipal levels of government;
- Provide a consistent enforcement approach across all municipalities that is accessible and responsive to citizens;
- Recognize municipalities as the appropriate level of government to enforce building and property-related standards, aligning with responsibilities set out under the Building Code Act, 1992.

3. CURRENT PROVINCIAL ENFORCEMENT APPROACH

The province's maintenance standards are included in Ontario Regulation 517/06 under the Residential Tenancies Act, 2006. The Regulation contains provisions that are similar to many property standards by-laws.

A tenant in a municipality without a property standards by-law or with a partial property standards by-law can make a written complaint to the Ministry of Housing regarding maintenance deficiencies in their rental unit/complex. The Ministry uses a roster of part-time inspectors to carry out inspections. If necessary, an inspector may issue a work order if a property does not conform to the prescribed standards. A landlord who does not agree with a work order may request a review of the work order by the Landlord and Tenant Board. The Board may confirm, vary, or overturn the work order. It is an offence for a landlord to not comply with provisions contained in a work order.

The ministry bills municipalities a set fee of \$265 for each inspection or re-inspection. This fee has not changed since 1998.

Historical Provincial Work Volumes

The volume of provincial inspections has significantly diminished over the years, as more municipalities have chosen to adopt property standards by-laws. Tables 1 and 2 (attached) provide information on inspection activity in affected municipalities over the past three years. Most municipalities have not had any provincial inspections in the past three years.

4. PROPOSED AMENDMENT TO RESIDENTIAL TENANCIES ACT AND ASSOCIATED MUNICIPAL IMPACTS

The proposed amendments to the Residential Tenancies Act would, if passed, provide a consistent and more efficient local approach to enforcement across Ontario municipalities. Municipalities with complete property standard by-laws would not be impacted by the legislative amendment. Municipalities with partial by-laws or without by-laws would have the following options:

OPTION 1 – Adopt a Property Standards By-law: Adopt a property standards by-law, under Section 15 of the Building Code Act, 1992 that would include residential rental maintenance standards (including interior building standards).

Adoption of a property standards by-law would typically entail enforcement responsibility over a broader range of building/property types (i.e. over and above residential rental). The Building

Code Act also provides broader enforcement powers and more flexibility for municipalities to define standards that fit local conditions.

Municipalities that Currently Enforce Partial Property Standard By-laws

If the proposed amendments are enacted, municipalities with partial or geographic-based property standards by-laws would be required to enforce the province's maintenance standards in areas where the property standards by-law does not apply. Accordingly, municipalities that currently have partial property standard by-laws pursuant to the Building Code Act may wish to assess how they can amend their current by-laws to include interior rental maintenance standards. Municipalities with geographic property standard by-laws may wish to consider amending their by-laws to extend coverage to all areas within their municipalities.

OPTION 2 – Enforce Residential Tenancies Act Standards: Begin enforcing the province's maintenance standards, included in Ontario Regulation 517/06 under the Residential Tenancies Act. It is currently proposed that municipal enforcement would begin July 1, 2018.

Municipalities that implement Option 2 would be required to:

- Receive written complaints from tenants regarding compliance with the prescribed maintenance standards;
- Upon receiving a complaint, cause an inspector to make whatever inspection the municipality considers necessary
 - A municipality would be required to appoint one or more persons as "inspectors" for this purpose;
 - The inspector would be empowered to issue a "work order" to the landlord to remedy instances of non-compliance;
 - A landlord would be entitled to request a review of the work order by the Landlord and Tenant Board – the municipality could request to participate in any Board proceeding, but would not be required to do so;
- Investigate allegations of failure to comply with a work order; and
- Where circumstances warrant, prosecute landlords for non-compliance with a work order.

The Residential Tenancies Act approach:

- Would only apply to residential rental buildings (both interior and exterior, unless the exterior is already governed by a property standards by-law); and,
- Would only allow current tenants in rental units to file complaints with municipalities.

It is anticipated that municipalities would assess both options to determine the most appropriate local response.

5. NEXT STEPS

The proposed legislation would provide municipalities with time to determine their preferred local enforcement approach. If the proposed amendments are enacted, the ministry will work with stakeholders to develop training and other best practice initiatives to assist affected municipalities prepare for this change.

**Table 1 - Municipalities with No Property Standards By-Law
Volume of Provincial Inspections/Re-inspections over the Previous 3 Years**

No.	Municipality	Property Standards By-Law Coverage	Inspections and Re-inspections 2013-14	Inspections and Re-inspections 2014-15	Inspections and Re-inspections 2015-16	Three Year Average
1	Addington Highlands Township	No-By Law	0	2	2	1.3
2	Adjala-Tosorontio Township	No-By Law	2	0	0	0.7
3	Algonquin Highlands Township	No-By Law	0	0	1	0.3
4	Amaranth Township	No-By Law	0	0	0	0.0
5	Armstrong Township	No-By Law	0	0	0	0.0
6	Assiginack Township	No-By Law	0	0	0	0.0
7	Athens Township	No-By Law	0	0	0	0.0
8	Beckwith Township	No-By Law	0	1	1	0.7
9	Brethour Township	No-By Law	0	0	0	0.0
10	Brudenell, Lyndoch and Raglan Township	No-By Law	1	1	0	0.7
11	Burpee and Mills Township	No-By Law	0	0	0	0.0
12	Calvin Township	No-By Law	0	0	0	0.0
13	Carling Township	No-By Law	0	0	0	0.0
14	Casey Township	No-By Law	0	0	0	0.0
15	Casselton Village	No-By Law	2	1	0	1.0
16	Central Frontenac Township	No-By Law	3	3	6	4.0
17	Chamberlain Township	No-By Law	0	0	0	0.0
18	Chapple Township	No-By Law	0	0	0	0.0
19	Charlton-Dack Municipality	No-By Law	0	0	0	0.0
20	Chatsworth Township	No-By Law	1	0	0	0.3
21	Clearview Township	No-By Law	0	3	0	1.0
22	Cockburn Island Township	No-By Law	0	0	0	0.0
23	Conmee Township	No-By Law	0	0	0	0.0
24	Dawson Township	No-By Law	0	0	0	0.0
25	Drummond-North Elmsley Township	No-By Law	0	1	1	0.7
26	Dubreuilville Township	No-By Law	0	0	0	0.0
27	East Garafraxa Township	No-By Law	0	0	0	0.0
28	Edwardsburgh-Cardinal Township	No-By Law	0	0	2	0.7
29	Elizabethtown-Kitley Township	No-By Law	0	0	0	0.0
30	Enniskillen Township	No-By Law	0	0	0	0.0
31	Evanturel Township	No-By Law	0	0	0	0.0
32	Front of Yonge Township	No-By Law	0	0	0	0.0
33	Frontenac Islands Township	No-By Law	0	0	0	0.0
34	Gauthier Township	No-By Law	0	0	0	0.0

**Table 1 - Municipalities with No Property Standards By-Law
Volume of Provincial Inspections/Re-inspections over the Previous 3 Years**

No.	Municipality	Property Standards By-Law Coverage	Inspections and Re-inspections 2013-14	Inspections and Re-inspections 2014-15	Inspections and Re-inspections 2015-16	Three Year Average
35	Gillies Township	No-By Law	0	0	0	0.0
36	Gordon-Barrie Island Municipality	No-By Law	0	0	0	0.0
37	Greater Madawaska Township	No-By Law	0	2	0	0.7
38	Harley Township	No-By Law	0	0	0	0.0
39	Harris Township	No-By Law	0	0	0	0.0
40	Head, Clara and Maria Township	No-By Law	0	0	0	0.0
41	Highlands East Municipality	No-By Law	0	0	0	0.0
42	Hilliard Township	No-By Law	0	0	0	0.0
43	Hilton Beach Village	No-By Law	0	0	0	0.0
44	Hilton Township	No-By Law	0	0	0	0.0
45	Hornepayne Township	No-By Law	0	0	0	0.0
46	Hudson Township	No-By Law	0	0	0	0.0
47	Huron Shores Municipality	No-By Law	0	0	0	0.0
48	Jocelyn Township	No-By Law	0	0	0	0.0
49	Joly Township	No-By Law	0	0	0	0.0
50	Kerns Township	No-By Law	0	0	0	0.0
51	Killarney Municipality	No-By Law	0	0	0	0.0
52	La Vallee Township	No-By Law	0	0	0	0.0
53	Lake of Bays Township	No-By Law	0	0	5	1.7
54	Lake of The Woods Township	No-By Law	0	0	0	0.0
55	Lanark Highlands Township	No-By Law	1	1	2	1.3
56	Larder Lake Township	No-By Law	0	0	0	0.0
57	Latchford Town	No-By Law	0	0	0	0.0
58	Limerick Township	No-By Law	0	0	0	0.0
59	Machin Township	No-By Law	0	0	0	0.0
60	Madawaska Valley Township	No-By Law	0	0	0	0.0
61	Manitouwadge Township	No-By Law	0	0	0	0.0
62	Markstay-Warren Municipality	No-By Law	0	0	0	0.0
63	Mattawan Township	No-By Law	0	0	0	0.0
64	McKellar Township	No-By Law	0	0	0	0.0
65	McMurrich-Monteith Township	No-By Law	0	0	0	0.0
66	Moonbeam Township	No-By Law	0	0	0	0.0
67	Moosonee Town	No-By Law	0	0	0	0.0
68	Morley Township	No-By Law	0	0	0	0.0

**Table 1 - Municipalities with No Property Standards By-Law
Volume of Provincial Inspections/Re-inspections over the Previous 3 Years**

No.	Municipality	Property Standards By-Law Coverage	Inspections and Re-inspections 2013-14	Inspections and Re-inspections 2014-15	Inspections and Re-inspections 2015-16	Three Year Average
69	Neebing Municipality	No-By Law	0	0	0	0.0
70	Nipissing Township	No-By Law	0	0	0	0.0
71	North Algona-Wilberforce Township	No-By Law	0	0	0	0.0
72	North Frontenac Township	No-By Law	0	0	0	0.0
73	O'Connor Township	No-By Law	0	0	0	0.0
74	Opasatika Township	No-By Law	0	0	0	0.0
75	Oro-Medonte Township	No-By Law	2	0	1	1.0
76	Plummer Additional Township	No-By Law	0	0	0	0.0
77	Ryerson Township	No-By Law	0	0	1	0.3
78	Seguin Township	No-By Law	0	0	1	0.3
79	Sioux Narrows-Nestor Falls Township	No-By Law	0	0	0	0.0
80	South Algonquin Township	No-By Law	0	0	0	0.0
81	South Frontenac Township	No-By Law	1	6	9	5.3
82	Springwater Township	No-By Law	0	0	0	0.0
83	St.-Charles Municipality	No-By Law	0	0	0	0.0
84	Stirling-Rawdon Township	No-By Law	1	0	1	0.7
85	Stone Mills Township	No-By Law	1	1	1	1.0
86	Tarbutt and Tarbutt Additional Township	No-By Law	0	0	0	0.0
87	Tay Valley Township	No-By Law	3	0	1	1.3
88	Terrace Bay Township	No-By Law	0	0	0	0.0
89	The Archipelago Township	No-By Law	0	0	0	0.0
90	Thornloe Village	No-By Law	0	0	0	0.0
91	Tudor and Cashel Township	No-By Law	0	0	0	0.0
92	Val Rita-Harty Township	No-By Law	0	0	0	0.0
93	Whitestone Municipality	No-By Law	0	0	0	0.0
Total Inspections and Re-inspections			18	22	35	25
Total Municipalities with Inspections and Re-inspections			11	11	15	12

**Table 2 - Municipalities with a Partial Property Standards By- Law (Exterior and/or Geographic Coverage)
Volume of Provincial Inspections/Re-inspections over the Previous 3 Years**

No.	Municipality	Property Standards By-Law Coverage	Inspections and Re-inspections 2013-14	Inspections and Re-inspections 2014-15	Inspections and Re-inspections 2015-16	Three Year Average
1	Admaston-Bromley Township	Exterior	0	0	0	0.0
2	Alberton Township	Exterior	0	0	0	0.0
3	Billings Township	Exterior	0	0	0	0.0
4	Bradford-West Gwillimbury Town	Geographic	0	0	0	0.0
5	Brockton Municipality	Geographic	0	0	0	0.0
6	Central Elgin Municipality	Geographic	0	0	0	0.0
7	Centre Wellington Township	Exterior	3	1	2	2.0
8	Cobalt Town	Exterior	0	0	0	0.0
9	Coleman Township	Exterior	0	0	0	0.0
10	Deep River Town	Exterior	0	0	0	0.0
11	Dorion Township	Exterior	0	0	0	0.0
12	Dutton-Dunwich Municipality	Geographic	0	0	0	0.0
13	Emo Township	Exterior	0	0	0	0.0
14	Englehart Town	Exterior	0	0	0	0.0
15	Gore Bay Town	Exterior	0	0	0	0.0
16	Greenstone Municipality	Exterior	1	0	0	0.3
17	Grey Highlands Municipality	Exterior	0	0	0	0.0
18	Huron-Kinloss Township	Exterior	0	0	0	0.0
19	Ignace Township	Exterior	0	0	0	0.0
20	Kearney Town	Exterior	0	0	0	0.0
21	Killaloe, Hagarty and Richards Township	Exterior	0	0	0	0.0
22	Macdonald Meredith et al Township	Exterior	0	0	0	0.0
23	Machar Township	Exterior	0	0	0	0.0
24	Malahide Township	Exterior	0	0	0	0.0
25	Mapleton Township	Exterior	0	0	0	0.0
26	Markham City	Exterior	0	2	0	0.7
27	Mattice - Val Cote Township	Exterior	0	0	0	0.0
28	McDougall Township	Exterior	1	0	2	1.0
29	McGarry Township	Exterior/Geographic	0	0	0	0.0
30	Melancthon Township	Exterior	0	0	0	0.0
31	Mono Town	Exterior	0	0	0	0.0
32	Mulmur Township	Exterior	0	0	0	0.0
33	Nairn and Hyman Township	Exterior	0	0	0	0.0

**Table 2 - Municipalities with a Partial Property Standards By- Law (Exterior and/or Geographic Coverage)
Volume of Provincial Inspections/Re-inspections over the Previous 3 Years**

No.	Municipality	Property Standards By-Law Coverage	Inspections and Re-inspections 2013-14	Inspections and Re-inspections 2014-15	Inspections and Re-inspections 2015-16	Three Year Average
34	Papineau-Cameron Township	Exterior	0	0	0	0.0
35	Penetanguishene Town	Exterior	0	0	0	0.0
36	Prince Edward County	Exterior	6	4	14	8.0
37	Prince Township	Exterior	0	0	0	0.0
38	Ramara Township	Exterior	0	6	2	2.7
39	Rideau Lakes Township	Exterior	4	0	0	1.3
40	Sables-Spanish Rivers Township	Exterior	0	0	0	0.0
41	Shuniah Municipality	Exterior	0	0	0	0.0
42	Municipality of South Dundas	Geographic	0	0	2	0.7
43	Southgate Township	Exterior/Geographic	1	0	0	0.3
44	Southwold Township	Exterior	0	0	0	0.0
45	St. Joseph Township	Exterior	0	0	0	0.0
46	St. Marys Town	Exterior	3	3	3	3.0
47	Tehkummah Township	Exterior	0	0	0	0.0
48	The Blue Mountains Town	Exterior/Geographic	0	0	0	0.0
49	Tyendinaga Township	Exterior	0	0	0	0.0
50	Wellington North Township	Exterior	0	0	0	0.0
51	White River Township	Exterior	0	0	0	0.0
52	Zorra Township	Exterior	0	0	0	0.0
Total Inspections and Re-inspections			19	16	25	20
Total Municipalities with Inspections and Re-inspections			7	5	6	6

Table 3 - Municipalities with Complete Property Standards By-law Coverage

No.	Municipality
1	Adelaide-Metcalf Township
2	Ajax Town
3	Alfred and Plantagenet Township
4	Alnwick-Haldimand Township
5	Amherstburg Town
6	Armour Township
7	Arnprior Town
8	Arran-Elderslie Municipality
9	Ashfield-Colborne-Wawanosh Township
10	Asphodel-Norwood Township
11	Atikokan Township
12	Augusta Township
13	Aurora Town
14	Aylmer Town
15	Baldwin Township
16	Bancroft Town
17	Barrie City
18	Bayham Municipality
19	Belleville City
20	Black River - Matheson Township
21	Blandford - Blenheim Township
22	Blind River Town
23	Bluewater Municipality
24	Bonfield Township
25	Bonnechere Valley Township
26	Bracebridge Town
27	Brampton City
28	Brant County
29	Brantford City
30	Brighton Municipality
31	Brock Township
32	Brockville City
33	Brooke-Alvinston Municipality
34	Bruce Mines Town
35	Burk's Falls Village
36	Burlington City
37	Caledon Town
38	Callander Municipality
39	Cambridge City
40	Carleton Place Town
41	Carlow-Mayo Township
42	Cavan Monaghan Township
43	Central Huron Municipality
44	Central Manitoulin Township
45	Centre Hastings Municipality
46	Champlain Township
47	Chapleau Township
48	Chatham-Kent Municipality
49	Chisholm Township
50	Clarence-Rockland City

No.	Municipality
51	Clarington Municipality
52	Cobourg Town
53	Cochrane Town
54	Collingwood Town
55	Cornwall City
56	Cramahe Township
57	Dawn-Euphemia Township
58	Deseronto Town
59	Douro-Dummer Township
60	Dryden City
61	Dysart et al Township
62	Ear Falls Township
63	East Ferris Township
64	East Gwillimbury Town
65	East Hawkesbury Township
66	East Zorra - Tavistock Township
67	Elliot Lake City
68	Erin Town
69	Espanola Town
70	Essa Township
71	Essex Town
72	Faraday Township
73	Fauquier-Strickland Township
74	Fort Erie Town
75	Fort Frances Town
76	French River Municipality
77	Gananoque Town
78	Georgian Bay Township
79	Georgian Bluffs Township
80	Georgina Town
81	Goderich Town
82	Grand Valley Town
83	Gravenhurst Town
84	Greater Napanee Town
85	Greater Sudbury City
86	Grimsby Town
87	Guelph City
88	Guelph-Eramosa Township
89	Haldimand City
90	Halton Hills Town
91	Hamilton City
92	Hamilton Township
93	Hanover Town
94	Hastings Highlands Municipality
95	Havelock-Belmont-Methuen Township
96	Hawkesbury Town
97	Hearst Town
98	Horton Township
99	Howick Township
100	Huntsville Town

Table 3 - Municipalities with Complete Property Standards By-law Coverage

No.	Municipality
101	Huron East Municipality
102	Ingersoll Town
103	Innisfil Town
104	Iroquois Falls Town
105	James Township
106	Johnson Township
107	Kapuskasing Town
108	Kawartha Lakes City
109	Kenora City
110	Kincardine Municipality
111	King Township
112	Kingston City
113	Kingsville Town
114	Kirkland Lake Town
115	Kitchener City
116	Laird Township
117	Lakeshore Town
118	Lambton Shores Municipality
119	LaSalle Town
120	Laurentian Hills Town
121	Laurentian Valley Township
122	Leamington Municipality
123	Leeds and the Thousand Islands Township
124	Lincoln Town
125	London City
126	Loyalist Township
127	Lucan Biddulph Township
128	Madoc Township
129	Magnetawan Municipality
130	Marathon Town
131	Marmora and Lake Municipality
132	Matachewan Township
133	Mattawa Town
134	McNab-Braeside Township
135	Meaford Municipality
136	Merrickville-Wolford Village
137	Middlesex Centre Municipality
138	Midland Town
139	Milton Town
140	Minden Hills Township
141	Minto Town
142	Mississauga City
143	Mississippi Mills Town
144	Montague Township
145	Morris-Turnberry Municipality
146	Muskoka Lakes Township
147	New Tecumseth Town
148	Newbury Village
149	Newmarket Town
150	Niagara Falls City

No.	Municipality
151	Niagara-on-the-Lake Town
152	Nipigon Township
153	Norfolk County
154	North Bay City
155	North Dumfries Township
156	North Dundas Township
157	North Glengarry Township
158	North Grenville Municipality
159	North Huron Township
160	North Kawartha Township
161	North Middlesex Municipality
162	North Perth Town
163	North Stormont Township
164	Northeastern Manitoulin & The Isl. Town
165	Northern Bruce Peninsula Municipality
166	Norwich Township
167	Oakville Town
168	Oil Springs Village
169	Oliver Paipoonge Municipality
170	Orangeville Town
171	Orillia City
172	Oshawa City
173	Otonabee-South Monaghan Township
174	Ottawa City
175	Owen Sound City
176	Parry Sound Town
177	Pelee Township
178	Pelham Town
179	Pembroke City
180	Perry Township
181	Perth East Township
182	Perth South Township
183	Perth Town
184	Petawawa Town
185	Peterborough City
186	Petrolia Town
187	Pickering City
188	Pickle Lake Township
189	Plympton-Wyoming Town
190	Point Edward Village
191	Port Colborne City
192	Port Hope Municipality
193	Powassan Municipality
194	Prescott Town
195	Puslinch Township
196	Quinte West City
197	Rainy River Town
198	Red Lake Municipality
199	Red Rock Township
200	Renfrew Town

Table 3 - Municipalities with Complete Property Standards By-law Coverage

No.	Municipality
201	Richmond Hill Town
202	Russell Township
203	Sarnia City
204	Saugeen Shores Town
205	Sault Ste. Marie City
206	Schreiber Township
207	Scugog Township
208	Selwyn Township
209	Severn Township
210	Shelburne Town
211	Sioux Lookout Municipality
212	Smiths Falls Town
213	Smooth Rock Falls Town
214	South Bruce Municipality
215	South Glengarry Township
216	South Huron Municipality
217	South River Village
218	South Stormont Township
219	Southwest Middlesex Municipality
220	South-West Oxford Township
221	Spanish Town
222	St. Catharines City
223	St. Clair Township
224	St. Thomas City
225	Stratford City
226	Strathroy-Caradoc Township
227	Strong Township
228	Sundridge Village
229	Tay Township
230	Tecumseh Town
231	Temagami Municipality
232	Temiskaming Shores City
233	Thames Centre Municipality
234	The Nation Municipality
235	The North Shore Township
236	The South Bruce Peninsula Town
237	Thessalon Town
238	Thorold City
239	Thunder Bay City
240	Tillsonburg Town
241	Timmins City
242	Tiny Township
243	Toronto City
244	Trent Hills Municipality
245	Trent Lakes Municipality
246	Tweed Municipality
247	Uxbridge Township
248	Vaughan City
249	Wainfleet Township
250	Warwick Township

No.	Municipality
251	Wasaga Beach Town
252	Waterloo City
253	Wawa Municipality
254	Welland City
255	Wellesley Township
256	West Elgin Municipality
257	West Grey Municipality
258	West Lincoln Township
259	West Nipissing Municipality
260	West Perth Municipality
261	Westport Village
262	Whitby Town
263	Whitchurch - Stouffville Town
264	Whitewater Region Township
265	Wilmot Township
266	Windsor City
267	Wollaston Township
268	Woodstock City
269	Woolwich Township

MINISTRY OF MUNICIPAL AFFAIRS | MINISTRY OF HOUSING

Municipal Services Offices Contact List

Central Municipal Services Office

General Inquiry: 416-585-6226

Toll Free: 1-800-668-0230

Eastern Municipal Services Office

General Inquiry: 613-545-2100

Toll Free: 1-800-267-9438

Municipal Services Office - North (Sudbury)

General Inquiry: 705-564-0120

Toll Free: 1-800-461-1193

Municipal Services Office - North (Thunder Bay)

General Inquiry: 705-564-6862

Toll Free: 1-800-465-5027

Western Municipal Services Office

General Inquiry: 519-873-4020

Toll Free: 1-800-265-4736

**Ministry of Northern Development
and Mines**

**Ministère du Développement du Nord et
des Mines**

**Ministry of
Transportation**

**Ministère des
Transports**

Office of the Minister

Bureau du ministre

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto, Ontario
M7A 1Z8
416-327-9200
www.ontario.ca/transportation

Édifice Ferguson, 3^e étage
77, rue Wellesley ouest
Toronto (Ontario)
M7A 1Z8
416-327-9200
www.ontario.ca/transports



June 27, 2016

His Worship Anita (Tina) Sartoretto
Mayor
Town of Cobalt
PO Box 70
18 Silver Street
Cobalt ON P0J 1C0
cobalt@ntl.sympatico.ca

Dear Mayor Sartoretto:

We are writing to notify you of consultations related to the intercity bus regulatory regime in Ontario. We would welcome your input and hope that you will be able to participate.

The 2016 Ontario Budget, *Jobs for Today and Tomorrow*, included a commitment to consult with industry and municipalities on options to enable new and innovative choices for intercity passenger travel. This is part of a broader government commitment to consult on the sharing economy to help determine the best approach for Ontario moving forward.

As part of the intercity bus consultation, the Ministry of Transportation (MTO) posted a discussion paper on the Environmental Registry on June 23rd outlining our proposed path forward for modernizing the intercity bus regulatory regime. This paper builds on the feedback we received in fall 2015 from municipalities, industry and the public on an initial Environmental Registry posting. The posting and discussion paper can be found at the following link: <http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTI4ODg0&statusId=MTk0ODk1>.

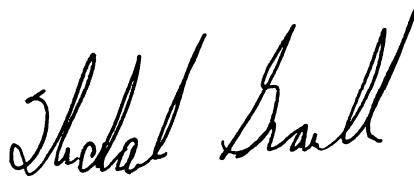
We want to hear directly from as many people as possible, as the intercity bus industry plays a critical role in Ontario's transportation system. MTO staff will also present the discussion paper to industry and municipal stakeholders at key conferences and meetings across the province this summer. The sessions will bring together municipal leaders, industry operators, social and health service providers, and other interested parties. Further information on these events will be provided at the following link as details get finalized: <http://www.mto.gov.on.ca/english/transit/intercity-bus-proposal.shtml>.

We encourage you to provide your input on this important initiative, and we look forward to receiving your comments on the proposal.

Sincerely,



Steven Del Duca
Minister of Transportation



Michael Gravelle
Minister of Northern Development and Mines

**Ministry of
Community Safety and
Correctional Services**

Office of the
Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

**Ministère de la
Sécurité communautaire et
des Services correctionnels**

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



June 30, 2016

Dear Community Emergency Management Coordinator:

I am writing to let you know that the Office of the Fire Marshal and Emergency Management has finalized its new organizational structure.

The new organizational structure refocuses our efforts by realigning core, front-line Emergency Management and Fire programs & services under two distinct business lines. It also aligns common or "cross-cutting" programs and services, enabling more efficient and effective program delivery.

The new organizational chart structures the OFMEM in five main sections, including the Executive Office as well as four branches headed by Directors. These are:

- Administration and Business Support;
- Emergency Management;
- Fire Investigation and Field and Advisory Services; and,
- Standards, Training and Public Education.

The following core functions will now report to the Director, Emergency Management:

- The Provincial Emergency Operations Centre;
- OFMEM Field Officers;
- MCSCS Ministry Emergency Management Program;
- Planning and Exercises;
- Program Development;
- Analysis.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ross Nichols".

Ross Nichols
Fire Marshal and Chief, Emergency Management

RECEIVED
JUN 29 2016

[REDACTED]
New Liskeard, ON P0J 1P0
[REDACTED]

June 28, 2016

Mayor Carman Kidd & Council
City of Temiskaming Shores
P O Box
Haileybury, ON P0J 1K0

Dear Mayor Kidd and Councillors:

On Tuesday, June 7, 2016, my wife Louise, and I attended a council meeting where I brought to the attention of council, several items that irk me about the City (New Liskeard particularly) and the lack of response to my complaints as follows:

1. Lack of winter street maintenance snow bank removal on McCamus Avenue that is normally done twice a season. This year it was never done (see picture of truck) approximately 7' high with banks towering about it and beyond the sidewalk area. To exit the driveway you must edge out without being able to see any moving traffic.

I called the Works department and always the same answer (it's in the works). I also spoke with a councillor who said he would look into it – still no snow removal and it was never done during the whole season. I found it very hazardous and a possible liability for the City should an accident have happened. McCamus Avenue is the approved conduit to the lake for snow machines for ice fishing and a lot of snowmobilers use this street for that purpose, and consistently drive over the speed limit. We have never seen a police cruiser doing speed control in the area

2. Hedge located at junction of south side of McCamus and Edith Street. I believe the hedges are on town property and they haven't been trimmed and obstruct the view of oncoming traffic going northbound from Broadwood Avenue toward the lights at Whitewood – another possible accident waiting to happen.

3. Same hazardous problem on Broadwood going west from Market Street. You must stop at Lakeshore Road and in a car you cannot see oncoming traffic due to a tall hedge on the south side of Broadwood blocking the view of northbound traffic on Lakeshore Road. I believe this hedge is also on town property.
4. City should be renamed Dandelion Village as there are so many in local lawns that aren't maintained and are unsightly. I commented that the golf course is weed free by the use of herbicides and yet the land slopes toward the river and runs into Lake Temiskaming – an environmental health hazard. Not fair, either,
5. ONR Track area approximately 100 yards north of the New Liskeard Station (see numerous pictures of this eye sore and fire hazard taken in mid-June, 2016). This garbage pile was very visible when we had rail service (before the Liberal government decided to cancel this vital service for our link to hospitals and medical services in the south, especially for the elderly who cannot drive themselves).

You will note the piles of discarded railway ties (creosote soaked and highly flammable) with a high odour particularly on a hot day. Also note the various tin cans and other metal and plastic discarded items in piles. I believe that this constitutes a very real fire hazard for the nearby subdivisions and the city itself. It should be brought to the attention of the City Fire Chief or the Fire Marshal's Office. **POTENTIAL FIRE HAZARD** (do we want to become another Fort McMurray (when we have a choice to do something about it now)?

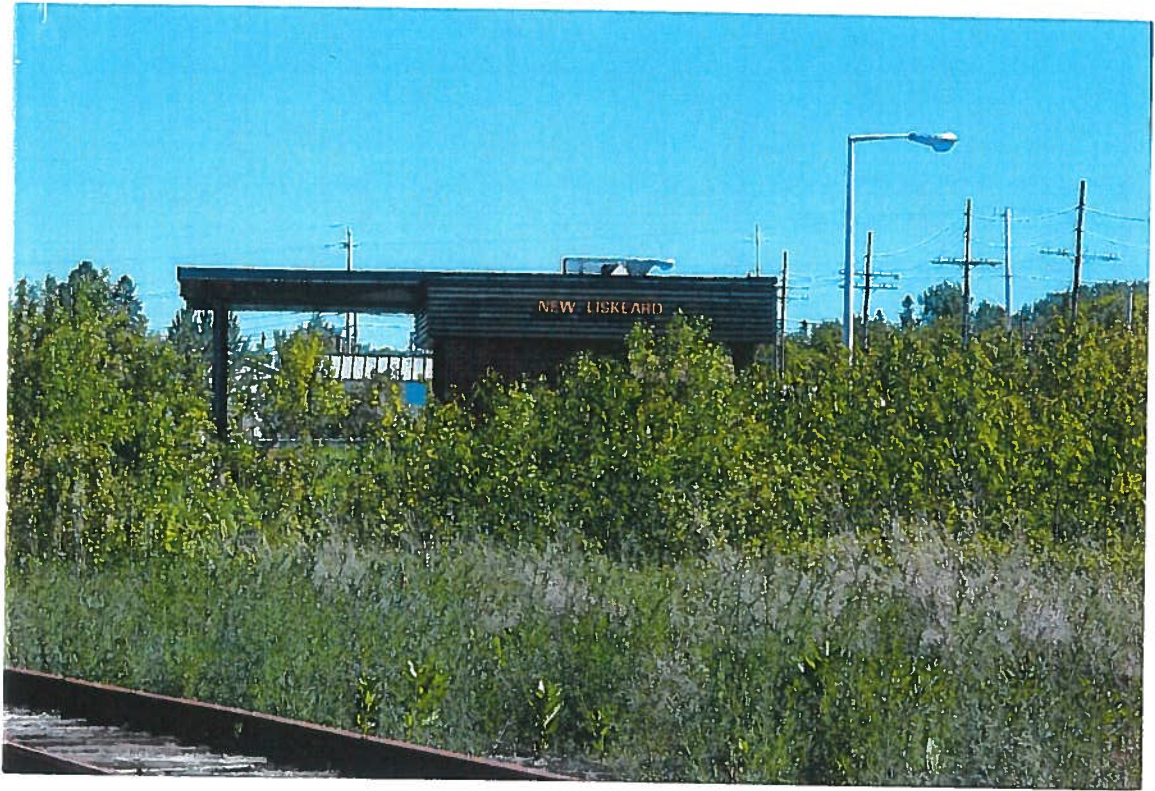
As in other matters brought to the attention of the Works Department and a councillor, nothing seems to have been done. What does it take to get council's attention? A catastrophe? Who's accountable here?

Yours truly



Fred Paoletti

FP/lp







**TOWN OF LATCHFORD
RESOLUTION**

MOVED BY: T. Call

No.: 16/ 094.

SECONDED BY: S Green

Date: June 23rd 2016

Whereas the price of electricity in Ontario has escalated to the level where this essential utility has become almost a luxury for many,

And Whereas this has resulted in Hospitals, Schools, Municipalities, Businesses, Farms and Industries being faced with unbudgeted and unanticipated increases in costs for this essential utility and forcing many residential users to actually ration the use of electricity,

And Whereas here in Temiskaming this has further resulted in valuable farmland being covered in solar panels and denied the vital agricultural crops that it would provide because of the excessive prices paid for this "green energy" produced by these panels,

And Whereas much of Temiskaming District has to pay the highest rate of delivery charge for this needed service because of the low population levels in many areas of the District,

And Whereas are forced to watch as our primary highways are burdened and prematurely fatigued with heavy transports carrying mine concentrates out of Ontario to Quebec so as to benefit from the much lower hydro rates in that Province,

Therefore Be It Resolved that the Corporation Of The Town of Latchford implores the Province of Ontario and the Minister of Energy, the Honourable Glen Thibeault, to reduce the rates of this very essential utility to a level that will once more be affordable and predictable for the aforementioned users.

And Further that this resolution be forwarded to the member municipalities of the TMA, MPP John Vanthof and to FONOM for support.

Carried ✓

Amended _____

Defeated _____



Signature of Presiding Officer

DIVISION VOTE

FOR

AGAINST

Declaration of Pecuniary Interest/Conflict of Interest

_____ declared interest, abstained from discussion and did not vote on the question.

Clerk-Treasurer



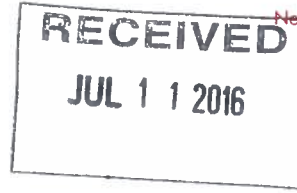
DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

Schumacher Board Office

Street Address:
153 Croatia Avenue, Schumacher, ON P0N 1G0
Mailing Address:
P.O. Box 1020, Timmins, ON P4N 7H7
Tel.: 705-360-1151
Fax: 705-268-7100

New Liskeard Board Office

Mailing and Street Address:
198022 River Road
R.R. #1
New Liskeard, ON P0J 1P0
Tel.: 705-647-7394
Fax: 705-647-9212



July 7, 2016

Mr. David Traan
City Clerk
City of Temiskaming Shores
325 Farr Drive
Haileybury, ON
P0J 1K0

Dear Mr. David Traan,

District School Board Ontario North East has declared the following school building surplus to its needs and in accordance with Ontario Regulation 444/98 is required to offer it other school boards, community colleges and other government agencies as noted in the regulation.

Haileybury Public School
333 Rorke Avenue
Haileybury, Ontario
Capacity – 325 students
Gross Floor Area – 3623 square metres
Year Built – 1924
Area – 2.30 AC
Legal Description – PCL 18550 SEC SST; LT 336-357 PL M73NB BUCKE

If you are interested in acquiring this school, please contact the undersigned in writing.

If you are not interested in acquiring this school, please inform the undersigned in writing.

Thank you.

Yours very truly

Pearl Fong-West, B Math, CPA, CMA
Superintendent of Business and Finance
and Treasurer

4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 1-877-424-1300
Fax: 519 826-3398

4^e étage
1 Stone Road West
Guelph (Ontario) N1G 4Y2
Tél. : 1-877-424-1300
Télec. : 519 826-3398

July 13, 2016

Dear Chief Administrative Officer, Clerk or Treasurer:

Ontario is investing more than \$137 billion in public infrastructure over the next ten years. This will result in an overall investment in infrastructure of about \$160 billion over 12 years, which started in 2014-15. This 12-year commitment includes \$31.5 billion in dedicated funds through *Moving Ontario Forward*. About \$15 billion will be dedicated to transit, transportation, and other priority infrastructure outside the Greater Toronto and Hamilton Area (GTHA).

As a key step in implementing this plan, in the summer of 2015, the Province consulted with communities across Ontario to ensure local priorities inform further *Moving Ontario Forward* investments outside the GTHA. In response to consultation feedback and the progress municipalities have made on asset management planning, the Province is expanding the Ontario Community Infrastructure Fund (OCIF) and updating its design. The total Fund is increasing from \$100 million per year to \$300 million per year by 2018-19.

On July 4, 2016, Ontario launched the expanded OCIF. As part of this launch, the Province continues to provide support for municipal infrastructure projects by:

- Increasing the amount of stable, predictable formula-based funding from \$50 million per year to approximately \$95 million in 2017, \$130 million in 2018 and \$200 million per year in 2019 and thereafter.
- Re-designing the application-based component to act as a “top-up” component allowing smaller municipalities with critical infrastructure projects to submit proposals to bring their total OCIF funding up to a maximum of \$2 million over two years. About \$50 million is available for the 2016 intake.

In addition to enhanced funding being provided through the expanded OCIF, the Province has updated the program design based on feedback from municipalities:



A. Highlights of the new formula-based component of the OCIF

- Recipients may accumulate annual formula-based grants for up to five years to address larger priority infrastructure projects. Attached you will find a copy of your allocation notice. **Please note this information should be kept confidential until such time as the government has had an opportunity to announce your funding allocation.**
- Eligible recipients are guaranteed to receive a minimum of \$50,000 per year, starting in 2017.
- Eligible expenditures have been expanded to include water and wastewater optimization activities, loan payments on new core infrastructure projects, and municipal staff time dedicated to asset management planning.
- Eligible expenditures have been clarified to include the construction of new core infrastructure to address an existing health or safety issue (e.g., connecting existing households on septic systems to wastewater infrastructure).

B. Highlights of the application-based, top-up component of the OCIF

- Eligibility for the 2016 intake is being targeted to communities whose formula-based grants in 2017 and 2018 add up to less than \$2 million and who did not receive funding under the last application-based intake. Eligible communities with critical infrastructure projects may submit proposals to bring their total OCIF funding up to \$2 million over two years. Please refer to your formula-based allocation notice for details on your community's eligibility.
- A one-stage application process will be used to assess projects primarily in relation to the project's critical health and safety aspects. The comprehensiveness of the applicant's asset management plan will be a secondary factor.
- The application-based top-up intake is now open for those municipalities eligible for the top up component. The 2016 intake will close on October 21, 2016.

For more information about the expanded OCIF, including eligibility, please visit the Ministry of Infrastructure website at www.ontario.ca/municipalinfrastructure. The website includes program guidelines and a link to the application form as well as contact information should you or your staff have questions.

Sincerely,



Brent Kennedy
Director, Rural Programs Branch
Ministry of Agriculture, Food and Rural Affairs

4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 1-877-424-1300
Fax: 519 826-3398

4^e étage
1 Stone Road West
Guelph (Ontario) N1G 4Y2
Tél. : 1-877-424-1300
Télééc. : 519 826-3398

Le 13 juillet 2016,

Au directeur général de l'administration, préposé aux registres ou trésorier,

L'Ontario investira plus de 137 milliards de dollars dans les infrastructures publiques au cours des 10 prochaines années. L'investissement total dans les infrastructures s'élèvera donc à environ 160 milliards de dollars sur une période de 12 ans, qui a débuté en 2014 2015. Cet engagement comprend 31,5 milliards de dollars en fonds dédiés dans le cadre du plan Faire progresser l'Ontario. Quelque 15 milliards de dollars seront consacrés au transport en commun, au transport et à d'autres infrastructures prioritaires en dehors de la région du grand Toronto et de Hamilton (RGTH).

En vue de concrétiser ce plan, la province a mené des consultations dans plusieurs collectivités de l'Ontario, durant l'été 2015, pour veiller à ce que les investissements consentis en dehors de la RGTH dans le cadre du plan Faire progresser l'Ontario tiennent compte des priorités locales. Compte tenu des observations formulées à l'occasion des consultations et des progrès réalisés par les municipalités en matière de planification de la gestion des biens, la province a décidé d'élargir le Fonds ontarien pour l'infrastructure communautaire (FOIC) et de revoir le modèle sur lequel il repose. Le montant total du fonds passera de 100 à 300 millions de dollars par année à l'horizon 2018-2019.

Le 4 juillet 2016, l'Ontario a lancé le FOIC élargi. Pour faire suite à ce lancement, la province continue de soutenir les projets d'infrastructures municipales :

- en faisant passer le montant d'un financement sûr, prévisible et fondé sur une formule de 50 millions de dollars par année à environ 95 millions de dollars en 2017, 130 millions de dollars en 2018, et 200 millions de dollars en 2019 et ultérieurement;
- en remplaçant le volet axé sur les demandes par un nouveau volet de soutien additionnel, qui permettra aux plus petites municipalités prévoyant mener des projets d'infrastructures essentielles de présenter des propositions pour faire porter leur financement à un maximum de deux millions de dollars sur deux ans. Une somme approximative de 50 millions de dollars est disponible pour la ronde de 2016.



En plus du financement accru offert par le truchement du FOIC étendu, la province a modifié le modèle sur lequel repose le programme à la lumière de la rétroaction des municipalités :

A. Principales caractéristiques du nouveau volet des subventions fondées sur une formule

- Les bénéficiaires peuvent accumuler des subventions annuelles fondées sur une formule pendant un maximum de cinq ans pour prendre en charge des projets d'infrastructure prioritaires de plus grande envergure. Vous trouverez ci-joint votre avis d'allocation. **Veillez noter que cette information doit demeurer confidentielle jusqu'à ce que le gouvernement ait annoncé votre allocation de financement.**
- Les bénéficiaires admissibles recevront un minimum de 50 000 \$ par année à compter de 2017.
- Les dépenses admissibles sont plus nombreuses et comprennent désormais les mesures d'optimisation des réseaux d'approvisionnement en eau et de traitement des eaux usées, les remboursements de prêts pour des projets de nouvelles infrastructures essentielles et le temps du personnel municipal affecté à la planification de la gestion des biens.
- Les dépenses admissibles ont été clarifiées pour inclure la construction de nouvelles infrastructures essentielles visant à régler un problème de santé ou de sécurité existant (p. ex. connecter les ménages utilisant des systèmes septiques à l'infrastructure de traitement des eaux usées).

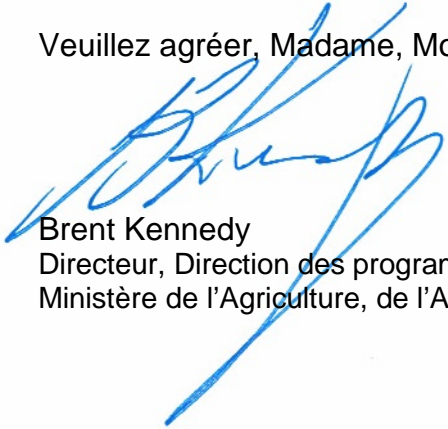
B. Principales caractéristiques du volet axé sur les demandes de soutien additionnel dans le cadre du FOIC

- Est admissible à la ronde de 2016 toute collectivité dont le total des subventions de 2017 et de 2018 calculées à partir de la formule du FOIC ne dépasse pas deux millions de dollars et qui n'a pas reçu de financement lors de la dernière ronde du volet axé sur les demandes. Les collectivités admissibles qui prévoient mettre en œuvre des projets d'infrastructures essentielles peuvent présenter leur proposition pour faire porter leur financement total à deux millions de dollars sur deux ans. Veuillez consulter votre avis d'allocation fondée sur une formule pour en savoir plus sur l'admissibilité de votre collectivité.
- Un processus de demande en une seule étape sera utilisé pour l'évaluation des projets, principalement sous l'angle des besoins essentiels en santé et sécurité ciblés par un projet. L'exhaustivité du plan de gestion des biens du demandeur sera un facteur secondaire.

- La ronde du volet axé sur les demandes de soutien additionnel est maintenant ouverte pour les municipalités qui sont admissibles au soutien additionnel. La ronde de 2016 se termine le 21 octobre 2016.

Pour obtenir de plus amples renseignements sur le FOIC élargi, notamment les critères d'admissibilité, veuillez consulter le site Web du ministère de l'Infrastructure au www.ontario.ca/infrastructuremunicipale. Vous y trouverez les lignes directrices du programme, un lien vers le formulaire de demande et les coordonnées à utiliser si vous ou votre personnel avez des questions.

Veillez agréer, Madame, Monsieur, mes sincères salutations.



Brent Kennedy

Directeur, Direction des programmes pour les collectivités rurales
Ministère de l'Agriculture, de l'Alimentation et des Affaires rurales

CITY OF QUINTE WEST

*Office of the Mayor
Jim Harrison*



*P.O. Box 490
Trenton, Ontario, K8V 5R6*

*TEL: (613) 392-2841
FAX: (613) 392-5608*

July 14, 2016

The Honourable Bardish Chagger MP
Minister
Department of Small Business and Tourism
CD Howe Building
235 Queen Street
Ottawa, ON K1A 0H5

Dear Minister Chagger:

RE: Taxation – Impact on Campgrounds

Please be advised that Council for the City of Quinte West, at its meeting on July 11, 2016 passed the following resolution;

Whereas the Canada Revenue Agency (CRA) has decided that some campgrounds are too small to qualify for the small business tax deduction;

And Whereas campgrounds in Ontario have begun receiving calls and letters from CRA warning them of reassessments in part because they are deemed not to qualify for the small business tax deduction since they employ fewer than five people;

And Whereas the camping community provides a source of employment of 15,000 jobs across Ontario and supports economic activity by contributing \$1 billion to Ontario's economy and generating \$294 million in tax revenues;



And Whereas Camping In Ontario, which represents 440 privately-owned campgrounds in Ontario, is working with the Canadian Federation of Independent Business to push the Department of Small Business and Tourism, Finance Canada and the Canada Revenue Agency to implement changes that ensure campgrounds are recognized as small businesses and pay the same taxes as other small businesses;

Now Therefore Be It Resolved that the City of Quinte West recognizes the benefit and values all campgrounds throughout Ontario and in Canada and supports Camping In Ontario's initiative that changes be implemented to ensure campgrounds are recognized as small businesses and pay the same taxes as other small businesses;

And further that a copy of this resolution be forwarded to the Minister of Small Business and Tourism, the local Member of Parliament and all Ontario municipalities for their support. **Carried**

The City appreciates your consideration in this matter.

Yours truly,


Jim Harrison,
Mayor 

cc: Neil R. Ellis, MP Bay of Quinte
All Ontario Municipalities



John Vanthof
MPP/député Timiskaming-Cochrane



June 27, 2016

City of Temiskaming Shores
Box 2050
Haileybury, Ontario
POJ 1H0

Dear Mayor Kidd & Council;

Before the 2014 election, I introduced a motion in the Provincial Legislature to create a Northern Legislative Committee. The committee structure would include all Members of Provincial Parliament from Northern Ontario, regardless of party affiliation. Its role would be to ensure Government Legislation reflected the needs of Northern Ontario through proposed amendments. These amendments could be voted down at third reading by the Government but it would provide the vehicle for Northern concerns to be heard and debated in the Legislature. At that time, the motion to create a northern committee passed but no action was taken by Government and the motion died when the 2014 election was called.

Since the election of 2014, the alienation felt by many Northerners toward the Greater Toronto Area has increased. A petition requesting that Northern Ontario separate has received the support of thousands of signatures, and separation has become a common coffee shop topic. The reality of Northern Ontario is much different than what Southern Ontario perceives. For example, while public transit is being expanded in the South, here in Northern Ontario, bus stations, routes, and stops are being eliminated or downsized. Taxes levied on fuel and natural gas has risen throughout the province in an effort to provide funding to combat climate change while Northerners are left with few options for public transit. It is obvious that people living in urban centers in the south do not understand their Northern neighbours or the contribution that the North makes to this Province.

I have once again introduced the Northern Committee motion in the Legislature. The motion will be debated in Early October 2016 with one small change. For this motion, we have included the riding of Parry Sound-Muskoka. During the consultation process for the last motion, it became obvious that Parry Sound-Muskoka faces similar challenges to the rest of Northern Ontario. I have attached a copy of the Northern Committee Motion for your review.

I am asking for your support through a council resolution. If the motion passes, these expressions of support will put pressure on Government to move forward with the committee and I believe that for Ontario to realize its potential, Northern Ontario needs a stronger voice. Thank you for your support.

Sincerely,

John Vanthof, MPP Timiskaming-Cochrane

Queen's Park - Room/Bureau 156, Main Legislative Building/Édifice de l'Assemblée législative, Queen's Park, Toronto, ON, M7A 1A5 • Tel/Tél. : 416-325-2000 • Fax/Télécop. : 416-325-1999 • email/cour. : jvanthof-qp@ndp.on.ca

Community Office - Pinewoods Center, 247 avenue Whitewood Ave., Unit/Unité 5, Temiskaming Shores, • Tel/Tél. : 705-647-5995 • Fax/Télécop. : 705-647-1976 • toll free/sans frais : 1-888-701-1105 • email/cour. : jvanthof-co@ndp.on.ca **Mailing Address** - PO Box 398, New Liskeard, ON, POJ 1E0

Northern Committee Motion

That, in the opinion of this House, a committee for the Legislative Assembly, with authority to meet at the call of the Chair, should be established as follows;

That the membership of the committee be comprised of members of the Legislative Assembly representing the following districts: Algoma-Manitoulin; Kenora-Rainy River; Nickel Belt; Nipissing; Parry Sound-Muskoka, Renfrew-Nipissing-Pembroke; Sudbury; Thunder Bay-Atikokan; Thunder Bay-Superior North; Timiskaming-Cochrane; and Timmins-James Bay;

That the committee be empowered to consider and report to the House its observations, opinions and recommendations on all policies and legislation of the province that directly impact Northern Ontario; and

To which any bills whose principal focus and impact affect Northern Ontario may be referred.

To be presented in the Ontario Legislature in Fall 2016.

John Vanthof,
MPP Timiskaming-Cochrane

Ontario Culture Strategy: Telling our stories, growing our economy
E-mail received July 21, 2016 from Province

Dear Municipal Partner,

I am pleased to let you know that yesterday Minister McMahon launched the Ontario government's first Culture Strategy.

As you know, last fall the ministry held conversations with Ontarians across the province to help us develop the Culture Strategy. We heard from thousands of individuals and many municipalities about the value of arts and culture in people's lives and communities. This input helped us develop a strategy that truly reflects our province's diversity and vibrancy.

The [Culture Strategy](#) sets out a vision, principles and four overarching goals to guide the government's support over the next five years. These goals are to promote cultural engagement and inclusion, strengthen culture in communities, fuel the creative economy and promote the value of the arts throughout government.

Each goal includes strategies and actions, which include:

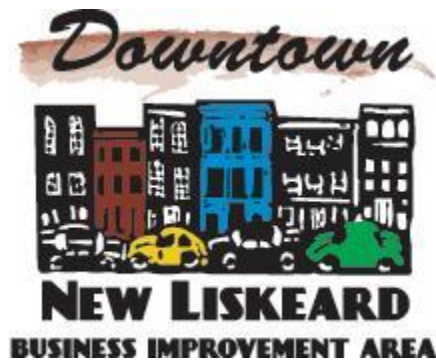
- creating a new fund to support publishers to develop learning resources aimed at fostering the use of diverse Canadian content in schools
- supporting conservation of heritage buildings by leveraging opportunities for energy efficiency improvements through Ontario's Climate Change Action Plan
- creating opportunities to enhance technical and business skills training for cultural workers
- developing a new fund to support cultural activities in Indigenous communities and supporting youth cultural camps to build leadership skills and promote awareness of traditional knowledge.

I encourage you to read the strategy to learn more about these and other actions we will take to strengthen culture in Ontario.

I look forward to the next phase of this initiative, in which we will develop a plan to guide the implementation of the Culture Strategy. We learned a great deal through Culture Talks and will continue that conversation to help us achieve the goals Ontarians helped us set so that the diversity of our stories and communities are celebrated long into the future.

Sincerely,

Maureen Adamson
Deputy Minister of Tourism, Culture and Sport



New Liskeard BIA
Box 2050
Haileybury, ON P0J 1K0
Ph: (+1) 705.672.3363 Ext: 4224
bianewliskeard@gmail.com

Friday, July 22nd, 2016

Mayor Carman Kidd
The Corporation of the City of Temiskaming Shores
325 Farr Drive
Box 2050
Haileybury, Ontario
P0J 1K0

RE: PERMISSION FOR ROAD CLOSURE FOR BACK-TO-SCHOOL EVENT, August 19th, 2016

Dear Mayor Kidd,

The New Liskeard BIA is in the process of planning our NEW Back-to-School Event in the downtown area for Friday, August 19th, 2016. We are asking The Corporation of the City of Temiskaming Shores for permission to close Whitewood Avenue from Paget Street to May Street and Armstrong Street from Church Street to Cedar Avenue from the hours of 6:00 a.m. to 6:00 a.m. (24 hours), to accommodate our new event meant to encourage local shopping for back-to-school, in addition to clubs and classes sign-ups, and entertainment to enjoy the end of summer.

Please advise if there is anything else that you require. We look forward to hearing from you and thank you in advance for your cooperation on this matter.

Sincerely

Stéphanie Lamothe
BIA Coordinator

cc: Dave Treen, Municipal Clerk, The Corporation of the City of Temiskaming Shores
Tammie Caldwell, Director of Recreation, The Corporation of the City of Temiskaming Shores

Brian Bigger

Mayor / Maire

mayor@greatersudbury.ca

maire@grandsudbury.ca



RECEIVED

JUL 14 2016

July 5th, 2016

Mayor Carman Kidd
325 Farr Drive
PO Box 2050
Temiskaming Shores, ON P0J 1K0

City of Greater Sudbury
Ville du Grand Sudbury

PO BOX 5000 STN A
200 BRADY STREET
SUDBURY ON P3A 5P3

CP 5000 SUCC A
200, RUE BRADY
SUDBURY ON P3A 5P3

705.674.4455, ext. 2514
705.673.3096

www.greatersudbury.ca
www.grandsudbury.ca

Dear Mayor Kidd:

On behalf of City Council and the citizens of Greater Sudbury, I would like to personally invite you to attend the 30th Annual Northern Ontario Business Awards (NOBA) taking place here in Greater Sudbury on October 6th, as we commemorate the achievements of the north's brightest and best.

For three decades, Northern Ontario Business has celebrated the people who create economic wealth across our region, demonstrating true innovation and leadership in the business world. Winners will be announced at the gala celebration in the award categories of: Company of the Year, Entrepreneur of the Year, Young Entrepreneur of the Year, First Nations Business Award of Excellence, Innovation, Entrepreneurial Community of the Year, Export, as well as the Judges' Choice Award.

I hope you will join us in Greater Sudbury, celebrating Northern Ontario's strong entrepreneurial spirit, especially in this, the 30th celebratory year. Check your schedules and save the date for the awards event of the decade! For more information please contact Corissa Miles, Northern Ontario Business Events Coordinator at 1-800-757-2766 ext. 304 or visit www.noba.ca. Enclosed is a registration form.

Hope to see you in Greater Sudbury on October 6th!

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Bigger'.

Mayor Brian Bigger
City of Greater Sudbury



Northern Ontario Business Awards - Sudbury 2016

OFFICE USE ONLY
I _____

REGISTRATION FORM

Name _____ Position _____

Company _____ Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Fax _____

Email _____ Website _____

Guest names and e-mails (if applicable) _____

I consent to sharing my contact information with Export Development Canada Yes No

REGISTRATION DETAILS

Wednesday, October 5, 2016 - NOBA Networking Reception

5:30 - 8:00 pm
Dynamic Earth, 122 Big Nickel Mine Drive

Mix and mingle with business executives from across Northern Ontario. 1 complimentary drink ticket and hors d'oeuvres included. (cash bar)

Thursday, October 6, 2016 - NOBA Gala Dinner & Awards (includes Networking Reception)

5:00 pm Registration (Followed by Pre-Gala Reception, Gala Dinner with wine & Awards, and Post Gala Reception - Cash Bar)
Caruso Club, 385 Haig Street

Number of tickets _____ Individual ticket(s), \$169.50 each (HST included) = _____

Number of tickets _____ Corporate table of 8, \$1,356.00 each (HST included) = _____

Gala Dinner & Awards registration includes NOBA Networking Reception October 5. RSVP required Yes ___ No ___

PLEASE INDICATE THE METHOD OF PAYMENT

Visa MasterCard Card # _____ Expiry date _____

Name (as appears on card) _____

Host Hotel

Hampton Inn

2280 Regent St, Sudbury, ON P3E 0B4

Phone: (705) 523-5200

For hotel reservations quote Northern Ontario Business Awards (NOBA)

Fax or scan & email this form to:

Fax: (705) 671-0878

Northern Ontario Business Awards

158 Elgin Street Sudbury, ON P3E 3N5

cmiles@nob.on.ca

Contact:

Corissa Miles, Events Coordinator

Tel: (705) 673-5705 or 1-800-757-2766, ext. 304

www.noba.ca

Refunds will be available only until September 28, 2016. Requests must be made in writing by fax or e-mail.

OFFICE USE ONLY
R _____



Lion Jim Rohrbach, PDG
P.O. Box 174
Cayuga, ON
NOA 1E0

July 19th, 2016

Dear Mayor:

As you may or may not know, the International Association of Lions Clubs is celebrating its 100th Anniversary of Service to Humanity in 2017. The theme for the Anniversary Celebration is "Where There's A Need, There's A Lion". Truer words have not been spoken. In the history of our great Association, Lions Clubs around the world have done great things in and for their communities. I ask you to take a minute and think of what the Lions Clubs in your Municipality have done for their community. I also ask you to take a minute and think of what would have happened if there were no Lions Clubs in your Community.

At our recent provincial Lions Convention, I was asked by the Governor's Council to ask all Municipalities across Ontario to designate one day to fly the Lions Clubs International flag at the Municipal Building/City Hall. We are asking for one day for the citizens of your community to be able to see the pride that exists in Lionism by flying our flag for one day.

Please advise me whether your council approves this request so we can act on it. I am copying this letter to the District Governor of this District and to the District Centennial Chair so they can contact your

office to set up a date for this flag raising to occur. We are hoping to have this event take place in the spring of 2017 to commemorate our 100th Anniversary.

Thank you for your time in this matter and I look forward to hearing from your office in the near future.

Yours truly,

Lion Jim Rohrbach, PDG

Lion Jim Rohrbach, PDG
MD "A" Centennial Coordinator

Cc: Lion Kim Groen, District Governor, District A-5
thekingroen@hotmail.com

Cc: Andrew McRae, PCC, Centennial Coordinator, District A-5
ampm25@shaw.ca



LITERACY COUNCIL OF SOUTH TEMISKAMING

If you want to learn, we want to help



Spelling Bee 2016

To Whom It May Concern,

The Literacy Council of South Temiskaming is a community-based non-profit agency that provides Upgrading and Training to all local adults. Only 52% of Canadians meet the minimum literacy and numeracy skills, far below what many countries consider necessary for successful participation in society. This leaves 48% of Canadians with limited skills and has a strong impact on Canada's ability to compete in a global market. We receive funding from the Ministry of Training, Colleges and Universities; however, we must fundraise in order to provide classroom supplies, textbooks and equipment.

One of our most successful fundraising events is our annual Hilda Fowke Memorial Spelling Bee and Dinner, which will be held on **September 29, 2016**. This event also includes a silent auction and we are looking to the community for donations. Alternatively, you can become an event sponsor by completing the attached form. Last year, the generous donations from organizations like yours helped us to raise the money to purchase much-needed classroom materials and resources.

For more information, please contact the Literacy Council at (705) 647-4040 or email us at literacycst@gmail.com. We thank you for your time and support.

Sincerely,

Carrie- Anne Camp
Summer Student

40 Paget Street North, Box 1558, New Liskeard, Ontario P0J 1P0 Tel: 705-647-4040 Fax: 705-647-4062

Email: literacycst@gmail.com Website: www.lcst.ca

This *Employment Ontario* program is funded by the Ontario government



LITERACY COUNCIL OF SOUTH TEMISKAMING

If you want to learn, we want to help



Spelling Bee 2016

40 Paget Street North, Box 1558, New Liskeard, Ontario P0J 1P0 Tel: 705-647-4040 Fax: 705-647-4062

Email: literacycst@gmail.com Website: www.lcst.ca

This *Employment Ontario* program is funded by the Ontario government



District of Timiskaming Social Services Administration Board
Conseil d'administration des services sociaux du district de Timiskaming

Minutes of the Regular Meeting of the Board
held on Wednesday, April 27, 2016, 5:30 p.m.
at the Englehart Family Health Clinic – 63 Fifth Street

PRESENT: Jim Whipple – Chair; Doug Jelly – Vice-Chair; Fred Deacon; Clifford Fielder; Patricia Hewitt; Clermont Lapointe; Norm Mino; Tina Sartoretto; Don Studholme, CAO

REGRETS: Todd Morgan

GUEST: Judy Kleinhuis, CPA, CA

STAFF: Janice Loranger, Director of Finance; Adam Slee, Finance Supervisor

MEDIA: Darlene Wroe, Temiskaming Speaker

CALL TO ORDER: The Regular Meeting of the Board was called to order at 5:30 p.m.

1.0 DISCLOSURE OF PECUNIARY INTEREST

None

2.0 PETITIONS AND DELEGATIONS

None

3.0 ADDITIONS TO AGENDA / ACCEPTANCE OF AGENDA

Resolution # 2016-36 MOVED by Fred Deacon and SECONDED by Norm Mino

THAT the agenda of the regular Board meeting held on April 27, 2016 be accepted as presented.

CARRIED.

4.0 ADOPTION OF PREVIOUS MINUTES

Resolution # 2016-37 MOVED by Clermont Lapointe and SECONDED by Cliff Fielder

THAT the minutes of the regular Board meeting held on March 23, 2016 be approved as presented.

CARRIED.

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

None

6.0 OTHER BUSINESS

6.1 2015 Audit Results and Financial Statements

Judy Kleinhuis from Grant Thornton LLP presented this item to the Board for information. Janice Loranger, Director of Finance, and Adam Slee, Finance Supervisor, provided additional information and answered questions regarding the 2015 Audit Results and Financial Statements.

Resolution # 2016-38 MOVED by Tina Sartoretto and SECONDED by Cliff Fielder

THAT the Board approve the 2015 Audited Financial Statements.

CARRIED

Janice Loranger, Adam Slee and Judy Kleinhuis left the meeting at 6:50 p.m.

6.2 Social Housing Electricity Efficiency Program (SHEEP) Funding

Don Studholme, CAO, presented this item for information.

6.3 NOSDA Discussion

Don Studholme, CAO, presented this item for information and for discussion.

Resolution # 2016-39 MOVED by Clermont Lapointe and SECONDED by Patricia Hewitt

THAT the Board recommend that the Chair for the Executive Committee of NOSDA be restricted to a two year term and each member of the Executive Committee be restricted to a total of six years on the Executive Committee.

CARRIED

6.4 NOSDA Annual Meeting

Don Studholme, CAO, presented this item to the Board for information.

Resolution # 2016-40 MOVED by Norm Mino and SECONDED by Fred Deacon

THAT the following Board members be approved to attend the NOSDA Annual Meeting in Sudbury with expenses: Doug Jelly, Patricia Hewitt, Cliff Fielder and Jim Whipple.

CARRIED

6.5 2016 Q1 CAO Operational Overview Board Report

Don Studholme, CAO, presented this item for information.

6.6 CAO Report

Don Studholme, CAO, presented this item for information.

7.0 IN CAMERA SESSION

Resolution # 2016-41 MOVED by Doug Jelly and SECONDED by Patricia Hewitt

THAT the Board move into closed session to discuss one Human Resources matter.

CARRIED

8.0 RETURN TO REGULAR MEETING

Resolution # 2016-42 MOVED by Norm Mino and SECONDED by Cliff Fielder

THAT the Board resolve to rise from the in camera session and reconvene with the regular meeting of the Board without report at 7:19 p.m.

CARRIED

9.0 ADJOURNMENT / NEXT MEETING

Resolution # 2016-43 MOVED by Patricia Hewitt and SECONDED by Fred Deacon

RESOLVED THAT the Board meeting be hereby adjourned at 7:20 p.m.

AND that the next meeting be held on May 18, 2016, in Englehart or at the call of the Chair.

CARRIED

Minutes signed as approved by the Board:

Board Chair

Date

Recorder: Lise Gauvreau

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, May 25, 2016

Present: Chair: Carman Kidd
Members: Robert Dodge; Angela Hunter; Maria McLean; Suzanne Othmer; Voula Zafiris

Regrets: Florent Heroux;

Also Present: Jennifer Pye, Secretary-Treasurer

Public: André and Joanne Beaudry, 209 Katherine Street – Applicants A-2016-02(NL)
Mathieu Larocque, 116069 Quarry Road – Applicant A-2016-03(H)
Don and Joan McEachern, 213 Katherine Street

1. Opening of Meeting

Resolution No. 2016-14

Moved By: Voula Zafiris

Seconded By: Maria McLean

Be it resolved that the Committee of Adjustment meeting be opened at 1:30 p.m.

Carried

2. Adoption of Agenda

Resolution No. 2016-15

Moved By: Maria McLean

Seconded By: Voula Zafiris

Be it resolved that the Committee of Adjustment adopts the agenda as printed.

Carried

3. Declaration of Pecuniary Interest

None

4. Adoption of Minutes

Resolution No. 2016-16

Moved By: Robert Dodge

Seconded By: Angela Hunter

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves the minutes of the March 30, 2016 Committee of Adjustment Meeting as printed.

Carried

5. Public Hearings

Chair Carman Kidd advised that this afternoon a public hearing is scheduled for two (2) minor variance applications.

The Planning Act requires that a public hearing be held before the Committee of Adjustment decides whether to approve such applications. The public hearing serves two purposes: first, to present to the Committee and the public the details and background to the proposed applications and, second, to receive comments from the public and agencies before a decision is made.

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, May 25, 2016

5.1 Minor Variance Application A-2016-02(NL) – André Beaudry, 209 Katherine Street

The Chair declared the public hearing for Minor Variance Application A-2016-02(NL) to be open.

The Chair asked the Planner, Jennifer Pye, to summarize the proposal, provide any additional information that may be relevant and summarize any correspondence received to date regarding this application.

Subject land: 209 Katherine Street; Plan M24NB Lot 24; Parcel 15522SST; Town of New Liskeard.

Purpose of the application: The applicant is seeking relief from the requirements of Zoning By-law 2233 as follows:

Provision	Zoning By-law 2233	Subject Property
Section 7(2)(d)(i) Building Area, single family dwelling house (maxima)	8% for accessory uses	10.6%

The relief is being requested to allow the owner to build a 6.1m x 6.1m (20' x 20') woodshed in the northeast corner of the property. The property owner indicated to staff that wood is the primary heating source for the home on the property and he requires additional space for storage of the wood, as well as storage space for other items and amenity space for hobby woodworking.

Statutory public notice: The application was received on April 13, 2016 and was circulated to City staff. Notice of the complete application and notice of the public hearing were advertised in the Temiskaming Speaker on May 4, 2016 in accordance with the statutory notice requirements of the Planning Act. Notice was also mailed to property owners within 60m (200') of the subject land.

Jennifer Pye summarized the Planning Report and advised that in her opinion the application is consistent with the Provincial Policy Statement (2014), and meets the general intent and purpose of the City of Temiskaming Shores Official Plan and Town of New Liskeard Zoning By-law 2233, and respectfully requested that the Committee approve the application.

The applicant had no additional comments.

Don McEachern, owner of 213 Katherine Street, is concerned about the location of the survey stake at the rear corner between his property and the subject property.

The Committee indicated that this concern could be covered off in a condition of approval of the variance.

The Committee asked for clarification about the removal of the wood frame structure behind the existing garage.

Mr. Beaudry indicated that the structure would be removed piece-by-piece and reconstructed in the new location.

The Committee discussed the maintenance of the laneway. Jennifer Pye indicated that the laneway is not maintained by the City but it has never been stopped up and closed.

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, May 25, 2016

The Committee discussed the construction and safety of the existing wood structure that is to be moved and asked if a building permit would be required. The Chair indicated that a building permit is required for the construction.

The committee considered the following resolution:

Resolution No. 2016-17

Moved By: Maria McLean

Seconded By: Voula Zafiris

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered Consent Application A-2016-02(NL) as submitted by André Beaudry for the following lands: 209 Katherine Street; Plan M24NB Lot 24; Parcel 15522SST; Town of New Liskeard;

And whereas the applicant is requesting relief from the following sections of Zoning By-law 2233, as amended:

- 1) Section 7(2)(d)(i) permits a maximum building area for accessory buildings of 8%. The applicant is requesting 10.6%

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated May 19, 2016 and has considered the recommendations therein;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2016-02(NL).

Further be it resolved that the following variance be granted:

That the Committee of Adjustment grant relief from Section 7(2)(d)(i) of Zoning By-law 2233 to permit a maximum building area for accessory buildings of 10.6%;

Subject to the following conditions:

- 1) The approval of the minor variance applies only to the construction of the wood shed as proposed in the application.
- 2) Prior to the issuance of a building permit, and Ontario Land Surveyor (OLS) must verify the location of the rear survey bar between the subject property and the adjacent property to the north.

For the following reasons:

In the opinion of the Committee:

1. The variance maintains the general intent and purpose of the City of Temiskaming Shores Official Plan;
2. The variance maintains the general intent and purpose of the Town of New Liskeard Zoning By-law 2233, as amended;
3. The variance is desirable for the appropriate development or use of the land, building, or structure;
4. The variance is minor.

Carried

The Chair declared the public hearing for Minor Variance application A-2016-02(NL) to be closed.

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, May 25, 2016

5.2 Minor Variance Application A-2016-03(H) – Mathieu and Julie Larocque, 116069 Quarry Road

The Chair declared the public hearing for Minor Variance Application A-2016-03(H) to be open.

The Chair asked the Planner, Jennifer Pye, to summarize the proposal, provide any additional information that may be relevant and summarize any correspondence received to date regarding this application.

Subject land: 116069 Quarry Road; Plan 54M-355 Lot 7; Town of Haileybury, City of Temiskaming Shores.

Purpose of the application: The subject property is located in the plan of subdivision referred to as the Larocque Subdivision. This plan of subdivision was approved in 1998 and, as a residential subdivision in the rural area, was subject to an Official Plan Amendment to permit 11 residential lots on private services, and a Zoning By-law Amendment to establish the requirements for the development of the lots within the plan of subdivision.

A building permit was issued for the house and attached garage in 2013. The Surveyor's Real Property Report that was done after the foundation was constructed indicates that the house is closer to the south property line than is permitted by the Zoning By-law through the amendment.

The owner is seeking relief from the following requirements of Zoning By-law 85-27:

Provision	Zoning By-law 85-27	Subject Property
By-law 1994-20 – 2(ii)(f) – minimum interior side yard (with attached garage)	10m	8.8m

Statutory public notice: The application was received on April 27, 2016 and was circulated to City staff. Notice of the complete application and notice of the public hearing were advertised in the Temiskaming Speaker on May 4, 2016 in accordance with the statutory notice requirements of the Planning Act. Notice was also mailed to property owners within 60m (200') of the subject land.

Jennifer Pye summarized the Planning Report and advised that in her opinion the application is consistent with the Provincial Policy Statement (2014), and meets the general intent and purpose of the City of Temiskaming Shores Official Plan and Town of New Liskeard Zoning By-law 2233, and respectfully requested that the Committee approve the application.

The applicant commented that when the house was laid out the survey stakes were not planted in the correct location and when the surveyor came to verify after construction everything had been shifted 10'.

The committee considered the following resolution:

Resolution No. 2016-18

Moved By: Angela Hunter

Seconded By: Robert Dodge

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered Consent Application A-2016-03(H) as submitted by Mathieu and Julie Larocque for the following lands: 116069 Quarry Road; Plan 54M-355 Lot 7; Town of Haileybury;

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, May 25, 2016

And whereas the applicant is requesting relief from the following sections of Zoning By-law 85-27, as amended by by-law 1994-020:

- 1) Section 2(ii)(f) of by-law 1994-020 permits a minimum interior side yard for a dwelling with an attached garage of 10m. The applicant is requesting 8.8m;

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated May 19, 2016 and has considered the recommendations therein;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2016-03(H).

Further be it resolved that the following variance be granted:

That the Committee of Adjustment grant relief from Section 2(ii)(f) of By-law 1994-020 to permit a minimum side building setback for a dwelling with an attached garage of 8.8m;

Subject to the following conditions:

- 1) The approval of the minor variance applies only to the existing dwelling on the property.

For the following reasons:

In the opinion of the Committee:

1. The variance maintains the general intent and purpose of the City of Temiskaming Shores Official Plan;
2. The variance maintains the general intent and purpose of the Town of New Liskeard Zoning By-law 2233, as amended;
3. The variance is desirable for the appropriate development or use of the land, building, or structure;
4. The variance is minor.

Carried

The Chair declared the public hearing for Minor Variance application A-2016-03(H) to be closed.

6. New Business

None

7. Unfinished Business

None

8. Applications for Next Meeting

Next meeting: Wednesday, June 29, 2016

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, May 25, 2016

9. Adjournment

Resolution 2016-19

Moved By: Suzanne Othmer
Seconded By: Maria McLean

Be it resolved that the Committee of Adjustment meeting be closed at 2:07 pm.

Carried

Carman Kidd
Chair

Jennifer Pye
Secretary-Treasurer

AGE FRIENDLY COMMUNITY COMMITTEE MEETING MINUTES

Community Living Temiskaming South

CALL TO ORDER

1.0 The meeting was called to order at 2:15 p.m.

2.0 ROLL CALL

PRESENT:	Amber Sayer; Irene Chitaroni; Tammie Caldwell; Karli Hawken; Deana Stephens; Jan Edwards; Tony Rachwalski; Cheryl Bakhuis; Marg Hooey; Jean-Claude Carrière; Danielle Covello, Val Haboucha, Patricia Hewitt
REGRETS:	Sandra Linton/Joan Brazeau, Matt Tremblay, Deb Dekkers, Josette Cote, Dalas Forget

3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4.0 APPROVAL OF AGENDA

ADOPTED BY: Cheryl Bakhuis

SECONDED BY: Tony Rachwalski

That the agenda for the June 13th, 2016 Age Friendly Community Committee meeting be approved as printed.

CARRIED

5.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

none

6.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

ADOPTED BY: Marg Hooey

SECONDED BY: Deanna Stephens

The meeting minutes of the June 9th, 2016 Age Friendly Community Committee Meeting Minutes be approved as printed.

CARRIED

7.0 DELEGATIONS/PUBLIC PRESENTATIONS

None

8.0 UNFINISHED BUSINESS

None

9.0 NEW BUSINESS

i) Public Consultation final results

Amber discussed the final public consultation event. There were between 120 and 140 people who came out and provided feedback on plan recommendations. There were lots of positive comments and no new issues were brought up. It was great to have the Temiskaming Transit Bus on site. Since people put stickers on opportunities and on specific action items, the top opportunities are based on a cumulative total of stickers on the action items and opportunities.

Top 10 Opportunities to Focus on

1. Improve Access to and experience with the health care system (92 Community Supports)
2. Develop and expand pedestrian friendly features to include walkability (65 Outdoor Spaces)
3. Develop partnerships to increase the number of affordable housing units for older adults (62 Housing)
4. Improve access to recreation and social programming aimed at improving the quality of life of older adults (48 Social Participation)
5. Create a sustainable source for all information related to older adults (42 Communication)
6. Increase access to public washrooms (41 Outdoor Spaces)
7. Improve awareness of housing for older adults (35 housing)
8. Support agencies in reducing transportation barriers to participate in community events (32 Transportation)
9. Improve existing Public Transit System to be more Age Friendly (31 transportation)
10. Improve awareness of and access to home care supports to encourage older adults to stay in their home (31 Community Support)

Least Picked

1. Improve access to door to door in town transportation (5 transportation)
2. Raise awareness and access to prevention and education programs (5 Community Supports)
3. Increase coordination among transit service providers (7 Transportation)
4. Encourage more collaborative information sharing amongst agencies (7 Community Support)
5. Encourage community wide change in culture regarding public and accessible transit (8 Transportation)

ii) Finalize recommendation

AGE FRIENDLY COMMUNITY COMMITTEE MEETING MINUTES

Community Living Temiskaming South

Amber spoke to the recommendations sent to all Steering Committee Members. No one has issues with the recommendations and they will be finalized and presented to council July 5th, 2016. All steering committee members are encouraged to attend. A shorter version of the plan will be hopefully translated to French. There will be supplementary materials available to assist with implementing the plan.

iii) Funding

Tammie indicated that we were not successful for the Ontario Sport and Recreation funding. With no dedicated position after July, there was some discussion regarding next steps. The committee will continue to meet and work together to implement the plan. Tammie will help to do the administration for the group. There may be more opportunities for funding that come up in the future.

Amber indicated that we did get the funding through the Senior Community Grant for the Age Friendly Fair. Tammie will be looking for Steering Committee help to run this program.

10.0 SCHEDULE OF MEETINGS 2016

July 11th at 2:00pm – if nowhere else, we will meet at City Hall

The committee agreed to take a break for August and reconvene in September

11.0 ADJOURNMENT

Meeting is adjourned at 3:35

Adjourned: by Tony Rachwalski

CARRIED

1.0 CALL TO ORDER

The meeting was called to order at 2:00 p.m.

2.0 ROLL CALL

- | | |
|--|--|
| <input checked="" type="checkbox"/> Councillor Mike McArthur | <input checked="" type="checkbox"/> Chris Oslund, City Manager |
| <input checked="" type="checkbox"/> Councillor Danny Whalen | <input type="checkbox"/> Candice Bedard, CAO Town of Cobalt |
| <input checked="" type="checkbox"/> Tina Sartoretto – Mayor, Town of Cobalt | <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Physical Assets |
| <input checked="" type="checkbox"/> Councillor Rochelle Schwartz, Town of Cobalt | |
| <input checked="" type="checkbox"/> Airianna Misener, Executive Assistant | |

3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- Addition under New Business: 9.1 Age Friendly Community

4.0 APPROVAL OF AGENDA

Recommendation TC-2016-011

Moved by: Councillor Mike McArthur

Be it resolved that:

The Transit Committee agenda for the July 6, 2016 meeting be approved as amended.

Carried

5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation TC-2016-012

Moved by: Councillor Danny Whalen

Be it resolved that:

The Transit Committee minutes for the April 13, 2016 meeting be adopted as printed.

Carried

6.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

7.0 PRESENTATIONS

- None

8.0 UNFINISHED BUSINESS

8.1 *General Update on transit buses*

Mitch Lafreniere provided the group with an update on the transit buses, new buses have been in good working condition and regular maintenance is done weekly. Reports on the AC unit not working in one of the new buses was received, this has since been resolved noted Mitch. Mitch further noted recent events of vandalism on the new buses, OPP has been contacted.

The old bus “big blue” is officially out of service. The old smaller buses are still in service however they both exceed over 300k kilometers. The Committee would like staff to further investigate the option for new busses. Christopher Oslund and Mayor Tina Sartoretto will look into the opportunity for funding towards new buses.

8.2 *Transit Financials – April – May – June*

The Committee reviewed the transit financials for April, May and June.

8.3 *Passenger counts and monthly passes – April – May – June*

The Committee reviewed the passenger counts and monthly passes for April, May and June. Ridership has increased in comparison to 2015. Overall, 2016 passenger counts are on track to surpass 2015.

8.4 *Award of Contract for ITS/AVL*

The majority of parts for the ITS/AVL system have been ordered. The system will be installed at the end of September, noted Mitch Lafreniere.

8.5 *Transit Proposal – DSBONE*

The City was in receipt of the Transit Use Feasibility Study from DSBONE. Committee members will review the report and discuss at the next Transit Committee meeting.

9.0 NEW BUSINESS

9.1 Age Friendly Community

Mike McArthur discussed transportation recommendations that were presented in the Age Friendly Community Plan. The Committee reviewed and discussed the recommendations.

10.0 PUBLIC COMMENTS/COMPLAINTS

- A complaint was received regarding missing letters on the electronic bus signs, this item is currently being looked after.

11.0 CLOSED SESSION

Recommendation TC-2016-013

Moved by: Councillor Mike McArthur

Be it resolved that:

The Temiskaming Transit Committee convene into close session at 3:03 p.m. to discuss personal matters about an identifiable individual, including municipal or local board employees as per section 239 (2) (b) of the Municipal Act.

Carried

Recommendation TC-2016-014

Moved by: Councillor Mike McArthur

Be it resolved that:

The Temiskaming Transit Committee rise without report at 3:13 p.m.

Carried

12.0 NEXT MEETING

The next meeting of the Transit Committee is scheduled for August 24, 2016 at 2:00 p.m.

13.0 ADJOURNMENT

Recommendation TC- 2016-015

Moved by: Councillor Mike McArthur

Be it resolved that:

The Transit Committee meeting is adjourned at 3:15 p.m.

Carried

NEOMA

NORTHEASTERN ONTARIO MUNICIPAL ASSOCIATION

220 Algonquin Blvd. East, TIMMINS, ON P4N 1B3

Counc. Michael Doody, President
(705) 363-7634
michael.doody@timmins.ca

Mayor Roger Sigouin, Vice President
(705) 362-4341
rsigouin@hearst.ca

Joe Torlone, Secretary-Treasurer
(705) 360-2601
joe.torlone@timmins.ca

Friday, May 27, 2016 @ 10:00 a.m.
Heritage North (400 Government Road West) – Kirkland Lake, ON

MINUTES

Attendees:	<p>Steve Black (Timmins), Joe Torlone (Timmins), Walter Wawrzaszek (Timmins), Michael Doody (Timmins), Joe Campbell (Timmins), Pat Bamford (Timmins), Rick Dubeau (Timmins), Michael Shea (Iroquois Falls), Tony Antoniazzi (Kirkland Lake), Carman Kidd (Temiskaming Shores), Betty Lou Purdon (Iroquois Falls), Michel Arsenault (Smooth Rock Falls), Gilles Laderoute (Black River-Matheson), Doug Bender (Black River-Matheson), Garry Edwards (Black River-Matheson), Madeleine Tremblay (Fauquier-Strickland), Peter Politis (Cochrane), J.P. Ouellette (Cochrane), Roger Sigouin (Hearst), Joanne Landry (Smooth Rock Falls), Luc Denault (Smooth Rock Falls), Michelle Larose (Black River-Matheson), Yves Labelle (Kapuskasung), Nancy Allick (Kirkland Lake), Sue Perras (Smooth Rock Falls), Marc Blais (Smooth Rock Falls), Devon Prevost (Cochrane), Laurier Duciaume (Black River-Matheson), J.A. Barber (Black River-Matheson), Bob Browne, Black River-Matheson)</p> <p>Guests: MPP Charlie Angus, Lise Beaulne (Charlie Angus' office), MPP John Vanthof (Timmins-Cochrane) Laurie Ypya (MNDM – Kirkland Lake), Gino Chitaroni, President – Northern Prospector's Association, Brad Sherratt (Northern News)</p> <p>(Please note that the names above are names of the attendees that signed the "Attendance Sheet")</p>
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<i>If there are any errors or omissions in these minutes, please contact the undersigned.</i>			
	ITEM	DISCUSSION	ACTION REQUIRED
1.	Welcome	Mayor T. Antoniazzi welcomed the group to the town of Kirkland Lake.	
2.	Opening remarks	President M. Doody emphasized the need for an association such as NEOMA and stressed the importance of NEOMA's valuable service to the citizens of the region.	
3.	Introductions	Introductions were made.	
4.	Approval of agenda	<p>2016-12 Moved by M. Shea Seconded by S. Perras</p> <p>THAT the meeting agenda for the NEOMA meeting held on May 27, 2016 be approved as circulated, with the following additions:</p> <p>8a) Meeting with Premier in Hearst</p>	

		<p>9a) Resolution - Town of Kapuskasing – NEOMA Constitution – Clause 6</p> <p>CARRIED</p>	
5.	Declaration of pecuniary interest	There were no declarations of pecuniary interest.	
6.	Adoption of Minutes of March 4, 2016	<p>2016-13 Moved by P. Politis Seconded by R. Sigouin</p> <p>THAT the minutes of the March 4, 2016 NEOMA meeting be approved as amended. (See “Business arising from the Minutes” below.)</p>	
7.	Business arising from the minutes	<p>a) Biomass Allocation letter b) MNRF – Forest Management Planning – Endangered Species Act c) Ministry of Natural Resources & Forestry – Bear Wise French language services d) Temiskaming Shores – Endangered Species Act removal e) Town of Hearst – Endangered Species Act removal f) Twp of Black River-Matheson – Northern Telephone – Current practices g) Town of Smooth Rock Falls – Northern Telephone – Current practices</p> <p>All items above were reviewed by the group.</p> <p><u>Rescind Resolution #2015-15:</u></p> <p>Resolution #2015-15 (November 6, 2015 minutes) must be rescinded in order to correct and state the direction provided by NEOMA, for the disposition of funds from the Northern Mayors Task Force account.</p> <p><u>2016-14</u> Moved by R. Sigouin Seconded by P. Politis</p> <p>THAT resolution 2015-15 (November 6, 2015 meeting) be rescinded and replaced with the following:</p> <p>THAT it is the wish of NEOMA to transfer \$16,438.35 from the Northern Mayors Task Force account to a special NEOMA account to pay for a portion of NEOMA’s Quebec Boreal Forest Alliance membership;</p> <p>AND FURTHER that \$3,561.65 from the NEOMA general account be transferred to the Quebec Boreal Forest Alliance membership account, in order to have \$20,000.00 available in that account for the membership;</p> <p>AND FURTHER that NEOMA membership has decided to advise the Quebec Boreal Forest Alliance that NEOMA as a group will provide \$20,000.00 towards a membership;</p>	

		<p>AND FURTHERMORE once each of the NEOMA municipalities decides individually to join the Quebec Boreal Forest Alliance, their per capita membership will also be forwarded to the Alliance.</p> <p>CARRIED</p>	
8.	Presentations:	<p>a) Northern Prospectors Association (NPA) – Gino Chitaroni (President)</p> <p>President G. Chitaroni spoke to the group about the importance of municipal government, and the key role it needs to play in the exploration industry.</p> <p>A copy of his presentation will be circulated after the meeting.</p>	Secretary/Treasurer to circulate NPA presentation.
9.	NEOMA Constitution – Clause 6 Amendment	<p>After considerable discussion, the following resolution was defeated:</p> <p>2016-15 Moved by P. Politis Seconded by M. Tremblay</p> <p>THAT each member municipality shall be entitled to one (1) vote for decisions relating to NEOMA business.</p> <p>DEFEATED</p> <p>This constitutional amendment was defeated. The Secretary will now update the NEOMA constitution and have it translated for distribution.</p>	
10.	Hospital report	<p>2016-16 Moved by R. Sigouin Seconded by T. Antoniazzi</p> <p>THAT the Timmins & District hospital report, prepared by Counc. S. Perras, be approved as presented.</p> <p>CARRIED</p>	
11.	Federal & Provincial elected officials	<p>President M. Doody welcomed MPP C. Angus. C. Angus provided the following update:</p> <ul style="list-style-type: none"> • he is hoping that flow through shares will be extended • there is concern that FEDNOR has lost budget money, which has led to uncertainty • there is concern that broadband funding has been removed from the FEDNOR portfolio. This has concern for northern communities • the status of Federal jobs in the north was discussed i.e. Timmins has over 200 federal jobs • per capita infrastructure funding is not working for rural and northern Ontario municipalities • gas prices – more work to do <p>President M. Doody welcomed MPP J. Vanthof. Mr. Vanthof provided the following update:</p>	

		<ul style="list-style-type: none"> • discussion regarding the Liberal government's move to limit the use of natural gas. This issue was discussed and it appears that the Provincial government is now backtracking on this issue • the group was advised that Mr. Vanthof is in favour of cap and trade • Bill 100 – the Trails Act – was discussed and its impact on northern Ontario • the Ontario Trillium Foundation was discussed and there is concern that decision making will be taken away from the local groups and centralized • the effect of the bear hunt was explained with respect to non-resident hunters • gas prices were discussed • Mr. Vanthof is not in favour of separating from the province, but admitted that the current petition is a good thing. Mr. Vanthof is proposing to create a standing committee for northern Ontario, made up of all parties. It is important to create this standing committee in order to have input into the amendment process 	
12.	AMO Update	In AMO President A. Spacek's absence, NEOMA President M. Doody discussed with the group Bill 181 which is the <i>Municipal Elections Modernization Act</i> . Currently this act is in third reading.	
13.	FONOM Update	NEOMA President M. Doody congratulated FONOM on an excellent conference held in Timmins in May.	
14.	AFMO Update	The group was advised that that the upcoming AFMO conference will be held in Hearst September 21 & 22, 2016.	
15.	Quebec Boreal Forest Alliance – Status Update	President M. Doody updated the group on a recent visit to Quebec.	
16.	Resolution	<p>a) City of Timmins – Regulation of fuel prices in Ontario</p> <p>After discussing this issue, the following resolution was carried in support of Timmins' resolution:</p> <p>2016-17 Moved by W. Wawrzaszek Moved by J. Campbell</p> <p>THAT NEOMA show its support for the City of Timmins' resolution regarding the regulating of fuel prices in Ontario;</p> <p>AND FURTHER that this resolution be sent to the City of Timmins for their distribution.</p> <p>CARRIED</p>	
17.	Correspondence	<p>a) Town of Hearst – Cellular service – TransCanada Highways</p> <p>Mayor R. Sigouin explained that there is no cell service</p>	

		for a 2 hour period between Hearst and Greenstone. This is a safety hazard and Mayor Sigouin requested that the NEOMA municipalities bring back this resolution for support to their own communities.	
18.	Other matters	18a) Meeting with Premier in Hearst Mayor R. Sigouin advised the group that his meetings with the Premier in Hearst revolved around discussions concerning caribou and greenhouse emissions.	
19.	Date and location of next meeting	The group concurred that the next meeting in the fall, will be held in Black River-Matheson.	
20.	Adjournment	<u>2016-18</u> Moved by P. Politis Seconded by R. Sigouin That the NEOMA meeting adjourns at 12:15 p.m. CARRIED	

Minutes taken by:
JOE TORLONE,
NEOMA Secretary-Treasurer
City of Timmins

JT\kc

**EARLTON-TIMISKAMING REGIONAL AIRPORT
MUNICIPAL SERVICES BOARD (MSB)
MINUTES**

Thursday, June 16th, 2016
Council Chambers, Township of Armstrong
Earlton, Ontario

Attendance: Doug Metson, Dominique Nackers, Carman Kidd, Barbara Beachey,
Ron Vottero, Pauline Archambault, Morgan Carson, Bryan McNair
Harold Cameron, Sheila Randell

Guests : Marc Dell'Erede & Burno Prazeres (Ross Pope), Darlene Wroe

Regrets : Marc Robillard, Charlie Codd

Absent : Debbie Veerman, Sue Nielsen, Ken Laffrenier, James Twp. Rep.

1. Welcome - Meeting called to order

Moved by: Doug Metson

Seconded by: Carman Kidd

BE IT RESOLVED THAT "the meeting of June 16th, 2016 be called to order at 7:00 p.m. by Acting Chairman, Pauline Archambault."

Carried

2. Approval of Agenda

Moved by: Carman Kidd

Seconded by: Doug Metson

BE IT RESOLVED THAT "the Agenda be approved as amended, moving Ross Pope presentation to 2 (a)."

Carried

2(a) Marc Dell'Erede and Bruno Prazeres of Ross Pope LLP, advised that Ross Pope has now merged with MNP, and will now go under the name of MNP, and all business and services remain the same.

They then presented the 2015 Financial Statements to the Board.

Moved by: Ron Vottero

Seconded by: Dominique Nackers

BE IT RESOLVED THAT "the Audit Report prepared by Ross Pope LLP (now known as MNP) dated March 31, 2016, be accepted as presented."

Carried

3. Minutes of last Meeting

Moved by: Morgan Carson

Seconded by: Ron Vottero

BE IT RESOLVED THAT "the Minutes of the meeting held May 19th, 2016 be adopted as presented."

Carried

4. Errors or Omissions

There were no errors or omissions.

5. Business Arising from the Minutes

None

6. Closed Session

No closed session.

7. Committee Reports

(i) Finance Committee

Moved by: Dominique Nackers

Seconded by: Doug Metson

BE IT RESOLVED THAT "the report of the Finance Committee for the month of April 2016, be adopted as presented and attached hereto, forming part of these Minutes."

Carried

(ii) Property and Maintenance Committee Report

No Report

(iii) Human Resources Committee

No Report

8. Correspondence

Moved by: Barbara Beachey

Seconded by: Doug Metson

BE IT RESOLVED THAT "the Correspondence for April 2016 be filed."

Carried

9. Manager's Report

Moved by: Bryan McNair

Seconded by: Barbara Beachey

BE IT RESOLVED THAT "the Manager's Report for the month of April 2016, be adopted as presented, and attached hereto forming part of these Minutes."

Carried

10. Chairman's Remarks/Report

No Report

11. Any Other Business:

Carman Kidd shared information on the Airport Authority resolutions, stating that all municipalities are in except Cobalt. He also advised that the next step is to set up the Airport Authority and asked that the MSB fund the legal costs.

Moved by : Doug Metson

Seconded by : Carman Kidd

BE IT RESOLVED THAT "the MSB agrees to fund the legal fees required to set up an Airport Authority".

Carried.

Carman expressed the need for a sub group of MSB to work with a lawyer to draft up the Articles of Incorporation for the Airport Authority. It was decided that each Committee Chairman work on this within their group and come back with a report.

Harold advised that Runway 16/34 needs to be graded badly to level and get the weeds out. MSB agreed that Harold go ahead and hire a grader for a day, which will cost approximately \$1,000.00.

Harold also asked permission to obtain quotes for gravel on Runway 08/26. Quotes to be obtained, and brought to next meeting.

12. Adjournment


Moved by: Dominique Nackers

Seconded by: Ron Vottero

BE IT RESOLVED THAT "this meeting be adjourned - 8:16 p.m.. The next meeting will be held July 21st, 2016 at 7:00 p.m. at Armstrong Council Chambers.

Carried


Chair


Secretary

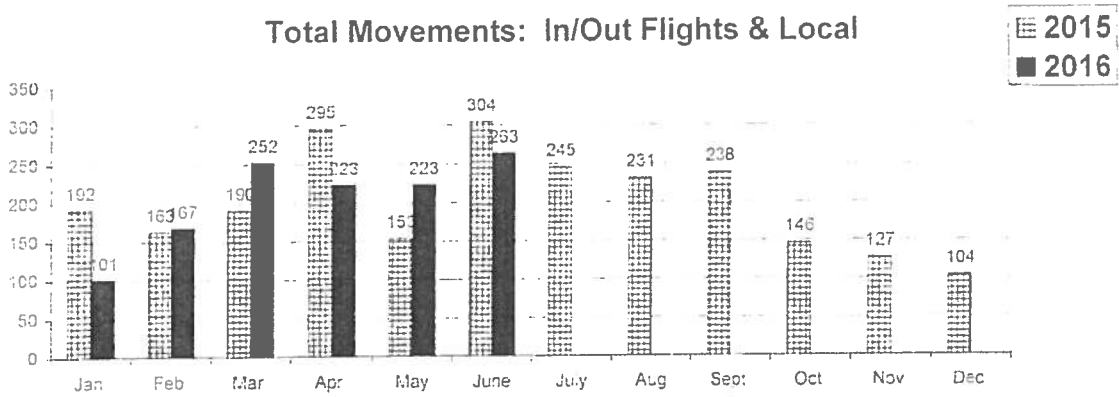
**EARLTON-TIMISKAMING REGIONAL
AIRPORT
JUNE 2016**

<u>REVENUE</u>	<u>ACTUAL</u>	<u>YTD</u>
Fuel	\$16,052	\$50,638
Operations	\$12,580	\$190,706
	<hr/> \$28,632	<hr/> \$241,344
 <u>EXPENSES</u>		
Fuel	\$11,644	\$35,274
Operations	\$28,653	\$150,239
Capital Expenses		
	<hr/> \$40,297	<hr/> \$185,513
 <u>NET PROFIT/LOSS</u>		
Fuel	\$4,408	\$15,364
Operations	-\$16,073	\$40,467
Capital Expenses		
	<hr/> -\$11,665	<hr/> \$55,831
 <u>FUEL INVENTORY - JET A1</u>	\$ 4,126	
<u>FUEL INVENTORY - AVGAS</u>	\$ 3,510	
<u>FUEL INVENTORY - DIESEL</u>	\$ 3,516	

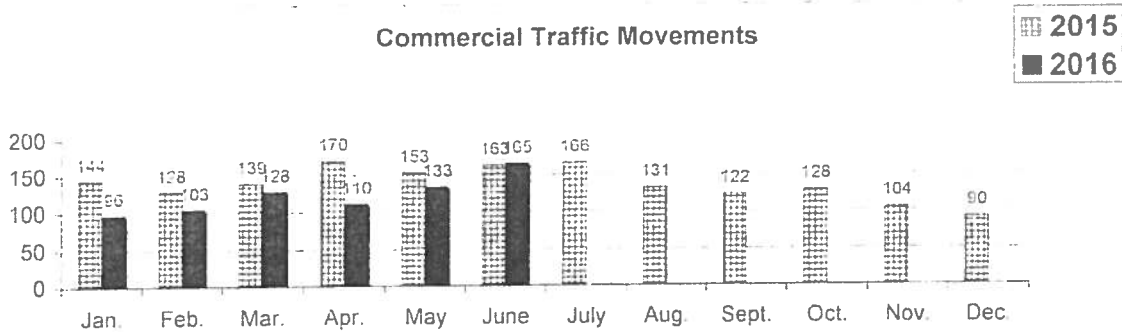
ANNUAL AIRCRAFT MOVEMENTS

AS OF JUNE 30, 2016

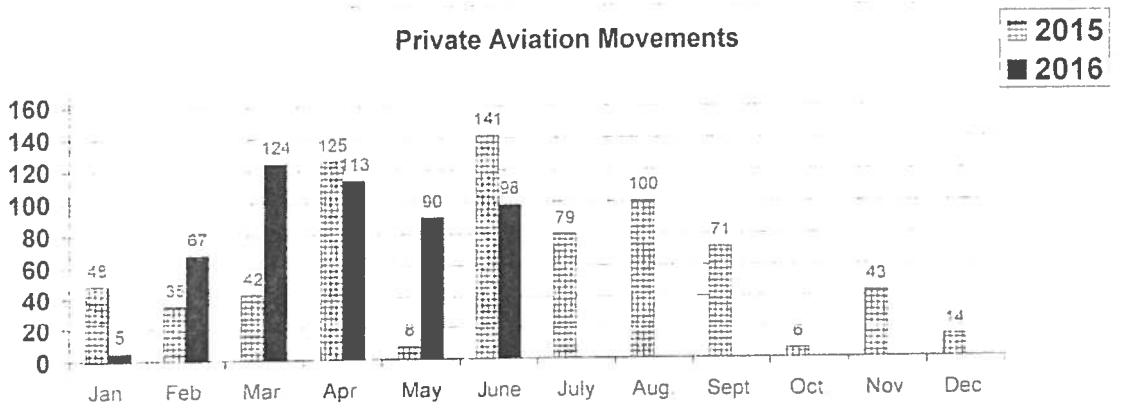
Total Movements: In/Out Flights & Local



Commercial Traffic Movements

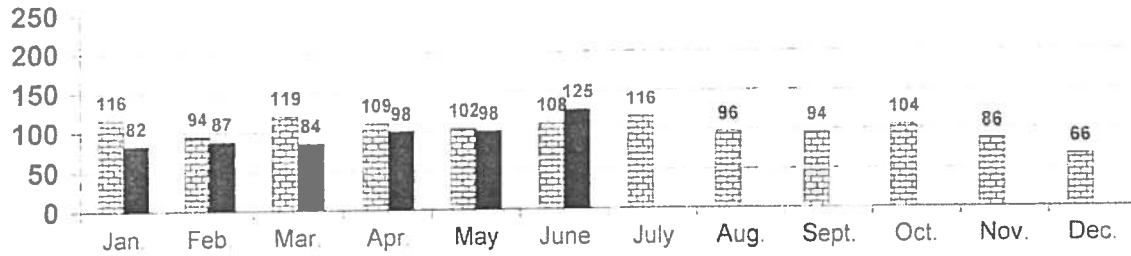


Private Aviation Movements



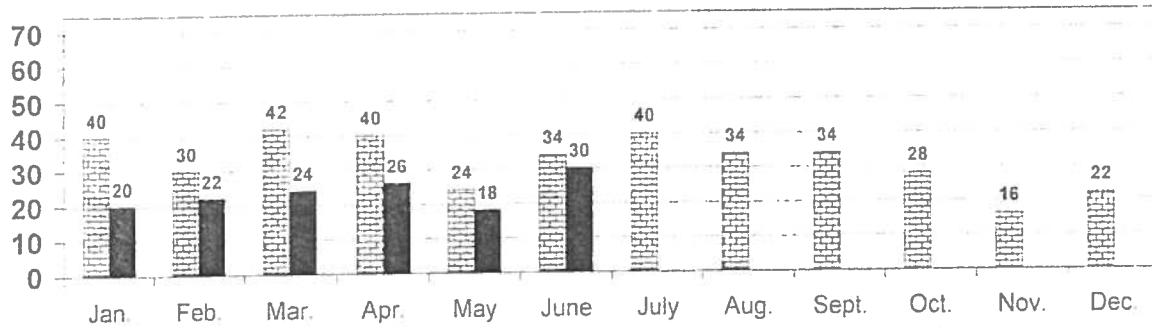
Air Carriers Movements

2015
2016



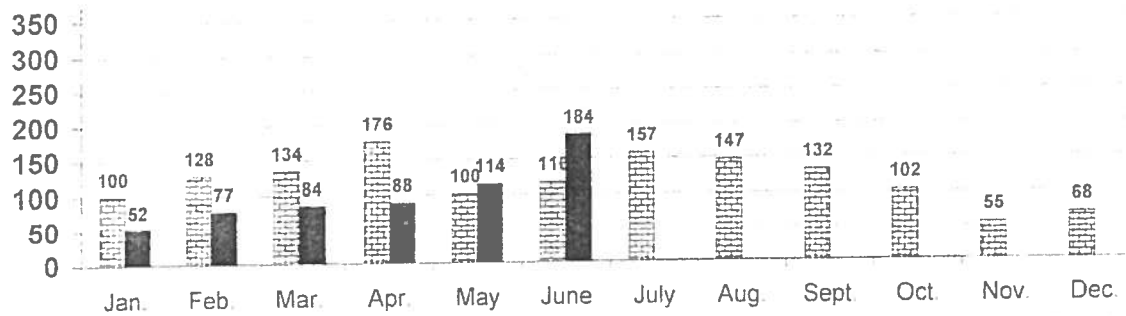
Air Ambulance Movements

2015
2016



Pgrs. via Air Charter

2015
2016



MANAGER'S REPORT JUNE 2016

Helicopter Rides:

This year, Helicopters Canada from North Bay returned to give helicopter rides from the Algonquin Beach Park in New Liskeard. The Friday weather wasn't the greatest, but they were really busy on Saturday and Sunday. They used a Bell 206 Jet Ranger this year and bought 550 litres of Jet fuel from our Airport. They also sent up a very well trained and enthusiastic crew to support their operation. The helicopter landed at the Airport and spent two nights in our secure area.

Fuel Sales:

Another record breaking month in fuel sales. This was the third-highest total sales in one month since I became Manager in 2008. The total sales were 10594 litres, of which 3307 was Avgas, and 7287 was Jet A1. The new tenant Wabusk Air, the Government of Ontario's King Air, Georgia Pacific's Gulfstream, and a private Lear Jet were the main purchasers of the Jet fuel.

Movements:

The total movements are down from last year due to a decrease in private movements. The Air Ambulance movements are lower than June last year, but the highest monthly total this year-to-date. Passenger movements are at a high point due in part to the NOHFC delegation that the Ontario Government King Air was transporting, as well as the Georgia Pacific, and Lear Jet passengers.

Harold Cameron
Earlton-Timiskaming Regional Airport Manager

Community Contribution Summary
2016 Sharing Contribution
Per Capita Contribution - \$7.95

<u>Community</u>	<u>Population</u>	<u>Contribution</u>	<u>Paid</u>
Armstrong	1265	\$10,057	\$10,057.00
Casey	374	\$2,973	\$2,973.00
Chamberlain	346	\$2,751	\$1,375.50
Charlton and Dack	670	\$5,327	\$2,663.50
Cobalt	1103	\$8,769	
Coleman	531	\$4,221	\$2,110.50
Englehart	1546	\$12,291	\$12,291.00
Evanturel	464	\$3,689	\$1,844.50
Harley	526	\$4,182	\$4,182.00
Hilliard	227	\$1,805	
Hudson	457	\$3,633	\$3,633.00
James	474	\$3,768	\$3,768.00
Temiskaming Shores	10125	\$80,494	\$40,247.00
Thornloe	110	\$875	\$875.00
Total Contributions	18218	\$144,833	\$86,020.00

Donation

Kerns	349	\$2,775	
Total Contributions		\$147,608	\$86,020

As of July 12, 2016

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, June 29, 2016

Present: Chair: Carman Kidd
Members: Robert Dodge; Florent Heroux; Angela Hunter; Voula Zafiris

Regrets: Maria McLean; Suzanne Othmer

Also Present: Jennifer Pye, Secretary-Treasurer

Public: Dave Hannam, Zelinka Priamo Ltd – Agent for B-2016-02(D) and A-2016-04(D)

1. Opening of Meeting

Resolution No. 2016-20

Moved By: Robert Dodge

Seconded By: Voula Zafiris

Be it resolved that the Committee of Adjustment meeting be opened at 1:30 p.m.

Carried

2. Adoption of Agenda

Resolution No. 2016-21

Moved By: Florent Heroux

Seconded By: Robert Dodge

Be it resolved that the Committee of Adjustment adopts the agenda as printed.

Carried

3. Declaration of Pecuniary Interest

None

4. Adoption of Minutes

Resolution No. 2016-22

Moved By: Angela Hunter

Seconded By: Robert Dodge

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves the minutes of the May 25, 2016 Committee of Adjustment Meeting as printed.

Carried

5. Public Hearings

Chair Carman Kidd advised that this afternoon a public hearing is scheduled for one (1) consent application and two (2) minor variance applications.

The Planning Act requires that a public hearing be held before the Committee of Adjustment decides whether to approve such applications. The public hearing serves two purposes: first, to present to the Committee and the public the details and background to the proposed applications and, second, to receive comments from the public and agencies before a decision is made.

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, June 29, 2016

5.1 Consent Application B-2016-02(D) – Zelinka Priamo Ltd on behalf of 3358771 Canada Limited, 997453 Highway 11 North

5.2 Minor Variance Application A-2016-04(D) – Zelinka Priamo Ltd on behalf of 3358771 Canada Limited, 997453 Highway 11 North and 997431 Highway 11 North

The Chair declared the public hearing for Consent Application B-2016-02(D) and Minor Variance Application A-2016-04(D) to be open.

The Chair asked the Planner, Jennifer Pye, to summarize the proposal, provide any additional information that may be relevant and summarize any correspondence received to date regarding this application.

Subject land: 997453 Highway 11 North and 997431 Highway 11 North, Township of Dymond.

Purpose of the applications: The applicant is proposing to sever a 6.04m x 35.5m (19.8' x 116.5') strip from the Walmart property to be added to the adjacent Canadian Tire property to facilitate the expansion of the Canadian Tire retail store. The proposed expansion of the Canadian Tire retail store will see a 19.9m (65.5') extension of the retail space to the north, encompassing the current garden centre area, and a 10m (33') extension to the east.

The proposed expansion to the Canadian Tire store will not comply with the minimum rear yard requirements of the Zoning By-law and the applicant is seeking to reduce the minimum rear yard from 7.5m to 0.5m on the east side and 5.6m on the north side.

Statutory public notice: The applications were received on June 9, 2016 and were circulated to City staff on June 20, 2016. Notice of the complete applications and notice of the public hearing was advertised in the Temiskaming Speaker on June 15, 2016 in accordance with the requirements of the Planning Act. Notice was also mailed to property owners within 60m (200') of the subject land.

Jennifer Pye summarized the Planning Report and advised that, provided the recommended conditions are attached to approval, in her opinion the applications are consistent with the Provincial Policy Statement (2014), and meet the general intent and purpose of the City of Temiskaming Shores Official Plan and Township of Dymond Zoning By-law 984, and respectfully requested that the Committee approve the application.

Dave Hannam, Zelinka Priamo Ltd, discussed the proposal and indicated that it is his opinion that the requested variances are technical in nature and there is no discernable impact.

The Committee discussed the removal of the parking spaces along the south wall of the existing Walmart building. Mr. Hannam indicated that although these spaces are being removed the remaining spaces on site exceed the minimum requirements of the Zoning By-law.

The Committee questioned the location of the temporary garden centre as shown on the site plan and asked about the relocation of the existing fenced compound in the parking lot in front of the Canadian Tire retail store. Mr. Hannam indicated that the new parking area on the south side of the building would include a temporary garden centre and these items would be addressed through the Site Plan Agreement process with the City.

The committee considered the following resolutions:

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, June 29, 2016

Resolution No. 2016-23

Moved By: Florent Heroux

Seconded By: Voula Zafiris

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered Consent Application B-2015-02(D) as submitted by Zelinka Priamo Ltd on behalf of 3358771 Canada Limited and Canadian Tire Real Estate Limited for the following lands: 997453 and 997431 Highway 11 North; Township of Dymond;

And whereas the applicant is requesting to sever a 6.04m x 35.5m strip of land from the northeast of the property at 997453 Highway 11 North, which is to be added to the adjacent property at 997431 Highway 11 North;

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated June 24, 2016 and has considered the recommendations therein;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores approves Consent Application B-2016-02(D) subject to the following conditions:

- 1) The following documents shall be provided to the Secretary-Treasurer for the transaction described:
 - a) The original executed Transfer/Deed of Land form, a duplicate original, and one photocopy for our records;
 - b) A Schedule to the Transfer/Deed of Land form on which is set out the entire legal description of the parcel(s) in question. This Schedule must also contain the names of the parties indicated on Page 1 of the Transfer/Deed of Land form;
 - c) A reference plan of survey which bears the Land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel to which consent approval relates;
- 2) That the applicant is required to obtain a minor variance for relief from Section 8(2)(g) of the Township of Dymond Zoning By-law 984 to reduce the required minimum rear building setbacks on the north side to 5.6m and on the east side to 0.5m to accommodate the proposed expansion of the existing building on the property at 997431 Highway 11 North;
- 3) This is a lot addition, therefore Section 50(3) or 50(5) of the Planning Act applies to any future conveyance or transactions involving the severed property.

Carried

Resolution No. 2016-24

Moved By: Robert Dodge

Seconded By: Angela Hunter

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2016-04(D) as submitted by Zelinka Priamo Ltd on behalf of 3358771 Canada Limited and Canadian Tire Real Estate Limited for the following lands: 997453 and 997431 Highway 11 North; Township of Dymond;

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, June 29, 2016

And whereas the applicant is requesting relief from the following section of Zoning By-law 984, as amended:

- 1) Section 8(2)(g) requires a minimum rear building setback of 7.5m. The applicant is requesting 0.5m on the east side;
- 2) Section 8(2)(g) requires a minimum rear building setback of 7.5m. The applicant is requesting 5.6m on the north side;

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated June 24, 2016 and has considered the recommendations therein;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2016-04(D).

Further be it resolved that the following variance be granted:

That the Committee of Adjustment grant relief from Section 8(2)(g) of Zoning By-law 984 to permit a minimum rear building setback of 0.5m on the east side;

That the Committee of Adjustment grant relief from Section 8(2)(g) of Zoning By-law 984 to permit a minimum rear building setback of 5.6m on the north side;

Subject to the following conditions:

- 1) The approval of the minor variance applies only to the expansion of the Canadian Tire retail store as proposed in minor variance application A-2016-04(D).
- 2) The approval of the minor variance does not imply approval or acceptance of the site plan for Site Plan Control purposes.

For the following reasons:

In the opinion of the Committee:

1. The variance maintains the general intent and purpose of the City of Temiskaming Shores Official Plan;
2. The variance maintains the general intent and purpose of the Township of Dymond Zoning By-law 984, as amended;
3. The variance is desirable for the appropriate development or use of the land, building, or structure;
4. The variance is minor.

Carried

The Chair declared the public hearing for Consent Application B-2016-02(D) and Minor Variance application A-2016-04(D) to be closed.

5.3 Minor Variance Application A-2016-05(NL) – Wayne and Cheri Knight, 75 Paget Street

The Chair declared the public hearing for Minor Variance Application A-2016-05(NL) to be open.

The Chair asked the Planner, Jennifer Pye, to summarize the proposal, provide any additional information that may be relevant and summarize any correspondence received to date regarding this application.

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, June 29, 2016

Subject land: 75 Paget Street; Plan M11NB Lot 3 and Part of Lot 4; Parcels 4193NND and 9499SST; Town of New Liskeard, City of Temiskaming Shores.

Purpose of the application: In 2012 the property owners were granted approval for a minor variance for the construction of an accessory garage that exceeded the maximum permitted building area and the maximum permitted accessory building area. The variance permitted a total building area on the property of 33.2%, or 210.8m² (2,269 square feet) and an accessory building area of 8.4%, or 53.3m² (576 square feet).

The property owners have since made some additional changes on the property for which variances are also required, including the removal of the 24.6m² (264.3 square foot) carport and the construction of a new 38.5m² (414 square foot) deck on the rear of the house.

Through the current minor variance application the owner is seeking relief from the following requirements of Zoning By-law 2233:

Provision	Zoning By-law 2233	Previous Variance	Current Application (total)
Section 7(2)(d)(i) Building Area, single family dwelling house (maxima)	30%	33.2%	35.62%
Section 7(2)(h)(ii) Building Setback, Side, main building without an attached private garage or carport	1.2m one side; 4.0m other side	NA	1.1m one side (north side); 3.6m other side (south side)

Statutory public notice: The application was received on June 10, 2016 and was circulated to City staff. Notice of the complete application and notice of the public hearing were advertised in the Temiskaming Speaker on June 15, 2016 in accordance with the statutory notice requirements of the Planning Act. Notice was also mailed to property owners within 60m (200') of the subject land.

Jennifer Pye summarized the Planning Report and advised that in her opinion the application is consistent with the Provincial Policy Statement (2014), and meets the general intent and purpose of the City of Temiskaming Shores Official Plan and Town of New Liskeard Zoning By-law 2233, and respectfully requested that the Committee approve the application.

The Committee asked if, in the event the applicant were to remove the deck, he would be permitted to construct another garage within the increased coverage permitted by the variance. Jennifer Pye advised that the purpose of the condition attached to approval is to ensure this situation would not be permitted.

The committee considered the following resolution:

Resolution No. 2016-25

Moved By: Voula Zafiris

Seconded By: Angela Hunter

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, June 29, 2016

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2016-05(NL) as submitted by Wayne and Cheri Knight for the following lands: 75 Paget Street; Plan M11NB Lot 3 and Part of Lot 4; Parcels 4193NND and 9499SST; Town of New Liskeard;

And whereas the applicant is requesting relief from the following section of Zoning By-law 2233, as amended:

- 1) Section 7(2)(d)(i) permits a maximum building area of 30%. The applicant is requesting 35.62%;
- 2) Section 7(2)(h)(ii) requires a minimum side building setback for a main building without an attached private garage or carport of 1.2m on one side and 4.0m on the other side. The applicant is requesting 1.1m on the north side and 3.6m on the south side;

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated June 24, 2016 and has considered the recommendations therein;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2016-05(NL).

Further be it resolved that the following variance be granted:

That the Committee of Adjustment grant relief from Section 7(2)(d)(i) of Zoning By-law 2233 to permit a maximum building area of 35.62%;

That the Committee of Adjustment grant relief from Section 7(2)(h)(ii) of Zoning By-law 2233 to permit a minimum side building setback for a main building without an attached private garage or carport of 1.1m on the north side and 3.6m on the south side;

Subject to the following conditions:

- 1) The approval of the minor variance applies only to the rear deck and removal of the carport as proposed in the application.

For the following reasons:

In the opinion of the Committee:

1. The variance maintains the general intent and purpose of the City of Temiskaming Shores Official Plan;
2. The variance maintains the general intent and purpose of the Town of New Liskeard Zoning By-law 2233, as amended;
3. The variance is desirable for the appropriate development or use of the land, building, or structure;
4. The variance is minor.

Carried

The Chair declared the public hearing for Minor Variance application A-2016-03(H) to be closed.

6. New Business

None

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment**

Meeting Minutes

Wednesday, June 29, 2016

7. Unfinished Business

7.1 2016 OACA Conference Update

Jennifer Pye and Voula Zafiris attended the OACA conference at the end of May and provided the Committee with an overview of some of the presentations and information that was presented through the various sessions. Jennifer Pye will provide the Committee members with a copy of the "Committee Toolbox" presentation material.

8. Applications for Next Meeting

Next meeting: Wednesday, June 27, 2016

9. Adjournment

Resolution 2016-26

Moved By: Florent Heroux

Seconded By: Voula Zafiris

Be it resolved that the Committee of Adjustment meeting be closed at 2:24 pm.

Carried

Carman Kidd
Chair

Jennifer Pye
Secretary-Treasurer

1.0 CALL TO ORDER

The meeting was called to order at 10:40 a.m.

2.0 ROLL CALL

- Mayor Carman Kidd
- Chris Oslund, City Manager
- Councillor Doug Jelly
- Councillor Danny Whalen
- Doug Walsh, Director of Public Works
- Mitch Lafreniere, Manager of Physical Assets
- Steve Burnett, Technical and Environmental Compliance Coordinator
- Airianna Misener, Executive Assistant

3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- None

4.0 ADOPTION OF AGENDA

Recommendation BM-2016-019

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Maintenance Committee Meeting Agenda for the June 23, 2016 meeting be adopted as printed.

Carried

5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation BM-2016-020

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Committee Meeting minutes of May 26, 2016 be adopted as printed.

Carried

6.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

7.0 CORRESPONDENCE

- None

8.0 PRESENTATION

- None

9.0 UNFINISHED BUSINESS

9.1 PFC

Previous Discussion:

The waterslide repairs are complete and approved by the TSSA.

Discussion:

No issues. A maintenance shut down will be scheduled for some time in the fall.

9.2 Building Division Staff Update

Previous Discussion:

Summer Students have begun outside painting on various buildings.

Discussion:

The second Building Maintenance Summer Student will commence on July 4th.

9.3 Library Services Review

Previous Discussion:

The engineering services RFP for the New Liskeard Library Building closed on Tuesday. Two bids were received, both of which were significantly over budget. Mitch proposed meeting with the Library Building Committee to further discuss options going forward.

Discussion:

The Library Building Committee met and agreed to cancel the building stabilization RFP due to the cost and unknowns at this point, the Library Building Committee further

recommended issuing an RFP for the repair work on the parapet and additional building repairs, discussed Mitch Lafreniere.

9.4 DFO / City property off Main street, Haileybury

Previous Discussion:

The DFO was in contact with Mitch Lafreniere and they have agreed to cover the costs for the land erosion repairs. An RFP for the shoreline services is posted. The tender closes next Tuesday. The DFO has agreed to cover the costs for the engineering services however; the City will administer the work. Chris Oslund is preparing a report for Council to enter in a 5 year marina agreement with DFO.

Discussion:

Repairs to the land erosion are complete; DFO will cover the costs associated in full. An RFP was issued for the engineering services for shoreline stabilization, there was only one bid received, Mitch forwarded the reports to DFO for their review. A marina agreement with DFO will be brought to Council.

9.5 Fleet Replacement Plan

Previous Discussion:

The following three will complete the 2016 budgeted fleet replacements:

- Awaiting the Arrival of the Van and Vac Truck
- Admin Report is completed for the Loader

Discussion:

Capital fleet replacements will be completed by the end of July.

Mitch Lafreniere updated the Committee on the following surplus fleet; 2 Graders, a Backhoe and 2 City Trucks.

9.6 Farmer's Market

Previous Discussion:

No update

Discussion:

Chris Oslund provided the Committee with an update on the Farmers Market funding, time is an essence noted Chris; the funds will need to be spent by March 2017. A meeting is scheduled with the Farmers Market Committee next week to look at relocating the funding to enable accessibility upgrades to the Riverside Place. Council suggests that the City enhance the current building.

9.7 2016 Budget

Previous Discussion:

Ongoing

Discussion:

Ongoing

9.8 Update on buildings affected by the wind storm

Previous Discussion:

Rivard Bros are expected to start repair work next week.

Discussion:

Rivard Bros have started the repair work on the Riverside place.

9.9 Farr Pumping Station

Previous Discussion:

Mitch Lafreniere reported an emergency water leak on the Farr Pumping Station roof. The leak began in winter months and a temporary repair was done. Last week, Mitch Lafreniere had a contractor look at the roof and a replacement is needed. The approximate cost to replace the roof is \$11,500. The Committee would like Mitch to further investigate the option to install engineered trusses.

Discussion:

We received a quote to supply and install trusses and we are waiting for an engineer's letter to confirm that the existing building can or cannot with hold the weight of adding trusses.

10.0 NEW BUSINESS

- None

11.0 ADMINISTRATIVE REPORTS

- None

12.0 CLOSED SESSION

Recommendation BM-2016-021

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Maintenance Committee convene into Closed Session at 11:19 a.m. to discuss a proposed or pending acquisition or disposition of land by the municipality or local board as per section 239 (2) (c) of the Municipal Act.

Carried

Recommendation BM-2016-022

Moved by: Councillor Danny Whalen

Be it resolved that:

The Building Maintenance Committee rise without report at 11:30 a.m.

Carried

13.0 NEXT MEETING

The next meeting of the Building Maintenance Committee will be scheduled for: July 26, 2016 at 11:37 a.m.

14.0 ADJOURNMENT

Recommendation PW-BL-2016-023

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Maintenance Committee, be hereby adjourned at 11:31 a.m.

Carried

COMMITTEE CHAIR

COMMITTEE SECRETARY



**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
ACCESSIBILITY ADVISORY COMMITTEE REGULAR MEETING**

Wednesday, June 15, 2016 – 10:30 AM

Timiskaming Health Unit

Vision Statement: All people of the City of Temiskaming Shores shall live in dignity, with independence, inclusion and equal opportunity.

Mission Statement: To ensure through education, promotion, and advocacy, that all persons with disabilities can with dignity and independence have full, equal, inclusionary participation and opportunity within the boundaries of the City of Temiskaming Shores.

MINUTES

1. CALL TO ORDER

- Meeting called to order at 10:38 a.m.

2. ROLL CALL

MEMBERS:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Janice Labonte – Chair | <input checked="" type="checkbox"/> George Depencier | <input type="checkbox"/> Bob Hobbs |
| <input checked="" type="checkbox"/> Debbie Despres | <input type="checkbox"/> Nicki Galley | <input type="checkbox"/> Walter Humeniuk |
| <input checked="" type="checkbox"/> Carman Kidd (Mayor) | <input type="checkbox"/> Josette Cote | <input checked="" type="checkbox"/> Mike McArthur (Councillor) |

CITY STAFF:

- Christopher Oslund, City Manager
- Jennifer Pye, City Planner
- Airianna Misener, Executive Assistant
- Amber Sayer, Age Friendly Community Coordinator

OTHER:

- Christian Fortin, ProNor Developments (T. Shores) Ltd.

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- Addition under 9.2: Thank you letter

4. APPROVAL OF AGENDA

Moved by: Mayor Carman Kidd

Seconded by: Councillor Mike McArthur

Be it resolved that:

The agenda for the June 15, 2016 TSAAC meeting be approved as amended.

CARRIED

5. ADOPTION OF PREVIOUS MINUTES

Moved by: Councillor Mike McArthur

Seconded by: Debbie Despres

Be it resolved that:

The Minutes for the April 20, 2016 TSAAC meeting be approved as printed.

CARRIED

6. DISCLOSURE OF CONFLICT OF INTEREST AND GENERAL NATURE

- None

7. DELEGATION/PRESENTATION

Amber Sayer, Age Friendly Community Coordinator: Transportation/Accessible Parking:

Amber Sayer circulated a draft transportation brochure which provides information for residents on transportation options within the City. The Committee reviewed and provided feedback.

City staff was seeking the Committees feedback on the location of an accessible parking space at the Haileybury beach. The Committee provided staff with suggestions. Staff will conduct a site visit and review the best option with the City and Director of Recreation.

8. BUSINESS ARISING FROM THE MINUTES

- None

9. UNFINISHED BUSINESS

9.1 Site-Plan Control – École St. Michel – Update

Jennifer Pye provided the Committee with an update regarding École St-Michel's site plan, specifically the accessible surfacing surrounding the play structures. The engineers are proposing to use cedar chips as an alternative to sand. Jennifer has requested that the engineers provide a letter to confirm that the cedar chips, and the development of the site in its entirety will meet the requirements of the AODA.

9.2 Forrest Willett / Thank you Letter

Debbie Despres provided the group with an overview of the recent Forrest Willett event. Janice Labonte presented the Committee with a thank you letter from Debbie Despres for the Committee's support in planning the event.

9.3 Accessibility Awareness Walk

The Committee discussed the accessibility awareness walk that was held on June 8th, 2016. During the walk, participants encountered a number of difficulties. The Committee noted that it was a great exercise.

10. NEW BUSINESS

10.1 Site-Plan – Great Northern Family Health team

Moved by: Councillor Mike McArthur
Seconded by: George Depencier

Whereas TSAAC has reviewed the site plan drawings submitted by ProNor Developments (T. Shores) Limited for the new Great Northern Family Health Team building, and

Whereas TSAAC commends ProNor Developments (T. Shores) Limited for including: a covered barrier-free entrance with push button openers, a universal washroom, six accessible parking spaces located in close proximity to barrier-free entrances, a barrier free curb in front of the accessible parking spaces, and the possible inclusion of a heated barrier-free walkway.

Be it resolved that:

TSAAC recommends to Council to ensure that all accessible features are included in the site plan agreement.

CARRIED

10.2 Accessibility funding

City Staff are seeking recommendation from the Committee to apply for funding through the Enabling Accessibility Fund for accessibility improvements to various municipal buildings.

Be it resolved that:

TSAAC hereby supports the City's request to proceed with a funding application for accessibility upgrades on the following buildings: Riverside Place, Dymond Hall, and the Community Hall.

CARRIED

10.3 Site-Plan – Ecole Sacre-Coeur Redevelopment

Moved by: Debbie Despres

Seconded by: Janice Labonte

Whereas TSAAC has reviewed the site plan drawings submitted by Manuel DaSilva for the new conversion of the former École Sacré Coeur on Lakeshore Road into a 40 unit residential apartment building, and

Whereas TSAAC commends Manuel DaSilva for including: a covered barrier-free entrance with push button openers, six accessible parking spaces located in close proximity to the barrier-free entrance, and the inclusion of barrier-free units within the building.

Be it resolved that:

TSAAC recommends to Council to ensure that all accessible features are included in the site plan agreement.

CARRIED

11. SCHEDULING OF MEETINGS – Third Wednesday of every second month

Moved by: Councillor Mike McArthur

Seconded by: Debbie Despres

Be it resolved that:

The next regular TSAAC meeting is to be held on September 21 at 10:00 a.m. at the Timiskaming Health Unit.

CARRIED

12. ITEMS FOR FUTURE MEETINGS

- Stop-Gap Accessible Ramp Project

11. ADJOURNMENT

Moved by: Councillor Mike McArthur

Seconded by: Debbie Despres

Be it resolved that:

TSAAC adjourns at 12:00 P.M.

CARRIED

Committee Chair

Recording Secretary

DRAFT

1. CALL TO ORDER

Meeting called to order at 1:03 p.m.

2. ROLL CALL

- | | |
|--|--|
| <input checked="" type="checkbox"/> Mayor Carman Kidd | <input checked="" type="checkbox"/> Jennifer Pye, Planner |
| <input checked="" type="checkbox"/> Councillor Mike McArthur | <input checked="" type="checkbox"/> Tim Uttley, Fire Chief |
| <input checked="" type="checkbox"/> Councillor Doug Jelly | <input checked="" type="checkbox"/> Airianna Misener, Executive Assistant |
| <input checked="" type="checkbox"/> Chris Oslund, City Manager | <input checked="" type="checkbox"/> Kelly Conlin, Director of Corporate Services (A) |
| <input checked="" type="checkbox"/> Clayton Seymour, Chief Building Official | |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

Addition Under

Closed Session

New Business: 11 b) Immigration Strategy, c) Contractors Night

4. APPROVAL OF AGENDA

Recommendation PPP-2016-028

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee agenda for the June 23, 2016 meeting be approved as amended.

CARRIED

5. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PPP-2016-029

Moved by: Mayor Carman Kidd

Be it resolved that:

The Protection to Persons and Property Committee minutes of the May 26, 2016 meeting be adopted as presented.

CARRIED

7. DELEGATIONS

- None

8. CORRESPONDENCE

- None

9. FIRE AND EMERGENCY SERVICES

a) Monthly Activity Report

The Fire Chief provided the Committee with an overview of the monthly report, highlighting the year to date fire calls, completed and upcoming training events as well as, highlighted the following items:

- A total of 697 open air burning permits have been issued to date in 2016
- Interviews were conducted for the vacant Captains position at the Dymond Station, a recommendation is expected to be presented to Council at the July 5th, 2016 Regular Council meeting.
- Bucke Park grass fire, Steve Langford was the first onsite and managed to put out the fire himself.

10. PLANNING

a) Zoning By-law Update

The City's Planner provided an update with regards to the Zoning By-Law, the RFP closed June 10th. 8 submissions were received. A special meeting will be held in the coming months to review the submissions.

b) Ecole St-Michel Site Plan

The Planner is currently working with the school board to get the final Site Plan agreement finalized.

c) Great Northern Family Health Team Site Plan

The Site Plan will be presented at the July 5th, 2016 regular Council meeting. Staff are awaiting comments from MTO, which are to be submitted by July 5. Staff will prepare a preliminary administrative report for the Council package. If no concerns are raised by MTO, Council will be able to approve the agreement that night. Staff will provide an update at the Council meeting.

d) Ecole Sacre Coeur Site Plan

The Site Plan will be presented at the July 5th, 2016 regular Council meeting for approval. A request to include a fence between the properties will be added to the Site Plan.

e) TMBA

Chris Oslund is working on an agreement for the TMBA shared CBO services.

11. NEW BUSINESS

a) Fire Protection Services – Firstbrook Township

Chris Oslund informed the Committee of a recent request from a resident of Firstbrook Township in regards to the potential of purchasing fire protection on a yearly basis. The City was not in support of this request, Chris will notify the resident.

b) Immigration Strategy

The Committee discussed the City's immigration strategy and how to implement a plan. This item will be brought forward to Council.

c) 2016 Contractors Night

Kelly Conlin was seeking the Committees feedback on hosting a Contractors Night similar to past years. The Committee was in support of the event, staff will look at setting a date sometime in the fall months.

12. ADMINISTRATION REPORTS

- PPP-006-2016: 2015 Annual Fire Department Report

- PPP-007-2016: Volunteer Firefighter Appointment
- PPP-008-2016: Volunteer Firefighter Appointment

13. CLOSED SESSION

Recommendation PPP-2016-030

Moved by: Mayor Carman Kidd

Be it resolved that:

The Protection to Persons and Property Committee convene into Closed Session at 1:24 p.m. to discuss:

- a personnel matter about an identifiable individual, including municipal or local board employees as per section 239 (2) b) of the Municipal Act

CARRIED

Recommendation PPP-2016-031

Moved by: Mayor Carman Kidd

Be it resolved that:

The Protection to Persons and Property Committee rise without report at 1:30 p.m.

CARRIED

14. SCHEDULE OF MEETINGS

The next Protection to Persons and Property Committee meeting is scheduled for July 26, 2016 starting at 1:00 p.m.

15. ADJOURNMENT

Recommendation PPP-2016-032

Moved by: Mayor Carman Kidd

Be it resolved that:

The Protection to Persons and Property Committee meeting is adjourned at 2:08 p.m.

CARRIED

COMMITTEE CHAIR

RECORDER

1.0 CALL TO ORDER

The meeting was called to order at 8:40 a.m.

2.0 ROLL CALL

- Mayor Carman Kidd (arrived late)
- Chris Oslund, City Manager
- Councillor Doug Jelly
- Councillor Patricia Hewitt
- Doug Walsh, Director of Public Works (arrived late)
- Mitch Lafreniere, Manager of Physical Assets
- Steve Burnett, Technical and Environmental Compliance Coordinator
- Robert Beaudoin, Environmental Superintendent
- Jamie Sheppard, Roads Superintendent
- Airianna Misener, Executive Assistant

3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- **Addition Under:** New Business – 10.2 Construction Damage

4.0 APPROVAL OF AGENDA

Recommendation PW-2016-030

Moved by: Councillor Patricia Hewitt

Be it resolved that:

The Public Works Committee agenda for the June 23, 2016 meeting be approved as amended.

Carried

5.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

6.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PW-2016-031

Moved by: Councillor Patricia Hewitt

Be it resolved that:

The Public Works Committee minutes for the May 26, 2016 regular meeting be adopted as printed.

Carried

7.0 CORRESPONDENCE

- *North Cobalt Water Looping Project:* Item was reviewed and will be discussed at the next regular Public Works Committee meeting.

8.0 PUBLIC PRESENTATIONS

- *None*

9.0 UNFINISHED BUSINESS

9.1 Grant Drive at Hwy 65E

Previous Discussion:

The Committee discussed in closed session the potential purchase of land and recommended that it be forwarded to Council for consideration in a special Council meeting held at 12:10 p.m. today May 26, 2016.

Discussion:

Ongoing, Chris will follow up.

9.2 LED Street Lighting

Previous Discussion:

Mitch provided the Committee with an update on LED Street lighting installation, there is approximately 30 lights left to install.

Discussion:

Approximately 5 lights are left to install. Issues have been brought forward regarding lights not working. Mitch Lafreniere, will address issues. Working on discrepancy issues with Hydro One.

9.3 AMEC – New Waste Management Capacity

Previous Discussion:

A few items regarding recycling and waste diversion require clarification. Overall, the project is still on track for final submission in June.

Discussion:

AMEC has submitted responses to MOECC comments. Upon final submission, a waste management advisory committee meeting will be held.

9.4 Access Control Policy – Entrance Permits

Previous Discussion

Ongoing- Steve will follow up with Dave on the progress. Upon completion the applicant will be notified.

Discussion:

Ongoing, Steve Burnett will follow up with Dave.

9.5 Lorne St. and FPT 26 lot Subdivision Update

Previous Discussion

No update

Discussion:

No update

9.6 Public Works Staff Training

Previous Discussion

Public Works staff Training is ongoing.

Discussion:

Public works employees will participate or have participated in the following training items:

- Traffic Control training was held this morning
- In September employees will participate in the entry level water course
- 5 employees participated in training on the Vacuum truck this week, training on the camera for the Vacuum truck and sludge hall is upcoming

9.7 Public Works Department Update

Previous Discussion

Steve Burnett provided the Committee with a Public Works Department update:

- Street sweeping continues

- Crews will begin road repairs next week
- Water line flushing has begun, ongoing issues arise

Discussion:

Doug Walsh provided the Committee with a Public Works Department updates:

- Paving projects are underway and expected completion by the end of the week
- Work on the Stato trail is nearing completion
- Trackless work is ongoing

9.8 Build Canada Fund

Previous Discussion

No update

Discussion:

No update

9.9 HWY 11 Detour

Previous Discussion:

The Committee discussed communicating the upcoming traffic detours on the City's Facebook page. Steve will follow up with Miller's to discuss expected starts dates

Discussion:

No update

9.10 Full Solid Waste Management Program

Previous Discussion

On going

Discussion:

The annual Orange drop held on June 4th was successful, noted Steve Burnett. Traffic control was well managed, the Committee extended thanks to the volunteers. Chris Oslund will work on an agreement for the surrounding towns participating. Doug Walsh and Steve Burnett recently attended the Ontario Recyclers workshop. Bill 151 has received 3rd and final reading, estimated 1 year before any further information.

Mayor Carman Kidd will draft a letter in follow up to the Cochrane-Timiskaming Waste Management Board Assets.

The Public Works Department conducted a waste recycle audit throughout the City. Overall, residents are doing a very good job at sorting. Steve will forward the information onto REP from CIF.

9.11 Drainage issues - Peter's Road

Previous Discussion:

No update

Discussion:

A Public meeting was held to discuss the drainage issues on Peter's Road, residents will contribute to the cost of the drain. Direction received was to refine the cost.

9.12 Dymond Reservoir Upgrades

Previous Discussion:

The restoration aspect of the Dymond Looping project is well underway. The City is in receipt of a signed cost sharing agreement from St-Michel for the upgrades to the Dymond reservoir.

Discussion:

Restoration is almost complete. Concerns regarding low water pressure was brought forward, EXP will look into the cause, noted Steve Burnett. St-Michel cost sharing agreement is in place, pumps have been ordered and the upgrades are in progress.

9.13 Development – Groom Drive

Previous Discussion:

No update

Discussion:

No update

9.14 Closed Roads / Old Roads

Previous Discussion:

Chris Oslund updated the Committee that City staff are working towards developing a policy to address Closed roads.

Discussion:

No update

9.15 Storm Sewer – Smallmans Drugstore

Previous Discussion:

No update.

Discussion:

No update.

9.16 New Rail Grade Crossing Regulations

Previous Discussion:

The City is waiting for further details from ONR regarding the rail grade crossing regulations.

Discussion:

No update

9.17 Sharing of Engineer Services (Temagami)

Previous Discussion:

No update – Christopher Oslund will follow up with Patrick Cormier.

Discussion:

No update

9.18 Water Meters

Previous Discussion:

Steve Burnett informed the Committee that a memo will be presented to Council with regards to the Water Meter survey at the June 7th regular Council meeting.

Discussion:

Steve Burnett researched the number of facilities that would require a survey. Steve is waiting for a start date. Establishments will be notified one week prior to the survey.

9.19 Letter from Extencicare

Previous Discussion:

Chris Oslund will provide Council with a report following the parking concerns at Extencicare.

Discussion:

The Committee reviewed correspondence addressing the parking concerns at Extencicare. The letter will be added to the July 5th regular Council meeting.

9.20 Parking on Mary Street

Previous Discussion:

An amendment to the By-Law would be required, to move the parking to the West side of Mary Street. Steve will follow up with Doug to further discuss.

Discussion:

No update

9.21 STATO Trail

Previous Discussion:

The STATO trail is currently open however will be closed temporarily in the coming weeks to allow for relocation and resurfacing along Lakeshore.

Discussion:

Work on the Stato trail is nearing completion.

9.22 Back Lane Maintenance

Previous Discussion:

The Committee reviewed correspondence requesting the City to maintain a resident's laneway. The City will look at establishing a policy on laneway maintenance. A draft policy will be presented to the Committee.

Discussion:

The Committee will review options to establish a maintenance standard policy. Doug Walsh will draft a letter in response to the request.

10.0 **NEW BUSINESS**

10.1 ROMA/OGRA Conference

Discussion:

Doug Walsh indicated that the ROMA/OGRA Conference is no longer a combined conference and therefore seeking the Committee's feedback on attendance.

Recommendation PW-2016-032

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby recommends Council foregoes participation in the 2017 ROMA and OGRA Conferences; and

Further that the Committee recommends Council uses funds from the annual conference budget in 2017 to travel to Queen's Park and meet with the appropriate Ministers and staff.

10.2 Construction Damage

Discussion:

A resident wanted to make the Committee aware of water issues caused by Construction work. The Committee will ensure that Public Works staff are notified.

11.0 ADMINISTRATIVE REPORTS

- PW-000-2016: MCC Replacement

Discussion:

The Committee reviewed the MCC Replacement/Communication upgrade quotation.

Recommendation PW-2016-033

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby recommends the MCC replacement / communication upgrade quotation as provided by the Ontario Clean Water Agency proceed to Council as presented for consideration at the regular Council meeting on July 5th, 2016.

12.0 NEXT MEETING

The next meeting of the Public Works Committee is scheduled for July 26 in the New Liskeard Board Room (325 Farr Drive – City Hall) to commence at 8:30 a.m.

13.0 ADJOURNMENT

Recommendation PW-2016-034

Moved by: Councillor Patricia Hewitt

Be it resolved that:

The Public Works Committee meeting is adjourned at 10:37 a.m.

Carried

COMMITTEE CHAIR – D.JELLY

COMMITTEE SECRETARY

1. CALL TO ORDER

Meeting called to order at 2:00 P.M.

2. ROLL CALL

- | | |
|---|--|
| <input checked="" type="checkbox"/> Mayor Carman Kidd | <input checked="" type="checkbox"/> Christopher W. Oslund, City Manager |
| <input checked="" type="checkbox"/> Councillor Jeff Laferriere | <input checked="" type="checkbox"/> Kelly Conlin, Director of Corporate Services (A) |
| <input checked="" type="checkbox"/> Councillor Danny Whalen | <input checked="" type="checkbox"/> Laura Lee MacLeod, Treasurer |
| <input checked="" type="checkbox"/> Dave Treen, Municipal Clerk | <input checked="" type="checkbox"/> Airianna Misener, Executive Assistant |
| <input checked="" type="checkbox"/> Steve Acland, Kemp Elliot & Blair | |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- Addition under New Business: OILC funding

4. APPROVAL OF AGENDA

Recommendation CS-2016-011

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee agenda for the June 6, 2016 meeting be approved as amended.

CARRIED

5. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation CS-2016-012

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee minutes of the May 2, 2016 meeting be approved as printed.

CARRIED

6. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

7. DELEGATIONS/PRESENTATIONS

- None

8. NEW BUSINESS

8.1 Draft Audited Financial Statements

Steve Acland, CA. Kemp Elliot & Blair L.L.P. – Presentation

Steve Acland presented the Committee with the draft audited financial statements; the report will be presented to Council at the Regular Council meeting on June 21, 2016.

8.2 Cellphone Policy

Kelly Conlin noted that the current cellphone policy was last updated in 2013. A revised policy will be presented to the Committee and Council later this year.

8.3 Farmers Market

Chris Oslund was seeking direction from the Committee on how to proceed with the funding that was received for the Farmers Market.

Recommendation CS-2016-013

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee hereby recommends that City staff inquire about reallocating the funds, to enable upgrades on existing municipal buildings.

8.4 OILC

Laura Lee discussed items pertaining to the Ontario Infrastructure and Lands Corporation.

9. UNFINISHED BUSINESS

9.1 Haileybury Breakwall

Chris Oslund provided the Committee with an update in regards to the Haileybury Breakwall. DFO was in contact with Mitch Lafreniere and they have agreed to cover the costs for the repairs caused by the land erosion. An RFP for the shoreline services has been posted. DFO has agreed to cover the costs for the engineering services however; the City will administer the work. Chris Oslund is preparing a report for Council to enter in a 5 year marina agreement with DFO.

10. CLOSED SESSION

- None

11. SCHEDULE OF MEETINGS

- To be determined

12. ADJOURNMENT

Recommendation CS-2016-014

Moved by: Danny Whalen

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 3:02 p.m.

CARRIED

COMMITTEE CHAIR

RECORDER

Memo

To: Mayor and Council
From: Douglas Walsh, Director – Public Works
Date: August 2, 2016
Subject: Ontario Community Infrastructure Fund – Formula-based Funding Announcement
Attachments: **01:** Letter – Brent Kennedy, Director - Rural Programs Branch – OMAFRA
02: Temiskaming Shores 2017 Allocation Notice

Mayor and Council:

During the 2016 budget announcements the Province advised that the total funding being made available through the Ontario Community Infrastructure Fund (OCIF) would be increasing from \$100 million per year to \$300 million per year by 2018-19.

On July 4, 2016 the Province of Ontario launched the expanded Ontario Community Infrastructure Fund (OCIF) program which will continue to provide support for municipal infrastructure projects by increasing the amount of stable, predictable formula-based funding from \$50 million per year to approximately \$95 million in 2017, \$130 million in 2018 and \$200 million per year in 2019 and thereafter.

For Temiskaming Shores, the formula-based allocation for funding under the expanded Ontario Community Infrastructure Fund, for the next three years, is projected to be as follows:

- 2017 formula allocation \$144,572
- 2018 proposed formula allocation \$205,197
- 2019 proposed formula allocation \$318,735

Also included in this recent announcement is the re-designing of the application-based component to act as a “top-up” component allowing smaller municipalities with critical infrastructure projects to submit proposals to bring their total OCIF funding up to a maximum of \$2 million over two years. Approximately \$50 million is available for the 2016 intake. Eligibility for the 2016 intake is targeted to communities whose formula grants in 2017 and 2018 add up to less than \$2 million and who did not receive funding under the last application-based intake. This intake will be a one-stage process focused on health and safety related projects that have been identified in the municipality’s Asset Management Plan.

For Temiskaming Shores, based on the successful application in 2015 for the North Cobalt Water Stabilization Project, we will not be eligible for the 2016 OCIF intake; however, indications are that we will become eligible again in 2017.

In the future, the Top-up Funding cap available to eligible recipients will be calculated by combining the following two years formula based allocation and subtracting that from a two million dollar total OCIF allocation. The municipality may then apply for up to 90% of a project's eligible costs or whatever the Ministry determines to be the top-up funding cap in that given year, whichever is less.

Given the above noted information, the City may be eligible to apply for as much as \$1.328 M in top-up funding in 2017.

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

G. Douglas Walsh
Director of Public Works

Christopher W. Oslund
City Manager

4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 1-877-424-1300
Fax: 519 826-3398

4^e étage
1 Stone Road West
Guelph (Ontario) N1G 4Y2
Tél. : 1-877-424-1300
Télec. : 519 826-3398

July 13, 2016

Dear Chief Administrative Officer, Clerk or Treasurer:

Ontario is investing more than \$137 billion in public infrastructure over the next ten years. This will result in an overall investment in infrastructure of about \$160 billion over 12 years, which started in 2014-15. This 12-year commitment includes \$31.5 billion in dedicated funds through *Moving Ontario Forward*. About \$15 billion will be dedicated to transit, transportation, and other priority infrastructure outside the Greater Toronto and Hamilton Area (GTHA).

As a key step in implementing this plan, in the summer of 2015, the Province consulted with communities across Ontario to ensure local priorities inform further *Moving Ontario Forward* investments outside the GTHA. In response to consultation feedback and the progress municipalities have made on asset management planning, the Province is expanding the Ontario Community Infrastructure Fund (OCIF) and updating its design. The total Fund is increasing from \$100 million per year to \$300 million per year by 2018-19.

On July 4, 2016, Ontario launched the expanded OCIF. As part of this launch, the Province continues to provide support for municipal infrastructure projects by:

- Increasing the amount of stable, predictable formula-based funding from \$50 million per year to approximately \$95 million in 2017, \$130 million in 2018 and \$200 million per year in 2019 and thereafter.
- Re-designing the application-based component to act as a “top-up” component allowing smaller municipalities with critical infrastructure projects to submit proposals to bring their total OCIF funding up to a maximum of \$2 million over two years. About \$50 million is available for the 2016 intake.

In addition to enhanced funding being provided through the expanded OCIF, the Province has updated the program design based on feedback from municipalities:



A. Highlights of the new formula-based component of the OCIF

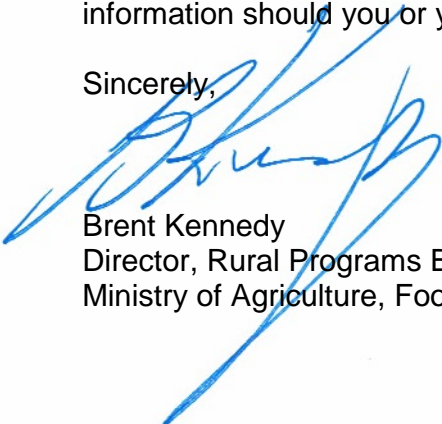
- Recipients may accumulate annual formula-based grants for up to five years to address larger priority infrastructure projects. Attached you will find a copy of your allocation notice. **Please note this information should be kept confidential until such time as the government has had an opportunity to announce your funding allocation.**
- Eligible recipients are guaranteed to receive a minimum of \$50,000 per year, starting in 2017.
- Eligible expenditures have been expanded to include water and wastewater optimization activities, loan payments on new core infrastructure projects, and municipal staff time dedicated to asset management planning.
- Eligible expenditures have been clarified to include the construction of new core infrastructure to address an existing health or safety issue (e.g., connecting existing households on septic systems to wastewater infrastructure).

B. Highlights of the application-based, top-up component of the OCIF

- Eligibility for the 2016 intake is being targeted to communities whose formula-based grants in 2017 and 2018 add up to less than \$2 million and who did not receive funding under the last application-based intake. Eligible communities with critical infrastructure projects may submit proposals to bring their total OCIF funding up to \$2 million over two years. Please refer to your formula-based allocation notice for details on your community's eligibility.
- A one-stage application process will be used to assess projects primarily in relation to the project's critical health and safety aspects. The comprehensiveness of the applicant's asset management plan will be a secondary factor.
- The application-based top-up intake is now open for those municipalities eligible for the top up component. The 2016 intake will close on October 21, 2016.

For more information about the expanded OCIF, including eligibility, please visit the Ministry of Infrastructure website at www.ontario.ca/municipalinfrastructure. The website includes program guidelines and a link to the application form as well as contact information should you or your staff have questions.

Sincerely,



Brent Kennedy
Director, Rural Programs Branch
Ministry of Agriculture, Food and Rural Affairs



**Ontario Community Infrastructure Fund (OCIF)
Formula-based Component**

Allocation Notice

**Ministry of Infrastructure
Ministry of Agriculture, Food and Rural Affairs**

City of Temiskaming Shores

July 2016

Disponible en français

Ontario Community Infrastructure Fund (OCIF)

Formula-based Component: Allocation Notice

City of Temiskaming Shores

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Page 3	Overview
Page 4	Calculation of Adjusted Core Infrastructure
Page 5	Calculation of Indicator 1 (ratio of core infrastructure to weighted property assessment)
Page 6	Calculation of Indicator 2 (ratio of core infrastructure per household to median household income)
Page 7	Calculation of Grant

Please Note: Due to rounding, some calculations may vary from the results shown.

Terms and Conditions

Receipt of the formula allocations noted on page 3 are conditional upon:

- Entering into a funding agreement with the Province on terms and conditions that are satisfactory to the Province.
- Compliance with all of the terms and conditions of your existing OCIF formula-based funding agreement.

The Province reserves the right to adjust or terminate without notice or consent, for any reason, any allocation or proposed allocation contained in this notice, including the proposed allocations in future years, to account for any changes in your situation, the Ontario Community Infrastructure Fund program guidelines or other parameters or administrative procedures.

Ontario Community Infrastructure Fund (OCIF)

Formula-based Component: Allocation Notice

City of Temiskaming Shores

Overview

Formula-based funding

Your community's formula-based allocation of funding (allocation) under the Ontario Community Infrastructure Fund for the next three years is as follows:

2017 formula allocation	\$144,572
2018 proposed formula allocation	\$205,197
2019 proposed formula allocation	\$318,735
Infrastructure Index	-0.035
Percentage points away from median	-1.4

Starting in January 2017, the Province proposes to make payments in accordance with the following schedule

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through 6 payments; and
- Allocations greater than \$1 million will be provided through 12 payments.

Top-up funding

The new top-up component will allow municipalities with critical infrastructure projects to submit proposals to bring their total OCIF funding up to \$2 million over two years. Eligibility for the 2016 intake is targeted to communities whose formula grants in 2017 and 2018 add up to less than \$2 million and who did not receive funding under the last application-based intake.

If your community is eligible, you may apply for up to 90% of a project's eligible costs or the top-up funding cap noted in the table below (whichever is less). The top-up funding cap is based on the amount your community is receiving under the formula-based component.

Eligibility for 2016 top-up intake	Ineligible - Community was successful under the last application intake.
Top-up funding cap*	\$0

* Calculated by subtracting your community's combined 2017 and 2018 formula allocations from \$2-million.

Next allocation notice

You will receive an updated allocation notice in 2017. It will advise you of your 2020 proposed formula-based allocation, as well as eligibility and maximum funding available, if any, to your community under the 2017 intake of the top-up component.

Ontario Community Infrastructure Fund (OCIF)

City of Temiskaming Shores

Adjusted Core Infrastructure

Table 1 - Calculation of Adjusted Core Infrastructure

A	Adjusted Core Infrastructure: A1	\$81,576,892
	1. Municipality's core infrastructure	\$81,576,892

Data Sources

- **Core infrastructure:** assets valued at cost as reported in Schedule 51 of the Financial Information Return (FIR).

The best of 2014 or 2015 FIR data is used - whichever yields a higher total core infrastructure value for the municipality.

FIR Categories included are:

<u>Line</u>	<u>Item</u>
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission

- **Weighted property assessment:** Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality). Data sources: 2015 returned roll and 2016 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws) and Municipal FIRs (2014 or 2013 for PILs).

Ontario Community Infrastructure Fund (OCIF)

City of Temiskaming Shores

Calculation of Indicators

Table 2a - Indicator 1 (ratio of adjusted core infrastructure to weighted assessment)

Indicator 1 Value for Municipality

A	Indicator 1 Value: (A1 ÷ A2)	0.082
	1. Municipality's adjusted core infrastructure	\$81,576,892
	2. Municipality's weighted property assessment	\$996,891,422

Indicator 1 of Eligible Municipalities: Median, Lowest, Highest Value

B	Lowest Value	0.002
C	Median Value	0.083
D	Highest Value	0.302

Calculation of Re-weighted Indicator 1

E	Difference between Indicator Value and Median (A - C)	-0.001
F	Difference between the Median and the Minimum Value (C - B)	0.080

G	Re-weighted Indicator 1 (E ÷ F)	-0.009
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Note

Line F: Since the indicator is below the median, the difference between the median and the lowest value is calculated (C - B)

Line G: The re-weighted indicator is on a scale of -1 to +1.

Ontario Community Infrastructure Fund (OCIF)

City of Temiskaming Shores

Calculation of Indicators

Table 2b - Indicator 2 (ratio of core infrastructure per household to median household income)

Indicator 2 Value for Municipality

A	Indicator 2 Value: $((A1 \div A2) \div A3)$	0.337
1.	Municipality's adjusted core infrastructure	\$81,576,892
2.	Municipality's number of households	4,871
3.	Municipality's median household income	\$49,760

Indicator 2 of Eligible Municipalities: Median, Lowest, Highest Value

B	Lowest Value	0.014
C	Median Value	0.357
D	Highest Value	1.141

Calculation of Re-weighted Indicator 2

E	Difference between Indicator Value and Median (A - C)	-0.021
F	Difference between the Median and Minimum Value (C - B)	0.343

G	Re-weighted Indicator 2 (E ÷ F)	-0.060
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Note

Line F: Since the indicator is below the median, the difference between the median and the lowest value is calculated (C - B)

Line G: The re-weighted indicator is on a scale of -1 to +1.

Data Sources

Median household income: Statistics Canada's measure of median income for all private households (2011).

Ontario Community Infrastructure Fund (OCIF)

City of Temiskaming Shores

Table 3 - Total Grant

Infrastructure Index

A	Infrastructure Index: $((A1 + A2) \div 2)$	-0.035
	1. Re-weighted Indicator 1	-0.009
	2. Re-weighted Indicator 2	-0.060

Calculation of Funding per \$100,000 of Core Infrastructure

B	2017 Funding per \$100,000 Core Infrastructure: $(\\$179 + \\$13 \times (A - B1) \div 10\%)$	\$177.22
C	2018 Funding per \$100,000 Core Infrastructure: $(\\$254 + \\$18 \times (A - C1) \div 10\%)$	\$251.54
D	2019 Funding per \$100,000 Core Infrastructure: $(\\$394 + \\$24 \times (A - D1) \div 10\%)$	\$390.72
	1. Median of Infrastructure Indices of all Eligible Municipalities	-0.021

Calculation of Grant

E	2017 Total Grant: Maximum of $(B \times E1 \div \\$100,000)$ or \$50,000 (i.e. whichever is greater)	\$144,572
F	2018 Total Grant: Maximum of $(C \times F1 \div \\$100,000)$ or \$50,000 (i.e. whichever is greater)	\$205,197
G	2019 Total Grant: Maximum of $(D \times G1 \div \\$100,000)$ or \$50,000 (i.e. whichever is greater)	\$318,735
	1. Municipality's total core infrastructure	\$81,576,892

Note

Lines B, C and D: Since the index is above the median, the funding per \$100,000 of core infrastructure is greater than \$179 in 2017, \$254 in 2018 and \$394 in 2019. Please refer to the program guidelines for details on the minimum and maximum funding provided per \$100,000 of core infrastructure.

Memo

To: Mayor and Council
From: Douglas Walsh, Director of Public Works
Date: August 2, 2016
Subject: Acceptance of Primary Services and Public Use Assumption By-law for the FPT-Dawson Point Road Subdivision
Attachments: **Appendix 01** – General Conformance Letter – Exp Services Inc.
Appendix 02 - Certificate of Municipal Services
Appendix 03 – Reference Plan 54R-5929
Appendix 04 - Draft By-law – assumption of Primary Services
Appendix 05 - Draft By-law - assumption of Roadways for public use

Mayor and Council:

The developer of the FPT – Dawson Point Road Subdivision has indicated that they have completed the site servicing of the subdivision and lots are now available for sale and construction. In order to issue a building permit the municipal service laterals installed to each lot must be assumed by by-law and the road must be assumed for public use.

A letter from the owner's engineer dated July 25, 2016 (Appendix 01), confirms that the services were installed according to the approved engineered drawings and have been tested in accordance with the provisions of the Subdivision Agreement (By-law No. 2016-075). The Director of Public Works has issued the required Certificate of Municipal Services certifying the installation of the services.

In accordance with the provisions of the Subdivision Agreement, the City does not assume maintenance of the roadway until it is paved and a 1-year guarantee period has expired, however, in order to issue a building permit for the lots within the subdivision the road needs to be opened and accepted for public use. In order to open the road prior to its full assumption by the City, an agreement amending the Subdivision Agreement must be approved which states that the roadway is opened for public use and the City will take over the snowplowing operations for the road. The remaining responsibilities for the road under the Subdivision Agreement remain the responsibility of the developer.

It is recommended that Council adopt the by-law to assume primary services, approve the agreement to amend the Subdivision Agreement to allow the assumption of Red Fox Avenue, Fisher Avenue, Partridge Street and Robin Street, as constructed in Phase One and illustrated on Appendix 03, for public use and adopt the necessary by-law to assume Red Fox Avenue, Fisher Avenue, Partridge Street and Robin Street for public use.

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager



July 25th, 2016.

Mr. Doug Walsh, Director of Public Works,
Corporation of the City of Temiskaming Shores,
325 Farr Drive, Haileybury, ON P0J 1K0

Re: Final Acceptance Letter for Municipal Servicing
FPT Subdivision (Project NWL-01001024)

This letter has been prepared in response to the engineering requirements of By-Law 2016-075 referencing the Agreement between Pedersen Construction (2013) Inc., hereinafter referred to as the Developer, and the City of Temiskaming Shores. By-Law 2016-075, Section 1.11, states that a Licensed Professional Engineer shall prepare engineered drawings and verify that the works were constructed in accordance with those drawings.

Engineered drawings with the Plan Number 012-1035 were prepared for the Developer on September 30th 2014. The As-Constructed Plans have been prepared and the works were found to be in General Conformance with the prepared engineering plans, number 012-1035 except for the following:

- Deficiencies were noted after our firm's review of Ray and Son's inspection video of the works, The Developer has advised our firm that the deficiencies have been resolved. A letter from the Developer is attached to this document confirming the deficiencies have been rectified.
- The Lot Grading did not match the Grading Plan; however, the general grade of the lots has been left low to allow for the placement of surplus excavated materials. General Lot Grading Conformance is handled on a case by case basis and will match the Lot Grading plan once fully developed.
- The Roadway portion has been left unpaved; typically there is an agreement in place for the Developer to complete the paving once the Development reaches a certain level of completion.

Our firm is of the opinion that the Works have been completed in a satisfactory manner. Should you have any further queries, please contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nolan Dombroski', written over a light blue horizontal line.

Nolan Dombroski, P.Eng.,
Manager, Infrastructure.

cc – Karl Pedersen/Scott Beeson-Pedersen Construction (2013) Inc.
Attachments



PEDERSEN CONSTRUCTION (2013) INC.

Tel (705) 647-6223
Fax (705) 647-8851

Hwy. 11 & 65 West, P.O. Box 2409, New Liskeard, ON P0J 1P0

July 25, 2016

EXP Services Inc.
9 Wellington Street, Box 1208
New Liskeard, ON P0J 1P0
Tel: (705) 647-4311

Attn: Mr. Nolan Dombroski, P. Eng., Infrastructure Manager

Re: **FTP Subdivision – Sewer Camera Inspection Report**

Dear Mr. Dombroski,

This letter is to confirm that all pipe sags and deformations noted in the camera inspection report based on the video taken between October 8th and 20th, 2015 have been addressed as follows:

Section	Observations	Action
MH F to MH E	Small pipe sag between 61m and 66m about 60mm in the deepest.	Pipe replaced to proper grade.
MH C to MH B	- Sag from 22m to 29m about 40mm at deepest - Sag from 63m to 69m about 60mm at deepest	Pipe replaced to proper grade.
MH B to MH A	Sag from 55m to 67.5m about 75mm at deepest.	Pipe replaced to proper grade.
Outlet to CBMH 3	Deformed from 66.9m to 74.1m (end).	Pipe replaced to proper grade.
CBMH 5 to CB 5A	Small pipe sag about 35mm just before CB 5A	Pipe replaced to proper grade.
CB 1 to CBMH 2	Sever sag and deformation from 47.4m to 50.4m (end)	Pipe replaced to proper grade.

All other observations relating to debris in the pipes are a result of the temporary granular nature of the site. Pipes can be flushed prior to turning maintenance over to the City to address this, if required.

Sincerely,

Scott Beeson, P. Eng.
Project Engineer



July 13, 2016

Mr. Doug Walsh
 Director of Public Works
 City of Temiskaming Shores
 325 Farr Drive
 Haileybury, Ontario

Re: Project No. NWL-01001024
Sanitary and Storm Sewer Pipe Inspection Report

Dear Mr. Walsh:

Exp Services Inc. (exp) conducted a review of Ray and Sons' inspection videos of the sanitary and storm sewer systems on July 12, 2016. The location of the pipe inspection videos was in the vicinity of the FPT Dawson Point Road Subdivision. These videos were completed between October 8th and 20th, 2015. Exp's Observations of the state of the recently installed sanitary and storm sewer systems are recorded below.

Sanitary Sewer System

Start Structure	End Structure	Observations
MH M	Capped	No concerns
MH M	MH K	Small amount of debris/ dirt
MH J	MH K	Significant amount of debris/ dirt
MH J	MH I	No concerns
MH I	MH G	-Significant amount of debris/ dirt -Pipe clogged from 57m to 61m -See Appendix 1 for photos
MH G	MH H	Small amount of debris/ dirt
MH G	MH F	Significant amount of debris/ dirt from 69m to MH F at 71.3m. Otherwise pipe is ok.
MH F	MH E	Small pipe sag between 61m to 66m about 60mm in the deepest. Otherwise pipe is ok.
MH E	MH D	Small amount of debris/ dirt at 30m
MH D	MH C	Water pooled throughout
MH C	MH B	-Small amount of debris in the bottom of the pipe -Sag from 22m to 29m about 40mm at deepest -Sag from 63m to 69m about 60mm at deepest
MH B	MH A	-Small amount of debris in the bottom of the pipe

exp Services Inc.

Company: City of Temiskaming Shores
Re: FPT Subdivision Pipe Inspections
Project Number: NWL-01001024
Date: July 13, 2016

		-Sag from 55m to 67.5m about 75mm at deepest
Existing	MH A	No concerns

Storm Sewer System

Start Structure	End Structure	Observations
CBMH 14	CBMH 14	No concerns
CBMH 14	CBMH 11	No concerns
Outlet	CBMH 3	Pipe good until 66.9m. Deformed from 66.9m to 74.1m (end)
CBMH 2	CBMH 3	Inspection not completed due to debris (mud)
CBMH 2	Cap	Water staying in pipe because the outlet in CBMH 2 is clogged with mud
CBMH 2	CBMH 4	Water staying in pipe because the outlet in CBMH 2 is clogged with mud
CBMH 5	CBMH 6	No concerns
CBMH 5	CB 5A	Small pipe sag about 35mm just before CB 5A. Pipe otherwise ok
CBMH 5	CBMH 4	Small amount of debris/mud. Pipe otherwise ok
CBMH 6	CBMH 7	Small amount of debris/mud and water pooled throughout
CB 1	CBMH 2	-Severe sag and deformation from 47.4m to 50.4m (end) -See Appendix 1 for photos
CB 9	CBMH 10	No concerns
CBMH 11	CBMH 10	No concerns
CBMH 11	CBMH 12	No concerns
CBMH 8	MBMH 7	No concerns
CBMH 8	CBMH 12	No concerns
Ditch	CBMH 12	No concerns

Should you have any questions or concerns about the sanitary or storm sewer systems do not hesitate to contact me at your convenience.

Sincerely,

Nolan Dombroski, P. Eng.
Infrastructure Manager

exp Services Inc.

cc: Project File





**Certificate of
Municipal Services**

PUBLIC WORKS DEPARTMENT
P.O. Box 2050
HAILEYBURY, ONTARIO
P0J 1K0

MAH File No.:	N/A	Developer:	FPT Holdings Ltd.
Agreement:	By-law 2016-075	Subdivision:	FPT – Dawson Point Road

Issued through: **Temiskaming Shores – Public Works Department**

*This certificate confirms that the City is in receipt of the “**Final Inspection / Primary Services Completion Certificate**” dated July 25, 2016 from Exp Services in regards to the above noted subdivision. The Certificate confirms that services have been installed in accordance to the Subdivision Agreement (By-law 2016-075) to the satisfaction of the Director of Public Works and includes:*

1. **Water Distribution**, including installation to lot line from newly installed distribution infrastructure, flushing, disinfection, pressure testing of mains and service laterals and associated apparatus (i.e. corporation stop and curb stop c/w box etc.);
2. **Sanitary Sewer Collection**, including installation to lot line from newly installed collection infrastructure and inspection of mains and service laterals and associated apparatus (i.e. service connections and terminations etc.);
3. **Storm Water Management System**, including installation of newly installed infrastructure the inspection of mains and service laterals and associated apparatus; as well as the localized and lot drainage (as per the Subdivision Grading Plan, dated May 2013).
4. **Soft Services**, including hydro, telephone and natural gas to the satisfaction of the associated agency;
5. **Street Lighting**, including luminaires to be installed on light standards complete with concrete base and LED Fixtures.

Conditions and/or Comments associated with Certificate:

1. Subdivision Grading and Drainage – clearing, rough Lot Grading have been completed and final grading is deferred until building construction; final lot grading will be completed as part of the building permit process.
2. The final paved road surface and the final adjustment of the sanitary and storm manholes and water valve boxes will be completed within three (3) years or 50% completion of building construction or at the discretion of the Director of Public Works, to preserve the integrity of the roadway surface.

Issued by:

“Original signed by”

August 2, 2016

G. Douglas Walsh, CET
Director of Public Works

Date

NOTE: The effective date of this certificate has been established as **July 25th, 2016** being the date at which the “*Final Inspection - Primary Services Completion Certificate*” was received from the Developer’s Engineer.

PLAN 54R-5929

RECEIVED AND DEPOSITED

DATE: 2016.02.18
 REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF TIMISKAMING:
 "Clary"
 DATE: _____

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE: MAY 18, 2016
 RYAN W. SEGUN
 ONTARIO LAND SURVEYOR

SCHEDULE

PART	LOT / BLOCK	REFERENTIALS OR RADIAL WIDTH (M)	PLAN	PIN
1	PART OF LOT 2	6.000		
2	PART OF LOT 14	3.000		
3	PART OF LOT 15	3.000		
4	PART OF LOT 16	5.000		
5	PART OF LOT 17	1.000		
6	PART OF LOT 19	1.000		
7	PART OF LOT 20	1.000		54M-368 61343-0002
8	PART OF LOT 21	1.000		
9	PART OF LOT 22	1.000		
10	PART OF LOT 23	1.000		
11	PART OF LOT 24	1.000		
12	PART OF LOT 25	1.000		
13	PART OF BLOCK 28			

PARTS 1 TO 13 (INCLUSIVE), PART OF PIN 61343-0002

PARTIALLY COMPLETED EASEMENT PLAN
 OF PART OF
LOTS 2, 14, 15, 16, 17 AND
19 TO 25 (INCLUSIVE)
 AND PART OF
BLOCK 28
 REGISTERED PLAN 54M-368
 MUNICIPALITY OF THE
CITY OF TIMISKAMING SHORES
 DISTRICT OF TIMISKAMING

SURVEYOR'S CERTIFICATE: (1)

I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS THEREUNDER;
 2. THE SURVEY WAS COMPLETED ON THE 22ND DAY OF APRIL, 2016. (PART 13)

SURVEYOR'S CERTIFICATE: (2)

I CERTIFY THAT:
 THIS PLAN IS AN ACCURATE COMPILATION BASED ON DATA DERIVED FROM PLAN 54M-368 (PARTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 AND 12)

DATE: MAY 18, 2016
 RYAN W. SEGUN
 ONTARIO LAND SURVEYOR



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

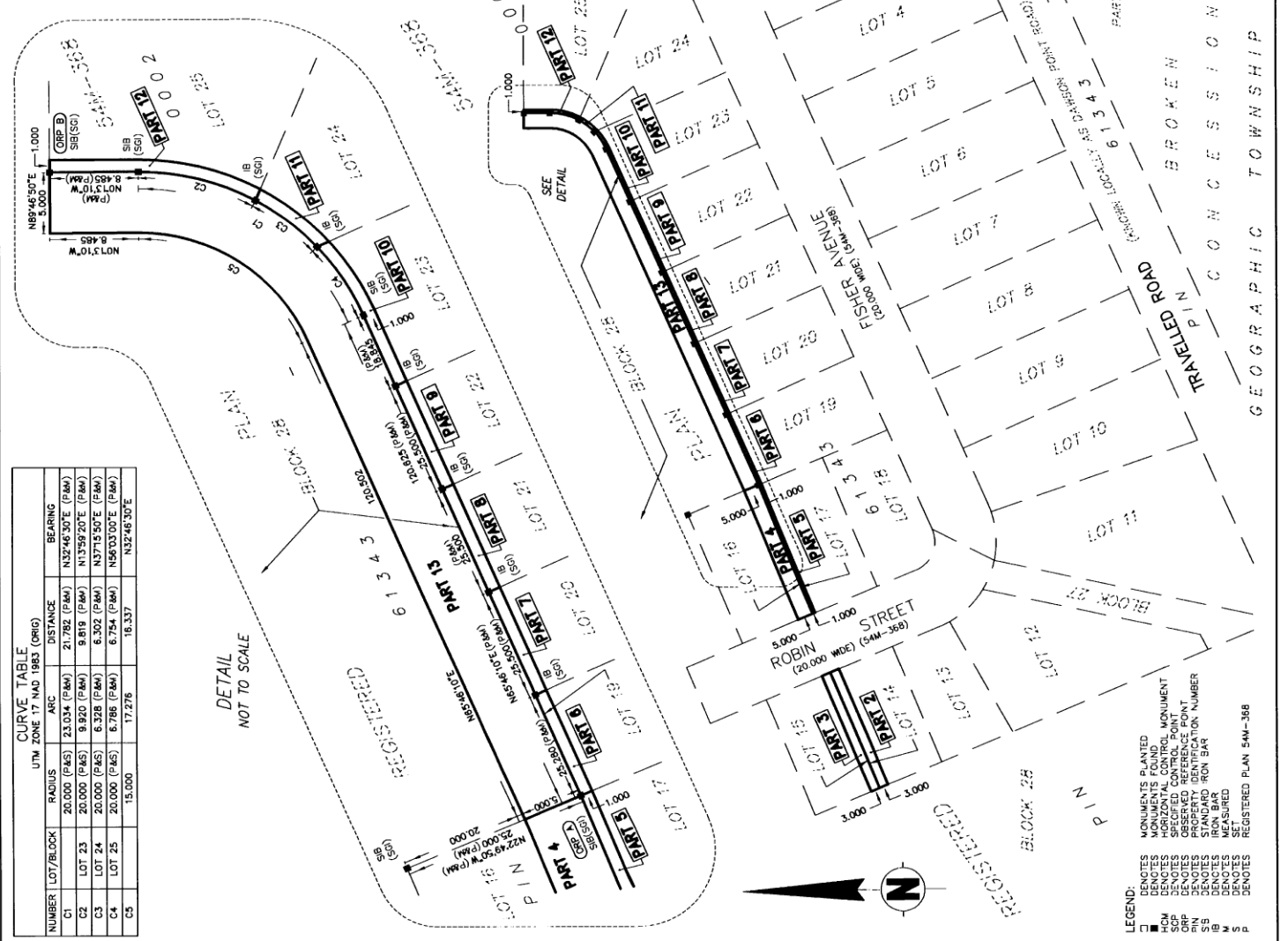
SCALE 1 : 1000

PLAN: M.V.L. CHECK: R.W.S. FIELD: N.M.T.D. NOTES: L.N. PLAN: 228-02-GEO.LR JOB NO: 228-02-GE0

NOTE:
 BEARINGS SHOWN HEREON ARE GRID BEARINGS DERIVED FROM GPS CONTROL POINTS. THE GRID SYSTEM IS THE 1983 CANADIAN DATUM AND ARE REFERRED TO UTM ZONE 17 NAD 1983 (GRIG), CENTRAL MERIDIAN 81° WEST LONGITUDE.
 DISTANCES SHOWN HEREON ARE ADJUSTED GROUND DISTANCES AND CAN BE USED TO COMPUTE UTM GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.99999388 (SCP 1 HOM 01018601501).
 INTEGRATION CONTROL TABLES

SPECIFIED CONTROL POINTS		UTM ZONE -7 NAD 1983 (GRIG)	
MONUMENT	NORTHING	EASTING	
SCP 1 HOM 01018601501	5 267 341.129	599 712.544	
SCP 2 HOM 00819740135	5 261 359.858	598 036.733	
SCP 3 HOM 01019774054	5 265 750.683	604 643.958	

OBSERVED REFERENCE POINTS
 UTM ZONE 17 NAD 1983 (GRIG)
 COORDINATES SHOWN HEREON ARE RELATIVE TO THE CONTROL POINTS AS PER SEC. 14 (2) OF REG. 216/0 UNDER "THE SURVEY ACT".
 MONUMENT ORP A 5 263 475.000 EC 149.41
 ORP B 5 263 551.28 601 271.13
 COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.



CURVE TABLE			UTM ZONE 17 NAD 1983 (GRIG)	
NUMBER	LOT/BLOCK	RADIUS	ARC	BEARING
C1	20,000 (P&S)	23,034 (P&M)	21,792 (P&M)	N32°46'30"E (P&M)
C2	LOT 23	20,000 (P&S)	9,820 (P&M)	N13°58'20"E (P&M)
C3	LOT 24	20,000 (P&S)	6,328 (P&M)	N37°15'00"E (P&M)
C4	LOT 25	20,000 (P&S)	6,786 (P&M)	N6°03'00"E (P&M)
C5		15,000	17,276	N32°46'30"E

DETAIL
 NOT TO SCALE

- LEGEND:**
- DENOTES MONUMENTS PLANTED
 - DENOTES MONUMENTS FOUND
 - DENOTES SPICED CONTROL POINT
 - DENOTES OBSERVED REFERENCE POINT
 - DENOTES PROPERTY IDENTIFICATION NUMBER
 - DENOTES IRON BAR
 - DENOTES MEASURED
 - DENOTES REGISTERED PLAN 54M-368

GEOGRAPHIC TOWNSHIP OF DYMOND
 CONGRESSIONAL ROAD
 BROKEN LOT 10 2

The Corporation of the City of Temiskaming Shores

By-law No. 2016-000

**Being a by-law for the Assumption of Municipal Services for
the Phase 1 FPT Dawson Point Road Subdivision – Part of Lot
10, Concession 2, Dymond Township**

Whereas under Section 86 (1) (a) of the Municipal Act, S.O. 2001, c.25, a municipality shall supply a building with a water or sewage public utility if the building lies along a supply line of the municipality for public utility;

And whereas in accordance with the *FPT Holdings Limited Dawson Point Road Subdivision* agreement entered into under By-law No. 2016-075, the Director of Public Works has issued a *Certificate of Final Acceptance for Municipal Services*;

And whereas under the said agreement the municipal services are to be assumed by the City through an *Assumption By-law for Municipal Services*;

And whereas Council considered Memo 018-2016-PW at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to assume the Primary Services for the Phase 1 FPT Dawson Point Subdivision for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That all primary services installed in accordance to the FPT holdings Limited Dawson Point Road Subdivision agreement (By-law No. 2016-075) are hereby vested wholly and assumed by the City of Temiskaming Shores.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed on this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores

By-law No. 2016-000

Being a by-law for the assumption of a Highway for public use within the City of Temiskaming Shores – Fisher Avenue

Whereas under Section 28, of the Municipal Act, S.O. 2001, c.25, as amended, a municipality may pass by-laws in respect of a highway if it has jurisdiction over the highway;

And whereas Council entered into a Subdivision Agreement with F.P.T. Holdings Limited for the Dawson Point Road subdivision via By-law No. 2016-075;

And whereas the Subdivision Agreement provided, *inter alia*, that the roadways as defined in the Subdivision Agreement would not be assumed by the City until various obligations, terms and conditions imposed upon the Developer had been completed and compiled with;

And whereas Council of The Corporation of the City of Temiskaming Shores deems it necessary to assume the unopened road allowances on the said Registered Plan of Subdivision for public use;

And whereas the Developer (F.P.T. Holdings Limited) agrees that, notwithstanding such assumption, it will continue to be responsible and liable for the various obligations, terms, conditions and guarantees imposed upon the Developer in the Subdivision Agreement;

And whereas Council considered Memo No. 018-2016-PW at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law for the assumption of a Highway for public use within the City of Temiskaming Shores – Fisher Avenue for consideration at the August 2, 2016 Regular Council meeting.

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the municipality hereby assumes unopened road allowances for public use, more specifically described as:

Fisher Avenue: as shown on Reference Plan 54R-5929 from the north limit of Lot 2 to the west limit Lot 11 inclusive;

Partridge Street: as shown on Reference Plan 54R-5929 from the south limit of Lot 1 to the north limit of Lot 26 inclusive;

Red Fox Avenue: as shown on Reference Plan 54R-5929 from Partridge Street to Peter's Road;

Robin Street: as shown on Reference Plan 54R-5929 from the west limit of Lot 11 to the north limit of Lot 16 inclusive;

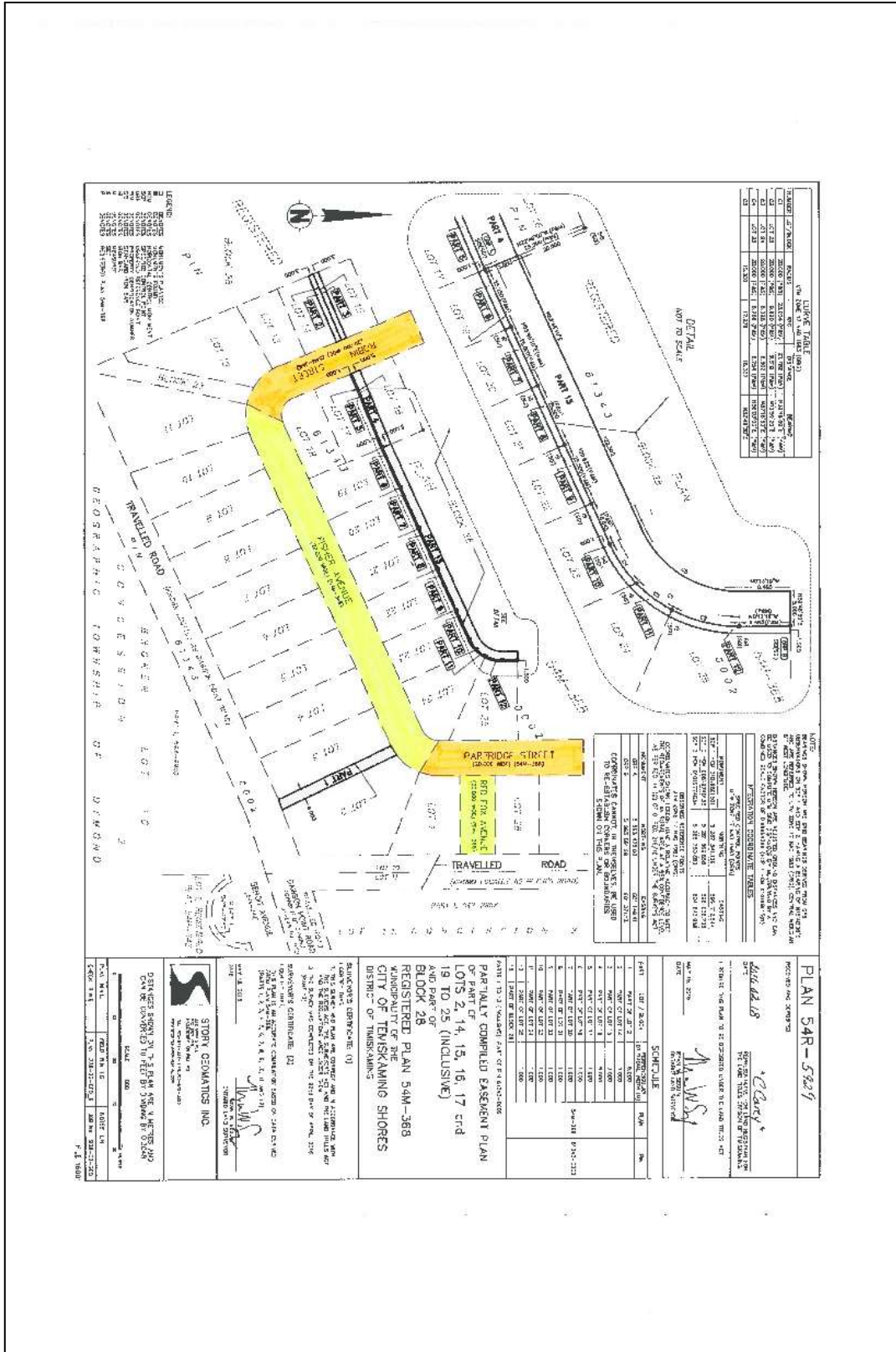
2. That the unopened road allowance being assumed by the municipality are generally illustrated on Schedule "A", hereto attached and forming part of this by-law.
3. That the Mayor and Clerk are hereby authorized to execute an Amending Agreement to the Development Agreement entered into between the Developer, F.P.T. Holdings Limited and the City of Temiskaming Shores attached hereto as Schedule "B" and forming part of this by-law.
4. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical, numerical or typographical nature to the by-law and schedule after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed on this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen

Schedule "A"
Assumed Roadways
Robin Street – Fisher Avenue – Partridge Street – Red Fox Avenue



Schedule “B”

Amending agreement made the 2nd day of August, 2016

Between:

FPT Holdings Limited
(The “Developer”)

And:

The City of Temiskaming Shores
(The “City”)

Background:

- A. The Developer and the City entered into a Development Agreement on May 3, 2016, being By-law No. 2016-075..
- B. The Development Agreement provided, *inter alia*, that the Roadways, as defined in the Development Agreement, would not be assumed by the City until various obligations and terms and conditions imposed upon the Developer had been completed and complied with;
- C. The City and the Developer have decided that it would be in the best interests of both of them for the City to assume the Roadway at this time, and that notwithstanding such assumption, the Developer will continue to be responsible and liable for the various obligations and terms and conditions and guarantees imposed upon the Developer in the Development Agreement.

Now therefore in consideration of the mutual agreements set out in this Amending Agreement the Parties agree:

1. The City may proceed to pass an Assumption Bylaw, as defined in the Development Agreement, for the assumption of the Roadways;
2. The Developer agrees that notwithstanding the passage of the Assumption Bylaw and the assumption of the Roadways by the City, the Developer shall remain as fully responsible and liable for the various obligations and terms and conditions and guarantees imposed upon the Developer by the Development Agreement as if the Assumption Bylaw had not been passed until completion of all the various obligations and terms and conditions imposed by the Developer;
3. Snowplowing shall be provided by the City at the established standard notwithstanding that at least one lot has been developed with a residential dwelling.

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

FPT Holdings Limited

Developer’s Seal)
(if applicable))

President – Karl Pedersen

Witness
Name: _____
Title: _____

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Memo

To: Mayor and Council
From: Mitch Lafreniere, Manager of Physical Assets
Date: August 2, 2016
Subject: Contract Change Order – Boiler for Vacuum Truck
Attachments: **Appendix 01** – Tender Results

Mayor and Council:

At the June 7, 2016 meeting, Council approved entering into an agreement with Joe Johnson Equipment for the purchase of a Vacuum Truck (By-law No. 2016-046).

Due to an oversight, a 400,000 BTU boiler which was added to the Vacuum Truck, was not included in the original Administrative Report and By-law which was approved by Council. As a result, the cost of the boiler was missed. Therefore it is recommended that a change order to the contract in the amount of \$7,134.40 plus HST be approved by Council to the original agreement with Joe Johnson Equipment (By-law No. 2016-046).

Council approved \$500,000 in the 2016 Capital Budget. Including the boiler, the total cost of the unit is \$410,520.07 + \$7,225.15 non-refundable HST = \$417,745.22

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

Mitch Lafreniere
Manager of Physical Assets

G. Douglas Walsh
Director of Public Works

Christopher W. Oslund
City Manager

Contract Change Order

Project Title: Vacuum Truck Purchase	Change Order No.:	01
Contractor/Consultant: Joe Johnson Equipment	Contract Value:	\$ 404,000.00
Project No.: By-law 2016-046	CO Value:	\$7,134.40
Date: August 2, 2016	Current Contract Value:	\$411,134.40

Values exclude HST.

Project Description

The City entered into an agreement with Joe Johnson Equipment through By-law No. 2016-046 for the supply and delivery of a Sewer Vacuum / Flusher Truck.

At the time of the quotation a 400,000 BTU boiler which was to be added to the truck, to permit use of the equipment in cold weather, was not included in the original Administration Report and By-law approved by Council. The details of the approved Quotation Results attached as Appendix 01 show the breakdown of additional Boiler costs.

Description of Contract Change Order

1. Change in price for the originally specified 400,000 BTU Boiler as an option to the equipment.

Respectfully submitted by:

Reviewed and recommended for
approval by:

G. Douglas Walsh, CET
Director of Public Works

Christopher Oslund
City Manager

Subject: Dymond Reservoir Upgrades
OCWA Optional Services Agreement

Report No.: PW-035-2016
Agenda Date: August 2, 2016

Attachments

Appendix 01: Draft Optional Service Agreement

Appendix 02: OCWA Quotation

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-035-2016;
2. That Council agrees to waive the Tender requirements of the City's Purchasing Policy, as set forth in Section 4.10 of By-law No. 2009-012, and authorizes an agreement with the Ontario Clean Water Agency under provisions of Section 4.11 – Optional Services of By-law No. 2011-117, for the upgrades to the Dymond Reservoir associated with the 50% cost sharing/partnership agreement with Conseil Scolaire Catholique de District des Grandes Rivieres (CSCDGR) at an upset limit of \$95,117.48 plus applicable taxes; and
3. That Council directs Staff to prepare the necessary by-law to enter into an Optional Services Agreement with Ontario Clean Water Agency for consideration at the August 2, 2016 Regular Council meeting.

Background

In November of 2014, City staff was approached by representatives from Conseil Scolaire Catholique de District des Grandes Rivieres (CSCDGR) regarding the City's requirements for the construct of an addition at Ecole Catholique St. Michel located at 998075 Highway 11North. One requirement in accordance with the Ontario Building Code is that fire suppression would be necessary.

Since that time, many meetings have taken place with CSCDGR, WSP Canada Inc. (the agent of CSCDGR), the City and EXP Services (the agent of the City) to discuss the best approach to meet the flow requirements for the fire suppression system. As a result it was determined that a dedicated water main from the Dymond Reservoir would be necessary. To accommodate this dedicated water main, upgrades to the Dymond Reservoir would be required and a cost sharing agreement was proposed to complete the necessary upgrades at the reservoir.

At the Regular Council Meeting held on June 7, 2016, Memo 014-2016-PW was presented to Council resulting in the City entering into an equal 50-50% cost sharing agreement / partnership with CSCDGR for the necessary upgrades to the Dymond Reservoir.

Analysis

During the 2016 budget process, the capital project for the Dymond Reservoir upgrades was presented to and approved by Council in the amount of \$200,000.00 with a cost sharing/partnership of 50%.

To date the work performed and cost incurred associated with this project include engineering with an upset limit of \$20,000.00 as well as the purchase of the necessary pumps totalling \$42,544.00 plus applicable taxes.

As the Operating Authority for the City's water and wastewater treatment facilities, the Ontario Clean Water Agency's (OCWA) involvement is necessary to successfully complete this project. As in the past, it is recommended that the City enter into an Optional Services Agreement with OCWA.

The previous Optional Services Agreements the City has entered into with OCWA, has proven to be successful resulting in the most economical approach and have been in the best interest of the City. **Appendix-01** outlines the Draft Optional Service Agreement with OCWA.

Appendix-02 outlines the quotation provide by OCWA for the completion the work associated with their portion of the project.

At the Public Works Committee meeting held on July 26, 2016, this Administrative Report was discussed resulting in the following recommendation being carried:

Recommendation PW-2016-034

Be it resolved that:

The Public Works Committee hereby recommends the Dymond Reservoir Upgrade quotation as provided by the Ontario Clean Water Agency proceed to Council as presented for consideration at the regular Council meeting on August 2nd.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

As noted above, through the 2016 budget process, the Dymond Reservoir Upgrades were approved as a Capital Project with a budget amount of **\$ 200,000.00** and a cost sharing/partnership component of 50%. With engineering costs of **\$20,000**, pump costs of **\$42,544.00** and OCWA's portion being **\$95,117.48**, this project will remain well within budget.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Steve Burnett
Technical & Environmental
Compliance Coordinator

G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores
By-law No. 2016-000

Appendix 01
PW-035-2016
Aug. 2, 2016

Being a by-law to enter into an Optional Service Agreement with Ontario Clean Water Agency (OCWA) for upgrades to the Dymond Reservoir

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-035-2016 at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an Optional Services Agreement with Ontario Clean Water Agency for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes the entering into an Optional Services Agreement with Ontario Clean Water Agency for upgrades to the Dymond Reservoir at an upset limit of \$95,117.48 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule “A” to

By-law 2016-000

Agreement between

The Corporation of the City of Temiskaming Shores

and

Ontario Clean Water Agency

for upgrades to the Dymond Reservoir

Optional Service Agreement

In accordance with Section 4.11 of By-law 2011-117

Between:

The Corporation of the City of Temiskaming Shores
(herein after referred to as "Client")

And:

The Ontario Clean Water Agency
(herein after referred to as "OCWA")

Project: Dymond Reservoir Upgrades

Whereas The Ontario Clean Water Agency operates and maintains all water and wastewater treatment facilities on behalf of the City of Temiskaming Shores under an agreement adopted through By-law No. 2011-117;

And whereas Section 4.11 – Optional Services of By-law No. 2011-117 permits OCWA to provide *Optional Service* upon request of the Client provided that both the Client and OCWA agree in writing to the specific scope of work required;

And whereas once OCWA has agreed to provide the specified *Optional Services* to the client terms and conditions not contained in this agreement shall be governed by By-law No. 2011-117;

Now therefore both the Client and OCWA agree to the following provisions for the above noted project.

Covenants of OCWA

1. Perform all necessary duties involved within the scope of work as detailed in Appendix 01, attached hereto and forming part of this agreement.
2. Furnish all equipment, labour, apparatus and documentation as may be required to satisfy the Upgrades to the various Water and Wastewater Facilities.

Basis of Payment

In consideration of the above noted covenants the client shall pay to OCWA for the completion of the Dymond Reservoir Upgrades a total upset limit of **\$95,117.48** plus applicable taxes. Payment shall be made following receipt of invoice and acceptance of the work.

Execution of Optional Services Agreement

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

Seal if applicable)

Ontario Clean Water Agency

Operations Manager – Mike Del Monte

Witness

Name: _____

The undersigned hereby agrees to be bound by the terms of this Agreement (including the terms attached hereto in the Appendices).

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to

By-law No. 2016-000

Michael Del Monte
 Operations Manager
 Ontario Clean Water Agency
 N.E.O. Hub
 1 Browning Street Box 513
 Haileybury ON
 P0J 1K0

July 18/16

Mr. Steve Burnett
 Technical and Environmental
 Compliance Coordinator
 CITY OF TEMISKAMING SHORES
 P.O. Box 2050
 325 Farr Drive
 Haileybury, Ontario
 P0J 1K0

Steve

The Ontario Clean Water Agency is pleased to supply the following quotation to the City of Temiskaming Shores for the modifications at the Dymond Reservoir.

Modification to the existing header

Item	Cost	Remarks
As per Scope of Work		
Removal of the four existing submersible pumps. Fabricate, supply and install a new 200 mm header with associated knife gate valves, check valves and air relief valves. Connection to the two existing vertical turbine pumps and the two		
Non-Construction Costs		
Crane rental to facilitate the removal of the existing four submersible pumps and the installation of the new vertical pumps.		
Total Supply and Install	\$55,456.56	

Installation of Two VFD Drives

Item	Cost	Remarks
As per Scope of Work		
Purchase and Installation of two Toshiba VFD Drives for the operation of the new vertical turbine pumps. Electrical connection between the MCC, VFD and pumps to be facilitated by municipally hired		
Non-Construction Costs		
Programing and commissioning of the new drives		
Total Supply and Install	\$32,185.92	

Modification to the existing programing

Item	Cost	Remarks
As per Scope of Work		
Office PLC Programming changes Office Scada Programming changes Office HMI Programming changes Shop testing Onsite Scada/HMI/PLC updates. Onsite Testing/Commissioning		
Non-Construction Costs		
Travel b y integrator		
Total Supply and Install	\$7,475.00	

Total Cost	\$95,117.48
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Taxes Extra

Michael Del Monte
Operations Manager

Subject: Retaining Wall upgrades –
Haileybury Medical Centre

Report No.: PW-036-2016
Agenda Date: August 2, 2016

Attachments

- Appendix 01:** Opening Results
- Appendix 02:** Draft Agreement
- Appendix 03:** Quotation – Accessible Parking

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-036-2016; and
2. That Council directs staff to prepare the necessary by-law and agreement with James Lathem Excavating for Retaining Wall Upgrades and Accessible Parking at the Haileybury Medical Centre at an upset limit of \$32,305 plus applicable taxes for consideration at the August 2, 2016 Regular Council meeting.

Background

Due to the age of the existing concrete wall supporting the parking lot, staff has determined that it has reached its life expectancy, cannot be rehabilitated and should be removed and replaced. This wall is the main support for the parking lot on the south side of the Medical Centre and the current wall is leaning significantly towards the building.

Analysis

One (1) submission was received, in response to the Request for Proposal PW-RFP-011-2016 *Upgrades to Retaining Wall at Haileybury Medical Centre* that had been circulated to known contractors and posted on the City’s web site, prior to the closing date of July 19, 2016 at 2:00 p.m.

The proposal was reviewed and evaluated in accordance to the requirements of the RFP and the deliverables to be provided by the successful service contractor.

Appendix 01 – Opening Results summarizes the results of the response received as follows:

Vendor	Price - Quoted	Non – Refundable HST	Total Cost
James Lathem Excavating	\$17,830.00	\$313.81	\$18,143.81
James Lathem Excavating	\$4,600.00*	\$80.96	\$4,680.96

*Proposed additional work. See Financial / Staffing Implications for further detail.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

As part of the 2016 capital budget process, Council approved a total of \$100,000 for this project. Due to proposed changes in the construction of a new retaining wall / landscaping approach, the city will see significant savings in this project. The contractor has also proposed an additional fee of \$4,680.96 which includes non-refundable HST to remove and replace the remaining 26 lineal meters of concrete retaining wall to match the balance of the above mentioned project.

Given the significant savings of this project and requests from both users and tenants of the facility for accessible parking, staff requested a quotation from the successful bidder for the installation of two (2) accessible parking stalls on the west side (front) of the building. The bidder provided two (2) options. Staff is recommending that Council approve Option 2 at a cost of \$9,875 plus applicable taxes.

Total cost included non-refundable HST = **\$32,873.57**

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Mitch Lafreniere
Manager of Physical
Assets

G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager

Document Title: **PW-RFP-011-2016**

Opening Date: **July 19, 2016**

Inquiry Contact: **Mitch Lafreniere**

Opening Time: **2:00 pm**

Description: **Upgrades to Retaining Wall at Hlby Medical Centre**

Form of Proposal

This is a Request for Proposal with no formal proposal form to be completed; each bidder submits a price along with specific information based on their proposal. Proposals are evaluated based on a pre-determined set of evaluation criteria.

Bidder: JAMES LATHERM
Price (less HST): 17,830.

Notes:

Bidder:
Price (less HST):

Notes:

Bidder:
Price (less HST):

Notes:

Bidder:
Price (less HST):

Notes:

Bidder:
Price (less HST):

Notes:

Bidder:
Price (less HST):

Notes:

Bidder:
Price (less HST):

Notes:

Bidder:
Price (less HST):

Notes:

Comment: Since this is a Request for Proposal all submissions are required to be evaluated based on the pre-determined evaluation criteria. Therefore submissions will be reviewed for errors, omissions, accuracy and other criteria by municipal staff prior to any awarding. Subsequently bidders will be informed of the results.

In Attendance:

Print Name

Representing

Signature

*Daren Kelly
Daren Kelly*

*exp Services
T/S*

*DAVE TREEN
Linda McKnight*

*TEM SHORES
C of TS*

[Signature]
[Signature]
Linda McKnight

The Corporation of the City of Temiskaming Shores

By-law No. 2016-000

Being a by-law to enter into an agreement with James Lathem Excavating Limited for the upgrading of the Concrete Retaining Wall at the Haileybury Medical Centre and Two Accessible Parking Spaces

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-036-2016 at the August 2nd, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with James Lathem Excavating Limited for upgrades to the Concrete Retaining Wall and Accessible Parking at the Haileybury Medical Centre at an upset limit of \$32,305 plus applicable taxes for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes the entering into an agreement with James Lathem Excavating Limited for upgrades to the Concrete Retaining Wall at the Haileybury Medical Centre at an upset limit of \$32,305 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2016-128

Agreement between

The Corporation of the City of Temiskaming Shores

and

James Lathem Excavating Limited

for upgrades to the concrete Retaining Wall at the
Haileybury Medical Centre

This agreement made in duplicate this 2nd day of August, 2016.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called "the Owner")

and

James Lathem Excavating Limited
(hereinafter called "the Contractor")

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Upgrades to Retaining Wall at Haileybury Medical Centre
Proposal PW-RFP-011-2016**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents attached hereto as Appendix 01 and forming part of this agreement,
- c) Provide all material and perform all work for the installation of Accessible Parking described in Appendix 02 attached hereto and forming part of this agreement; and
- d) Complete, as certified by the Director, all the work by **October 28th, 2016**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforementioned at an upset limit of Thirty-Two Thousand, Three Hundred and Five Dollars and Zero Cents (\$32,305.00) plus applicable taxes subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

All communications in writing between the parties, or between them and the Director shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if

sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

James Lathem Excavating Limited
P.O. Box 176
North Cobalt, Ontario
P0J 1R0

The Owner:

City of Temiskaming Shores
P.O. Box 2050 / 325 Farr Drive
Haileybury, Ontario
P0J 1K0

The Director:

The Director of Public Works
City of Temiskaming Shores
P.O. Box 2050 / 325 Farr Drive
Haileybury, Ontario
P0J 1K0

Remainder of page left blank intentionally

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

Contractor's Seal)

(if applicable))

Municipal Seal)

James Lathem Excavating Limited

President – Al Jenkins

Witness

Print Name: _____

Title: _____

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to

By-law No. 2016-128

Upgrades to Retaining Wall



**City of Temiskaming Shores
PW-RFP-011-2016**

Upgrades to Retaining Wall at Haileybury Medical Centre

PW-RFP-011-2016

Contractor's submission of bid to:

The Corporation of the City of Temiskaming Shores

Stipulated Bid Price

We/I, James Lathem Excavating Limited
(Registered Company Name/Individuals Name)

Of, 35 Niven Street, North Cobalt, Ontario P0J 1R0
(Registered Address and Postal Code)

Business:

Phone Number (705) - 672-5576

Fax Number (705) - 672-3232

We/I hereby offer to enter into an agreement to supply and install, as required in accordance to the proposal for a price of:

	Price
Lump Sum price (less HST)	\$ <u>17,830.00</u>



City of Temiskaming Shores
PW-RFP-011-2016
Upgrades to Retaining Wall at Haileybury Medical Centre

NON COLLUSION AFFIDAVIT

I/ We James Lathem Excavating Limited the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

Such bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed bid.

The price or prices quoted in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Signed

Allan Jenkins

Company Name

James Lathem Excavating Limited

Title

President



City of Temiskaming Shores
PW-RFP-011-2016
Upgrades to Retaining Wall at Haileybury Medical Centre

Conflict of Interest Declaration

Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no *(strike out inapplicable portion)* knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at North Cobalt this 19 day of July, 2016.

FIRM NAME: James Lathem Excavating Limited

BIDDER'S AUTHORIZED OFFICIAL: Allan Jenkins

TITLE: President

SIGNATURE 

James Lathem Excavating Limited

35 Niven Street, Box 176
North Cobalt, Ontario P0J 1R0

Phone: 705-672-5576
Fax: 705-672-3232
email: jjenkins@jlathem.ca

City of Temiskaming Shores RFP-011-2016 – Upgrades to Retaining Wall at Haileybury Medical Centre

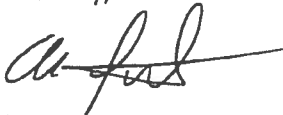
Work included in Price

- Remove 40 linear meters of Concrete Retaining Wall
- Excavate and dispose of material to reshape Parking Lot
- Parking lot is to be sloped 2 to 1 from Medical Centre
- Slope is to have Geotextile placed on it and Rip Rap
- A total of 100 tonnes of Granular "A" is to be levelled on the Parking Lot
- 10 Concrete Parking Curbs are to be place on top bank of Parking Lot
- Any areas disturbed will be topsoil and seeded
- A set of 5 foot wide steel stairs complete with railing will be installed as per code

Note: If the City of Temiskaming Shores would like the remaining 26 meters of Concrete Retaining Wall removed to allow for drainage to be sloped toward the lake an additional price of \$4,600.00 plus HST would be requested.

If you have any further questions, please do not hesitate to contact us at 705-672-5576.

Yours truly,



Allan Jenkins



Appendix 02 to
Schedule "A" to
By-law No. 2016-128
Accessible Parking

James Lathem Excavating Limited

35 Niven Street, Box 176
North Cobalt, Ontario P0J 1R0

Phone: 705-672-5576
Fax: 705-672-3232
email: jjenkins@jlathem.ca

July 29, 2016

The City of Temiskaming Shores
Bag D
Haileybury, Ontario
P0J 1K0

Attn: Mitch Lafrenniere

Re: Handicap Parking at Haileybury Medical Center

Dear Mitch,

We would like to provide a price for two options for the Handicap Parking at the Haileybury Medical Center:

Option 1

- Cut existing curb
- Make 1 Handicap Parking spot 3.5 metres wide by 6 metres long
- Excavate .45m deep
- Backfill and compact Granular "B" and Granular "A"
- Pave with 50mm asphalt
- Paint Handicap Logo

Total Price \$5,958.00 plus HST

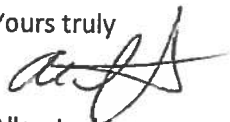
Option 2

- Move and relocate the existing sign
- Flower bed wall will be removed and not reinstalled
- Two Handicap Parking spaces will be made totally 8.5 metres in width
- They will be paved with 50mm asphalt
- Handicap Logos will be put on both spots and yellow dashed lines between the two spots

Total Price \$9,875.00 plus HST

If you have any further questions please do not hesitate to contact us at 705-672-5576 or on my cell at 705-648-8321.

Yours truly



Allan Jenkins

James Lathem Excavating Limited

35 Niven Street, Box 176
North Cobalt, Ontario P0J 1R0

Phone: 705-672-5576
Fax: 705-672-3232
email: jjenkins@jlathem.ca

July 29, 2016

The City of Temiskaming Shores
Bag D
Haileybury, Ontario
POJ 1K0

Attn: Mitch Lafrenniere

Re: Handicap Parking at Haileybury Medical Center

Dear Mitch,

We would like to provide a price for two options for the Handicap Parking at the Haileybury Medical Center:

Option 1

- Cut existing curb
- Make 1 Handicap Parking spot 3.5 metres wide by 6 metres long
- Excavate .45m deep
- Backfill and compact Granular "B" and Granular "A"
- Pave with 50mm asphalt
- Paint Handicap Logo

Total Price \$5,958.00 plus HST

Option 2

- Move and relocate the existing sign
- Flower bed wall will be removed and not reinstalled
- Two Handicap Parking spaces will be made totally 8.5 metres in width
- They will be paved with 50mm asphalt
- Handicap Logos will be put on both spots and yellow dashed lines between the two spots

Total Price \$9,875.00 plus HST

If you have any further questions please do not hesitate to contact us at 705-672-5576 or on my cell at 705-648-8321.

Yours truly



Allan Jenkins

Subject: Amendments to By-law No. 2012 – 101
(Traffic By-law)

Report No.: PW-037-2016
Agenda Date: August 2, 2016

Attachments

None

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-037-2016; and
2. That Council directs staff to prepare the necessary by-law to amend By-law 2012-101 (Traffic By-law) to include prohibit parking on the west side of Mary Street and on various streets to accommodate STATO Trail locations for consideration at the September 6, 2016 Regular Council meeting.

Background

The current *Traffic and Parking of Vehicles By-law* (By-law No. 2012-101) came into force and effect on November 6, 2012.

Since that time there have been a number of minor amendments made to the document and recently requests have been received to consider changes to prohibited parking on various streets and roadways within the City limits.

Analysis

Based on concern for safety and the difficulty with school bus traffic on Mary Street, between Whitewood Avenue and Dymond Avenue in New Liskeard during the school year a request for consideration that there be “No Parking” allowed on the east side of Mary Street was received.

The street section along Mary Street, between Whitewood and Dymond, consists of concrete sidewalk and curb on both sides of the asphalt surfaced roadway which varies in width from 8.7 to 9.0 metres. Currently, the Traffic By-law prohibits parking on Mary Street from Dymond Avenue southward for a distance of 24 metres on both sides, to allow for increased visibility at this location due to the School Zone. With parking permitted on both sides along the length of the street, at times the traffic is restricted to one lane, usually in the middle of the asphalt. Given that the school bus drivers access New Liskeard Public School via Mary Street, thereby travelling northward, should parking restrictions be considered along this area, it is recommended that the east side of Mary Street be designated.

Likewise, with the recent approval of the extension of the South Temiskaming Active Travel Organization (STATO) trail from the Wabi River Bridge on Armstrong Street through to Crystal Crescent in the northern portion of the municipality, various roadways have been designated for “on street” lanes. The route now includes painted lanes as listed below:

- Murray Street, north side, from Armstrong Street to May Street;
- May Street, west side, from Murray Street to Hessle Street;
- Hessle Street, north side, from McKelvie Street to Armstrong Street; and
- Laurette Street, east side, from Drive-In Theatre Road to Crystal Crescent

As well, in 2016 the STATO Trail will extend along Grant Drive with a paved shoulder adjacent to asphalt driving surface, as noted below:

- Grant Drive, east side, from Wilson Drive to Drive-In Theatre Road

Based on safety for the motoring public, students in the School Zone and users of STATO Trail, it is recommended that the changes in parking restrictions, as noted above, be considered by Council; and if approved, Public Works staff will ensure that the amendments are signed, as required and that the public are aware of the additions and/or changes, to allow for proper enforcement.

The amendments being recommended are to Appendix 04 – Parking Prohibited at all Times in Designated Places to Schedule “A” to By-law No. 2012-101, as amended as follows:

<u>Street</u>	<u>Side</u>	<u>From</u>	<u>To</u>
Mary Street	East	Whitewood Avenue	Dymond Avenue
Murray Street	North	Armstrong Street	May Street
May Street	West	Murray Street	Hessle Street
Hessle Street	North	McKelvie Street	Armstrong Street
Grant Drive	East	Wilson Drive	Drive-In Theatre Road
Laurette Street	East	Drive-In Theatre Road	Crystal Crescent

These amendments have been discussed at the Public Works Committee and Protection to Persons and Property Committee meetings held on Tuesday July 26th, 2016.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

Staffing implications related to this matter are limited to normal administrative functions and duties as it relates revisions to the by-law and installation of the required signage.

Costs associated with the placement of required signs and posts would be estimated at \$85 per installation.

Alternatives

While a status quo alternative exists, it was not considered as there are a number of safety concerns that have been identified.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager

Subject: Tender Award – North Cobalt
Water Stabilization Project

Report No.: PW-038-2016
Agenda Date: August 2, 2016

Attachments

Appendix 01: Consultant's Report -Tender Results

Appendix 02: Draft Agreement (Refer to By-law No. 2016-129)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-038-2016 particularly Appendix 01 – Consultant's Report – Tender Results and Appendix 02 – Draft Agreement;
2. That as outlined in Section 3.5 of the City's Purchasing Policy, Council approves the award of the North Cobalt Water Stabilization Project contract to *Pedersen Construction (2013) Inc.* in the amount of \$1,773,093 plus applicable taxes; and
3. That Council directs staff to prepare the necessary by-law and agreement for consideration at the August 2, 2016 Regular Council meeting.

Background

On September 11, 2015 an Expression of Interest was submitted to the Ontario Infrastructure Fund detailing the need for funding to complete the looping of the North Cobalt municipal drinking water system, to ensure reliable, continuous, safe and clean drinking water. That EOI was recommended for the second stage of the application process and on December 8, 2015 a funding application was submitted to the Ontario Community Infrastructure Fund (OCIF) for the North Cobalt Water Stabilization Project (NCWSP).equate fire protection.

In anticipation of funding, the City entered into an Agreement with Exp Services for the provision of detailed engineering design for the project January 19th, 2016. In mid-April 2016, the City was advised that the application had been successful and that approximately \$1.6M for the estimated \$2.08M would be available from the OCIF. This Capital Project was included in the 2016 Budget process and was approved pending OCIF funding.

The detailed design was completed on time and under budget and the project tender was advertised on July 6th, 2016 and distributed to known qualified contractors as well as advertised on the City's web site.

Analysis

Tender closing date was Tuesday July 19th, 2016 at 3:00 p.m. at which time four (4) qualified contractors submitted bid proposals.

The tenders were analysed for errors and/or omissions as outlined in the Consultants Tender Report and the R. M. Belanger submission was found to be incorrect with a \$4,500 addition error however, this did not affect the order in successful bidders list.

The process for obtaining competitive pricing was in keeping with the City's Purchasing Policy (By-Law No. 2009-012, as amended).

A summary of the corrected results for the tender process are included in the table below.

Bidder	Tender Amount	Non-Refundable HST	Total
Pedersen Const.(2013) Inc.	\$1,773,093.00	\$134,755.00	\$1,907,848.00
R. M. Belanger Const. Ltd.	\$3,674,818.35	\$279,286.05	\$3,954,104.40
Gratton Construction Ltd.	\$4,156,362.00	\$315,883.50	\$4,472,245.50
James Lathem Exc. Ltd.	\$2,208,166.17	\$167,820.53	\$2,375,986.70

Tender Amount includes a 5% Contingency Allowance.

Pedersen Construction has successfully completed similar projects in Temiskaming Shores and has demonstrated the ability to successfully complete work as intended and would oversee the work (as the General Contractor) of a number of sub-contract trades at various facilities included in the looping work.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

As outlined above and included in the 2016 budget deliberations, Council has allocated \$1,403,250 (including the 2016 OCIF Formula Based Funding, OCIF Application Based Funding and the City's contribution) towards the work to be completed in 2016. The balance of the funding commitment for the completion of the work would be included in the 2017 Budget (estimated total of \$504,600 which includes the balance of the approved OCIF funding and City's contribution of approximately \$75,000) as the final portion of the two year project.

The estimated construction costs (including contingencies) at the time of applying for the funding was \$1.9 million.

Alternatives

While cancelling the tender award is an option, it is not being recommended at this time.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

“Original signed by”

“Original signed by”

G. Douglas Walsh
Director of Public Works

Christopher W. Oslund
City Manager



July 22nd, 2016.

Corporation of the City of Temiskaming Shores,
325 Farr Drive,
TEMISKAMING SHORES, Ontario.
P0J 1K0

Attention: Mr. Doug Walsh
Director of Public Works.

Re: North Cobalt Water Stabilization
Tender Report and Recommendations
Tender No. RFT-PWC-001-2016
Project No. NWL-01601003

Dear Mr. Walsh,

We are pleased to present our review of the Tenders received in person at City Hall on July 19th, 2016 for the above noted project. A total of four (4) tender packages were received for the proposed works. Our review of the submissions follows.

Tenders were received from Pedersen Construction (2013) Inc., James Lathem Excavating Inc., Dennis Graton Construction Ltd., and R.M. Belanger Ltd. Each tender was reviewed for mathematical errors and completeness of the tender package. The following are our comments:

- All contractors chose to submit Bid Bonds which were in accordance with the Tender requirements.
- The Agreement to Bond was included in the four packages;
- Pedersen Construction (2013) Inc. Tender package was found to contain the following error:
 - Total tendered amount on Page 1 of Form of Tender entered without HST, value corrected to \$2,003,595.09.
- James Lathem Excavating Inc. Tender package was found to contain the following error:
 - Total tendered amount on Page 1 of Form of Tender entered without HST, value corrected to \$2,495,227.77.
- Dennis Graton Construction Ltd. Tender package was found to be mathematically correct.
- R.M. Belanger Ltd. Tender package was found to have the following errors:
 - Subtotal for Section 3.0 entered as \$234,090, corrected to \$238,590.
 - Total Tender Amount corrected to \$3,674,818.35 to reflect above correction.
 - Total tendered amount on Page 1 of Form of Tender entered without HST, value corrected to \$4,152,544.74.

exp Services Inc.

Corporation of the City of Temiskaming Shores
Re: Tender Report and Recommendations
Tender No. RFT-PWC-001-2016
Project Number: NWL-01601003
Date: July 22, 2016

The ranking of the four Tenders received is Pedersen Construction (2013) Inc. (\$1,773,093.00), Lathem Excavating Ltd. (\$2,208,166.17), R.M. Belanger Ltd. (\$3,674,818.35), and Denis Gratton Construction Ltd. (\$4,156,362.00). Numbers exclude HST.

We recommend the City of Temiskaming Shores proceed with the preparation of the Articles of Agreement with Pedersen Construction (2013) Inc.

Should you have any questions, please do not hesitate to contact our office.

Sincerely,
exp Services Inc.



Terry Pascoe, B. Eng.
Project Manager



Subject: Engineering Assignment – Investigation
of Parapet Wall – NL Library

Report No.: PW- 039-2016
Agenda Date: August 2, 2016

Attachments

Appendix 01: RFP Submission Results

Appendix 02: EXP Engineering Services Quote (Scope of Work Clarification)

Appendix 03: Draft Agreement

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-039-2016; and
2. That Council directs staff to prepare the necessary by-law and agreement with EXP Services, based on Request for Proposal PW-RFP-012-2016, at an upset limit of \$5,500 plus applicable taxes, for consideration at the August 2, 2016 Regular Council meeting.

Background

In 2014, the City retained the services of Mitchell Architects to complete a library buildings condition survey. As part of this survey, it was noted that the parapet wall above the main entrance to the New Liskeard Library required further investigation to determine the structural integrity of the feature.

As a result of the recommendation, funding to conduct the investigation were included and approved in the 2016 Budget process.

Analysis

Two (2) submissions were received, in response to the Request for Proposal that had been circulated to known consultants and posted on the City's web site, prior to the closing date of July 19th, 2016 at 2:00 p.m.

The proposals were reviewed and evaluated in accordance to the requirements of the RFP and the deliverables to be provided by the successful service contractor.

Appendix 01 – RFP Results summarizes the results of the responses received as follows:

Vendor	Quote	Non – Refundable HST	Total Cost
EXP Services	\$14,952.00	\$263.16	\$15,215.16
Art Engineering Inc.	\$6,750.00	\$118.80	\$6,868.80
EXP Services *	\$5,500.00	\$715.00	\$6,215.00

*Follow-up Submission based on Original Scope of Work

Upon review, it was determined that the submission from EXP Services included the preparation of detailed drawing and specifications that would address any structural deficiencies found during the investigation work, outlined in the RFP. City staff contacted the consultant requesting clarification and a price that reflected the original intent of the work.

Attached as Appendix 02 is the response to the request for clarification and estimate to complete the work as described in the original RFP.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

Adequate funding has been allocated towards the completion of the investigation of the Parapet Wall at the New Liskeard Library. The staffing required is minimal and considered as part of the daily work routine.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for Council's consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

 Mitch Lafreniere
 Manager of Physical Assets

 G. Douglas Walsh, CET
 Director of Public Works

 Christopher W. Oslund
 City Manager

Document Title: **PW-RFP-012-2016**

Opening Date: **July 19, 2016**

Inquiry Contact: **Mitch Lafreniere**

Opening Time: **2:00 pm**

Description: **Investigation of Parapet wall for NL Library**

Form of Proposal

This is a Request for Proposal with no formal proposal form to be completed; each bidder submits a price along with specific information based on their proposal. Proposals are evaluated based on a pre-determined set of evaluation criteria.

Bidder: **EXP SERVICES**

Total Project Price (less HST):	14,952
Total (incl. HST):	16,895.76

Notes:

Bidder:

Total Project Price (less HST):	
Total (incl. HST):	

Notes:

Bidder: **ART ENGINEERING INC.**

Total Project Price (less HST):	6,750
Total (incl. HST):	7,627.50

Notes:

Bidder:

Total Project Price (less HST):	
Total (incl. HST):	

Notes:

Bidder:

Total Project Price (less HST):	
Total (incl. HST):	

Notes:

Bidder:

Total Project Price (less HST):	
Total (incl. HST):	

Notes:

Comment: Since this is a Request for Proposal all submissions are required to be evaluated based on the pre-determined evaluation criteria. Therefore submissions will be reviewed for errors, omissions, accuracy and other criteria by municipal staff prior to any awarding. Subsequently bidders will be informed of the results.

In Attendance:

Print Name
 Darren Kitley
 Dave Wessitt
 Dave Treben
 Linda McKnight

Representing
 exp Services
 TS
 Tem. Shores
 Cof TS

Signature






July 25th, 2016.

Mr. Mitch Lafreniere,
City of Temiskaming Shores,
P.O. Box 2050, 325 Farr Drive
Haileybury, Ontario.
P0J 1K0

**Re: Investigation of Parapet Wall for New Liskeard Library
Supplemental Submission for Request for Proposal PW-RFP-012-2016**

Dear Mr. Lafreniere:

Thank you for the opportunity for us to submit this supplemental proposal based on reduced scope for the above referenced RFP. We are pleased to present the following for your consideration.

exp Services Inc. is agreeable to reduce the scope of the above by removing the design drawing and specification components of our original proposal which amounts to significant savings for the City. The newly defined scope will comprise:

1. A kick-off meeting;
2. A review of the existing condition and analysis of the cause of the observed damage to the parapet wall; and
3. A comprehensive report detailing the results of the site review with potential solutions and general ranking of cost associated with those solutions.

To minimize costs we assume that we would have access provided to the roof during the re-roofing scheduled for this summer.

With the above considered our total fees are **Five Thousand Five Hundred dollars (\$5,500.00)**.

On behalf of **exp** Services Inc. we thank you for the opportunity and look forward to working with the City of Temiskaming Shores on this and any other future endeavors.

Should you have any questions regarding this proposal, please do not hesitate to contact the undersigned.

Sincerely,

exp Services Inc.

*City of Temiskaming Shores
New Liskeard Library
July 2016*

Exp Services Inc.

A handwritten signature in blue ink, consisting of a stylized 'D' followed by a horizontal line.

Daren R. Ridley, C.E.T. rcca
Team Lead, Infrastructure

Distribution: exp NL file
 exp London file
 exp Sudbury file

The Corporation of the City of Temiskaming Shores
By-law No. 2016-000

**Being a by-law to enter into an agreement with EXP
Services Inc. for Engineering Services for the
investigation of the Parapet wall at the Temiskaming
Shores Library – New Liskeard Branch**

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-039-2016 at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with EXP Services Inc. for the investigation of the Parapet wall at the Temiskaming Shores Library – New Liskeard Branch for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes the entering into an agreement with EXP Services Inc. for the investigation of the Parapet wall at the Temiskaming Shores Library – New Liskeard Branch at an upset limit of \$5,500.00 plus taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2016-000

Agreement between

The Corporation of the City of Temiskaming Shores

and

EXP Services Inc.

for the Investigation of the Parapet wall at the
Temiskaming Shores Library – New Liskeard Branch

This agreement made in duplicate this 1st day of March 2016.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called “the Owner”)

and

EXP Services Inc.
(hereinafter called “the Consultant”)

Witnesseth:

That the Owner and the Consultant shall undertake and agree as follows:

Article I:

The Consultant will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Engineering Services – Investigation of Parapet wall for NL Library
Request for Proposal No. PW-RFP-012-2016**

- b) Do and fulfill everything indicated in EXP Services Inc. Supplemental Submission for Proposal No. PW-RFP-012-2016 dated July 25, 2016; and
- c) Complete, as certified by the Director, all the work by **December 31, 2016.**

Article II:

The Owner will:

- a) Pay the Consultant in lawful money of Canada for the material and services aforesaid **Five Thousand Five Hundred Dollars and Zero Cents (\$5,500.00) plus applicable taxes** subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

All communications in writing between the parties, or between them and the Engineer shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For

deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

EXP Services Inc.
P.O. box 1208
9 Wellington Street
New Liskeard, Ontario
P0J 1P0

The Owner:

City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

The Director:

The Director of Public Works
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

EXP Services

Consultant’s Seal)
(if applicable))

Team Lead, Infrastructure – Daren R. Ridley, CET

Witness – Annette Neill

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

Subject: Road Closure – August 19, 2016
N.L. BIA's Back-To- School Event

Report No.: PW-040-2016
Agenda Date: August 2, 2016

Attachments

Appendix 01: BIA Request

Appendix 02: Sketch of proposed Road Closure for Back-To-School Event

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-040-2016; and
2. That Council directs staff to prepare the necessary Temporary Road Closures Notice for the 2016 New Liskeard Business Improvement Area's Back-To-School Event and circulate the associated Notice to affected parties.

Background

On July 22, 2016 a letter was received from the New Liskeard BIA requesting the closure of Whitewood Avenue from Paget Street to May Street and Armstrong Street from Church Street to Cedar Avenue from the hours of 6:00 a.m. August 19th to 6:00 a.m. August 20th (24 hours) to accommodate their new event meant to encourage local shopping for back-to-school, in addition to clubs and classes sign-ups, and entertainment to enjoy the end of summer.

The City has in the past supported events planned, organized and carried out by the BIA and although Council has passed By-law No. 2015-141 being a by-law to adopt the Delegation of Powers and Duties Policy for the City of Temiskaming Shores and in Section 4 *Temporary Road Closures* delegates the authority to approve temporary road closure for the purpose of special events and infrastructure construction and/or repair to the Director of Public Works, it is felt that this request should be acknowledged and authorized by Council.

Analysis

The requested limits and timing of the road closure has been reviewed by the Director of Public Works. There is no schedule of events included in the request, therefore, the timing may result in overtime being required to set up and tear down the proposed closure. Likewise, the limits of the closure requested, may extend beyond the actual requirements (i.e. Armstrong Street South and Whitewood Ave East).

Typically, the Road Closures in these areas for special events are as follows:

- 1) Armstrong Street from Church Street southward to the laneway south of Whitewood Ave (Parking Lot)
- 2) Whitewood Ave from Paget Street / Lakeshore Road eastward to the laneway east of Armstrong Street.

During the Biker's Reunion, the limits have extended to the requested limits; however, access to Parking areas was affected.

It is recommended that Council authorize the road closure through the adoption of a Temporary Road Closure by-law. Pending Councils approval, the Director of Public Works will complete the Road Closure Notice and advise all Emergency Services as well as the Transit operators.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

Public Works and Recreation staff contribute to the road closures with the provision of barricades and the manpower to set up, take down and sweep the downtown streets following events of this nature. Expenditures for overtime wages may be required.

Alternatives

No alternatives were considered.

Submission

Prepared by:

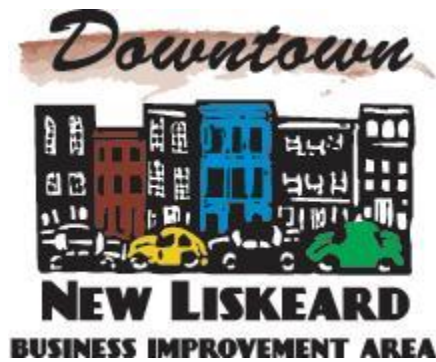
Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Douglas Walsh
Director of Public Works

Christopher W. Oslund
City Manager



New Liskeard BIA
Box 2050
Haileybury, ON P0J 1K0
Ph: (+1) 705.672.3363 Ext: 4224
bianewliskeard@gmail.com

Friday, July 22nd, 2016

Mayor Carman Kidd
The Corporation of the City of Temiskaming Shores
325 Farr Drive
Box 2050
Haileybury, Ontario
P0J 1K0

RE: PERMISSION FOR ROAD CLOSURE FOR BACK-TO-SCHOOL EVENT, August 19th, 2016

Dear Mayor Kidd,

The New Liskeard BIA is in the process of planning our NEW Back-to-School Event in the downtown area for Friday, August 19th, 2016. We are asking The Corporation of the City of Temiskaming Shores for permission to close Whitewood Avenue from Paget Street to May Street and Armstrong Street from Church Street to Cedar Avenue from the hours of 6:00 a.m. to 6:00 a.m. (24 hours), to accommodate our new event meant to encourage local shopping for back-to-school, in addition to clubs and classes sign-ups, and entertainment to enjoy the end of summer.

Please advise if there is anything else that you require. We look forward to hearing from you and thank you in advance for your cooperation on this matter.

Sincerely

Stéphanie Lamothe
BIA Coordinator

cc: Dave Treen, Municipal Clerk, The Corporation of the City of Temiskaming Shores
Tammie Caldwell, Director of Recreation, The Corporation of the City of Temiskaming Shores

The Corporation of the City of Temiskaming Shores

By-law No. 2016-000

**Being a by-law to authorize Temporary Road Closures,
control the direction of traffic and limit the traffic on certain
streets for the New Liskeard Business Improvement Area's
Back to School Event**

Whereas under Section 27, of the Municipal Act, S.O. 2001, c.25, as amended, a municipality may pass by-laws in respect of a highway if it has jurisdiction over the highway;

And whereas under Section 10, of the Municipal Act, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-040-2016 at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law for Temporary Road Closure for the New Liskeard Business Improvement Area's Back-to-School Event for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the following roads shall be temporarily closed or experience traffic direction changes or traffic limitations on the date and time specified below for the New Liskeard BIA Back-to-School event:

Back-to-School: Friday, August 19 at 6:00 a.m. to 11:59 p.m

Road Closures:

- Armstrong Street from Church Street to south of Whitewood Avenue intersection;
- Whitewood Avenue from Paget Street to east of May Street

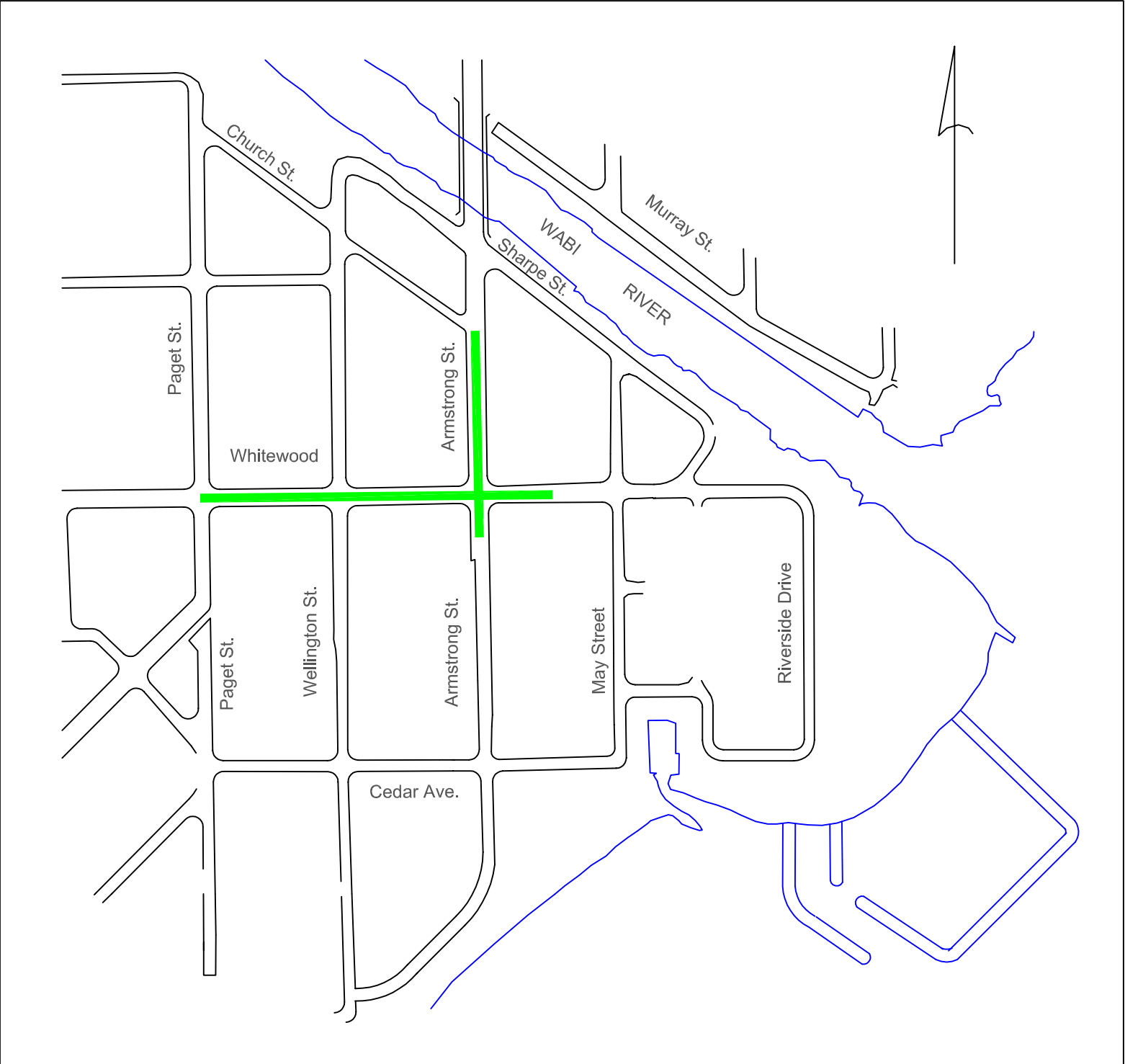
Clarification:

See attached Schedule "A" Closure Mapping.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



— Closed Friday, August 19, 2016 at 6 am to 11:59 pm

Subject: Tender Award – STATO Trail Extension
(Wilson Ave to Laurette Street)

Report No.: PW-041-2016
Agenda Date: August 2, 2016

Attachments

Appendix 01: Opening Results

Appendix 02: Draft Agreement

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-041-2016 particularly Appendix 01 – Opening Results and Appendix 02 – Draft Agreement;
2. That as outlined in Section 3.5 of the City’s Purchasing Policy, Council approves the award of the *Construction of the STATO Trail – Wilson to Laurette* contract to *Miller Paving Limited* in the amount of \$206,162.50 plus applicable taxes; and
3. That Council directs Staff to prepare the necessary by-law and agreement for consideration at the August 2, 2016 Regular Council meeting.

Background

Dating back to 2005 the South Temiskaming Active Travel Organization has been active in the planning of a 19.7 kilometre activity trail that would link the all communities within the City of Temiskaming Shores from North Cobalt to Dymond Township. Through continuous fund raising efforts and with the assistance of senior level government funding, portions of the Trail have been constructed and are being used by cyclists and pedestrians.

The Ontario Trillium Foundation approved funding for the City of Temiskaming Shores to extend the Trail from Hessele Street to Highway 65 East which was completed in July of 2016.

The Ontario Municipal Cycling Infrastructure Program has approved \$325,000 for the line painting and cycle stamping on Murray Street, May Street, Hessele Street, and the construction of a 2.4 m wide asphalt surfaced active trail on Wilson Avenue, Grant Drive, Drive-In Theatre Road (grading existing surface, placing, grading and compacting 75 mm Granular ‘A’ material and placing 50 mm of Hot Laid Asphalt) and Laurette Street (line painting and cycle stamping).

The project is to be completed by October 14, 2016.

The Request for Quotation documents were prepared and RS-RFQ-005-2016 was distributed to previous and known potential bidders with closing date at 2:00 p.m. on Friday July 29th, 2016.

Analysis

Three (3) responses to the Request for Quotation were received by the closing date.

Bidder	Tender Amount	HST	Total
Miller Paving Limited	\$ 206,162.50	\$ 26,801.13	\$ 232,963.63
Demora Construction	\$ 218,215.00	\$ 28,367.95	\$ 246,582.95
Loach Asphalt	\$ 208,999.50	\$ 27,169.94	\$ 236,169.44

The tenders were analysed for errors and/or omissions and were found to be correct and complete. The process for obtaining competitive pricing was in keeping with the City’s Purchasing Policy (By-Law 2009-012, as amended).

Miller Paving Limited has successfully completed similar projects in Temiskaming Shores and has demonstrated the ability to successfully complete this work as intended.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

The 2016 Capital Budget includes allocated funds within the Recreational Services Department Budget to complete the project in the amount of \$377,250.

The contract, inclusive of non-refundable HST, totals \$ 209,790.96. Additional work to date includes the section from Hessle Street to Highway 65 East at a cost of \$123,002.40 and line painting & markings estimated at \$12,500. Total cost spent or committed to date is approximately \$345,293.

There are a couple of connecting sections (Ecole Navigateur to ARIO property and Murray Street from May Street to the bridge) that staff is seeking estimates for completion in 2016. Approximately \$32,000 is available to complete these sections.

The City has received funding from Ontario Trillium Foundation (\$150,000), Ontario Municipal Cycling Infrastructure Program (\$162,500 in 2016) and the STATO Committee (\$64,750). No municipal dollars will be spent during the 2016 phase of the project, however, the City did expend approximately \$190,000 utilizing gas tax funds to relocate the trail as part of the Lakeshore Road rehabilitation project.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

G. Douglas Walsh, CET
Director of Public Works

Tammie Caldwell
Director of Recreation Services

Christopher W. Oslund
City Manager

Document Title: **RS-RFQ-005-2016**

Opening Date: **July 29, 2016**

Inquiry Contact: **Doug Walsh**

Opening Time: **2:00 pm**

Description: **STATO – Wilson and Laurette**

Form of Proposal

Bidder: **MILLER**

All items quoted:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Sub-total:	\$206,162. ⁵⁰
HST:	\$26,801. ¹³
Total:	\$232,963. ⁶³

Bidder: **DEMORA**

All items quoted:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Sub-total:	\$218,215. ⁰⁰
HST:	\$28,367. ⁹⁵
Total:	\$246,582. ⁹⁵

Bidder: **LOACH ASPHALT**

All items quoted:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Sub-total:	\$208,999. ⁵⁰
HST:	\$27,169. ⁹⁴
Total:	\$236,169. ⁴⁴

Bidder:

All items quoted:	<input type="checkbox"/> Y <input type="checkbox"/> N
Sub-total:	
HST:	
Total:	

Bidder:

All items quoted:	<input type="checkbox"/> Y <input type="checkbox"/> N
Sub-total:	
HST:	
Total:	

Bidder:

All items quoted:	<input type="checkbox"/> Y <input type="checkbox"/> N
Sub-total:	
HST:	
Total:	

Bidder:

All items quoted:	<input type="checkbox"/> Y <input type="checkbox"/> N
Sub-total:	
HST:	
Total:	

Bidder:

All items quoted:	<input type="checkbox"/> Y <input type="checkbox"/> N
Sub-total:	
HST:	
Total:	

Comment: Submissions will be reviewed for errors, omissions and accuracy by municipal staff prior to any awarding. Subsequently bidders will be informed of the results.

In Attendance:

Print Name

Representing

Signature

DAVE TREEN
TAMMIE CALDWELL

C. TEM SHORES
C. OF TEMISKAMING
SHORES



The Corporation of the City of Temiskaming Shores

By-law No. 2016-000

Being a by-law to enter into an agreement with Miller Paving Limited for the supply of labour, equipment and material for the Construction of the Active Trail System – Wilson Avenue / Grant Drive / Drive-in Theatre Road / Laurette Street all within the City of Temiskaming Shores

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-041-2016 at the August 2, Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Miller Paving Limited for the supply of labour, equipment and material for the Construction of the Active Trail System, on Wilson Avenue, Grant Drive, Drive-in Theatre Road and Laurette Street for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes the entering into an agreement with Miller Paving Limited for the supply of labour, equipment and material for the Construction of the Active Trail System on Wilson Avenue, Grant Drive, Drive-in Theatre Road and Laurette Street to an upset limit of \$206,162.50 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2016-138

Agreement between

The Corporation of the City of Temiskaming Shores

and

Miller Paving Limited

for the the Construction of the Active Trail System on
Wilson Avenue, Grant Drive, Drive-In Theatre Road
and Laurette Street

This agreement made in duplicate this 2nd day of March 2016.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called "the Owner")

and

Miller Paving Limited
(hereinafter called "the Contractor")

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

Article I – Contractor`s Covenants

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Construction of STATO Trail Extension
Tender No. RS-RFQ-005-2016**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents attached hereto as Appendix 01 and forming part of this agreement; and
- c) Complete, as certified by the Director, all the work by **August 31st, 2016.**

Article II – Owner`s Covenants

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid **Two Hundred and Six Thousand, One Hundred and Sixty-Two Dollars and Fifty Cents (\$206,162.50) plus applicable taxes** subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III - Communication

All communications in writing between the parties, or between them and the Engineer shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For

deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

Miller Paving Limited
P.O. Box 248
New Liskeard, Ontario
P0J 1P0

The Owner:

City of Temiskaming Shores
P.O. Box 2050 / 325 Farr Drive
Haileybury, Ontario
P0J 1K0

The Director:

Director of Public Works
City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

Contractor's Seal)
(if applicable))

Municipal Seal)

Miller Paving Limited

Estimating Manager – Britt Herd

Witness
Name: _____
Title: _____

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to

By-law No. 2016-138

Form of Agreement

**REQUEST FOR QUOTATION
 RS-RFQ- 005-2016
 Construction of Active Travel System
 Wilson Avenue – Laurette Street**

We, the undersigned, have carefully examined the attached documents and conditions of the quotation. We, the undersigned, understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment¹, labour, apparatus and documentation, including final report as are required to satisfy this quotation.

³

To: *THE CORPORATION OF THE CITY OF TEMISKAMING SHORES*

This Quotation is submitted by:

Firm Name:	Miller Paving Limited		
Mailing Address:	Box 248		
	New Liskeard, ON P0J 1P0		
Telephone No.:	705-647-4331	Fax No.	705-647-3611
Email Address:	britt.herd@millergroup.ca		

SCHEDULE OF ITEMS AND PRICES

ITEM		Unit	Est. Qty.	Price	Total
1.	Excavation – 450 mm	m ³	60	\$80.00	\$4,800.00
2.	Grading	m ²	2750	\$10.00	\$27,500.00
3	Granular A (supplied, grading and compaction 75mm thickness)	Tonnes	550	\$50.00	\$27,500.00
4	Granular 'B'	100 Tonnes	100	\$25.00	\$2,500.00
5	Hot laid Asphalt (Supplied, placed and compacted – 50mm thickness)	Tonnes	450	\$305.00	\$137,250.00
6	Asphalt Marking				
6.1	100 mm wide solid white line	m	1625	\$1.25	\$2,031.25
6.2	100 mm wide dashed white line	m	265	\$1.25	\$331.25
6.3	Stop Blocks	ea.	11	\$125.00	\$1,375.00
6.4	Bicycle Logo	ea.	23	\$125.00	\$2,875.00

To be submitted

		Sub-Total:	\$206,162.50
		HST:	\$26,801.13
		Total Quotation Price:	\$232,963.63

(Hourly rates for labour and equipment to be appended to quotation for consideration in the event of additional work, to be approved by City.)

Estimated time frame for work to be completed: 6 weeks.

The following documents have been attached:

- Insurance Coverage in the form of a Certificate of Insurance
- Proof of WSIB Coverage

**REQUEST FOR QUOTATION
 RS-RFQ- 005-2016
 Construction of STATO Trail
 Wilson Avenue/Grant Drive/Drive-In Theatre Road/Laurette Street
 NON COLLUSION AFFIDAVIT**

I/We Miller Paving Limited the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid. Such bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed bid.

The price or prices quoted in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant. The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated this 29th day of July, 2016

Authorized Signatures: Miller Paving Limited
 Name of Firm
[Signature]
 Signature

Manager - Estimating
 Position
Don McDonald [Signature]
 Witness Name Witness Signature

AND, if more than one:

 Signature

 Position

 Witness Name _____
 Witness Signature

Clearance Certificate / Certificat de décharge

Contractor Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur	Contractor Address / Adresse de l'entrepreneur	Contractor Classification Unit and Description / Unité de classification de l'entrepreneur et description	Principal Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur principal	Principal Address / Adresse de l'entrepreneur principal	Clearance Certificate Number / Numéro du certificat de décharge	Validity period (dd-mm-yyyy) / Période de validité (jj/mm/aaaa)
MILLER PAVING LIMITED / MILLER PAVING	PO BOX 4080, MARKHAM INDUSTRIAL PARK, MARKHAM, ON, L3R9R8, CA	4564-000: Dry Bulk Materials Trucking 3551-000: Ready-Mix Concrete Operations 4121-001: Highways, Streets, and Small Bridges 0812-000: Limestone Quarries 4591-001: Highway, Street, and Bridge Maintenance 3699-000: Other Petroleum and Coal Products	valid for all contracts	ontario	E20000093AF6	20-May-2016 to 19-Aug-2016



CANADIAN INSURANCE
BROKERS INC.

1 Eglinton Avenue East, Suite 415
Toronto, ON, M4P 3A1 Canada
(t) 416.855.1897 (f) 416.489.5311 (toll) 800.790.0951
Email: ellar@cibi.ca www.cibi.ca

VERIFICATION OF INSURANCE

DATE: July 22, 2016
TO: City of Temiskaming Shores
P.O Box 2050
Haileybury, Ontario
P0J 1K0

This is to certify that the policies of Insurance listed have been issued to the insured named in this certificate for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. This certificate of insurance neither affirmatively nor negatively amends, extends nor alters the coverage afforded by the policies scheduled herein. The Insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. It is furnished as a matter of information only, confers no rights upon the holder and is issued with the understanding that the rights and liability of the parties will be governed by the original policy or policies as they may be lawfully amended by endorsement from time to time.

INSURED: MILLER PAVING LIMITED
P.O. Box 4080
Markham, Ontario L3R 9R8

COMMERCIAL GENERAL LIABILITY

(Including Non-Owned Automobile)

INSURER: ZURICH INSURANCE COMPANY
POLICY NO.: 8832136
EXPIRY DATE: **April 28, 2017**
LIMIT OF LIABILITY: \$5,000,000.00 per Occurrence, Inclusive Bodily Injury & Property Damage

ADDITIONAL INSURED: City of Temiskaming Shores may be added as an Additional Insured, but only with respect to the liability of **Miller Paving Limited** arising from the below-mentioned contract/operations, upon award of the tender to the above Named Insured.

DESCRIPTION OF OPERATIONS:

Contract No. RS-RFQ-005-2016. Construction 2km of STATO Trail – Temiskaming Shores.

AUTOMOBILE LIABILITY

INSURER: ZURICH INSURANCE COMPANY
POLICY NO: 9998008
EXPIRY DATE: **April 28, 2017**
LIMIT OF LIABILITY: \$2,000,000.00 per Occurrence, Inclusive Bodily Injury & Property Damage

*If tender awarded to above Insured, should any of the above described policies be cancelled before the expiration date thereof, the Insurer(s) will endeavour to mail **30 days** written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer(s) or Canadian Insurance Brokers Inc.*

CANADIAN INSURANCE BROKERS INC.

per: _____

Authorized Representative

City of Temiskaming Shores - RS-RFQ-005-2016

TYPE	MAKE	UNIT #	Hourly Rate
Skidsteer (operated)	CATERPILLAR - TRACK SKIDSTEER	E100321	\$ 55.00
	Sweeper for skidsteer	E133524	\$ 15.00
Tri-Axle (operated)	TRUCK - 2008 WESTERN STAR TRIAXLE DUMP	E082567	\$ 85.00
Excavator (operated)	EXCAVATOR - 2011 CAT 336E	E006273	\$ 155.00
Rubber Tire Backhoe (operated)	BACKHOE - 2012 J.D. 410J	E120902	\$ 85.00
Dozer D4 (operated)			\$ 105.00
Mini Excavator (operated)			\$ 55.00
Pick Up Truck			\$ 30.00
Foreman			\$ 45.00
Labourer			\$ 25.50
Flagger			\$ 22.50

Subject: Downtown Event Infrastructure Funding **Report No.:** CGP-016-2016
Agenda Date: August 2, 2016

Attachments

Appendix 01: NOHFC Stage 2 application

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CGP-016-2016;
2. That Council supports the submission of a funding application to NOHFC in the amount of \$58,500 to complete the Downtown Event Infrastructure Project;
3. That Council hereby allocates \$12,000 toward this project through the New Liskeard BIA budget as approved by the New Liskeard BIA Board; and
4. That Council and/or the New Liskeard BIA Board will cover any cost overruns incurred by the project.

Background:

Over the past several years, the City has received several requests from groups putting on events in downtown New Liskeard to upgrade the electrical system in that part of the community to make it easier to run events there. Both Summerfest and Village Noel have run into problems with lack of electrical supply as have other smaller events in that area.

In 2015, ARTEM applied to NOHFC for funding to upgrade the electrical system and purchase some updated lighting for the area, but was turned down as they would not own the newly installed equipment. They were advised that it would be better for the City to apply for the infrastructure as the City would be the owner of the equipment.

Analysis:

Once ARTEM was turned down in late 2015, staff included this project within the 2016 City budget. The New Liskeard BIA is supportive of the upgrades as they will assist the downtown core to hold additional events in the future. The BIA Board has passed a resolution of support for the project stating that they will cover the municipal portion of the project costs by using some of their reserve funds.

This project will see not only electrical and seasonal lighting upgrades in the downtown core, but it will also see the installation of upgraded planter boxes and garbage receptacles as well as some new benches and patio sets.

Alternatives

No alternatives were considered.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

The total cost of this project is estimated at \$120,000. NOHFC has been asked to support \$58,500 of the total costs. Fed Nor has been requested by ARTEM to cover \$49,500 based on their 2015 application which is still pending. The City’s portion of the project costs will be covered by the \$12,000 committed by the New Liskeard BIA.

The BIA has agreed to cover up to \$3,000 in cost overruns, however the City would have to cover any overruns past that point. These infrastructure upgrades significantly outweigh the small financial risk that the City may pick up.

Staffing implications related to this matter are limited to normal administrative functions and duties as the work would be completed by qualified contractors.

Submission

Prepared by:

Reviewed and submitted for
Council’s consideration by:

“Original signed by”

“Original signed by”

James Franks
Economic Development Officer

Christopher W. Oslund
City Manager

NOHFC Project Proposal Template

Community Capacity Building Initiatives Program – Event Partnership

File Number: 8230017	Total Project Cost: \$120,000
Project Name: Downtown Infrastructure Upgrades	Requested NOHFC Contribution: \$58,500
Project Location: New Liskeard	Contribution Type: conditional contribution
Applicant/Organization: City of Temiskaming Shores	Type of Business/NAICS: Municipality
Lead Contact: James Franks	
Mailing Address: 325 Farr Drive	Email: jfranks@temiskamingshores.ca
Community: Haileybury, ON	Phone Number: (705) 672 – 3363 ext. 4137
Postal Code: P0J 1K0	Fax: (705) 672 – 3200

EVENT SUMMARY

Provide the event details including date and location event is taking place? Anticipated participants? Expected outcomes and benefits of the event?

This project will see the installation of infrastructure in the downtown core of New Liskeard to enhance the existing downtown core and enable various community groups to grow their existing events as well as enable new events and activities to prosper in the downtown core.

The project will see the installation of electrical infrastructure to enable event organizers to have access to safe and sufficient electrical capacity to host larger events in the downtown core. The predominant events are; Village Noel Temiskaming (last weekend in November), Summerfest & Bikers Reunion (July long weekend), New Liskeard Fall Fair (third weekend in September), and the Festival des Folies Franco Fun (first weekend in May). Combined, these events draw attendees totaling over 60,000 on an annual basis..

The enhanced electrical infrastructure will provide power for activities, heating and concerts in the downtown core. Other upgrades will include new lighting infrastructure to lighten up the downtown core during these events. Additional upgrades will include benches, bike racks and even the creation of an outdoor patio space. These upgrades are required to provide for the enhancement and growth of these community events.

New event infrastructure in the downtown core to provide for a more tourism friendly shopping and event environment. This includes new planter boxes, self-watering hanging baskets, benches and garbage receptacles. In addition, 2 kiosks that can be used by vendors at events will be purchased and some of the existing kiosks will be insulated to make them usable year round.

Background: *Provide background of applicant and proposed event.*

The City of Temiskaming Shores is applying for this grant to support events currently taking place in our community and to ensure that the community is well positioned to attract new events by developing the proper infrastructure and ensuring it is in place.

The project is supported by the New Liskeard Business Improvement Area board who has agreed to provide funding to support the infrastructure. The group realizes that events that take place within the downtown core of the community benefit their business members and creates a reason for people to visit the community for the first time. Those who come once, generally wish to return on other occasions.

Due to the fact that this application is to support several events, rather than one single event, we are asking that NOHFC consider a funding portion of 48.75%. Temiskaming Shores is the regional hub for our area and the events draw attendees from around the area and many from the Province of Quebec. Although we have a population of 10,500, we draw on a population of 32,500, half of which come from Quebec, therefore providing real economic impact to Ontario.

The project aligns with the Northern Growth Plan through sections; 2.2.2(b,c & i) – the New Liskeard Fall Fair and Village Noel Temiskaming both focus on Agriculture and local food processing and all of the events are designed to encourage greater tourism spending in the community.

2.3.3 (f), - The events support local producers and create consumer awareness of regional foods availability.

2.3.4 (a & d), - Village Noel and the Fall Fair have significant portions of their activities related to regional artisans. The Fall Fair does offer prizes within the youth categories for some of their juried events. Both events as well as the Festival des Folies Franco Fun celebrate the region's cultures and histories.

2.3.10 (a,c,d,e,f) This project fits perfectly within this section as it is an investment into infrastructure to support tourism growth within Northern Ontario. Many of the events above are regional in nature and invite both artisans and producers from throughout Northeastern Ontario and into Northwestern Quebec. Village Noel has created a specific partnership with the Timiskaming First Nation to provide Aboriginal tourism experiences as part of the event. The experiences offered at these events are providing access to Francophone and Aboriginal culture that would not be available otherwise. The City has partnered with the Ontario Tourism Marketing Partnership Corporation to provide a some significant social media coverage of the Village Noel event in 2016.

ALIGNMENT WITH GROWTH PLAN KEY SECTORS

- | | |
|---|---|
| <input type="checkbox"/> Advanced manufacturing | <input type="checkbox"/> Minerals sector and mining supply and services |
| <input checked="" type="checkbox"/> Agriculture, aquaculture, and food processing | <input type="checkbox"/> Renewable energy and services |
| <input checked="" type="checkbox"/> Arts, culture, and creative industries | <input checked="" type="checkbox"/> Tourism |
| <input type="checkbox"/> Digital economy | <input type="checkbox"/> Transportation, aviation and aerospace |
| <input type="checkbox"/> Forestry and value-added forestry-related industries | <input type="checkbox"/> Water technologies and services |
| <input type="checkbox"/> Health sciences | |

PROJECT BUDGET

Project Costs

- Identify applicable cost categories such as: wages, consulting costs, materials, project management, equipment costs, etc. Indicate whether cost items are eligible or ineligible as per program criteria. Please ensure that you cross reference to supporting documents (e.g. quotes, estimates, etc) and attach documents in support of project costs (e.g. quotes, estimates, etc).

Project Cost Category	Eligible Project Costs	Ineligible Project Costs	Total Project Costs
Electrical Upgrades	60,000		60,000
Lighting Upgrades	10,000		10,000
Event Infrastructure	50,000		50,000
TOTAL	120,000		120,000

Project Funding

In the table below specify type of financing to be provided by other organizations. In-kind contributions are not considered as an applicant's cash contribution towards the project. In-kind contributions including materials, equipment and volunteer labour may be counted in evaluating the share of partner contributions in the ineligible cost category.

Funding Source	Project Cost Category	Funding Type	Eligible Project Costs	Ineligible Project Costs	Funding Amount
NOHFC	all	Conditional grant	120000		58500
Applicant	all	cash			12,000
ARTEM / Fed Nor	all	cash			49,500
		TOTAL			
		NOHFC %	48.75%	0%	100%

How have event costs been verified for accuracy, completeness and reasonableness?

Project estimates were assembled using the City's Public Works and Maintenance management staffs, which have considerable experience with estimating and budgeting project costs. As part of the project, engineering firms will calculate specific details.

Where the event requires the purchase of supplies, equipment or services, indicate how best value for money will be ensured. Indicate if the Applicant has a procurement policy in place. Please indicate how you will meet NOHFC expectations regarding procurement (listed below).

("If the Recipient acquires supplies, equipment or services with the Funds, it shall do so through a process that promotes the best value for money. If the Recipient is selecting third-party contractors from which to acquire supplies, equipment or services for the Project for an amount greater than \$25,000 a competitive process must be used, including a written request for at least three proposals, written evaluation of bids received and a written agreement with the successful contractor. NOHFC may, at its sole discretion, consent in writing to single sourcing if details of urgency, special expertise, confidentiality, savings or other circumstances warrant it.")

The City of Temiskaming Shores adopted By-law No. 2008-077 being a by-law to adopt an accountability and transparency policy. The policy ensures that the City is accountable to the public for its actions and the delivery of services, as well as the manner in which actions are transparent to the public. The City also adopted By-law No. 2009-012 being a by-law to adopt Purchasing Policies and Procedures to establish the authority and sets out the methods by which goods, services or construction will be purchased and disposed of. Copies of both documents are available on our municipal website at www.temiskamingshores.ca

Have all identified funding partners committed to the event? If so, provide details (e.g., letter received); if not, provide an explanation. **(Please attach supporting documentation)**

- The New Liskeard BIA has approved the funds within their 2016 budget. A copy of the minutes is attached for confirmation.
- Fed Nor has approved the Phase One submission to le Centre Culturel ARTEM and they are anticipating the Phase Two approval shortly.

In addition to the funding sources identified above, have any other funding programs been approached/applied to? If yes, indicate organization and the status of those applications. If no, please explain. **(Please attach supporting documentation)**

- As we have currently applications in to funding agencies to support 90% of the project costs, no other funding requests will be made.

Has private sector funding been considered? If not, explain whether there exist opportunities for private sector funding, corporate presence, etc.

- Each of the above mentioned events request support from the private sector for the annual operational costs of the events. As this project is of an infrastructure nature, no private sector investment was requested to ensure that the events benefit directly from those funds.

Provide details on how the Applicant will obtain the identified contribution, and identify contingency plans for how any cost over-runs will be addressed. Explain. **(Please attach supporting documentation)**

- Should the project require cost overruns, the BIA will cover the costs up to an additional \$3,000 and the City will then provide the financial support to complete the project.
- Due to the fact that some portions of the project are event infrastructure upgrades, the purchase of some of these items could be limited to keep the overall cost of the project in line.

Why is NOHFC funding necessary to make this event viable? Explain.

- Due to the ongoing water, sanitary and sewer infrastructure needs in the community, the City could not financially support these event growth needs. Without the support of both the Federal and Provincial governments, these infrastructure upgrades could not be completed.

Operating Costs

Revenues	Historical (Actual)	Projected Year 1	Projected Year 2	Projected Year 3
NOHFC		58,500		
City / New Liskeard BIA		10,000		
ARTEM / Fed Nor		49,500		
TOTAL		120,000		

Provide a detailed rationale for all projected revenues and what they are based on:

- Project funding revenues only. No other revenues will be realized as part of this project.

Expenses	Historical (Actual)	Projected Year 1	Projected Year 2	Projected Year 3
Electrical Upgrades		60,000		
Lighting Upgrades		10,000		
Event Infrastructure		50,000		
TOTAL		120,000		

Provide a detailed rationale for all projected expenses and what they are based on:

- The projected expenses are those that will be incurred during the construction and purchase phase of this project. No additional expenses are anticipated as part of this project.

If there are any annual operating deficits shown, please explain where the funding will come from to cover these shortages.

- N/A

If there are any annual operating deficits shown, please explain where the funding will come from to cover these shortages.

- N/A

JOBS

In the table below, identify the following:

- number of permanent jobs that are expected to be created as a result of the event
- identify the number of jobs that are expected to be retained as a result of the event

New, direct, full-time jobs	1
New, direct, part-time jobs	1
New, indirect jobs	1
TOTAL FTE	3

List details for each new, direct, full-time job being created:

Position Title	Event Coordinator
Employer	Centre Culturel ARTEM
Salary	30,000
Start Date	August 2016
Reports To	Réjeanne Massie

PROJECT ANALYSIS

Is the event a new major tourism event that will generate significant economic impacts for the community and region?

- This project will support several events that are currently taking place within the community as well as create the infrastructure to enable new events to start and grow within the community.
- The combined events above contribute annual tourism spending of over \$5 million.

To what extent does the proposed event align with the applicant's existing community plans or regional plans or initiatives?

- The regional Strategic Economic Development Unit proposed a comprehensive tourism development project as one of the key priorities for the community in 2004
- The Community Economic Development Advisory Committee Key Priorities document formulated from public consultation in 2013 also suggests tourism growth through support to community groups.

Has the applicant and proposed partner(s) provided a by-law, resolution, etc. supporting the project?

- A copy of the New Liskeard BIA minutes from the December 7, 2015 meeting are attached in support of the project.
- A copy of the Village Noel Temiskaming minutes from the November 10, 2015 meeting are attached
- A letter of support from the President of le Centre Culturel ARTEM has been requested and will be forwarded for the file once received.

How will this event promote economic growth, innovation, and/or job creation in the North Ontario? Describe how the event enhances the community's ability to attract/retain businesses and professionals and improve the capacity and investment readiness of the community.

- These infrastructure investments will provide short term benefits to those events operating in the community today to enable them to more easily provide activities to bring additional tourists into the community during their events. In addition, the investments will enable new events to more easily start up and operate in the community providing for more opportunities for tourists to visit the region.
- The more activities that take place in the community, the more revenue potential that local businesses derive from the tourist traffic. This increased revenue creates job opportunities and growth.

What are the anticipated long-term impacts of the event?

- The long term impacts from the infrastructure investment will mean that it will be easier for community groups to be able to put on events within the downtown core of New Liskeard and create more tourism demand in that area. The increased tourism traffic will in turn assist local businesses to create jobs in the community.

Identify the individuals who will be responsible for managing the event and provide their contact information and relevant experience.

- James Franks, Economic Development Officer – (705)672-3363 ext. 4137/ jfranks@temiskamingshores.ca
18 years' experience with event organization, tourism, and community economic development.

- Doug Walsh, Director of Public Works - (705)672-3363 ext. 4126/ dwalsh@temiskamingshores.ca - 22 years' experience in a municipal government setting, well versed in the management of all physical assets, as well as several years of provincial ministry employment experience with both the Ministry of Labour and the Ministry of Environment.
- Mitch Lafreniere, Manager of Physical Assets - (705)672-3363 ext. 4113 mlafreniere@temiskamingshores.ca More than 20 years of management experience, and is well versed in the following areas: managing/ maintaining fleet and buildings; scheduling maintenance work, preparing and presenting reports, and writing tenders and quotations. Mitch has also created the City of Temiskaming Shores Asset Management Plan.
- Laura Lee MacLeod, Treasurer - (705)672-3363 ext. 4121/ lmacleod@temiskamingshores.ca More than 20 years of municipal accounting experience, including five years as treasurer.

Identify any other projects for which the Applicant is currently or has received funding from NOHFC during the past five years?

Project #	Project Name	NOHFC Funding Amount	Status
950688	Dymond Industrial Park Phase 2	\$ 1,000,000	completed
950824	Latchford Street Reconstruction	\$ 1,000,000	completed
8100168	Tem. Shores Commercial Strip Upgrades	\$ 1,000,000	Underway

Identify experience with any other funders for similar projects.

The City has received funding from various government funding programs to support many municipal projects.

Funders include:

Fed Nor – Community Development Program and Youth Internship programs

Human Resources and Development Skills Canada – Enabling Accessibility Fund

Ministry of Culture – Creative Communities Prosperity Fund, Cultural Strategic Investment Fund

Heritage Canada – Canada Day funding, Millennium project.

Ontario Ministry of Agriculture, Food and Rural Affairs – Rural Economic Development, Build Canada Fund

OCIF

MARKETING ANALYSIS

Identify the proposed marketing strategy/plan for this event. Provide a general description of how the community/region, clients or other potential users/participants will be engaged to ensure the success of the event, and its future sustainability.

- As this project is more of an infrastructure nature, there is no specific marketing strategy for the project.
- The City does and will continue to partner with the community groups coordinating events in the community to actively market those events as tourism opportunities in Northeastern Ontario.

Describe the participants/delegates forecasted to attend the event, including anticipated numbers?

- The different events draw different attendees. Summerfest and the Bikers Reunion draw motorcycle enthusiasts and their families. The Festival des Folies Franco Fun draws Francophone residents from around the region and into Quebec. The New Liskeard Fall Fair draws from the agricultural sector from around Northeastern Ontario and Northwestern Quebec and Village Noel bring artisans and local food producers from both Ontario and Quebec.
- Combined, these events draw over 60,000 annually to the community.

What marketing opportunities are available to NOHFC?

- Once the upgrades are complete, we would invite NOHFC attend one of the festivals to be recognized for their contribution to the infrastructure making these events successful.
- The City will be happy to include signage in downtown area showing the support from NOHFC and other partners.

SUPPORTING DOCUMENTATION

- Applicant's proof of legal name and business name:
 - Certified copy of the articles of incorporation and amendments;
 - Copy of partnership agreement or partnership declaration;
 - Personal I.D. (e.g. driver's license) (*Note: for sole proprietors or partners in a partnership*); and/or
 - Copy of business name registration
- Copy of any related by-law(s) or resolution(s) supporting the project and indicating the Applicant's funding commitment towards the project from (where applicable) municipal or band councils and not-for-profit boards of directors
- Documentation confirming funding commitments of other project contributors or confirmation of acceptance of application to other funding sources
- Copy of land ownership/lease documents, or land use permits
- Where available attach copies of RFPs, consultant's reports, building plans, contracts and tender documents, etc.
- Copies of insurance certificate(s), and WSIB clearance certificate (* See **Appendix B** for additional information regarding Insurance).
- Copies of quotations or estimates from suppliers, consultants, or contractors (including labour costs) cross referenced to project costs.
- Copy of recent financial statements
- Copies of rental or lease agreement
- Copies of documentation from other funding organizations that declined your project.

SUBMISSION PROCESS

Once you have completed your project proposal, please forward two copies **to the Project Officer assigned to your file**, or, if no Project Officer has been assigned, forward the proposal to your local Ministry of Northern Development and Mines office.

If you have any questions or need assistance, please contact the NOHFC at 1-800-461-8329 or 705-945-6700 or the Ministry of Northern Development and Mines office in your community.

Kenora Area

810 Robertson Street,
Suite 104
Kenora ON
P9N 4J2
Tel: 1-866-711-8304
(807) 468-2937
Fax: (807) 468-2930

Thunder Bay Area

435 James Street South,
Suite 332
Thunder Bay ON
P7E 6S7
Tel: 1-866-711-8304
(807) 475-1648
Fax: (807) 475-1589

Timmins Area

Ontario Government Complex
P.O. Bag 3060
Hwy 101 E.
South Porcupine ON
P0N 1H0
Tel: 1-866-711-8304
(705) 235-1664
Fax: (705) 235-1660

Sault Ste. Marie Area

70 Foster Drive, Suite 200
Sault Ste. Marie ON
P6A 6V8
Tel: 1-866-711-8304
(705) 945-5914
Fax: (705) 945-5931

Sudbury Area

159 Cedar Street, Suite 700
Sudbury ON
P3E 6A5
Tel: 1-866-711-8304
(705) 564-4128
Fax: (705) 564-7583

North Bay Area

447 McKeown Avenue,
Suite 203
North Bay ON P1B 9S9
Tel: 1-866-711-8304
(705) 494-4045
Fax: (705) 494-4069

TYPE OF ASSISTANCE REQUESTED**Identify type of assistance requested**

Conditional Contribution: *NOHFC funding that is non-repayable if the objectives of the project are met and the Proponent has completed all obligations including reporting requirements. The conditions of the NOHFC's funding are outlined in the NOHFC's legal agreement with the client.*

Forgivable Performance Loan: *NOHFC funding that may be forgiven and does not have to be repaid, if certain performance targets are met. For example, if a client receives NOHFC funding on the basis of ten jobs being created, and ten jobs are subsequently created, the NOHFC funding does not have to be repaid. If the performance target is not met, the NOHFC is in a position to demand repayment.*

Repayable Loan: *NOHFC funding that is repayable. The loan may be interest bearing or non-interest bearing. In some cases the loan may be given as an incentive term loan. The incentive refers to the option of deferring interest and/or principle payments for some period of time possibly including, an elimination of interest for some period. An example of an incentive term loan is NOHFC funding that is interest free with the principle to be paid back over ten years.*

COMPLIANCE WITH LAWS AND PERMITS**Laws**

At all times, Recipient, its officers, directors, partners, employees agents, subcontractors or volunteers shall comply with all applicable federal, provincial and municipal laws, ordinances, statutes, regulations, rules and orders in respect of the performance of the project and the agreement.

Permits

At its own expense, Recipient shall obtain all permits, licences, approvals and authorizations required to perform the project and the agreement and shall comply with all federal, provincial and municipal laws, ordinances, statutes, regulations, rules and orders in respect of same.

Insurance

Recipient shall comply with all provisions and requirements of any of Recipient's insurance policies applicable to the project and with all rules and regulations concerning safety and the proper conduct of work.

INSURANCE REQUIREMENTS

If your project is approved, you will be required to provide a certificate of insurance that indicates the organization has a commercial general liability insurance policy on an occurrence basis for third party bodily injury and property damage, to an inclusive limit of not less than \$2 million per occurrence.

If the organization does not have a \$2 million limit, include a quote from your insurance company for increasing your limit, to the \$2 million required.

Insurance

- Recipients shall arrange for and keep current while carrying out the project or during the term of the agreement, whichever is longer, the following insurance policy with an insurer acceptable to NOHFC:
- A commercial general liability insurance policy on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$5,000,000 per occurrence, \$5,000,000 products and completed operations aggregate. The policy is to include the following:
 - NOHFC and its officers, directors, employees, subcontractors and agents as additional insureds with respect to liability arising in the course of performance of Recipient's obligations under, or otherwise in connection with, the agreement;
 - cross-liability clause;
 - thirty (30) day written notice of cancellation, termination or material change;
 - contractual liability coverage;
 - tenants legal liability coverage (if applicable and with applicable sub-limits);
 - non-owned automobile coverage with blanket contractual coverage for hired automobiles; and
 - employer's liability coverage, if Recipient is not insured by the Workplace Safety and Insurance Board of Ontario (WSIB).
- Recipient shall provide to NOHFC a valid certificate of the insurance prior to the start of the project and thereafter as may be subsequently requested during the course of the project or the term of the agreement, whichever is longer.
- If Recipient is subject to the *Workplace Safety and Insurance Act, 1997 (WSIA)*, it shall submit a valid WSIB clearance certificate to NOHFC prior to the start of the project. Recipient shall, if NOHFC so requests, provide additional WSIB clearance certificates from time to time. Recipient shall pay when due, and ensure that each of its contractors pays when due, all amounts required to be paid by it/its contractors under the WSIA.

Third-Party Insurance

- Recipient shall ensure that any third-party contributors and contractors retained to perform any part of the project shall have adequate insurance in place that is appropriate to the project risks and to the third party.

Evidence of Insurance

- Recipient shall provide to NOHFC without delay, on receipt of a written request by NOHFC, a certified copy of the policy of insurance.

Subject: Amendment to By-law No. 2013-052
Building Permit Fees

Report No.: CGP-017-2016
Agenda Date: August 2, 2016

Attachments

Appendix 01: Proposed Building Fee Structure

Appendix 02: Fee Comparison Examples

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CGP-017-2016; and
2. That Council directs staff to provide notice of a public meeting, scheduled for September 6, 2016, in accordance with the Building Code Act and Building By-law No. 2013-052 in regards to proposed Building Permit Application Fee changes.

Background

On May 31, 2013, Council passed By-law No. 2013-052 being a by-law to Regulate Construction, Demolition, Change of Use, Inspections, Permits and Associated Fees (Building By-law) and to repeal By-law No. 2005-066.

The *Building Code Act*, 1992, S.O. 1992, Chapter 23 under Section 3.(1) states that the Council of each municipality is responsible for the enforcement of this Act. Under Section 7.(1).(c) the Act allows a municipality to pass by-laws requiring the payment of fees and determining the amount of the fees.

The current fee structure contained in By-Law No. 2013-052 states that the Building Permit Fee is to be determined by an estimate of the total project value as provided by the applicant and is only intended to recover a portion of the costs associated with the administrative and field work required by City staff to issue a building permit.

The determination of the Building Permit Fee is based on the total construction value and unless there is a contract between a builder and owner that contains the value; the value is estimated by the owner. This current method can present challenges when there is a difference in opinion on the value of the project. The process of resolution authorizes the CBO (Chief Building Official) to determine the value. However, the CBO has limited qualifications and/or experience in making these determinations. The CBO is not certified as an appraiser.

Analysis:

Staff proposes the following amendments to the Building By-law No. 2013-052 specific to permit fees:

1. *Appendix 01 - Classes of Permits and Fees* be deleted and replaced with a flat fee based on square footage, eliminating the variable of “construction value”;

2. Revised Fee Schedule reviewed on a bi-annual basis in order to remain current;
3. *Section 8.2 - Fees – Cost of Valuation* be deleted;
4. *Section 8.5 - Fees – Cost of Valuation – Dispute* be deleted;
5. *Appendix 06 – Valuation of Construction Cost based on Area* be deleted.

Public Notice of proposed Building Permit Application Fee changes is required in accordance with the Building Code Act and Building By-law No. 2013-052, as amended. It is recommended that the public notice be circulated in accordance to the notice requirements and a public meeting be scheduled at the September 6, 2016 Regular Council meeting. In addition local contractors and designers will also be notified.

Subsequent to the public meeting staff would provide a Supplemental Administrative Report recommending the consideration of a by-law to amend By-law No. 2013-052 with an effective date of January 1, 2017.

Alternatives

No alternatives were considered.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

The time involved with the inspection, enforcement of the *BCA* and *OBC* and subsequent re-inspection costs will be partially offset by these proposed fee changes.

Staffing implications related to this matter are limited to normal administrative functions and duties.

See Document 03 for financial analysis in support of an “area” based building permit fee schedule.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council’s consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

Clayton Seymour
Chief Building Official

Kelly Conlin
Director of Corporate Services

Christopher W. Oslund
City Manager

Building Permit Fees Structure

*Proposed to replace current fees as found in Appendix 01
to Schedule "A" to By-law No. 2013-052, as amended*

The fees payable by the applicant or authorized agent for a construction, demolition, change of use, conditional permit or inspection fees shall be as follows:

Permit fees shall be **\$8.50 per thousand** based on a value of contract price. If there is no contract price in a written agreement, the permit fee will be calculated by Building Department as follows:

Residential	\$1.25 per sq ft
Residential Retrofit	\$0.75 per sq ft
Residential Accessory Building	\$0.60 per sq ft
Residential Deck	\$0.45 per sq ft
Seasonal Building no interior finish (insulation, sheeting, etc.)	\$0.75 per sq ft
Commercial/Industrial/Assembly/Institutional	\$2.25 per sq ft
Commercial/Industrial/Assembly/Institutional Retrofit	\$1.25 per sq ft
Commercial/Industrial/Assembly/Institutional Cold Storage	\$0.75 per sq ft

Alterations

Flat Fee - Res / Comm

Interior Renovations	\$150 / \$250
New foundations	\$250 / \$400
Foundation repairs	\$100 / \$175
New roof (structural changes)	\$225 / \$375
New doors and windows (structural changes)	\$85 / \$150
Deck Repairs	\$85 / N/A
Plumbing modification (additions or relocations)	\$85 / \$150
Fire alarm system	\$100 / \$200
Wood Fired Appliance (no WETT cert)	\$85 / \$150
Rooftop Solar	\$200 / \$350

Agricultural

Rate per sq ft

Farm buildings / additions	\$0.50
Prefabricated storage silos	\$150 Flat Fee
Pole barn / coverall	\$0.40
Restoration	\$0.25

Demolitions:

Flat Fee

Residential	\$ 85
Agricultural	\$ 85
Commercial/Industrial/Assembly/Institutional	\$150

Other:

Flat Fee

Change of use permit	\$85
Change of use if construction is required	\$85 + fee formula
Permit renewal/dormant file	\$85
Moving permit (relocation of structure over 108 sq ft to or from a property)	\$150
Inspection request by owner/re-inspection	\$50 each visit
Administrative charge	\$50
Accessible Upgrade	\$50
Revisions	\$60
Orders	\$200

Notes:

There shall be an administration charge equal to one and a half times the above calculated fees, applied to all construction that begins prior to the issuance of a permit;

No permit shall be less than \$85.00;

Fees will be rounded to the nearest dollar;

Conditional and partial permits will be calculated at the regular rate for the complete project.

Comparison between Current Building Fees and Proposed Building Fees

Examples:

1) 2,000 ft² bungalow with 22x24 attached garage

Current: Approx. \$300,000 value therefore; 300 x \$8.45 = **\$2,535.00 permit**

Proposed: 2,000 ft² x \$1.25 + 528 ft² x \$0.60 = **\$2,817.00 permit**

2) 24x24 Residential Garage

Current: Approx. \$25,000 value therefore; 25 x \$8.45 = **\$211.00 permit**

Proposed: 576 ft² x \$0.60 = **\$345.00 permit**

3) 10,000 square foot office building

Current: Approx. \$2.25 million value therefore; 2,250 x \$8.45 = **\$19,012 permit**

Proposed: 10,000 ft² x \$2.25 = **\$22,500 permit**

4) 50x120 Heated, Finished, Farm Shop (actual case)

Current: \$160,000 given value therefore; 160 x \$8.45 = **\$1,352.00 permit**

Proposed: 6,000 ft² x \$0.5 = **\$3,000.00 permit**

Note: Both scenarios would require a minimum of 8 inspections + overhead

Subject: Amendment to Sign By-law No. 2007-019
- North Haven Plaza Inc.

Agenda Date: August 2, 2016
Report No.: CGP-018-2016

Attachments

Appendix 01: Proposed Signage

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-018-2016;
2. That Council directs staff to prepare a notice of a Public Meeting with respect to consideration of an amendment to Sign By-law No. 2007-019 specific to the installation of a Freestanding Billboard at the North Haven Plaza located at the intersection of Armstrong Street and Sharpe Street to be held as part of the September 5, 2016 Regular Council meeting; and
3. That the notice be circulated to all residential properties within the 91.44 m (300 ft.) buffer as well as within the Community Bulletin.

Background

The owner of North Haven Plaza Inc. (formerly the Wilson Chev Olds at the bottom of the bridge) has inquired about the installation of a freestanding *Billboard Digital Sign* on the subject property. Features of the sign include the ability to:

- Set LED sign on a schedule to display any ads at any time within minutes;
- have special events advertised a short period of time;
- display time or temperature with its own built-in thermostat;
- automatically dim and brighten with its surrounding environment; and
- have up to 10 ads per sign;

Sign By-law No. 2007-019, as amended was reviewed based on the type of sign proposed. Based on the proposed installation and the ability to advertise for several services or business not located on the subject property by definition it would be considered a Freestanding Billboard.

Analysis

The subject property is designated as Town Centre in the City of Temiskaming Shores Official Plan and designated Downtown Commercial (C2) in Zoning By-law No. 2233 for

the Town of New Liskeard. Billboard signs are permitted in all zones with the exception of Residential (R) and must conform to a variety of provisions. The proponent has reviewed the various requirements of By-law No. 2007-019 and is willing to amend the design and/or location in order to be in compliance. However, 3.4 c. states *“The Billboard sign shall not be located within 91.44 m or (300 ft) horizontal distance of a Residential Zone.* Based on this provision the proposed installation will not be in compliance with Sign By-law No. 2007-019, as amended.

Appendix 01 – Proposed Signage illustrates the location of the proposed sign, the 91.44m (300 ft) buffer to the residential zone as well as the direction in which the signage would be displayed (towards the southbound traffic on Armstrong St.).

Based on these design parameters staff is of the opinion that Council should consider an amendment to By-law No. 2007-019. In addition it would be prudent for Council to obtain public feedback, especially from those residents within the residential buffer, through a public meeting. Notices could be sent to those within the residential buffer and a notice provided in the newspaper as well. The applicant would also be requested to attend the public meeting and provide a presentation with complete details of the proposed signage.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

Staffing implications are limited to normal administrative functions and duties.

Alternatives

No alternatives were considered in the preparation of this report.

Submission

Prepared by:

Reviewed by:

Reviewed and submitted for Council’s consideration by:

“Original signed by”

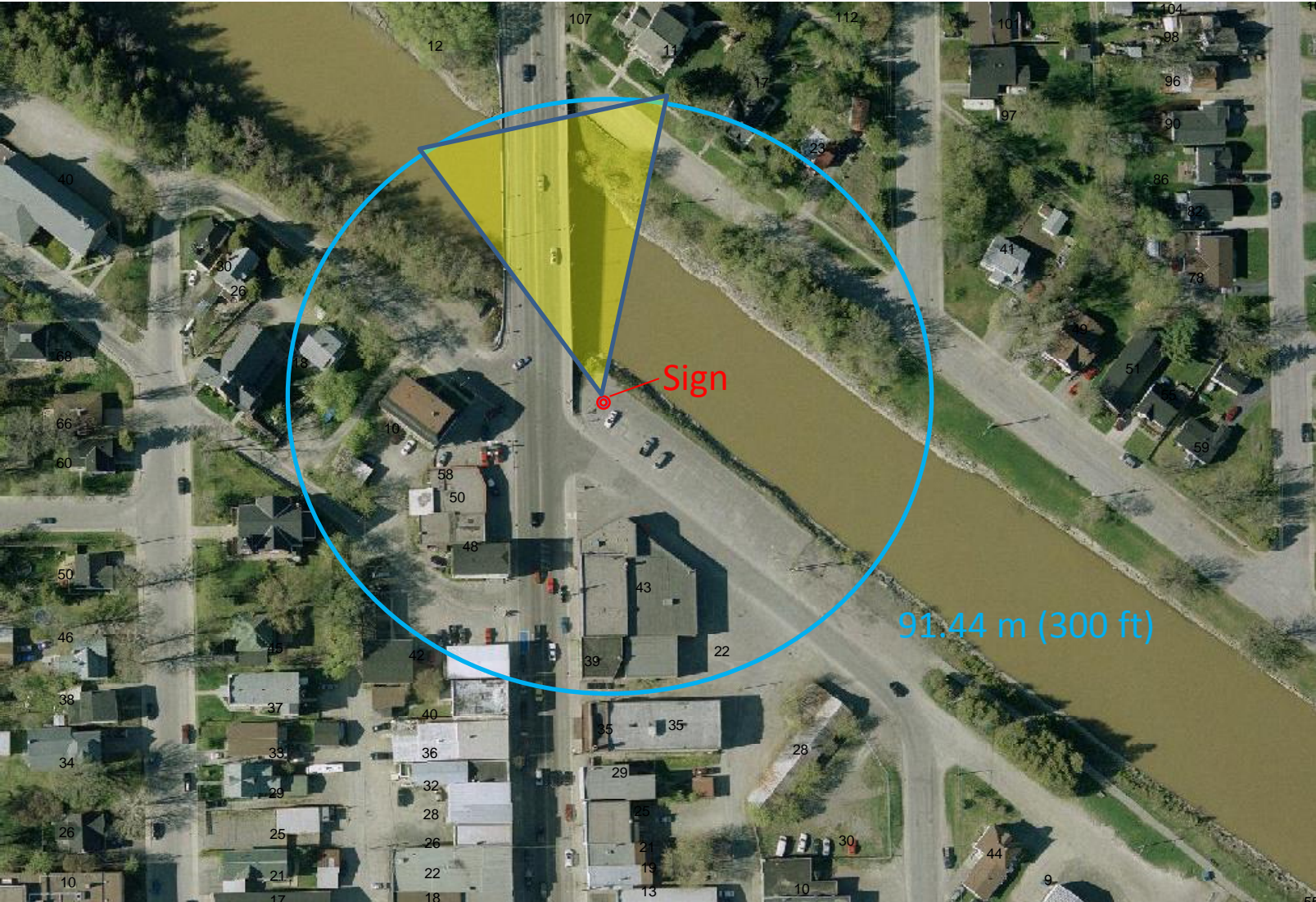
“Original signed by”

“Original signed by”

Clayton Seymour
Chief Building Official

Kelly Conlin
Director of Corporate Services (A)

Christopher W. Oslund
City Manager



Subject: SPCA: École Sacré-Coeur –
100 Lakeshore Road North

Agenda Date: August 2, 2016
Report No.: CGP-019-2016

Attachments

Appendix 01: Draft Site Plan Control Agreement (Refer to By-law 2016-137)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-019-2016; and
2. That Council directs staff to prepare the necessary by-law to enter into a Site Plan Control Agreement with Manuel DaSilva for the former school located at 100 Lakeshore Road North for consideration at the August 2, 2016 Regular Council meeting.

Background

École Sacré-Coeur closed in 2015 and was subsequently declared surplus and sold to Manuel DaSilva. Mr. DaSilva applied to the City for approval of an Official Plan Amendment and Zoning By-law Amendment to permit the conversion of the former school building into a residential apartment building with a maximum of 40 units.

The appeal period for the Official Plan Amendment and Zoning By-law Amendment expires on August 2, 2016. Provided no appeals are filed, the property will be designated Town Centres in the City of Temiskaming Shores Official Plan, with a site-specific policy permitting the standalone residential building, and will be zoned Apartment Residential Exception 6 (R4-E6) in the Town of New Liskeard Zoning By-law 2233 and in accordance with By-law 2016-117.

Members of the City of Temiskaming Shores Accessibility Advisory Committee (TSAAC) reviewed the plans with staff on June 15, 2016. TSAAC members were generally pleased with the proposed redevelopment of the existing building and the inclusion of accessibility considerations in the design of the site. TSAAC members were particularly pleased with the developer's intent to extend the upper units above the main entrance doors, which will create a covered area in front of the entrance doors. The following resolution was passed:

Whereas TSAAC has reviewed the site plan drawings submitted by Manuel DaSilva for the new conversion of the former École Sacré-Coeur on Lakeshore Road into a 40 unit residential apartment buildings, and

Whereas TSAAC commends Manuel DaSilva for including: a covered barrier-free entrance with push button openers, six accessible parking spaces located in close proximity to barrier-free entrance, and the inclusion of barrier-free units within the building.

Be it resolved that:

TSAAC recommends to Council to ensure that all accessible features are included in the site plan agreement.

Analysis

The project involves the conversion of the existing building on the property, and will include the construction of two gazebos: one in front of the building on the Lakeshore Road side, and one behind the building adjacent to the parking area.

The Zoning By-law requires the provision of 1.25 parking spaces for each dwelling unit in R4 Zone. The existing playground equipment behind the building is being removed and this area will accommodate 44 parking spaces for the building. This parking area will be accessed via a driveway from Lakeshore Road around the north side of the building and will not be paved. The remaining six parking spaces will be accessible parking spaces to be provided at the front of the building. This parking area will be accessed via an entrance from Lakeshore Road which will not connect to the other driveway. The area of property in front of the existing building is currently paved and the area accommodating the accessible parking spaces will remain asphalt-surfaced. The pavement will be removed from the remainder of the area in front of the school and grass will be planted.

Through the public process for the Official Plan and Zoning By-law Amendments comments were received from the neighbour to the south with concerns about the privacy of their backyard as well as drainage from the property. The comments have since been withdrawn, however the site plan indicates a 6' high privacy fence to be installed along the south property line for the length of the school building, as well as a 6" concrete block retaining wall from the south entrance door to the municipal sidewalk. The asphalt will be removed in this area and grass will be planted with the property being graded to drain away from the adjacent property.

Based on estimates provided by the developer, security in the amount of \$8,800.00 will be required to be posted with the City prior to the issuance of a building permit. The security ensures that the on-site and off-site works are completed in accordance with the approved Site Plans and the agreement.

Staff recommends that Council adopt a by-law to enter into a Site Plan Agreement with Manuel DaSilva. The agreement will be registered on title to the property at the owner's expense.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

Staffing implications related to this matter are limited to normal administrative functions and duties.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Jennifer Pye
Planner

Kelly Conlin
Director of Corporate Services (A)

Christopher W. Oslund
City Manager

Subject: Award of Contract for New
Comprehensive Zoning By-law

Agenda Date: August 2, 2016
Report No.: CGP-020-2016

Attachments

None – All proposals are available for review through the Planning Department

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-020-2016; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Planscape Inc. for the preparation of a new Comprehensive Zoning By-law at an upset limit of \$59,560 plus application taxes for consideration at the August 2, 2016 Regular Council meeting.

Background

On April 29, 2016, the City issued a Request for Proposals for the creation of a new Comprehensive Zoning By-law for the City of Temiskaming Shores with a submission date of June 10, 2016.

Proposals were received from the following eight (8) consulting firms: Cambium Inc., Dillon Consulting Ltd.; JL Richards & Associates Ltd.; MHBC Planning Ltd.; Planscape Inc.; Skelton Brumwell & Associates Inc.; Tunnock Consulting Ltd.; WSP/MMM Group Ltd.

Analysis

The proposals were reviewed by the City Manager and the Planner and were evaluated based on the following criteria, which were weighted as indicated in brackets:

- Qualifications, Expertise and Performance on Similar Projects (20%);
- Qualifications/Experience of Proposed Project Manager and Team (25%);
- Completeness of Proposal, Innovative Approaches, and Value Added (35%);
- Estimated Fees and Disbursements (20%).

The following four (4) firms received the highest evaluation scores based on the average of the review team scores:

1. Planscape Inc. (Bracebridge) **776 points**
2. WSP/MMM Group Ltd. (Ottawa) **757 points**

3. Tunnock Consulting Ltd. (Perth) **751 points**
4. JL Richards & Associates Ltd. (Sudbury) **741 points**

The Zoning By-law implements the Official Plan and sets out the specific provisions that apply to the development of a property, including setbacks, lot coverage, parking requirements, landscaping requirements, number of units, etc. The Zoning By-law is one of the applicable laws listed under the Ontario Building Code, and all requirements must be met before a building permit can be issued for any building or structure. The Zoning By-law applies to all properties within the City and every building permit, development inquiry, proposed change of use or new use, business assessment, site plan, etc. must meet the requirements of the Zoning By-law. Given the impact of the Zoning By-law regulations on development in the City, a great deal of public consultation is required to ensure the Zoning By-law not only implements the Official Plan but also positions the City for development that is logical and sustainable. The evaluation criteria placed more weight on innovative methods of engaging the public and creativity in the execution of the project.

The proposals have not been provided with this report, but summaries of each of the four highest-ranked proposals are provided below.

1. Planscape Inc.

The proposal submitted by Planscape includes a significant emphasis on the local context and local ownership of the Zoning By-law. They are proposing to spend 1-2 days per month working at City Hall and will time these days to coincide with any scheduled public meetings, stakeholder meetings, or other community engagement events. This time at City Hall will also allow for face-to-face meetings with staff to address and discuss any issues, comments, or concerns as they arise. Planscape has placed an emphasis on a meaningful public process and understand the value of engagement with staff and Council as well as local stakeholders.

Planscape is proposing the creation of a Zoning By-law Guide which would outline the purpose of the Zoning By-law and provide a step-by-step guide on the usage of the by-law to increase public understanding. Other facets of the community engagement strategy include public open houses and meetings, the creation of a webpage for the project, community survey (online and paper format), and the use of social media. Status reports will also be prepared throughout the process.

Budget: \$59,560 excluding HST

Proposed Completion: August 2017

2. WSP/MMM Group Ltd.

WSP/MMM Group is proposing to use CGIS to complete the mapping component of the project. CGIS is the City's current GIS provider, which would make for an easy transition into the City's system.

One piece of the proposed community engagement strategy is the creation of an interactive online mapping tool for stakeholders to access throughout the duration of the project and for 6 months after the conclusion of the project, with the option to extend at a monthly cost. This online mapping tool would allow users to select a specific property and see the proposed zoning, as well as access a pdf link to the applicable zoning regulations and provide spatially-tagged comments and feedback directly through the tool.

Other facets of the proposed public engagement strategy are the preparation of a user guide similar to that being proposed by Planscape, public meetings, open houses, the creation of a webpage, an online survey, and social media updates.

Budget: \$66,033 excluding HST

Proposed Completion: June 2017

3. Tunnock Consulting Ltd.

The proposal submitted by Tunnock Consulting Ltd places emphasis on the final product, and includes the use of graphics to illustrate complex zoning concepts.

The proposed public engagement strategy includes public meetings, open houses, workshops, and use of the City's website and Facebook page.

Budget: \$36,637.50 excluding HST

Proposed Completion: December 2016

4. JL Richards & Associates Ltd.

JL Richards proposes the creation of a website for the project, as well as a dedicated email address for public comments, which would be monitored by the consultant team and City staff.

The proposed public engagement strategy includes a drop-in session, public input sessions, open house, and public meeting, as well as the use of social media.

The proposal lists an initial requirement for City staff to indicate the locations of all site-specific Zoning By-law Amendments on a parcel fabric base layer to be provided by JL Richards. With a total of approximately 230 amendments between the existing By-laws, most of which are site specific and have not previously been consolidated into the existing By-laws, this would be a very time-consuming undertaking.

Budget: \$54,995

Proposed Completion: January 2017

The Protection to Persons and Property Committee met on July 26, 2016 and discussed the recommendation of the review team and carried Recommendation PPP-2016-036 which reads as follows:

Be it resolved that the Protection to Persons and Property Committee reviewed and discussed the Comprehensive Zoning By-law submission scoring and hereby recommends Council award the project to Planscape Inc.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

The amount budgeted in the 2016 budget year for this project is \$70,000. The recommended consultant's bid is \$59,560, not including HST, which leaves room for contingency, as well as any "extras" that may be required throughout the process (eg. provision of refreshments at a public meeting, etc.).

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Jennifer Pye
Planner

Kelly Conlin
Director of Corporate Services (A)

Christopher W. Oslund
City Manager

**THE CITY OF TEMISKAMING SHORES
JANUARY - JUNE 2016 YEAR-TO-DATE
FINANCIAL REPORT**

**Financial Information
as at June 2016
(k\$)**

	B(W)
Net Operations Variance	339.4
Bank Balance	1,122.1
Debt Outstanding	
OSIFA Debentures	(284.8)
CHMC Program	(1,763.2)
OILC Program	(268.3)
Scotiabank	(1,700.0)
Investments	1,600.0

NOTE: The January - June quarterly financial report is prepared comparing the YTD actuals to the final budget By-law 2016-055 passed on April 19, 2016.

Distribution List

Mayor and Council	Doug Walsh, Director of Public Works
Chris Oslund, City Manager	Tammie Caldwell, Director of Leisure Services
Tim Uttley, Fire Chief	Kelly Conlin, Director of Corporate Services (A)
Dave Treen, Clerk	

Finance Department Contact:
Laura-Lee MacLeod, Treasurer

28-Jul-16

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 - 1.2 Bank Balance
 - 1.3 Debt Outstanding
 - 1.4 Investments
 - 1.5 Federal Gas Tax Funds
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- 2.0 General Operations Summary
 - 2.1 Analysis
 - 2.2 General Operations By Cost Centre Revenues
 - 2.3 General Operations By Cost Centre Expenditures
 - 2.4 Environmental Operations Revenues & Expenses

1.0 EXECUTIVE SUMMARY

1.1 Overview Total City Net favourable position of \$339.4K.

General operations has a net favourable position of \$325.8K. Environmental operations has a net favourable position of \$13.6K.

1.2 Bank Balance \$531.1K

The bank balance as at June 30, 2016 is \$531.1K.

1.3 Debt Outstanding \$4,016.3K

The City's outstanding debt is in the form of Ontario Strategic Infrastructure Financing Authority (OSIFA) debentures (\$284.8K), CMHC Municipal Infrastructure Lending Program (\$1,763.2K) and on OILC Infrastructure Ontario Lending Program (\$268.3K). Short-term demand loan thru Scotiabank (\$1,700.0K).

1.4 Investments

The City of Temiskaming Shores has \$1,600.0K invested with BNS in a GIC program with both short and long term investment opportunities.

1.5 Federal Gas Tax Funds \$390.1K

The balance as at June 30, 2016 was \$390.1K. The 2016 contribution of \$632.4 will be received in July and November.

SUMMARY - OPERATIONS AND CAPITAL
Revenues and Expenditures
as at June 2016

	2016	2016 YTD			
	Total Budget	Actual	Budget	Variance B/(W)	% Change
GENERAL OPERATIONS					
Revenues					
Operations - General	21,805.8	16,329.2	16,260.9	68.3	0.4%
Operations - Environmental	3,987.1	4,000.1	3,973.8	26.3	0.7%
Total Revenues	25,792.9	20,329.3	20,234.7	94.6	0.5%
Expenditures					
Operations - General	21,082.5	9,453.4	9,710.9	257.5	2.7%
Operations - Environmental	3,464.8	1,404.7	1,392.0	(12.7)	-0.9%
Total Expenditures	24,547.3	10,858.1	11,102.9	244.8	2.2%
Net Position Operations	1,245.6	9,471.2	9,131.8	339.4	3.7%

2.0 General & Environmental Operations Revenues and Expenditures Summary

2.1 **Analysis** The General Operations YTD revenue variance as at June 2016 is \$68.3K or 0.4%. The primary drivers are:

- Corporate Services is (\$31.9K) unfavourable as the allocation of insurance costs to Enviro was not processed as the bill was not processed/paid until July
- Finance is \$19.1K favourable due to the sale of surplus equipment
- General Taxation is \$76.8K favourable due May Supp/Omit Tax billings

Analysis The Environmental Operations YTD revenue variance as at June 2016 is \$26.3K or 0.7%. There are no major drivers for this variance.

Analysis The General Operations YTD expenditures variance as at June 2016 is \$257.5K or 2.7%. The primary drivers are:

- City Manager is (\$34.7K) unfavourable in the HR/Legal Settlement line item due to budget/cash flow
- Corporate Services is \$160.7K favourable as the 2016/2017 insurance bill was not received/paid until July
- Finance is (\$32.2K) unfavourable due to the interest charges on the short term demand loan
- P&DS is \$59.5K favourable due to timing of the hiring of CBO
- Roadways is (\$63.1K) unfavourable due to the snow blowing/plowing line item as a result of the large snowfalls this past winter
- Property Maintenance is \$35.4K favourable as service contracts is less than anticipated
- City Buildings is (\$20.8K) unfavourable due to higher than anticipated hydro costs

There are no major drivers for this variance.

Analysis The Environmental Operations YTD expenditures variance as at June 2016 is (\$12.7K) or (0.9%)%. There are no major drivers for this variance.

2.2

GENERAL OPERATIONS BY COST CENTRE

Revenues
as at June 2016

		2016	2016 YTD			
		Total		Variance	%	
		Budget	Actual	B/W	Change	
Revenues:						
Governance:	FEMS	69.0	56.8	55.1	1.7	3.1%
	Policing	50.9	11.0	6.0	5.0	83.3%
Corporate Services:	Corporate Services	185.0	28.1	60.0	(31.9)	-53.2%
	Municipal Clerk	48.5	27.3	32.3	(5.0)	-15.5%
	Cemeteries	80.4	44.0	38.9	5.1	13.1%
	Finance	5,492.1	1,969.5	1,950.4	19.1	1.0%
	General Taxation	12,778.9	12,780.7	12,703.9	76.8	0.6%
Comm Growth/Plng:	P&DS	261.3	147.8	139.9	7.9	5.6%
	Economic Development	510.3	186.0	197.6	(11.6)	-5.9%
Public Works:	Transportation	429.7	187.0	191.9	(4.9)	-2.6%
	Solid Waste Management	607.7	282.0	284.7	(2.7)	-0.9%
Leisure Services:	Parks	133.8	109.5	102.2	7.3	7.1%
	Programs	193.5	99.5	100.4	(0.9)	-0.9%
	Facilities	518.0	277.0	283.4	(6.4)	-2.3%
Property Mntce:	Property Maintenance	132.3	9.6	9.6	0.0	0.0%
	Buildings & Yards	181.9	85.1	79.9	5.2	6.5%
Fleet:		62.5	0.0	0.0	0.0	0.0%
Libraries:		70.0	28.3	24.7	3.6	14.6%
Total Revenues		21,805.8	16,329.2	16,260.9	68.3	0.4%

2.3

GENERAL OPERATIONS BY COST CENTRE

Expenditures
as at June 2016

	2016 Total Budget	2016 YTD			
		Actual	Budget	Variance B/(W)	% Change
Expenditures					
Council:	143.2	80.9	81.3	0.4	0.5%
Governance:					
City Manager's Office	424.8	247.3	212.6	(34.7)	-16.3%
FEMS	628.5	304.5	311.2	6.7	2.2%
Health & SS:					
Health	438.7	219.3	219.3	0.0	0.0%
Social Services	2,293.3	1,091.6	1,091.6	0.0	0.0%
Policing:					
Police Service Board	12.1	3.4	8.7	5.3	60.9%
OPP	2,296.6	1,141.0	1,151.2	10.2	0.9%
Corporate Services:					
Corporate Services	1,485.5	748.0	908.7	160.7	17.7%
Municipal Clerk's Office	248.7	116.8	121.7	4.9	4.0%
Cemeteries	80.4	25.9	40.2	14.3	35.6%
Finance	2,186.4	352.2	320.0	(32.2)	-10.1%
General Taxation	192.3	142.2	134.8	(7.4)	0.0%
Comm Growth/Plng:					
Economic Development	836.2	379.5	392.4	12.9	3.3%
P&DS	674.8	212.5	272.0	59.5	21.9%
Public Works:					
Transportation	3,201.9	1,572.6	1,509.5	(63.1)	-4.2%
Solid Waste Management	1,407.4	687.1	684.9	(2.2)	-0.3%
Property Maintenance	710.7	291.0	326.4	35.4	10.8%
Buildings & Yards	249.6	156.0	135.2	(20.8)	-15.4%
Fleet	973.6	395.2	495.4	100.2	20.2%
Leisure Services:					
Parks	1,519.7	745.5	776.5	31.0	4.0%
Programs	47.9	20.7	22.1	1.4	6.3%
Facilities	603.3	312.6	304.7	(7.9)	-2.6%
Libraries:	426.9	207.6	190.5	(17.1)	-9.0%
Total Expenditures	21,082.5	9,453.4	9,710.9	257.5	2.7%

ENVIRONMENTAL OPERATIONS
Revenues and Expenditures
as at June 2016

		2016	2016 YTD			
		Total Budget	Actual	Budget	Variance B/(W)	% Change
Revenues						
	User Fees	3,987.1	4,000.1	3,973.8	26.3	0.7%
	Total Revenues	3,987.1	4,000.1	3,973.8	26.3	0.7%
Expenditures						
	Financing	283.6	59.4	59.4	0.0	0.0%
	Administration	985.5	330.6	341.9	11.3	3.3%
	Sanitary Sewer Systems	933.7	413.3	402.9	(10.4)	-2.6%
	Waterworks System	1,262.0	601.4	587.8	(13.6)	-2.3%
	Buildings & Yards	0.0	0.0	0.0	0.0	-100.0%
	Total Expenditures	3,464.8	1,404.7	1,392.0	(12.7)	-0.9%
	Net Expenditures	522.3	2,595.4	2,581.8	13.6	0.5%

THE CITY OF TEMISKAMING SHORES JANUARY - JULY 2016 YEAR-TO-DATE CAPITAL FINANCIAL REPORT

Distribution List

Mayor and Council

Chris Oslund, City Manager

Tim Uttley, Fire Chief

Dave Treen, Municipal Clerk

Doug Walsh, Director of Public Works

Tammie Caldwell, Director of Leisure Services

Kelly Conlin, Director of Corporate Services (A)

Finance Department Contact:
Laura-Lee MacLeod, Treasurer

28-Jul-16

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 - 2.1 Analysis - Capital Projects
 - 2.2 General Capital Revenues & Expenditures
 - 2.3 Waterfront Development Project
 - 2.5 Environmental Capital Revenues & Expenditures

SUMMARY - CAPITAL
Revenues and Expenditures
as at July 2016

	2016 YTD			%
	Actual	Total Budget	Variance B/(W)	
CAPITAL				
Revenues				
Capital - General	153.0	4,048.8	(3,895.8)	-96.2%
Capital - Environmental	1,278.8	6,187.7	(4,908.9)	-79.3%
Total Revenues	1,431.8	10,236.5	(8,804.7)	-86.0%
Expenditures				
Capital - General	954.1	4,048.8	3,094.7	76.4%
Capital - Environmental	785.8	6,187.7	5,401.9	87.3%
Total Expenditures	1,739.9	10,236.5	8,496.6	83.0%
Net Position Capital	(308.1)	0.0	308.1	

NOTE: The January - July monthly capital financial report is prepared comparing the YTD actuals to the final budget By-law 2016-055 passed on April 19, 2016.

2.0 Capital Summary

2.1 Analysis

The City of Temiskaming Shores 2016 Capital projects for both general and environmental is \$10,650.4K. The capital program is comprised of \$3,779.7K of general capital and \$6,870.7K of environmental capital.

The 2016 Capital project budget consists of 34 projects, 25 in general and 9 in environmental.

General Capital Projects:

14 projects have been completed, 10 are currently in progress and 1 has yet to be started.

Additional Projects: 1 completed

Environmental Capital Projects:

3 projects have been completed, 4 are currently in progress and 2 have yet to be started.

Additional Projects: 1 underway (ProNor water/sewer line installation to lot line as sale of land agreement, estimated value of construction \$11,680 plus applicable taxes)

GENERAL CAPITAL
Revenues & Expenditures
as at July 2016

Department	Project	2016			%	G	Y	R
		Actual	Budget	Variance B/(W)				
REVENUES:	Transfer from Operations	0.0	723.2	(723.2)				
	Transfer from Reserves	0.0	135.0	(135.0)				
	Financing (external)	0.0	795.0	(795.0)				
	Financing (internal)	0.0	325.0	(325.0)				
	Canada 150 Funding	0.0	50.0	(50.0)				
	Lighting Incentive Program	0.0	60.0	(60.0)				
	Federal Gas Tax	0.0	935.5	(935.5)				
	Provincial Gas Tax	0.0	90.0	(90.0)				
	Trillium Funding	135.0	150.0	(15.0)				
	OMCIP Funding	0.0	162.5	(162.5)				
	STATO Partnership	0.0	64.8	(64.8)				
	Provincial Funding Ec Dev Strategic Plan	0.0	50.0	(50.0)				
	Waterfront Development Funding (P&F)	18.0	507.8	(489.8)				
Total Revenues		153.0	4,048.8	(3,895.8)				
EXPENDITURES:								
Corporate Services:	Capital Contingency Fund	0.0	75.8	75.8				
Property Mntce:	City Hall Energy Upgrades	10.2	20.0	9.8	100%	X		
	Hlby Arena Upgrades	7.4	15.0	7.6	100%	X		
	NL Library Stabilization	1.7	115.0	113.3	25%	X		
	NL Fire Station Repairs (Roof)	99.0	98.0	-1.0	100%	X		
	Hlby Medical Centre Flooring Upgrades	0.0	30.0	30.0				
	Hlby Medical Centre Retaining Wall	0.0	100.0	100.0	25%	X		
	Matabanick Hotel Demolition	314.6	325.0	10.4	100%	X		
	Riverside Place Roof Replacement (south)	0.0	0.0	0.0	100%	X		
Public Works:	DIP Certified Site Program	23.6	100.0	76.4	75%	X		
	2016 Road Program	0.0	745.5	745.5	95%	X		
	Street Light Upgrades	70.2	150.0	79.8	100%	X		
Solid Waste:	Landfill Site Expansion	11.0	60.0	49.0	75%	X		
	Hlby Landfill Postclosure	3.0	25.0	22.0	50%	X		
Transit:	Transit Bus Auto Announcement System	0.4	90.0	89.6	75%	X		
Fleet:	Command/Rescue Truck	0.0	295.0	295.0	75%	X		
	Trackless	156.1	165.0	8.9	100%	X		
	Loader	0.0	185.0	185.0	100%	X		
	Service Van - Bldg Mntce	63.1	60.0	-3.1	100%	X		
	Pick-Ups (3)	87.7	90.0	2.3	100%	X		
	Quick Attach Forks for Loader	6.9	6.0	-0.9	100%	X		
Leisure Services:	STATO Trail Relocation	0.0	190.0	190.0	100%	X		
	STATO Project	0.0	377.3	377.3	75%	X		
	NL Arena Glycol Pump Replacement	6.2	10.0	3.8	100%	X		
	NL Waterslide Refinishing	0.0	32.0	32.0	50%	X		
	Hlby Arena Condensor	19.6	125.0	105.4	100%	X		
	Waterfront Development	73.4	564.2	490.8		X		
Total Expenditures		954.1	4,048.8	3,018.9				

2.3

**WATERFRONT DEVELOPMENT PROJECT
as at July 2016**

Project	Total Budget	2015 Actual	YTD Actual	2016		Variance B/(W)	%			
				Budget				G	Y	R
Waterfront Stabilization & Beautification	685.1	485.1	66.9	200.0	133.1	25%	X			
Boardwalk Demolition, Replacement & Lighting	371.1	371.1		0.0	0.0					
Accessible Landscaping	260.0	245.8	6.5	14.2	7.7		X			
Farmer's Market	350.0	0.0		350.0	350.0					
Spurline Building Renovations	31.7	31.7		0.0	0.0					
Bucke Park Water and Septic Upgrades	90.6	90.6		0.0	0.0					
Professional Services (Engineering)	74.7	74.7		0.0	0.0					
Marina Refurbishment and Electrical Upgrades	358.8	358.8		0.0	0.0					
2,222.0	1,657.8	73.4	564.2	490.8						

Waterfront Stabilization & Beautification:

- Beach and Harbourfront Bathrooms have been upgraded
- Haileybury Boardwalk tender has been awarded to SLE and the work will take place in September
- Haileybury Waterslide tender has been awarded and the work will take place the week of August 10th
- Haileybury Marina Gates (N&S) are having privacy screens installed and the work has commenced

2.4

ENVIRONMENTAL CAPITAL
Revenues & Expenditures
as at July 2016
(\$K)

	2016			%			
	Actual	Budget	Variance B/(W)		G	Y	R
REVENUES:							
Transfer from Operations	0.0	522.3	(522.3)				
Public/Private Partnership	0.0	100.0	(100.0)				
Borrowing	0.0	1,824.3	(1,824.3)				
Funding - Armstrong Infrastructure Upgrades	0.0	164.1	(164.1)				
Funding - Looping Project	1,278.8	1,282.5	(3.7)				
Funding - Gray Road Project	0.0	2,141.7	(2,141.7)				
Transfer from Reserves	0.0	152.8	(152.8)				
Total Revenues	1,278.8	6,187.7	(4,386.6)				
EXPENDITURES:							
Vacuum/Sucker Truck	418.4	500.0	81.6	100.0%	x		
Pick-Up	29.2	30.0	0.8	100.0%	x		
Dym Reservoir Upgrades	9.0	200.0	191.0	10.0%	x		
Gray Road Lift Station	0.0	3,212.5	3,212.5				
Hlby WTP MCC Replacement	0.0	200.0	200.0	50.0%	x		
NL-Dym Water Supply Linking	306.2	316.9	10.7	100.0%	x		
Comm Upgrades W/WW Facilities (Phase 3)	0.0	300.0	300.0	50.0%	x		
NC Water Integration Project	23.0	1,403.3	1,380.3	25.0%	x		
Clear Well Inspection Robot	0.0	25.0	25.0				
ProNor Service Line Installation	0.0	0.0	0.0		x		
Total Expenditures	785.8	6,187.7	5,401.9				

Memo

To: Mayor and Council
From: David B. Treen, Municipal Clerk
Date: August 2, 2016
Subject: Amendment to Procedural By-law No. 2008-160 – Distribution of Council Package
Attachments: None

Mayor and Council:

On January 19, 2016 Council adopted Resolution No. 2016-006 in regards to the preparation of the Council Package directing staff to circulate the Council package on the Wednesday prior to a Regular Council meeting for a trial period.

In order to implement the circulation day various routine tasks, such as Committee meetings and Tender/RFQ submission dates were modified. Although there were some hurdles to overcome initially, a routine was eventually established.

City Manager, Chris Oslund and myself have found the new circulation date somewhat less stressful and permits a delayed circulation to Thursday should an unexpected circumstance present itself on Wednesday that requires immediate attention. It also permits us to focus on the Regular Council package for circulation. Preparation, review and circulation of the closed session information the following day or on Friday is also seen as beneficial. The previous circulation date also made it more difficult for either the Clerk or the City Manager to be away from the office on a Friday.

On an indirectly related matter, earlier in the year I attended a workshop in Englehart entitled *“The Ramifications of Bill 8 – The Public Sector and MPP Accountability and Transparency Act”* that provided some language that may require amendments to the Procedural By-law.

Therefore, it is recommended that Council continue the practice of circulating the Council package on the Wednesday prior to a Regular Council meeting and direct staff to prepare the necessary by-law to amend By-law No. 2008-160 (Procedural By-law) at a future date.

Prepared by:	Reviewed by:	Reviewed and submitted for Council’s consideration by:
--------------	--------------	--

“Original signed by”	“Original signed by”	“Original signed by”
_____	_____	_____
David B. Treen Municipal Clerk	Kelly Conlin Director of Corporate Services (A)	Christopher W. Oslund City Manager

Memo

To: Mayor and Council
From: David B. Treen, Municipal Clerk
Date: August 2, 2016
Subject: Adoption of an Age Friendly Community Plan
Attachments: None

Mayor and Council:

At the July 5, 2016 Regular Council meeting Resolution No. 2016-352 was adopted subsequent to a presentation by Age Friendly Community Coordinator, Amber Sayer which reads as follows:

Be it resolved that the Council for the City of Temiskaming Shores hereby acknowledges the presentation by the Age Friendly Community Coordinator, Amber Sayer in regards to the Age Friendly Community Plan; and

That Council directs staff to prepare the necessary by-law for the adoption of the Age Friendly Community Plan for consideration at the August 2, 2016 Regular Council meeting.

The Age Friendly Community Plan was discussed at the Corporate Services Committee meeting held on July 26, 2016. At the meeting it was noted that the plan is comprehensive and contained a significant number of recommendations that would enhance the lifestyle of older adults not only in Temiskaming Shores, but also those within the District itself. In addition the recommendations vary with respect to the financial impacts that they may have and to adopt the plan without analyzing those impacts in relation to the municipal budget would be irresponsible.

Therefore the Corporate Services Committee agreed with staff's recommendation to delay adopt of the Age Friendly Community Plan until staff has had an opportunity to review the plan in detail and analyze the financial and staffing implications and report back to Council.

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

David B. Treen
Municipal Clerk

Kelly Conlin
Director of Corporate
Services (A)

Christopher W. Oslund
City Manager

Memo

To: Mayor and Council
From: Christopher W. Oslund, City Manager
Date: August 2, 2016
Subject: Appointment of Building Inspector – Steve Langford
Attachments: None

Mayor and Council:

At the July 5, 2016 Regular Council meeting, Council was informed that our Building Inspector/By-law Enforcement Officer would be on medical leave for a period of at least 4 months.

The timeframe to advertise, complete interviews and retain a Building Inspector with the necessary skills and abilities on a temporary basis are not practical. The ability to attract someone with the necessary credentials for an undetermined amount of time is highly unlikely. It should also be noted that we are in the middle of construction season.

Therefore it is recommended that former Building Inspector, Steve Langford be appointed as an Interim Building Inspector effective August 3, 2016.

Reviewed and submitted for
Council's consideration by:

“Original signed by”

Christopher W. Oslund
City Manager

Subject: Occupation of Municipal Land - Permission to Clean Up (George Hurteau) **Agenda Date:** August 2, 2016
Report No.: CS-008-2016

Attachments

Appendix 01: Extension Letter - Mr. Hurteau

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-008-2016; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with George Hurteau for the Occupation of Municipal Land for consideration at the August 2, 2016 Regular Council meeting.

Background

Under By-law No. 2009-053 (2 year term) and No. 2011-112 (5 year term), the City entered into an agreement with Mr. George Hurteau for the Occupation of Municipal Land. By-law No. 2011-112 expires on July 31, 2016.

Appendix 01 – Letter of Extension from Mr. Hurteau is a request to have the agreement extended for a few additional years.

Analysis

Mr. Hurteau has been cutting blown down trees and trees cut down by beavers on the subject land, under agreement with the City, since 2003. In May 2009, Steve Langford, Enforcement Officer, prepared Administrative Report PDS-013-2009, which states:

“Cutting has been limited to blow down and trees cut down by beavers, there is no evidence of standing timber being felled. Access to the site remains limited and is restricted to all terrain vehicles only. Mr. Hurteau has suggested that he removes approximately ten (10) cord of wood from the property per year. Having been to the site, I am of the opinion that given the amount of work involved as well as access restrictions, the amount of wood removed is likely less.”

In 2005, Council sought advice from solicitor Robbie Gordon who stated *“the indemnifications in the agreement would appear to adequately protect the City, and although the risk might be relatively low, the indemnifications are only as good as Mr. Hurteau’s ability to pay.”*

Given the long standing occupation of the land without incident, it is recommended that that the extension be granted for a three year term, from August 1, 2016 to July 31, 2019.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

Staffing implications are limited to normal administrative functions and duties.

Alternatives

No alternatives were considered in the preparation of this report.

Submission

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

David B. Treen
Municipal Clerk

Kelly Conlin
Director of Corporate Services (A)

Christopher W. Oslund
City Manager

RECEIVED

JUL 08 2016

Hello Mayor - Councillors.

How the time has past by -

5 years of my lease has just about run out.

Is there a chance you could possibly give me another lease for a few years more to enjoy doing the job of keeping the trail clean at this end, of fallen trees. Last year was bad. I cut up 16 trees on the trail, and this year I have all ready cut up 7 trees that came down from all the strong winds we have been having.

On the property I lease, lots of the birch trees are diseased which I cut down to protect the live trees.

I do most of this to keep active at my age of 74 years.

Thank you,
Hope to hear from you.

George Huteau
Roll no. 54-18-030-008-04200

Subject: Charitable Sponsorship Policy

Agenda Date: August 2, 2016

Report No.: CS-009-2016

Attachments

Appendix 01: Charitable Sponsorship Policy

Appendix 02: Project Financial Report

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-009-2016; and
2. That Council directs staff to prepare the necessary by-law to adopt a Charitable Sponsorship Policy for consideration at the August 2, 2016 Regular Council meeting.

Background

For many years various non-profit organizations which are not registered as Charitable Organizations apply to a variety of agencies for funding to assist with day to day operations, capital improvements and/or special events. Some funding agencies, as part of their application criteria will only provide funding to a registered Charitable Organization. Thus the City has been requested, by the applicant, to sponsor the organization for the purpose of flowing through the funds to the organization based on their application. These requests typically are not screened by municipal staff and are added to Council agendas with the objective of attaining a Council Resolution permitting the use the City's Charitable Number.

Analysis

The City recognizes the positive social-economic impact of these organizations on the residents of Temiskaming Shores; however there is a level of risk associated with the current process as the City has limited oversight related to projects being applied for. There is no process to ensure that any funds received by an organization have been expended in accordance to the application.

Appendix 01 - Charitable Sponsorship Policy has been developed by staff to establish minimal requirements in order to acquire the City's Charitable Number. The Policy is not onerous and provides sufficient explanation to funding organizations and applicants for its purpose. Some of the highlights of the Policy are as follows:

- written request to City Clerk with copy of application, explanation of how funds would be allocated;
- Organizations located or operating in another organized municipality shall be advised to contact their respective municipal Council;
- Staff to review request with details to validate that it is in keeping with services provided by a non-profit charitable organization and the social-economic impact of the project is of benefit to City and subsequently prepare an Admin Report or Memo for Council consideration;
- Approved requests are required to submit a Financial Report to the Treasurer to validate that funding assistance was allocated appropriately. See **Appendix 02 – Project Financial Report.**

It is recommended that Council adopt a Charitable Sponsorship Policy for the City of Temiskaming Shores.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

Staffing implications are limited to normal administrative functions and duties.

Alternatives

No alternatives were considered in the preparation of this report.

Submission

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

David B. Treen
Municipal Clerk

Kelly Conlin
Director of Corporate Services (A)

Christopher W. Oslund
City Manager



Charitable Sponsorship Policy

Schedule "A" to By-law No. 2016-000

1. Purpose

The City of Temiskaming Shores' **Charitable Sponsorship Policy** provides a consistent approach and direction to City employees, funding agencies and funding applicants on the parameters established by the City for the use of the City's Charitable Number.

2. Background

Many organizations within the City of Temiskaming Shores and surrounding area that operate as non-profit are not registered as a Charitable Organization.

These organizations apply to a variety of agencies for funding to assist with day to day operations, capital improvements and/or special events. Some funding agencies, as part of their application criteria will only provide funding to a registered Charitable Organization. Thus the City may be requested, by the applicant, to sponsor the organization for the purpose of flowing through the funds to the organization based on their application.

The City recognizes the positive social-economic impact of these organizations on the residents of Temiskaming Shores. This policy has been developed primarily to assist these organizations to obtain funding assistance and secondly to limit liability to the City given the limited oversight related to projects being applied for.

3. Request to City for Sponsorship

All non-profit organizations seeking to obtain Charitable Sponsorship from the City must submit a written request to the attention of the Clerk with the following information included:

- Amount being requested from funding agency and how funds would be allocated (project details/budget);
- Copy of Application;

Notes:

1. Written requests to the City shall be submitted at least two (2) weeks prior to the funding submission deadline. Council meetings are scheduled for the first and third Tuesday of each month.
2. Applicants, depending on circumstances, may want to inform the funding agency that use of the City's Charitable Number is pending approval of Council within their application.
3. Organizations located or operating in another organized municipality shall be advised to contact their respective municipal Council.

4. Receipt of Request for Sponsorship

The Clerk shall review and assign the request to an appropriate staff member. Staff will review the request to validate that it is in keeping with services provided by a non-profit charitable organization and the social-economic impact of the project is of benefit to the residents of Temiskaming Shores.

5. Report to Council

Once the staff member has assessed the request and validates it warrants sponsorship he/she will prepare a Memo or Administrative Report recommending that Council consider sponsorship to the requestor. If the staff member is of the opinion that the request does not warrant sponsorship he/she shall notify the requester in writing.

6. Sponsorship Approval

Charitable Sponsorships shall be through resolution of Council. An organization shall be provided with a Certified True Copy of the said resolution. No request is deemed approved without a resolution of Council.

The organization submitting an application is to provide a copy of any correspondence from the funding agency in regards to the success of the application, including the amount funded and any conditions related to the funding assistance.

7. Financial Report

The Treasurer must receive a completed Financial Report from the organization on the form supplied by the municipality upon completion of the project. The Financial Report is to validate that funding assistance was allocated appropriately.



Charitable Sponsorship Financial Report

City of Temiskaming Shores
325 Farr Drive / P.O. Box 2050
Haileybury, Ontario
P0J 1K0

to be completed by Charitable Organization upon completion of the project

General Information:

Organization: _____

Mailing Address: _____

Contact Person: _____ E-mail: _____

Phone No.: _____ Cncl Res No.: _____

Funding Requested (\$): _____ Received (\$): _____

How were funds used? _____

If funds were used differently than original application, how? _____

Project Financial Statement or listing of expenditures and revenues attached

I/We declare that information contained hererin and the associated attachments are to the best of our knowledge true.

Signature

Date

Name: _____

Title: _____

Signature

Date

Name: _____

Title: _____

Subject: Civic Addressing - Shepherdson
Road

Agenda Date: August 2, 2016
Report No.: CS-010-2016

Attachments

Appendix 01: Existing / Proposed Civic Addressing

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-010-2016;
2. That Council hereby concurs with the re-assignment of Civic Addresses for properties along Shepherdson Road.

Background

Prior to amalgamation the former Township of Dymond had established an enhanced six digit 911 numbering system for those properties outside of the urban area, locally known as Breault's Subdivision. One of the boundary roads between the former Township of Dymond and former Town of New Liskeard is Shepherdson Road. Shepherdson Road is part of the urban area of the former Town of New Liskeard and the civic addressing is a three digit system. Thus properties along Shepherdson Road on the east side have a 3 digit civic addresses while properties on the west side have 6 digit civic addresses.

At the time of amalgamation the resolution to civic addressing issues was focused on the rural area of Haileybury; establishment of a six digit 911 addressing system consistent with the Dymond rural areas as well as the renaming of road sections with the same name within the three municipalities, now Temiskaming Shores.

With the recent purchase of lands along Shepherdson Road by Pronor (T-Shores) Ltd. for the construction of a new medical facility the inconsistent civic addressing along Shepherdson Road is being questioned.

Analysis

By-law No. 2004-109 is a by-law to regulate the Civic Addressing of Buildings and Lots within the City of Temiskaming Shores. Article 3.3 Assignment of Numbering states that *Civic Addressing may be assigned or re-assigned if deemed necessary by the municipality...* staff have the ability to re-assign these address; however given the complexity it was felt prudent to obtain endorsement from Council on the proposed re-

assigning as in all likelihood any push back would be directed towards council members.

For clarification purposes the six digits for a 911 have not been established randomly; the first three digits represent a specific road section, while the last three represent a distance along that road section. For example:

804027 New Liskeard Golf Course Road

804: assignment for Golf Course Road from Hwy 11 to Hwy 65 W

027: The entrance to the golf club is approximately 270 m from Hwy 11

Appendix 01 – Current / Proposed Addressing illustrates the current and proposed re-assigned civic addresses along Shepherdson Road.

It should be noted that Bedard Road, which is in alignment with Shepherdson Road to the north, had been assigned the same pre-suffix 177 assigned to Shepherdson Road. Therefore a six digit address on Shepherdson would be assigned 177. . . and a six digit address on Bedard Road would be assigned 177. . ., but they are physically separate road sections.

It is proposed that those properties on the west side of Shepherdson Road from High Street to Radley Hill Road be re-assigned 3 digit civic addresses to match those on the east side; this would also eliminate any confusion between Bedard Rd (177) and Shepherdson Rd (177).

The civic address for the church on Bolger Avenue (703490), is also shown of Appendix 01; this is the only structure in the former Township of Dymond on Bolger Avenue. It is recommended that this address be re-assigned a 3 digit address based on the civic addressing for Bolger in the former Town of New Liskeard.

There are also two properties along Shepherdson Road that require re-assignment as well. The property at the intersection of Barr Dr and Shepherdson currently has an assigned address of 581 Barr Drive, but the physical access is off of Shepherdson Road. The Hydro complex has an assigned address of 221 Shepherdson Road. ECCS school has an address of 245, thus 221 should be north of ECCS.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

Staffing implications are limited to normal administrative functions and duties. By-law No. 2004-109 places the expense and onus of affixing address numbers on subject properties with the owner. Staff has a process for informing not only the property owners, but also the stakeholders responsible for emergency dispatching.

Alternatives

No alternatives were considered in the preparation of this report.

Submission

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

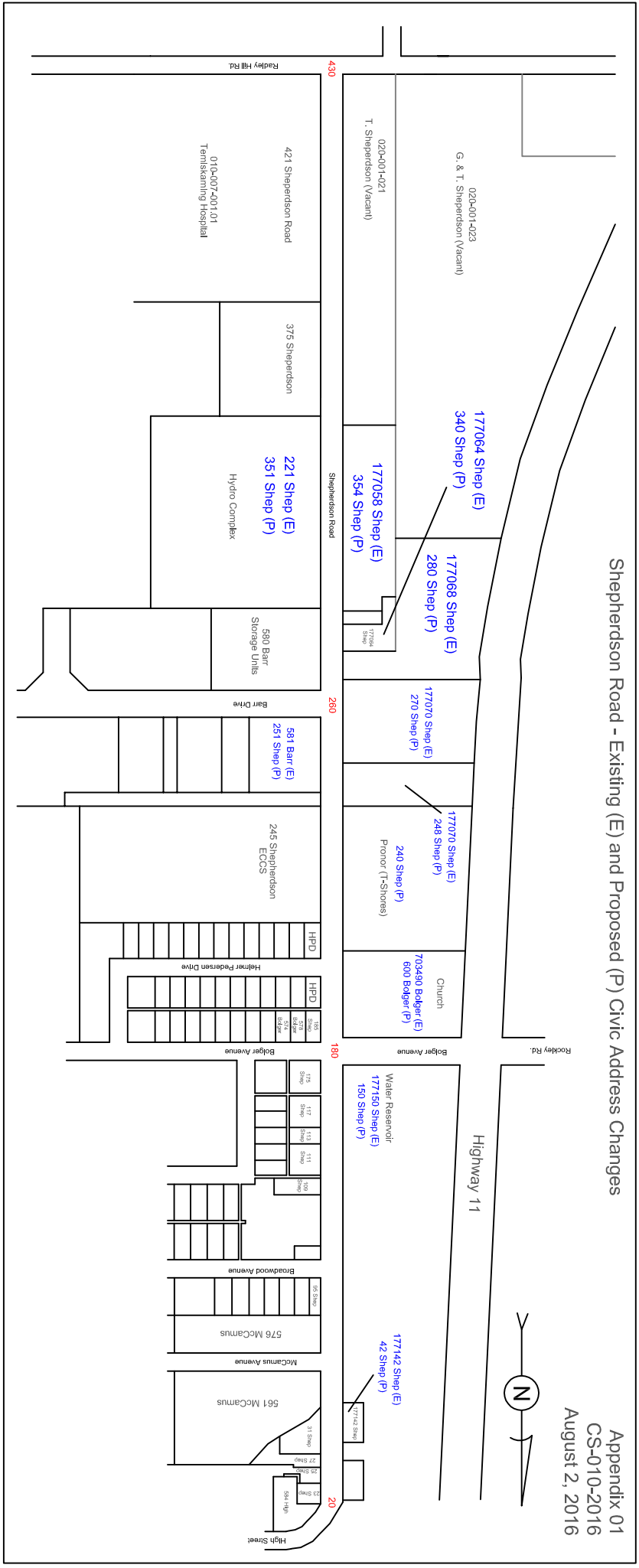
David B. Treen
Municipal Clerk

Kelly Conlin
Director of Corporate Services (A)

Christopher W. Oslund
City Manager

Shepherdson Road - Existing (E) and Proposed (P) Civic Address Changes

Appendix 01
CS-010-2016
August 2, 2016



The Corporation of the City of Temiskaming Shores

By-law No. 2016-124

Being a by-law to amend By-law No. 2015-142 being a by-law to enter into a Funding Agreement with Northern Ontario Heritage Fund Corporation (NOHFC) under the Northern Ontario Internship Program Agreement – Engineering Technician – 2nd Year of Funding

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas the Northern Ontario Heritage Fund Corporation (NOHFC) under the Northern Ontario Internship Program approved funds in the amount of \$31,500 for an Engineering Technician Intern;

And whereas Council considered Administrative Report No. CS-007-2016 at the June 21, 2016 Regular Council and agreed to fund the Engineering Technician/Technologist Internship position for a maximum of 8 weeks;

And whereas Council considered correspondence from NOHFC dated June 29, 2016 approving 2nd year funding for the Engineering Technician/Technologist Internship and directed staff to prepare the necessary by-law to enter into an agreement with the Northern Ontario Heritage Fund Corporation (NOHFC) as a funding partner for an Engineering Technician/Technologist (2nd year) for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That By-law No. 2015-142, as amended be further amended by extending the funding agreement with Northern Ontario Heritage Fund Corporation for an additional year for an Engineering Technician Intern in the amount of \$31,500, a copy of which is attached hereto as Schedule "A" and forming part of this by-law; and
2. That the Clerk be authorized to execute the extension.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the

by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2016-124

Being an extension to the funding Agreement between

The Corporation of the City of Temiskaming Shores

and

Northern Ontario Heritage Fund Corporation (NOHFC)

For an Engineering Technician Intern

Project No. 8500713 (2nd Year)



Northern Ontario Heritage
Fund Corporation
Société de gestion du Fonds
du patrimoine du Nord
de l'Ontario

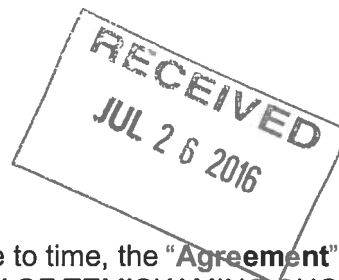
Suite 200, Roberta Bondar Place, 70 Foster Drive, Sault Ste. Marie, Ontario P6A 6V8
Tel: (705) 945-6700 or 1-800-461-8329, Fax: (705) 945-6701. www.nohfc.com

Place Roberta Bondar, Bureau 200, 70, promenade Foster, Sault Ste. Marie (Ontario) P6A 6V8
Tél. (705) 945-6700 ou 1-800-461-8329, Téléc. (705) 945-6701. www.nohfc.com

July 19, 2016

Internship Project Number: 8520099

Mr. Douglas Walsh
Director, Public Works
CITY OF TEMISKAMING SHORES
325 Farr Drive PO Box 2050
Haileybury ON P0J 1K0



Dear Mr. Walsh:

Re: Agreement made as of December 4, 2015 (as amended from time to time, the "Agreement") between Northern Ontario Heritage Fund Corporation ("NOHFC") and CITY OF TEMISKAMING SHORES (the "Employer")

You have asked for another year of funding under NOHFC's Northern Ontario Internship Program so that the intern you hired under the Agreement, Jeremie Latour (the "Intern"), can continue working towards achieving his full membership as a Certified Engineering Technologist with a Civil Engineering Designation. This letter, when signed by the Employer and returned to NOHFC at the address above, will amend the Agreement as set out below. Unless otherwise defined in this letter, capitalized terms have the meanings ascribed to them in the Agreement.

The Agreement is amended as follows:

1) Section C is deleted and replaced by the following:

The Contribution is limited to the lesser of:

(i) ninety percent (90%) of the actual gross annual salary, excluding benefits, paid to the Intern during the Work Term set out in Schedule B (Note: this percentage is based on the weekly wage set out in Schedule B; if the Employer pays the Intern more or less than that wage, NOHFC will adjust the percentage accordingly), and

(ii) thirty one thousand five hundred dollars (**\$31,500**)

2) Schedule B (Position Description and Financial Information) is amended by adding a two year to the Work Term, and replaced by Schedule "B" attached to this letter,

3) The Contribution is intended to reimburse the Employer for a portion of the salary paid by the Employer to the Intern, and may not be applied towards the salary of any other employee of the Employer. If the Position becomes vacant during the Work Term, NOHFC shall have no obligation to make a financial contribution in respect of any replacement Intern hired to fill the Position.

4) Schedule D (Request for Reimbursement) of the Agreement is hereby deleted and replaced by Schedule C attached to this letter.

5) Schedule E (Final Report) of the Agreement is hereby deleted and replaced by Schedule D attached to this letter.

All other provisions of the Agreement remain in effect, unamended.

Please sign both copies of the agreement where indicated below, and then forward them, with the completed EFT form (attached) and a void cheque, to the NOHFC, 70 Foster Drive, Suite 200, Sault Ste. Marie, ON P6A 6V8. One copy will be returned to you after signing by the NOHFC. Signed copies must be provided to NOHFC within 60 days from the date of this letter.

The Employer agrees to amend the Agreement on the terms set out above, as evidenced by the signature of its authorized signing officer:

CITY OF TEMISKAMING SHORES

By: _____

Name:

Title:

NORTHERN ONTARIO HERITAGE FUND CORPORATION

By: _____

Bruce Strapp, Executive Director

Date Signed: _____

SCHEDULE B

POSITION DETAILS/JOB DESCRIPTION AND FINANCIAL INFORMATION

A. POSITION DETAILS/JOB DESCRIPTION – REFER TO SECTION E OF APPLICATION

JOB TITLE: Engineering Technician / Technologist Intern Year 2

JOB DESCRIPTION:

The key duties and responsibilities the intern will undertake will be the following:

Provide engineering support for the Public Works Department in both the Transportation and Environmental Services divisions by:

- Conducting field inspections during construction projects and service repair work;
- Coordinating the collection, verification and maintenance of all pertinent information/data related to municipal infrastructure;
- Completing an accurate inventory of all infrastructure to be included in Municipal Data Works and verify accuracy of the comprehensive Asset Management Plan;
- Updating the current Roads, Water and Sewer Needs Studies;
- Maintenance of the 911 municipal numbering system as well as the Entrance and Municipal Servicing permitting process;
- Coordination of all Ontario One Call locate requests received by City to ensure compliance; and,
- Providing assistance with project development, management and administration.

Implementation of the use of Municipal Data Works software by:

- Refining, enhancing or developing an inventory system that will accurately reflect the information to be reported/ recorded and tracked for current and future use;
- Entering all data to be included in Municipal Data Works in a manner that can be manipulated and updated as required; and,
- Provide in house training to other city staff members to ensure maximum use.

B. FINANCIAL INFORMATION

YEAR 2 START DATE: June 22, 2016	YEAR 2 END DATE: June 23, 2017
---	---------------------------------------

YEAR	# OF WEEKS	HOURS PER WEEK	HOURLY RATE	WEEKLY RATE	TOTAL WAGES	NOHFC CONTRIBUTION	NOHFC % OF ELIGIBLE COSTS*
Year 2	52	35	\$20	\$700	\$36,400	\$31,500	86.5%

* **Note:** "NOHFC's % of Eligible Costs" is based on the weekly rate set out above. If the Employer pays the Intern more or less than that weekly wage, NOHFC will adjust the percentage accordingly so that in any event the maximum NOHFC contribution per week does not exceed the weekly rate set out above multiplied by the percentage set out above.

SCHEDULE C

Request for Reimbursement under the Northern Ontario Internship Program

This request for reimbursement form should be completed by the Employer and returned to the project officer assigned to the Employer by NOHFC. A Statement of Account must accompany this form. If this is a final request for reimbursement, then a Statement of Account and a Final Report (Schedule D attached) must accompany this request form.

General Information		Internship Claim		
NOHFC Number: 8520099		1st Claim <input type="checkbox"/>	Final Claim <input type="checkbox"/>	
Job Title: Engineering Technician / Technologist Intern Year 2		Pay Period covered From: _____	Pay Period covered From: _____ To: _____	
Employment Start Date: _____		To: _____	Last Date Intern Worked: _____	
Employer Profile				
Employer Name: CITY OF TEMISKAMING SHORES			Contact Name: _____	
Contact Number(s): _____				
NOTE: has your mailing address changed since you applied: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Provide Current Mailing Address: _____			City or Town: _____	Postal Code: _____
<i>(Cheques will be mailed to your current mailing address, if the employer or payment address has changed; written direction from the Employer will be required. For assistance please speak to your project officer.)</i>				
Funding Calculations				
Maximum NOHFC Funding Approved: \$ _____			Claims to Date: \$ _____	
Claim Calculation (reference note below for eligible costs)				
Total Weeks Worked:	Total Hours per Week:	Hourly Rate Paid: \$ _____	Weekly Rate Paid: \$ _____	Total Paid (this claim): \$ _____
Declaration by Employer				
<p><i>The undersigned hereby declares that all expenditures reported in this claim form are Eligible Costs under NOHFC's Internship program. Funds provided by NOHFC shall be used solely by the undersigned for the reimbursement of salary costs incurred through the employment of the Intern under the Internship program. Evidence of reported expenditures will be provided if requested. The Employer has fulfilled all applicable terms and conditions of the Northern Ontario Internship Agreement between the Employer and NOHFC.</i></p>				
By: _____		_____		
Authorized Signature		Date		
_____		_____		
Name (Print)		Title		

Note: "Eligible Costs" means the actual salary or wages paid to an Intern, which were incurred by the Employer during the Work Term, but do not include:

- (i) any benefits paid by the Employer including but not limited to: vacation pay; bonuses; gifts; termination or severance pay; expenses and allowances; and group medical, dental, or life insurance; Employer Health Tax (EHT); and
- (ii) the Employer's portion of any deductions including but not limited to contributions to the Canadian Pension Plan and Employment Insurance (EI) premiums

For Office Use Only

Eligible Costs on this Claim: \$ _____	x	Percentage of Eligible Costs payable by NOHFC: _____ %	=	Amount Claimed from NOHFC: \$ _____
---	---	---	---	--

SCHEDULE D
Final Report

Employer: CITY OF TEMISKAMING SHORES

Job Title: Engineering Technician / Technologist Intern Year 2

Please provide an assessment of the Internship program

Have the objectives of the Position been met? (Please use Schedule B as a reference)

Will you be pursuing another year of funding for same intern under the Northern Ontario Internship Program?

-If no, fill out the section below regarding the employment status of the intern.

What is the employment status of the intern hired under the program?

- Intern will be hired full- time by this organization

- As a result of training received during the internship, the intern has secured full-time employment:
 - In northern Ontario
 - Outside northern Ontario

- None of the above – please explain: _____

Supervisor signature: _____

Date: _____

Name (Print) _____

The Corporation of the City of Temiskaming Shores

By-law No. 2016-125

**Being a by-law for the Assumption of Municipal Services for
the Phase 1 FPT Dawson Point Road Subdivision – Part of Lot
10, Concession 2, Dymond Township**

Whereas under Section 86 (1) (a) of the Municipal Act, S.O. 2001, c.25, a municipality shall supply a building with a water or sewage public utility if the building lies along a supply line of the municipality for public utility;

And whereas in accordance with the *FPT Holdings Limited Dawson Point Road Subdivision* agreement entered into under By-law No. 2016-075, the Director of Public Works has issued a *Certificate of Final Acceptance for Municipal Services*;

And whereas under the said agreement the municipal services are to be assumed by the City through an *Assumption By-law for Municipal Services*;

And whereas Council considered Memo 018-2016-PW at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to assume the Primary Services for the Phase 1 FPT Dawson Point Subdivision for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That all primary services installed in accordance to the FPT holdings Limited Dawson Point Road Subdivision agreement (By-law No. 2016-075) are hereby vested wholly and assumed by the City of Temiskaming Shores.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed on this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores

By-law No. 2016-126

Being a by-law for the assumption of a Highway for public use within the City of Temiskaming Shores – Fisher Avenue

Whereas under Section 28, of the Municipal Act, S.O. 2001, c.25, as amended, a municipality may pass by-laws in respect of a highway if it has jurisdiction over the highway;

And whereas Council entered into a Subdivision Agreement with F.P.T. Holdings Limited for the Dawson Point Road subdivision via By-law No. 2016-075;

And whereas the Subdivision Agreement provided, *inter alia*, that the roadways as defined in the Subdivision Agreement would not be assumed by the City until various obligations, terms and conditions imposed upon the Developer had been completed and compiled with;

And whereas Council of The Corporation of the City of Temiskaming Shores deems it necessary to assume the unopened road allowances on the said Registered Plan of Subdivision for public use;

And whereas the Developer (F.P.T. Holdings Limited) agrees that, notwithstanding such assumption, it will continue to be responsible and liable for the various obligations, terms, conditions and guarantees imposed upon the Developer in the Subdivision Agreement;

And whereas Council considered Memo No. 018-2016-PW at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law for the assumption of a Highway for public use within the City of Temiskaming Shores – Fisher Avenue for consideration at the August 2, 2016 Regular Council meeting.

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the municipality hereby assumes unopened road allowances for public use, more specifically described as:

Fisher Avenue: as shown on Reference Plan 54R-5929 from the north limit of Lot 2 to the west limit Lot 11 inclusive;

Partridge Street: as shown on Reference Plan 54R-5929 from the south limit of Lot 1 to the north limit of Lot 26 inclusive;

Red Fox Avenue: as shown on Reference Plan 54R-5929 from Partridge Street to Peter's Road;

Robin Street: as shown on Reference Plan 54R-5929 from the west limit of Lot 11 to the north limit of Lot 16 inclusive;

2. That the unopened road allowance being assumed by the municipality are generally illustrated on Schedule "A", hereto attached and forming part of this by-law.
3. That the Mayor and Clerk are hereby authorized to execute an Amending Agreement to the Development Agreement entered into between the Developer, F.P.T. Holdings Limited and the City of Temiskaming Shores attached hereto as Schedule "B" and forming part of this by-law.
4. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical, numerical or typographical nature to the by-law and schedule after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed on this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen

Schedule “B”

Amending agreement made the 2nd day of August, 2016

Between:

FPT Holdings Limited
(The “Developer”)

And:

The City of Temiskaming Shores
(The “City”)

Background:

- A. The Developer and the City entered into a Development Agreement on May 3, 2016, being By-law No. 2016-075..
- B. The Development Agreement provided, *inter alia*, that the Roadways, as defined in the Development Agreement, would not be assumed by the City until various obligations and terms and conditions imposed upon the Developer had been completed and complied with;
- C. The City and the Developer have decided that it would be in the best interests of both of them for the City to assume the Roadway at this time, and that notwithstanding such assumption, the Developer will continue to be responsible and liable for the various obligations and terms and conditions and guarantees imposed upon the Developer in the Development Agreement.

Now therefore in consideration of the mutual agreements set out in this Amending Agreement the Parties agree:

1. The City may proceed to pass an Assumption Bylaw, as defined in the Development Agreement, for the assumption of the Roadways;
2. The Developer agrees that notwithstanding the passage of the Assumption Bylaw and the assumption of the Roadways by the City, the Developer shall remain as fully responsible and liable for the various obligations and terms and conditions and guarantees imposed upon the Developer by the Development Agreement as if the Assumption Bylaw had not been passed until completion of all the various obligations and terms and conditions imposed by the Developer;
3. Snowplowing shall be provided by the City at the established standard notwithstanding that at least one lot has been developed with a residential dwelling.

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

FPT Holdings Limited

Developer’s Seal)
(if applicable))

President – Karl Pedersen

Witness
Name: _____
Title: _____

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores

By-law No. 2016-128

Being a by-law to enter into an agreement with James Lathem Excavating Limited for the upgrading of the Concrete Retaining Wall at the Haileybury Medical Centre and Two Accessible Parking Spaces

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-036-2016 at the August 2nd, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with James Lathem Excavating Limited for upgrades to the Concrete Retaining Wall and Accessible Parking at the Haileybury Medical Centre at an upset limit of \$32,305 plus applicable taxes for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes the entering into an agreement with James Lathem Excavating Limited for upgrades to the Concrete Retaining Wall at the Haileybury Medical Centre at an upset limit of \$32,305 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2016-128

Agreement between

The Corporation of the City of Temiskaming Shores

and

James Lathem Excavating Limited

for upgrades to the concrete Retaining Wall at the
Haileybury Medical Centre

This agreement made in duplicate this 2nd day of August, 2016.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called "the Owner")

and

James Lathem Excavating Limited
(hereinafter called "the Contractor")

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Upgrades to Retaining Wall at Haileybury Medical Centre
Proposal PW-RFP-011-2016**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents attached hereto as Appendix 01 and forming part of this agreement,
- c) Provide all material and perform all work for the installation of Accessible Parking described in Appendix 02 attached hereto and forming part of this agreement; and
- d) Complete, as certified by the Director, all the work by **October 28th, 2016**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforementioned at an upset limit of **Thirty-Two Thousand, Three Hundred and Five Dollars and Zero Cents (\$32,305.00) plus applicable taxes** subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

All communications in writing between the parties, or between them and the Director shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if

sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

James Lathem Excavating Limited
P.O. Box 176
North Cobalt, Ontario
P0J 1R0

The Owner:

City of Temiskaming Shores
P.O. Box 2050 / 325 Farr Drive
Haileybury, Ontario
P0J 1K0

The Director:

The Director of Public Works
City of Temiskaming Shores
P.O. Box 2050 / 325 Farr Drive
Haileybury, Ontario
P0J 1K0

Remainder of page left blank intentionally

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

Contractor's Seal)

(if applicable))

Municipal Seal)

James Lathem Excavating Limited

President – Al Jenkins

Witness
Print Name: _____
Title: _____

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to

By-law No. 2016-128

Upgrades to Retaining Wall



**City of Temiskaming Shores
PW-RFP-011-2016**

Upgrades to Retaining Wall at Haileybury Medical Centre

PW-RFP-011-2016

Contractor's submission of bid to:

The Corporation of the City of Temiskaming Shores

Stipulated Bid Price

We/I, James Lathem Excavating Limited

(Registered Company Name/Individuals Name)

Of, 35 Niven Street, North Cobalt, Ontario P0J 1R0

(Registered Address and Postal Code)

Business:

Phone Number (705) - 672-5576

Fax Number (705) - 672-3232

We/I hereby offer to enter into an agreement to supply and install, as required in accordance to the proposal for a price of:

	Price
Lump Sum price (less HST)	\$ <u>17,830.00</u>



**City of Temiskaming Shores
PW-RFP-011-2016**

Upgrades to Retaining Wall at Haileybury Medical Centre

NON COLLUSION AFFIDAVIT

I/ We James Lathem Excavating Limited the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

Such bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed bid.

The price or prices quoted in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Signed

Allan Jenkins

Company Name

James Lathem Excavating Limited

Title

President



City of Temiskaming Shores
PW-RFP-011-2016
Upgrades to Retaining Wall at Haileybury Medical Centre

Conflict of Interest Declaration

Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no (*strike out inapplicable portion*) knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at North Cobalt this 19 day of July, 2016.

FIRM NAME James Lathem Excavating Limited

BIDDER'S AUTHORIZED OFFICIAL: Allan Jenkins

TITLE: President

SIGNATURE 

James Lathem Excavating Limited

35 Niven Street, Box 176
North Cobalt, Ontario P0J 1R0

Phone: 705-672-5576
Fax: 705-672-3232
email: jjenkins@jlathem.ca

City of Temiskaming Shores RFP-011-2016 – Upgrades to Retaining Wall at Haileybury Medical Centre

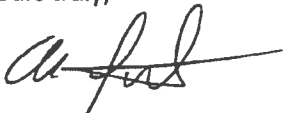
Work included in Price

- Remove 40 linear meters of Concrete Retaining Wall
- Excavate and dispose of material to reshape Parking Lot
- Parking lot is to be sloped 2 to 1 from Medical Centre
- Slope is to have Geotextile placed on it and Rip Rap
- A total of 100 tonnes of Granular "A" is to be levelled on the Parking Lot
- 10 Concrete Parking Curbs are to be place on top bank of Parking Lot
- Any areas disturbed will be topsoil and seeded
- A set of 5 foot wide steel stairs complete with railing will be installed as per code

Note: If the City of Temiskaming Shores would like the remaining 26 meters of Concrete Retaining Wall removed to allow for drainage to be sloped toward the lake an additional price of \$4,600.00 plus HST would be requested.

If you have any further questions, please do not hesitate to contact us at 705-672-5576.

Yours truly,



Allan Jenkins



Appendix 02 to
Schedule "A" to
By-law No. 2016-128
Accessible Parking

James Lathem Excavating Limited

35 Niven Street, Box 176
North Cobalt, Ontario P0J 1R0

Phone: 705-672-5576
Fax: 705-672-3232
email: jjenkins@jlathem.ca

July 29, 2016

The City of Temiskaming Shores
Bag D
Haileybury, Ontario
P0J 1K0

Attn: Mitch Lafrenniere

Re: Handicap Parking at Haileybury Medical Center

Dear Mitch,

We would like to provide a price for two options for the Handicap Parking at the Haileybury Medical Center:

Option 1

- Cut existing curb
- Make 1 Handicap Parking spot 3.5 metres wide by 6 metres long
- Excavate .45m deep
- Backfill and compact Granular "B" and Granular "A"
- Pave with 50mm asphalt
- Paint Handicap Logo

Total Price \$5,958.00 plus HST

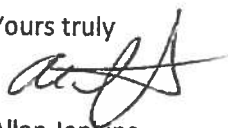
Option 2

- Move and relocate the existing sign
- Flower bed wall will be removed and not reinstalled
- Two Handicap Parking spaces will be made totally 8.5 metres in width
- They will be paved with 50mm asphalt
- Handicap Logos will be put on both spots and yellow dashed lines between the two spots

Total Price \$9,875.00 plus HST

If you have any further questions please do not hesitate to contact us at 705-672-5576 or on my cell at 705-648-8321.

Yours truly



Allan Jenkins

The Corporation of the City of Temiskaming Shores
By-law No. 2016-129
Being a by-law to enter into an Agreement with Pedersen
Construction (2013) Inc. for the North Cobalt Water Stabilization
Project

Whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-038-2016 at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the North Cobalt Water Stabilization Project for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes the entering into an agreement with Pedersen Construction (2013) Inc. for the North Cobalt Water Stabilization Project at an upset limit of \$1,773,093.00 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law; and
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2016-129

Agreement between

The Corporation of the City of Temiskaming Shores

and

Pedersen Construction (2013) Inc.

for the North Cobalt Water Stabilization Project

The Corporation of the City of Temiskaming Shores
By-law No. 2016-130

**Being a by-law to enter into an agreement with EXP
Services Inc. for Engineering Services for the
investigation of the Parapet wall at the Temiskaming
Shores Library – New Liskeard Branch**

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-039-2016 at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with EXP Services Inc. for the investigation of the Parapet wall at the Temiskaming Shores Library – New Liskeard Branch for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes the entering into an agreement with EXP Services Inc. for the investigation of the Parapet wall at the Temiskaming Shores Library – New Liskeard Branch at an upset limit of \$5,500.00 plus taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2016-130

Agreement between

The Corporation of the City of Temiskaming Shores

and

EXP Services Inc.

for the Investigation of the Parapet wall at the
Temiskaming Shores Library – New Liskeard Branch

This agreement made in duplicate this 1st day of March 2016.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called "the Owner")

and

EXP Services Inc.
(hereinafter called "the Consultant")

Witnesseth:

That the Owner and the Consultant shall undertake and agree as follows:

Article I:

The Consultant will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Engineering Services – Investigation of Parapet wall for NL Library
Request for Proposal No. PW-RFP-012-2016**

- b) Do and fulfill everything indicated in EXP Services Inc. Supplemental Submission for Proposal No. PW-RFP-012-2016 dated July 25, 2016; and
- c) Complete, as certified by the Director, all the work by **December 31, 2016.**

Article II:

The Owner will:

- a) Pay the Consultant in lawful money of Canada for the material and services aforesaid **Five Thousand Five Hundred Dollars and Zero Cents (\$5,500.00) plus applicable taxes** subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

All communications in writing between the parties, or between them and the Engineer shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For

deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

EXP Services Inc.
P.O. box 1208
9 Wellington Street
New Liskeard, Ontario
P0J 1P0

The Owner:

City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

The Director:

The Director of Public Works
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

EXP Services

Consultant’s Seal)
(if applicable))

Team Lead, Infrastructure – Daren R. Ridley, CET

Witness – Annette Neill

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores

By-law No. 2016-131

**Being a by-law to authorize Temporary Road Closures,
control the direction of traffic and limit the traffic on certain
streets for the New Liskeard Business Improvement Area's
Back-to-School Event**

Whereas under Section 27, of the Municipal Act, S.O. 2001, c.25, as amended, a municipality may pass by-laws in respect of a highway if it has jurisdiction over the highway;

And whereas under Section 10, of the Municipal Act, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-040-2016 at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law for Temporary Road Closure for the New Liskeard Business Improvement Area's Back-to-School Event for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the following roads shall be temporarily closed or experience traffic direction changes or traffic limitations on the date and time specified below for the New Liskeard BIA Back-to-School event:

Back-to-School: Friday, August 19 at 6:00 a.m. to 11:59 p.m

Road Closures:

- Armstrong Street from Church Street to south of Whitewood Avenue intersection;
- Whitewood Avenue from Paget Street to east of May Street

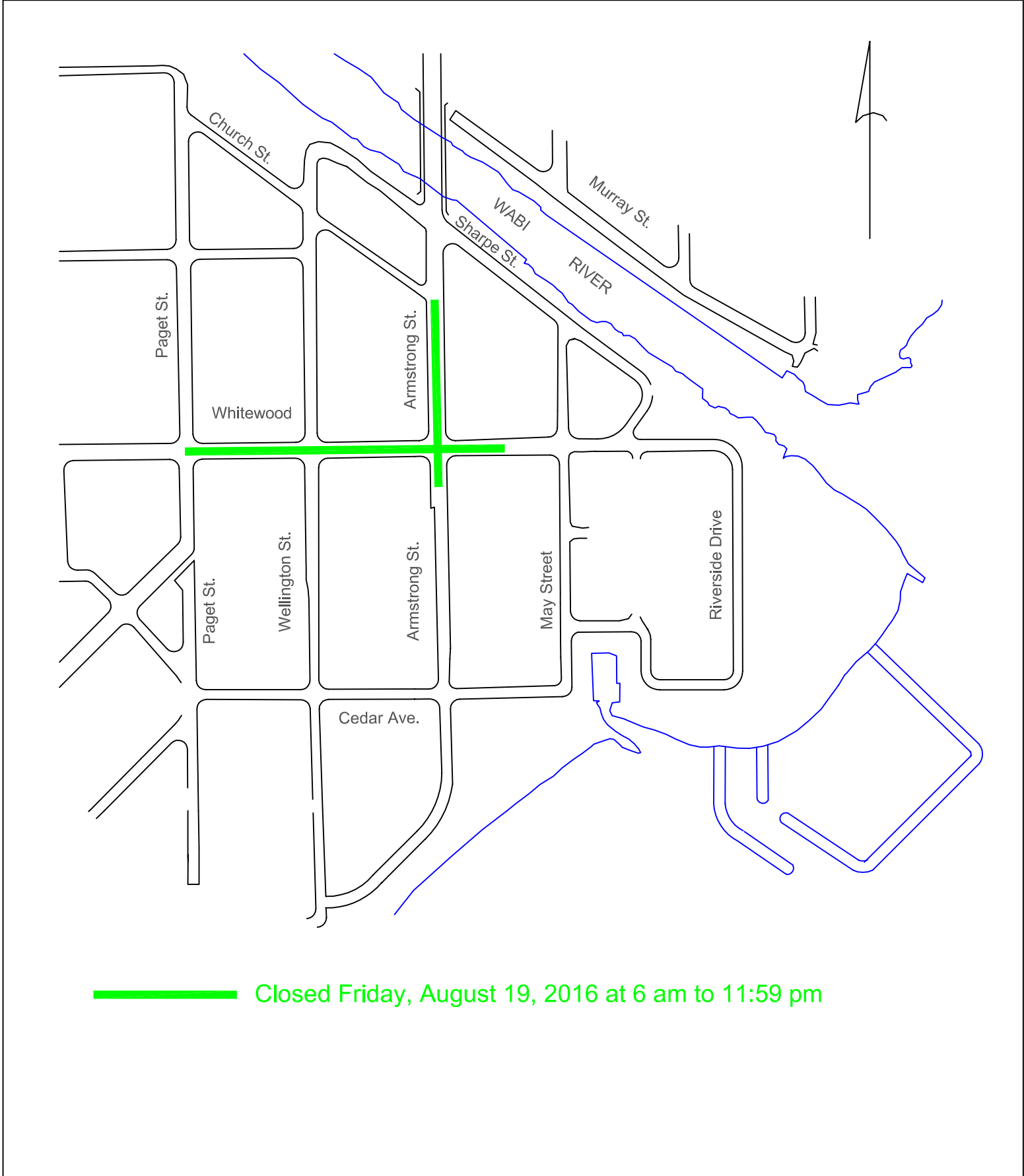
Clarification:

See attached Schedule "A" Closure Mapping.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



The Corporation of the City of Temiskaming Shores

By-law No. 2016-132

Being a by-law to enter into an Agreement with George Hurteau for the Occupation of Municipal Land – Roll No. 54-18-030-008-042.00

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

And whereas Council adopted By-law No. 2011-112 on the 2nd day of August, 2011, being an agreement with Mr. George Hurteau for the occupation of municipal land commencing on the 1st day of August, 2011 and terminating on 31st day of July, 2016;

And whereas Council considered Administrative Report No. CS-008-2016 at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Mr. George Hurteau for the occupation of municipal land for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of the City of Temiskaming Shores enacts the following as a by-law:

1. That the Council of The Corporation of the City of Temiskaming Shores agrees to enter into an agreement with Mr. George Hurteau for the occupation of municipal land for the period of August 1, 2016 to July 31, 2019.
2. That the Mayor and Clerk are hereby authorized to sign and seal the agreement on behalf of The Corporation of the City of Temiskaming Shores, said agreement attached hereto as Schedule "A" and forms part of this by-law.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen

This agreement made in duplicate this 2nd day of August, 2016.

Between:

The Corporation of The City of Temiskaming Shores
(hereinafter referred to as the "City")

Party of the First Part

And:

George Hurteau
(hereinafter referred to as the "applicant")

Party of the Second Part

Occupation of Land – Permission to Clean Up

Whereas the City is the owner of certain lands described as Parcel 6958 SST being the North ½ of Lot 7, Conc. 1 within the Township of Bucke, City of Temiskaming Shores, District of Temiskaming being 80 acres, and known municipally as Roll: 54-18-030-008-042.00.

And whereas the applicant has requested that the City permit the applicant to "*Clean Up*" the subject lands which are generally shown on Appendix 01 attached hereto and forming part of this Agreement.

And whereas "*Clean Up*" is defined as the cutting and removal of timber that is **not** freestanding and has been uprooted due to adverse weather conditions or cut down by beavers. It **does not** include clear cutting of mature growth.

And whereas the applicant has requested this permission based on conservation grounds and the applicant's desire to preserve the natural environment of the subject lands.

In consideration of the recitals and the provisions contained in this Agreement, the parties agree as follows:

1. Term

The term of this Agreement shall be for a period of 5 years commencing on the **1st day of August, 2016 and terminating on the 31st day of July, 2019** subject to the provisions for termination hereinafter contained.

2. *Consideration*

The applicant is not required to pay any fee to the City for the purpose of cleaning up the subject land, nor is the applicant permitted to profit from the process of cleaning up.

3. *Obligations of the Applicant*

- a) The applicant shall indemnify the City for any bodily injury or death to any person caused by the applicant’s act or omission or that of any of the applicant’s officers, employees, servants, agents, contractors or invitees or those for whom it is in law responsible or for bodily injury or death attributable to the equipment owned or operated by the applicant, its officers, employees, servants, agents, contractors or invitees or those for whom he is in law responsible.
- b) The applicant shall waive against the City, its officers, employees, agents or contractors any claims of any kind whether directly or indirectly arising out of or connected with the existence of this Agreement or for any injury to or death of any person or for any loss of or damage to any property or equipment belonging to the applicant or his employees, servants, agents, invitees, licensees, contractors or visitors and for any loss or damage to the applicant with respect to his use of the property, unless caused by the negligent act or omission of the City, its officers, employees, agents, contractors or those for whom it is in law responsible.
- c) The applicant agrees to indemnify the City and save it harmless from and against any and all actions, suits, claims, damage, costs, liability and expenses (including the effect of any applicable environmental legislation) which may arise by reason of the exercise of the rights and privileges granted herein by the applicant or as a result of any breach of the terms of this agreement by the applicant or by any act or omission of the applicant or those for whom the applicant is at law responsible, including all legal costs and expenses reasonably incurred by the City in connection with the defense or settlement of any such claim, unless such claim or damage is caused by the negligent act or omission of the City, its servants, employees, officers, agents, contractors or those for whom it is in law responsible.

4. *Use*

The Subject Lands, as indicated on Appendix 01 annexed hereto, shall only be used for purpose outlined in this agreement.

5. *Termination*

This agreement shall terminate **July 31, 2019**. Either party may terminate the lease agreement on not less than thirty (30) days written notice to the other.

6. *Assignment*

The rights contained in this Agreement may not be transferred, assigned, or disposed of in any manner whatsoever without the City's prior written consent.

7. *Relationship*

Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, landlord and tenant, or of a partnership or of joint venture between the parties hereto, it being understood and agreed that none of the provisions contained herein, nor any of the acts of the parties shall create any relationship between the parties other than that described in this Agreement.

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in
the presence of)

Party of the First Part

George Hurteau

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**
Party of the Second Part

Mayor – Carman Kidd

Clerk – David B. Treen

Subject Lands
Roll No. 54-18-030-008-042.00



The Corporation of the City of Temiskaming Shores

By-Law No. 2016-133

**Being a by-law to adopt a Charitable Sponsorship Policy for the
City of Temiskaming Shores**

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report CS-009-2016 at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to adopt a Charitable Sponsorship Policy for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council adopts a **Charitable Sponsorship Policy** for the City of Temiskaming Shores, identified as Schedule "A", attached hereto and forming part of this by-law, and;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Charitable Sponsorship Policy

Schedule "A" to By-law No. 2016-133

1. Purpose

The City of Temiskaming Shores' **Charitable Sponsorship Policy** provides a consistent approach and direction to City employees, funding agencies and funding applicants on the parameters established by the City for the use of the City's Charitable Number.

2. Background

Many organizations within the City of Temiskaming Shores and surrounding area that operate as non-profit are not registered as a Charitable Organization.

These organizations apply to a variety of agencies for funding to assist with day to day operations, capital improvements and/or special events. Some funding agencies, as part of their application criteria will only provide funding to a registered Charitable Organization. Thus the City may be requested, by the applicant, to sponsor the organization for the purpose of flowing through the funds to the organization based on their application.

The City recognizes the positive social-economic impact of these organizations on the residents of Temiskaming Shores. This policy has been developed primarily to assist these organizations to obtain funding assistance and secondly to limit liability to the City given the limited oversight related to projects being applied for.

3. Request to City for Sponsorship

All non-profit organizations seeking to obtain Charitable Sponsorship from the City must submit a written request to the attention of the Clerk with the following information included:

- Amount being requested from funding agency and how funds would be allocated (project details/budget);
- Copy of Application;

Notes:

1. Written requests to the City shall be submitted at least two (2) weeks prior to the funding submission deadline. Council meetings are scheduled for the first and third Tuesday of each month.
2. Applicants, depending on circumstances, may want to inform the funding agency that use of the City's Charitable Number is pending approval of Council within their application.
3. Organizations located or operating in another organized municipality shall be advised to contact their respective municipal Council.

4. Receipt of Request for Sponsorship

The Clerk shall review and assign the request to an appropriate staff member. Staff will review the request to validate that it is in keeping with services provided by a non-profit charitable organization and the social-economic impact of the project is of benefit to the residents of Temiskaming Shores.

5. Report to Council

Once the staff member has assessed the request and validates it warrants sponsorship he/she will prepare a Memo or Administrative Report recommending that Council consider sponsorship to the requestor. If the staff member is of the opinion that the request does not warrant sponsorship he/she shall notify the requester in writing.

6. Sponsorship Approval

Charitable Sponsorships shall be through resolution of Council. An organization shall be provided with a Certified True Copy of the said resolution. No request is deemed approved without a resolution of Council.

The organization submitting an application is to provide a copy of any correspondence from the funding agency in regards to the success of the application, including the amount funded and any conditions related to the funding assistance.

7. Financial Report

The Treasurer must receive a completed Financial Report from the organization on the form supplied by the municipality upon completion of the project. The Financial Report is to validate that funding assistance was allocated appropriately.

The Corporation of the City of Temiskaming Shores

By-law No. 2016-134

Being a by-law to authorize the entering into a Financing Agreement with Ontario Infrastructure and Lands Corporation (OILC) as an application submitted under By-law No. 2016-112 for a Capital Project (Vehicle Replacement) for the City of Temiskaming Shores

Whereas the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And whereas subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is an upper-tier municipality, a lower-tier municipality in a county or a single-tier municipality and it has approved the issue of debentures for the work;

And whereas subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

And whereas the Act also provides that a municipality shall authorize long term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

And whereas OILC has invited Ontario municipalities desirous of obtaining temporary and long term debt financing in order to meet capital expenditures incurred on or after January 1, 2004 in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application on the form provided by OILC;

And whereas Council considered Memo No. 013-2016-CS at the June 21, 2016 Regular Council meeting and adopted Resolution No. 2016-339 authorizing staff to prepare the necessary by-law(s) for debenture(s) as required for consideration at future meeting(s)

And whereas the City of Temiskaming Shores adopted By-law No. 2016-112 (June 21, 2016) authorizing the submission of applications to OILC and have submitted an application for Capital Vehicle Replacement;

Now therefore the Council of The Corporation of the City of Temiskaming Shores enacts as follows:

1. The Council hereby agrees to enter into a Financing Agreement with Ontario Infrastructure and Lands Corporation (OIC) up to a maximum aggregate principal amount of \$1,235,063 for Vehicle Replacement, a copy of which is attached hereto as Schedule “A” and forming part of this by-law.

2. This By-law takes effect on the day of passing.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2016-134

Financing Agreement

between

The Corporation of the City of Temiskaming Shores

and

Ontario Infrastructure and Lands Corporation (OILC)

FINANCING AGREEMENT

THIS AGREEMENT (the "Agreement"), made in duplicate, dated and effective as of the 28th day of June, 2016.

BETWEEN: ONTARIO INFRASTRUCTURE AND LANDS CORPORATION
(hereinafter referred to as "**OILC**");

And

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
(hereinafter referred to as the "**Municipality**")

WHEREAS:

OILC has advised the Municipality that its loan application Number 1004, (the "**Application**"), has been approved;

OILC agrees to make financing available to the Municipality up to a maximum aggregate principal amount of \$1,235,063.00 (One Million Two Hundred Thirty Five Thousand Sixty Three Dollars) (the "**Committed Amount**") for the project(s) listed in the Application and more particularly described in Schedule "A" hereto (each, a "**Project**"), subject to the terms and conditions set out in this Agreement.

NOW THEREFORE for good and valuable consideration, the receipt and sufficiency whereof are hereby acknowledged by the parties, the Municipality and OILC hereby agree as follows:

1. **Definitions.** In this Agreement:

- (a) "**Act**" means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time.
- (b) "**Agreement**" means the agreement constituted by this agreement including all schedules attached hereto and referenced documents, as the same may be amended, restated, supplemented, replaced, otherwise modified or terminated from time to time. Terms such as "hereof", "herein" and "hereto" refer to this Agreement.
- (c) "**Business Day**" means a day on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed, other than Saturday or Sunday.
- (d) "**Committed Amount**" has the meaning given to it in the third recital hereof; and when used in reference to a particular Project, "Committed Amount" means the portion of the Committed Amount allocated to such Project in Schedule "A" hereto.

- (e) **“Facility Termination Date”** means the earlier of the 28th day of June, 2021 and the date on which the obligations of OILC hereunder have been terminated pursuant to paragraphs 12(b) or 12(c) hereof.
- (f) **“Interest Period”** for an Advance means: (i) initially, the period from and including the date of the Advance to but not including the next following “Reset Date” (as defined in paragraph 8 hereof); and (ii) subsequently, each period from and including a Reset Date to but not including the next following Reset Date.
- (g) **“Issue Date”** for a Debenture means the date on which the Debenture is issued.
- (h) **“Obligations”** means all Advances evidenced by the promissory note issued pursuant to this Agreement and any unpaid interest thereon.
- (i) **“Prime Rate”** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the Reference Banks as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the “Prime Rate” shall be the arithmetic mean of the rates quoted by the remaining Reference Banks.
- (j) **“Principal Amount”** of an interest-bearing Debenture means the amount stated to be payable by the maturity date of the Debenture, exclusive of any interest.
- (k) **“Substantial Completion”** means the time at which the Project is ready for use or is being used for the purpose intended and is so certified by the architect, the engineer or entity licensed to practice in the province

2. Representations and Warranties.

The Municipality represents and warrants to OILC that:

- (a) the information contained in the Application, to the extent that it relates to the Municipality or the Project(s), is true and correct in all material respects as of the date of this Agreement;
- (b) the financing applied for in the Application relates only to expenditures in respect of the Project(s) that were or will be actually made by the Municipality on or after January 1, 2004 and that will be made prior to the date of any Advance as defined in (c) below;
- (c) long term financing for the Project(s) by way of one or more debentures (individually a **“Debenture”**, collectively the **“Debentures”**) to be issued to OILC, short term temporary financing for the Project(s) by way of one or more advances (**“Advances”**) to be made by OILC, and the entering into of this Agreement have been approved by authorizing by-law duly passed by the Council of the Municipality in full compliance with the Act and the regulations made thereunder

and more particularly described in Schedule "B" hereto (the "**Authorizing By-law**");

- (d) the principal amount of financing allocated to each Project in the Authorizing By-law does not exceed the expenditures approved by the Municipality in respect of such Project;
- (e) the Municipality is not now subject to any restructuring order under Part V of the Act; accordingly, no approval of the Project(s), the Application or the borrowings applied for in the Application is required to be given by any transition board or commission appointed in respect of the restructuring of the Municipality and the Municipality undertakes to notify OILC if it becomes subject to any restructuring order under Part V of the Act; and
- (f) the Municipality is not currently in default under any debentures and undertakes to immediately inform OILC if it is in default under any such financial obligations at any time.

3. Use of Proceeds.

- (a) The Municipality covenants and agrees that:
 - (i) the proceeds of all Advances shall be applied only to capital expenditures actually made by the Municipality in respect of hard and soft capital costs on or after January 1, 2004 if such costs are directly related to the Project(s) and not to any other purpose;
 - (ii) the proceeds of each Debenture shall be applied only to either:
 - (1) repayment of Advances, as more particularly set out in paragraph 10 below; or
 - (2) capital expenditures in respect of hard and soft capital costs actually made or to be made if OILC in its sole discretion has agreed to purchase a Debenture prior to making any Advance or prior to the expenditure of all or any portion of the Committed Amount on the Project(s), by the Municipality on or after January 1, 2004 if such costs are directly related to the Project(s) in respect of which the Debenture is being issued; or
 - (3) legal costs and expenses directly related to the issue of such Debenture;
- and not to any other purpose.
- (b) For greater certainty, OILC is not responsible for ensuring that the proceeds of Advances and Debentures are in fact used in the manner specified in paragraph 3(a) above.

4. Project Expenditure Requirements.

The Municipality shall not request an Advance in respect of a Project hereunder unless expenditures in an amount no less than the amount of the Advance to be allocated to such Project have actually been made by the Municipality prior to the date of such request subject to the right of OILC to waive this requirement at its sole discretion.

5. Evidence of Advances –Notes.

Each Advance hereunder shall be evidenced by an entry recorded by OILC on the schedule to a grid promissory note of the Municipality in favour of OILC in the form to be provided by OILC (the “**Note**”), which entry shall be presumed to be conclusive evidence of the matters recorded, absent manifest error; provided, however, that the failure of OILC to make any such recording shall not affect the obligations of the Municipality under the Note.

6. Procedure for Obtaining Advances.

- (a) The Municipality may request an Advance to be paid on either the 1st or the 15th day of any calendar month or the first Business Day following such date if such date is not a Business Day (either of which is defined as the “**Advance Date**”) by delivering to OILC at the address shown on Schedule “C” hereto no later than five (5) Business Days prior to the Advance Date on which the Advance is required, by courier or fax, a certificate of the Treasurer of the Municipality in the form to be provided by OILC in respect of the Advance so requested (a “**Treasurer’s Certificate**”).
- (b) The principal amount of all Advances will be tendered to the Municipality by electronic transfer of funds to an account of the Municipality maintained with a deposit-taking institution, such account to be designated by notice in writing to OILC by the execution and delivery of the attached Schedule “D” to this Agreement and the Municipality undertakes to notify OILC immediately in writing of any changes in its designated account for the purposes of such deposit.

7. (a) Conditions Precedent to Advances. OILC shall not make any Advance until each of the following conditions precedent has been satisfied:

- (i) the Municipality shall have executed and delivered to OILC a Note in respect of all Advances to be made under this Agreement;
- (ii) OILC shall have received a Treasurer’s Certificate in respect of the Advance requested;
- (iii) at OILC’s sole discretion, if any issues that were raised in any audit conducted under paragraph 16 (a) have been resolved to OILC’s satisfaction and/or OILC has neither required an audit under paragraph 16 (a) nor is such an audit ongoing;

- (iv) the amount of the requested Advance when added to the aggregate amount of Advances then outstanding in respect of a Project, does not exceed the Committed Amount for that Project;
 - (v) the representations and warranties of the Municipality set out in paragraph 2 hereof shall be true and correct as at the date of the Advance, as evidenced by the Treasurer's Certificate;
 - (vi) the Municipality shall not be in material default of any of its obligations under this Agreement as at the date of the Advance, as evidenced by the Treasurer's Certificate;
 - (vii) none of the events specified in paragraph 12(c) shall have occurred and be continuing;
 - (viii) expenditures on the Project(s) for which the Advance is requested shall have been made subject to paragraph 4, as evidenced by the Treasurer's Certificate; and
 - (ix) at OILC's sole discretion, an Advance requested when added to the aggregate amount of all Advances then outstanding does not exceed the quarterly advance requests as noted in Schedule "A" hereto.
- (b) **Conditions Precedent to Debenture Purchases.** OILC shall not purchase any Debenture until each of the following conditions precedent, has been satisfied, in which case OILC may purchase any Debenture in accordance with paragraphs 9 and 10:
- (i) OILC shall have received a Treasurer's Certificate, dated as of the Issue Date ("**Debenture Treasurer's Certificate**");
 - (ii) OILC shall have received a legal opinion from the municipality's external legal counsel, dated as of the Issue Date, addressed to OILC in form and substance satisfactory to OILC;
 - (iii) the purchase price for any Debenture, when added to the aggregate amount of Debentures then outstanding in respect of a Project, does not exceed the Committed Amount for that Project;
 - (iv) the representations and warranties of the Municipality set out in paragraph 2 hereof shall be true and correct as at the date of the request to purchase a Debenture, as evidenced by the Debenture Treasurer's Certificate;
 - (v) the Municipality shall not be in material default of any of its obligations under this Agreement as at the Issue Date, as evidenced by the Debenture Treasurer's Certificate;
 - (vi) at OILC's sole discretion, if any issues that were raised in any audit conducted under paragraph 16 (a) have been resolved to OILC's

satisfaction and/or OILC has neither required an audit under paragraph 16 (a) nor is such an audit ongoing;

- (vii) none of the events specified in paragraph 12(c) shall have occurred and be continuing; and
- (vii) expenditures on the Project(s) for which the purchase of a Debenture is requested shall have been made or will be made, or, if OILC, in its sole discretion, has agreed to purchase a Debenture prior to making any Advance or prior to the expenditure of all or any portion of the Committed Amount on the Project(s), as evidenced by the Debenture Treasurer's Certificate.

8. Interest on Advances.

- (a) Each Advance, including the Advance for the initial Interest Period, shall bear interest from and including the date of such Advance to (but excluding) the date of repayment or satisfaction, at a floating rate per annum as determined by OILC based on OILC's cost of funds plus OILC's prevailing spread assigned to the borrower sector for program delivery costs and risks (the "**Advance interest Rate**"). The Advance Interest Rate for an Advance for the initial Interest Period shall be determined on and shall bear interest from the date of the Advance to, but not including, the next following Reset Date (as hereafter defined). The Advance Interest Rate for each subsequent Interest Period shall be determined on the first Business Day of each calendar month (each such Business Day, a "**Reset Date**") for the following Interest Period and will be effective on the Reset Date, which Advance Interest Rate, as so reset, shall apply to the Advance for such Interest Period until reset again.
- (b) Interest accrued during an Interest Period on the principal balance of an Advance outstanding during such Interest Period shall be payable in arrears on the first Business Day of the calendar month following the Interest Period in an amount equal to the product of the Advance Interest Rate in effect during such Interest Period and the principal balance of the Advance outstanding as at the Reset Date for such Interest Period, or in the case of an initial Interest Period the principal balance outstanding on the date of the Advance, multiplied by a fraction, the numerator of which is the number of days in the Interest Period and the denominator of which is 365 or 366 as appropriate.
- (c) Payments of interest shall be made by pre-authorized debit from an account of the Municipality maintained with a deposit-taking institution, such account to be designated by notice in writing to OILC by the execution and delivery of the attached Schedule "D" to this Agreement, which Schedule forms part of this Agreement, together with such other authorizations, voided cheques and other documentation as the deposit-taking institution and the rules of the Canadian Payments Association may require for such pre-authorized debit, and the Municipality undertakes to notify OILC immediately in writing of any changes in its designated account for the purposes of pre-authorized debits.

- (d) The Municipality shall pay interest to OILC on any overdue amount of principal or interest in respect of any Advance, both before and after demand, default, maturity and judgment, at a rate per annum equal to the Prime Rate plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue, and the Municipality shall pay to OILC any and all costs and losses incurred by OILC as a result of the payment having been overdue.
- (e) For purposes of disclosure pursuant to the *Interest Act* (Canada), the yearly rate of interest which is equivalent to a rate of interest payable in respect of the principal amount of any Advance for any period of less than a year may be determined by multiplying the rate of interest for such period by a fraction, the numerator of which is the actual number of days in a year commencing on and including the first day in such period and ending on but excluding the corresponding day in the next calendar year and the denominator of which is the actual number of days in such period.

9. Purchase of Debentures.

- (a) Provided that the Municipality is not in default under this Agreement, that all of the conditions precedent listed in paragraph 7 have been satisfied and that none of the events specified in paragraph 12(c) shall have occurred and be continuing, and upon satisfaction of such other usual and customary conditions precedent as OILC and its legal counsel may reasonably require, and subject to paragraph 10 hereof, OILC agrees to purchase Debentures from the Municipality on the Issue Date, being the 1st or 15th or the next following Business Day of a calendar month as noted on the attached Schedule "A" or at a time or times to be determined at the sole discretion of OILC, on or prior to the Facility Termination Date in an aggregate Principal Amount not to exceed the Committed Amount and subject to the detailed Debenture purchase process to be provided to the Municipality.
- (b) Notwithstanding anything in this Agreement, the Municipality hereby irrevocably offers to issue Debentures in the amount of the Obligations subject to the terms and conditions as described herein within one hundred and twenty (120) days of Substantial Completion of a Project. OILC's acceptance of this offer will constitute an irrevocable agreement between the Municipality and OILC for the Municipality to issue and offer to sell to OILC such Debentures on the terms and conditions hereof. In the event that the Municipality fails to complete the issuance of Debentures on the terms as described herein within one hundred and twenty (120) days of Substantial Completion, thereafter the Advance Interest Rate shall increase to the Prime Rate.
- (c) The purchase price for any Debentures issued in accordance with paragraph 9(a) shall be satisfied by virtue of and to the extent of the satisfaction of the Obligations effected by such issuance pursuant to paragraph 10(f). Satisfaction of such purchase price by such means shall be deemed to be equivalent for all purposes, including without limitation the purposes of subsection 413(1) of the Act, to the receipt by the Municipality from OILC of an amount of money equal to the amount of the Obligations so satisfied. If such purchase price exceeds the

amount of the Obligations so satisfied, OILC shall pay such excess to the Municipality in immediately available funds upon the issue of the Debentures.

- (d) If OILC agrees to purchase Debenture(s) from the Municipality prior to making any Advance or prior to the expenditure of all or any portion of the Committed Amount on the Project(s), the Municipality agrees that it will submit an annual Treasurer's Report, in the form to be provided by OILC, to OILC verifying that all proceeds of such Debenture(s) have been used exclusively for the financing of the Project(s) during the relevant period. The first such report shall be due on the first anniversary of the purchase of the Debenture(s) by OILC and subsequent reports shall be due annually thereafter on subsequent anniversaries until such time as all the proceeds of such Debenture(s) have been expended.
- (e) The purchase price for Debentures, in excess of any outstanding Obligations, will be tendered to the Municipality by electronic transfer of funds to an account of the Municipality maintained with a deposit-taking institution, such account to be designated by notice in writing to OILC by the execution and delivery of the attached Schedule "D" to this Agreement and the Municipality undertakes to notify OILC immediately in writing of any changes in its designated account for the purposes of such deposit.

10. Issue of Debentures and Repayment of Advances.

- (a) Each Advance shall be due and payable in full on the earlier of the Facility Termination Date or the Issue Date for the Project(s) for which the Advance was made (the "**Maturity Date**"), subject to OILC's right to extend the Maturity Date in its sole discretion. The Municipality shall repay the Advance on the Maturity Date by:
 - (i) paying an amount equal to the Advance to OILC in immediately available funds;
 - (ii) converting the Advance into long term financing by issuing to OILC one or more Debentures in a principal amount at least equal to the Advance to be repaid; or
 - (iii) any combination of (i) or (ii)
- (b) The Municipality shall notify OILC sixty (60) days in advance of the Issue Date as noted on Schedule "A" hereto. If the Debenture(s) will not be offered for purchase on such date the Municipality shall propose another Issue Date subject to OILC's rights under paragraph 9(a) and subject to OILC's right to reject the new Issue Date.
- (c) An Advance may be prepaid at any time prior to its Maturity Date at the sole discretion of OILC and subject to such terms and conditions as may be imposed at OILC's sole discretion. The principal amount of any such repaid Advance cannot be subsequently borrowed by the Municipality.

- (d) If one or more Debentures are to be issued to OILC on the same Issue Date in a Principal Amount that is less than the aggregate amount of the Obligations then outstanding, then prior to the issue of any such Debenture(s), the Municipality shall designate by notice in writing to OILC the Project or Projects (each, a "**Debenture Project**") in respect of which the Debenture(s) will be issued, the Advances that will be repaid by the proceeds of such issue (the "**Related Advances**") and the portion of the Principal Amount of the Debenture(s) that relates to each such Debenture Project.
- (e) OILC is not responsible for ensuring that the proceeds of any Debenture are in fact used for the Debenture Project(s) designated as such by the Municipality pursuant to paragraph 10(d) nor that any Advance designated as a Related Advance by the Municipality in fact relates to the Debenture Project(s) designated as such by the Municipality pursuant to paragraph 10(d) above.
- (f) The issuance of Debentures shall satisfy an amount of the Obligations then outstanding to the extent of the aggregate Principal Amount of such issuance. If such aggregate Principal Amount is less than the amount of the Obligations then outstanding, then the Related Advances shall be repaid to the extent of such aggregate Principal Amount.
- (g) The interest rate for each Debenture (the "**Debenture Interest Rate**") shall be fixed by OILC based on OILC's cost of funds plus OILC's prevailing spread assigned to the borrower sector for program delivery costs and risks. A rate confirmation letter will be sent to the Municipality by OILC confirming the Debenture Interest Rate to be offered for the Debenture and the Municipality's acceptance of such rate shall be conclusive proof of acceptance of the Debenture Interest Rate offered.
- (h) Payments of principal and interest due on each Debenture shall be made by pre-authorized debit from an account of the Municipality maintained with a deposit-taking institution, such account to be designated by notice in writing to OILC by the execution and delivery of the attached Schedule "D" to this Agreement, together with such other authorizations, voided cheques and other documentation as the deposit-taking institution and the rules of the Canadian Payments Association may require for such pre-authorized debit, and the Municipality undertakes to notify OILC immediately in writing of any changes in its designated account for the purposes of pre-authorized debits.

11. **Right of Deduction.**

As security for the satisfaction by the Municipality of the Obligations and its payment obligations under the Debenture(s), the Municipality hereby agrees, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (Ontario), as amended from time to time hereafter, that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay OILC on account of the Obligations and/or any Debenture(s) and to pay such amounts to OILC from the Consolidated Revenue Fund.

12. Term, Termination and Default.

- (a) This Agreement shall terminate ten (10) Business Days following the date on which the last Obligations outstanding hereunder are paid in full or following the purchase by OILC of the last Debenture to be issued pursuant to this Agreement (the later of the two dates means the "Termination Date") unless earlier terminated in accordance with paragraphs (b) or (c) below, in which case the "Termination Date" means the date on which this Agreement shall terminate, in accordance with such paragraph.
- (b) OILC may terminate its obligations under this Agreement on thirty (30) days prior notice in writing to the Municipality if in the reasonable opinion of OILC the Municipality is in material default under this Agreement, other than for any cause enumerated in (c) below or if OILC rejects a new Issue Date pursuant to section 10(b).
- (c) OILC may terminate any or all of its obligations under this Agreement immediately, subject to paragraph (d) below,
 - (i) if the Municipality:
 - (1) fails to make one or more payments of interest on the Note within five (5) Business Days after the same becomes due and payable;
 - (2) reaches or exceeds its updated debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing;
 - (3) has failed to meet and pay any of its obligations under any debentures issued by the Municipality or interest thereon when due and after payment thereof has been duly demanded;
 - (4) has failed to meet and pay any of its other debts or liabilities when due and default in payment is occasioned from financial difficulties affecting the Municipality;
 - (5) has or may become involved in financial difficulties such that default or unusual difficulty in meeting debts or obligations or in providing adequate funds to meet current expenditures may ensue, or has failed to levy the necessary rates to meet current expenditures;
 - (6) uses any Advance or the proceeds of any Debenture for any purpose other than financing the Project(s); or
 - (ii) if the Ontario Municipal Board makes an order under section 21 of the *Municipal Affairs Act* (Ontario), as amended, or any successor legislation to vest in the Ministry of Municipal Affairs and Housing

control and charge over the administration of all the affairs of the Municipality as set forth in the order;

- (iii) if issues raised in an audit required under paragraph 16(a) have not been resolved to OILC's satisfaction within a reasonable time after the Municipality has been notified of such issues; or
 - (iv) if one or more Reports are not submitted to OILC in accordance with paragraph 3(c).
- (d) If OILC elects to terminate its obligations under this Agreement pursuant to paragraph 12(c) hereof, it shall give notice in writing of such termination to the Municipality, specifying the reason for such termination. Upon delivery of such notice OILC shall have no further obligation to make any Advances or to purchase any Debentures hereunder. In such notice OILC may also declare all Obligations outstanding hereunder and under the Note to be immediately due and payable, whereupon such Obligations shall become immediately due and payable; and in addition to any rights or remedies that OILC may have at law or in equity to enforce such Obligations, OILC may request that the Minister of Finance exercise the authority described in paragraph 11.
- (e) If OILC elects to terminate its obligations under this Agreement in accordance with paragraphs 12(b) or (c) above, OILC, at its discretion, shall assess any losses that it may incur as a result of the early termination as follows: if on the Termination Date the outstanding principal balance on the Debenture(s) is less than the net present value of the Debenture(s), the Municipality shall pay the difference between these two amounts to OILC.

13. Communications Requirements

- (a) OILC and the Municipality will work together to ensure that OILC financing of Project(s) receives recognition and prominence through agreed upon communications activities. An example of such activity could include signage at each Project site signifying Government of Ontario project financing.
- (b) OILC reserves the right to undertake its own communications activities in relation to OILC financing of the Project(s) at any time in its sole discretion and at its expense.
- (c) All joint communications activities between the Municipality and OILC must comply with the Government of Ontario's Visual Identity Directive and guidelines.

14. Project Management Requirements

Intentionally Deleted

15. Indemnity

To the fullest extent permitted by law, the Municipality shall indemnify and hold harmless OILC, its officers, directors, agents, subcontractors and employees and agents (collectively, the "**Indemnified Parties**") from and against all (a) claims

and causes of action, pending or threatened, of any kind (whether based in contract, tort or otherwise) by third parties or by whomever made related to or arising out of or in any way related to Reports, this Agreement or the Project(s) and (b) liabilities, losses, damages, costs and expenses (including, without limitation, legal fees and disbursements) suffered or incurred by any of the Indemnified Parties in connection with any claims or causes of action described in paragraph (a) above. The obligations contained in this paragraph shall survive the termination or expiry of this Agreement.

16. General Provisions

- (a) i) OILC reserves the right to audit compliance with this Agreement at any time. Such right will survive any termination of this Agreement. The cost of any such audit will be at OILC's or the Municipality's expense at OILC's sole discretion. Municipalities are required to keep any supporting documents required for any such audit for a minimum of seven (7) years.
- (i) The Municipality's obligation to provide an annual Treasurer's Report as described in paragraph 9(d) shall survive any termination of this Agreement.
- (b) No amendment, restatement, supplement, replacement, other modification or termination of any provision of this Agreement is binding unless it is in writing and signed by each party.
- (c) The Municipality may not assign its rights or transfer its obligations under this Agreement without the prior written consent of OILC. OILC may assign its rights or transfer its obligations under this Agreement without the prior written consent of the Municipality by giving thirty (30) days notice of such assignment or transfer to the Municipality. This Agreement enures to the benefit of and binds the parties and their respective successors and permitted assigns.
- (d) This Agreement, together with the Schedules, the Application, the Note, the Treasurer's Certificate, the Debenture Treasurer's Certificate, the annual Treasurer's Report and the Debenture(s), constitutes the entire agreement between the parties with respect to the subject matter referenced in those documents and supersedes all prior agreements, negotiations, discussions, undertakings, representations, warranties and understandings, whether written or oral.
- (e) Each party shall from time to time promptly execute and deliver all further documents and take all further action reasonably necessary or appropriate to give effect to the provisions and intent of this Agreement.
- (f) This Agreement is governed by, and is to be construed and interpreted in accordance with, the laws of the Province of Ontario and the laws of Canada applicable in the Province of Ontario.
- (g) This Agreement and any amendment, restatement, supplement, replacement, other modification or termination of any provision of this Agreement may be

executed and delivered in any number of counterparts, each of which when executed and delivered is an original but all of which taken together constitute one and the same instrument.

- (h) Either party may deliver an executed copy of this Agreement by fax but that party shall immediately deliver to the other party an original executed copy of this Agreement.
- (i) Unless otherwise specified, each notice to a party must be given in writing and delivered personally or by courier, sent by prepaid registered mail or transmitted by fax to the address or fax number set out in Schedule "C".
- (j) If any provision of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, the illegality, invalidity or unenforceability of that provision will not affect:
 - (i) the legality, validity or enforceability of the remaining provisions of this Agreement; or
 - (ii) the legality, validity or enforceability of that provision in any other jurisdiction.

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IN WITNESS WHEREOF the parties hereto have executed the Agreement effective as of the date first above written.

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION

per: _____

Steve Rohacek
Senior Vice President, Municipal Business Development & Lending

per: _____

Krishnan Iyer
Executive Vice President & Chief Financial Officer

We have the authority to bind the corporation

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

per: _____

Carmen Kidd, Mayor

per: _____

Laura Lee MacLeod, Treasurer

We have the authority to bind the corporation

Executed by the above parties as authorized by By-Law 2016-112 of the Municipality.

SCHEDULE "A"

FINANCING SCHEDULE

Ontario Infrastructure and Lands Corporation

Financing Schedule

Program Year: **2016/2017**

Organization Name:

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

Date: **June 28, 2016**

Approved Loan Amount:

\$1,235,062.60

Please review, complete areas where indicated, sign, date and return the form to OILC. The following information will be incorporated into the OILC Financing Agreement.

The following lists the project information outlined in your application. Please verify that the project details are correct. You may amend the project completion dates or the total project cost if this information has changed since the application was submitted. Transfers between projects or categories are at OILC's discretion and require pre-approval.

A Project Details

Project Information				Financing Information						
Project ID	Project Name	Category	Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)	Total Project Cost	OILC Loan Amount	Term	Type	Requested Date of debenture* (mm/dd/yyyy)	Revised Date of Debenture (mm/dd/yyyy)
1	Vehicle Replacement - 5yr	MOI	04/04/2016	06/07/2016	\$180,062.60	\$180,062.60	5 y	Serial	07/15/2016	
2	Vehicle Replacement - 10yr	MOI	06/07/2016	10/31/2016	\$1,055,000.00	\$1,055,000.00	10 y	Serial	11/01/2016	
					\$1,235,062.60	\$1,235,062.60				

*Please note, debentures are to be purchased after expenditures have been incurred. Please review and adjust the Date of Debenture if required ensuring adequate time for the debenture purchase. For further clarifications or questions, please contact Jennifer Tang, Manager – Loan Administration at 416-314-5363.

Financing Schedule

Program Year: 2016/2017

Organization Name:

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

Date: June 28, 2016

Approved Loan Amount:

\$1,235,062.60

B. Construction Financing Quarterly Forecast

If you wish to participate in the construction loan program, please indicate the amount of construction financing you require per fiscal quarter and per debenture. A reminder that OILC provides construction advances based on incurred project expenditures, unless prior approval has been sought.

Project ID	JUL-SEP 2016	OCT-DEC 2016	JAN-MAR 2016	APR-JUN 2016	JUL-SEP 2016	OCT-DEC 2016	JAN-MAR 2016	APR-JUN 2016	JUL-SEP 2016	OCT-DEC 2016
1										
2										

Project ID	JAN-MAR 2016	APR-JUN 2016	JUL-SEP 2016	OCT-DEC 2016	JAN-MAR 2016	APR-JUN 2016	JUL-SEP 2016	OCT-DEC 2016	JAN-MAR 2016	APR-JUN 2016
1										
2										

Ontario Infrastructure and Lands Corporation

Financing Schedule

Program Year: 2016/2017

Organization Name: THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

Date: June 28, 2016

Approved Loan Amount: \$1,235,062.60

C. Authorization

I agree that these are the terms for the OILC loan. I understand that OILC will use this information to draft the Financing Agreement.

Treasurer	Signature	Date
PRINT NAME		

DIRECTIONS: Please mail or courier the original signed Financing Schedule to OILC, 1 Dundas Street West, 20th Floor, Toronto, ON M5G 2L5

SCHEDULE "B"

CERTIFIED COPY OF AUTHORIZING BY-LAW

The Corporation of the City of Temiskaming Shores

By-law No. 2016-112

Being a by-law to authorize the submission of application(s) to Ontario Infrastructure and Lands Corporation (OILC) for certain new capital works of The Corporation of the City of Temiskaming Shores and to authorize temporary borrowing from OILC to meet expenditures in connection with such works; and to authorize long term borrowing for such works through the issuance of debentures to OILC

Whereas the *Municipal Act, 2001* (Ontario), as amended, (the "**Act**") provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And whereas it is now deemed to be expedient to authorize for the purposes of the Municipality the new capital work(s) described in column (2) of Schedule "A" (individually a "**Capital Work**", collectively the "**Capital Works**", as the case may be) attached hereto and forming part of this By-law ("**Schedule "A"**") in the amount of the respective estimated expenditure set out in column (3) of Schedule "A", subject in each case to approval by OILC of the financing for such Capital Work(s) that will be requested by the Municipality in the Application as hereinafter defined;

And whereas in accordance with section 4 of Ontario Regulation 403/02 (the "**Regulation**"), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "**Updated Limit**"), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule "A" (the "**Authorized Expenditure**" for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, (collectively the "**Estimated Annual Amount Payable**") and determined that the Estimated Annual Amount Payable does not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Municipal Board pursuant to the Regulation, is not required before any such Capital Work is authorized by the Council of the Municipality;

And whereas subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is an upper-tier municipality, a lower-tier municipality in a county or a single-tier municipality and it has approved the issue of debentures for the work;

And whereas subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

And whereas the Act also provides that a municipality shall authorize long term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

And whereas OILC has invited Ontario municipalities desirous of obtaining temporary and long term debt financing in order to meet capital expenditures incurred on or after January 1, 2004 in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application on the form provided by OILC;

And whereas the Municipality has completed and submitted an application to OILC (the "**Application**") to request financing for the Capital Work(s) by way of long term borrowing through the issue of debentures to OILC and by way of temporary borrowing from OILC pending the issue of such debentures;

And whereas OILC has accepted and has approved the Application;

Now therefore the Council of The Corporation of the City of Temiskaming Shores enacts as follows:

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the financing of the Capital Work(s) in the maximum aggregate principal amount of \$1,235,062.60 substantially in the form of Schedule "B" hereto and forming part of this By-law, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.
2. The undertaking of the Capital Work or of each Capital Work, as the case may be, in the amount of the respective estimated Authorized Expenditure set out in column (3) of Schedule "A" is hereby approved and authorized;
3. That the Mayor and the Treasurer are hereby authorized to conclude contracts on behalf of the Municipality for the undertaking of the Capital Work or of each Capital Work, as the case may be, in accordance with the Municipality's usual protocol;
4. Where applicable, the Engineer of the Municipality will forthwith make such plans, profiles and specifications and furnish such information as in the opinion of the Engineer are necessary for the undertaking of the Capital Work or of each Capital Work, as the case may be; and
5. Where applicable, the undertaking of the Capital Work or of each Capital Work, as the case may be, shall be carried on and executed under the superintendence and according to the direction and orders of such Engineer.
6. The Mayor and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Municipality a financing agreement (a "**Financing Agreement**") with OILC that provides for temporary and long term borrowing from OILC in respect of the Capital Work(s) on such terms and

conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.

7. The Mayor and/or the Treasurer are hereby authorized, pending the substantial completion the Capital Work or each Capital Work, as the case may be, or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of the Capital Work or of each Capital Work, as the case may be, on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized officials may agree, and to sign such evidence of indebtedness as OILC may require (the "**Note**") and to deliver the Note to OILC, such execution and delivery to be conclusive evidence of such agreement; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowings allocated to the Capital Work or to each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
8. Subject to the terms and conditions of the Financing Agreement and such other terms and conditions as OILC may otherwise require, the Mayor and the Treasurer are hereby authorized to long term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized officials may agree (the "**Debentures**"); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
9. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, as security for the payment by the Municipality of the indebtedness of the Municipality to OILC under the Note and/or the Debentures, as the case may be (the "**Obligations**"), the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay OILC on account of the Obligations and to pay such amounts to OILC from the Consolidated Revenue Fund.
10. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Note and/or any outstanding Debenture, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
11. The Mayor and/or the Treasurer are hereby authorized to execute and deliver the Note, the Mayor and the Treasurer are hereby authorized to enter into, execute and deliver the Financing Agreement, and to issue the Debentures, one or more of

the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the Obligations of the Municipality under the Financing Agreement and to execute and deliver the Note and to issue the Debentures, and the Treasurer is authorized to affix the Municipality's municipal seal to any such documents and papers.


12. The money realized in respect of the Note and the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the execution and delivery of the Note and to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.

13. This By-law takes effect on the day of passing.

Read a first, second and third time and finally passed this 21st day of June, 2016.



Mayor – Carman Kidd



Clerk – David B. Treen

Certified True Copy
City of Temiskaming Shores



**David Treen, a Commissioner, etc.,
While Clerk of the
City of Temiskaming Shores.**

New Capital Works

(1)	(2)	(3)	(4)
<u>Capital Work Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
1	3 Pickups (Public Works)	\$87,716.16	\$87,716.16
2	1 Pickup (Enviro Services)	\$29,220.54	\$29,220.54
3	1 Van (Property Maintenance)	\$63,125.90	\$63,125.90
4	Trackless (Public Works)	\$157,000.00	\$157,000.00
5	Vacuum/Sucker Truck (Enviro)	\$412,112.00	\$412,112.00
6	Rescue Van (FEMS)	\$300,888.00	\$300,888.00
7	Loader (Public Works)	\$185,000.00	\$185,000.00



Schedule "B" to

By-law No. 2016-112

Ontario Infrastructure and Lands Corporation (OILC) Loan
Application No. 16019

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

Application ID: 16019

Program Year: 2016/2017

Application Submit Date: Jun-07-2016

A. GENERAL INFORMATION - Borrowing Municipality

Name: The City of Temiskaming Shores	ID: 54010
Address: P.O. Box 2050 325 Farr Drive	City: Haileybury Postal Code: P0J 1K0
Name of Treasurer(or equivalent): Laura-Lee MacLeod	Title: Treasurer
Telephone Number: 705-672-3363	Fax No.: 705-672-3200
Email: lmacleod@temiskamingshores.ca	

B. CONTACT INFORMATION

Questions regarding the information contained in the application form should be addressed to:

Name: Laura-Lee MacLeod	Title: Treasurer
Telephone: 705-672-3363	Fax No.: 705-672-3200
Email: lmacleod@temiskamingshores.ca	

C. PROJECT SUMMARY INFORMATION

<u>No.</u>	<u>Project Name</u>	<u>Category</u>	<u>Type</u>	<u>Loan Amount</u>
1	Vehicle Replacement - 5 yr	Municipal Other Infrastructure	Others	\$180,062.60
2	Vehicle Replacement - 10 yr	Municipal Other Infrastructure	Others	\$1,055,000.00
Total Loan Amount				\$1,235,062.60

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

Project Details - Municipal Other Infrastructure

Project Name Vehicle Replacement - 5 yr
Category Municipal Other Infrastructure
Construction Start Date Apr-04-2016
Construction End Date Jun-07-2016

Please indicate the type of infrastructure project. Please select only one.

- Fire
- Police
- Ambulance
- Administration
- Others

Public Works/Environmental Services/Property Maintenance

Please indicate below if any aspect of the project pertains to:

Energy Conservation: Yes No

The Municipal Eco Challenge Fund (MECF) is a three year, \$20 million grant and \$200 million loan initiative to help municipalities reduce Green House Gas (GHG) emissions from their infrastructure.

Please indicate whether the loan is for a project that will reduce energy consumption or GHG emissions from a municipally-owned facility (building, arena, etc.).

Yes No

Is this project also being considered for an MECF grant?

Yes No

Please provide :

An estimate of the reduction in energy consumption or GHG emissions as a result of the project.

or

A short description of the energy conservation benefits.

Address of the project:

325 Farr Drive Haileybury ON
P0J 1K0

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

Type of work (e.g. new construction, renovation of existing facilities, redevelopment, deferred maintenance, etc.):

replacement

Description of the project:

3 pick ups - Public Works
1 pick up - Environmental Services
1 van - Property Maintenance

Additional comments:

What is the life span of the project in years? (i.e. the physical asset)

10

Please identify your Ministry contact (If applicable)

Ministry:

Contact Name:

Contact Phone:

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

Project Details - Municipal Other Infrastructure

Project Name Vehicle Replacement - 10 yr
Category Municipal Other Infrastructure
Construction Start Date Jun-07-2016
Construction End Date Oct-31-2016

Please indicate the type of infrastructure project. Please select only one.

- Fire
- Police
- Ambulance
- Administration
- Others

Public Works/Fire/Environmental Services

Please indicate below if any aspect of the project pertains to:

Energy Conservation: Yes No

The Municipal Eco Challenge Fund (MECF) is a three year, \$20 million grant and \$200 million loan initiative to help municipalities reduce Green House Gas (GHG) emissions from their infrastructure.

Please indicate whether the loan is for a project that will reduce energy consumption or GHG emissions from a municipally-owned facility (building, arena, etc.).

Yes No

Is this project also being considered for an MECF grant?

Yes No

Please provide :

An estimate of the reduction in energy consumption or GHG emissions as a result of the project.

or

A short description of the energy conservation benefits.

Address of the project:

325 Farr Drive Haileybury ON
P0J 1K0

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

Type of work (e.g. new construction, renovation of existing facilities, redevelopment, deferred maintenance, etc.):

vehicle replacement

Description of the project:

trackless - Public Works
loader - Public Works
vacuum/sucker truck - Environmental Services
command rescue truck - Fire & Emergency Management

Additional comments:

What is the life span of the project in years? (i.e. the physical asset)

20

Please identify your Ministry contact (If applicable)

Ministry:

Contact Name:

Contact Phone:

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

Project Information

Project Name Vehicle Replacement - 10 yr
 Category Municipal Other Infrastructure

Project Cost (A) \$1,055,000.00

Project Funding/Financing

List existing and expected Funding/Financing sources for the project (eg. Reserves, other cash on hand, approved grants, etc.).

<u>Source/Description</u>	<u>Timing</u>	<u>Amount</u>
Total Amount (B)		\$0.00
OILC Loan Amount (A-B)		\$1,055,000.00

Please enter your long-term borrowing requirements including the estimated date the funds are required. Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

<u>Estimated Date Required</u>	<u>Amount</u>	<u>Term (in years)</u>	<u>Type</u>
Nov-01-2016	\$1,055,000.00	10	Serial
Total Long-Term Financing	\$1,055,000.00		

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

D. DEBT AND REPAYMENT SUMMARY

Financial Information Returns (FIR)

Please be aware that OILC will be unable to complete the processing of your application until you have filed your most current FIR with the Ministry of Municipal Affairs and Housing. If you have not filed your FIR, you should submit your application to OILC and send your FIR to MMAH as soon as possible.

ARL

Please provide a copy of the Borrower's most recent ARL issued by MMAH.

Existing Borrowing:

Please provide the following details on the existing debt, including capital leases and unsecured debt.

Loan #	Loan Purpose	Initial Amount Borrowed	Amount Outstanding as per Most Recent Audited Financials	Annual Interest Rate (%)	Date Borrowed (mm/dd/yy yy)	Maturity Year	Summary of Existing Pledges, Conditions, Covenants	Payment Type	Periodic Amount Payable	Payment Frequency
1								blended principal and interest		Monthly

Please elaborate on re-financing plans and options for any existing "interest only" debt, if applicable

Existing Encumbrances:

Does the Borrower have any existing liens, pledges and any other encumbrances on existing assets?

Yes No

If yes, please provide details:

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

OILC Loan Repayment Information

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan.

Contribution to OILC Loan Payments (%)

Source

Taxation	100.00
User Fees	
Service Charges	
Development Charges	
Connection Fees	
Subsidies	
Other	
Total	100.00

Description of Other Source

Audited Financial Statements

A copy of the most recent audited financial statements must be attached with this loan application.

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

E. LITIGATION

Is there any litigation threatened or existing which would affect any projects or substantially impair the Borrower's ability to pay debt service costs on its general obligation indebtedness? Please indicate Yes or No.

Yes No

Please complete the Certificate of Litigation template found under the Forms menu.

F. NON-REPAYMENT OF LOANS OR DEBENTURES

In the last 10 years has the Borrower ever failed to make a loan or debenture repayment on time to any lender, including to the Provincial Government?

Yes No

If yes, please provide details. If necessary, attach details.

G. PROVINCIAL GRANTS AS SECURITY

Pursuant to OILC's enabling legislation, the Minister of Finance may deduct funds from provincial grants to the Borrower appropriated by the Legislative Assembly of Ontario for payment to OILC to satisfy any outstanding unpaid amounts owed by the Borrower to OILC.

H. ATTACHMENTS

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certified and sealed copy of OILC template By-Law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)
- OMB approval if exceeding debt repayment limit, if applicable
- Capital Plan if applicable
- Project management letter

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

- I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

Please note: OILC retains the right to request and review any additional information or documents at its discretion.

- I acknowledge that I have read and understood the Project Management and Best Practices Reporting Requirements

Confidential Information

OILC is an institution to which the *Freedom of Information and Protection of Privacy Act* (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.



**ONTARIO INFRASTRUCTURE
AND LANDS CORPORATION (OILC)
LOAN APPLICATION SIGNATURE PAGE**

Application ID: 16019

Printed Date: Jun-07-2016

Application Submit Date: Jun-07-2016

I/We acknowledge that a Loan Application has been submitted to Ontario Infrastructure and Lands Corporation (OILC) containing the following information.

<u>Eligible Category</u>	<u>Loan Amount</u>
Municipal Other Infrastructure	\$1,235,062.60
Total	\$1,235,062.60
Name of Borrower: The Corporation of The City of Temiskaming Shores	Name of Treasurer: Laura-Lee MacLeod (or equivalent):
Address: P.O. Box 2050 325 Farr Drive Haileybury, P0J 1K0	Telephone Number: 705-672-3363 ID: 54010

The undersigned certifies that he/she has read the OILC loan program guidelines and all information provided to OILC is accurate and complete. The undersigned acknowledges that some information provided may be shared with the line ministries to provide technical expertise to OILC. Applicant agrees to provide OILC with additional information as required in order to process the loan.

Treasurer's (or equivalent's) Signature: Laura-Lee MacLeod Date: June 7, 2016

SCHEDULE "C"
ADDRESSES FOR NOTICE

Ontario Infrastructure and Lands Corporation

1 Dundas, 20th floor

Toronto, Ontario

M5G 2L5

Attn: Loan Operations

Fax: 416-263-5900

The Corporation of The City of Temiskaming Shores

325 Farr Drive PO Box 2050

Haileybury, ON

P0J 1K0

Attn: Laura Lee MacLeod, Treasurer

Fax: 705-672-3200

SCHEDULE "D"

**PRE-AUTHORIZED DEBIT AND ACCOUNT FOR DEPOSIT
THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**

(1) Company Information

Full Legal Name: Ontario Infrastructure and Lands Corporation

Address: 1 Dundas Street West Suite 2000 City: Toronto

Province: ON Postal Code: M5G 2L5 Phone #: 416-326-1149

(2) Customer Information

Full Legal Name: _____

Exact account name: _____

Address: _____ City: _____

Province: _____ Postal Code: _____ Phone #: _____

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK]

(3) Financial Institution Information (Note: Please attach VOID cheque)

(i) Inflow of Deposits

Name of Financial Institution: _____

Address: _____ City: _____

Province: _____ Postal Code: _____ Phone #: _____

Transit #: _____ Institution #: _____ Account #: _____

(ii) Outflow of Pre-Authorized Debit

- Same as above
- If different from above fill out banking information below

Name of Financial Institution: _____

Address: _____ City: _____

Province: _____ Postal Code: _____ Phone #: _____

Transit #: _____ Institution #: _____ Account #: _____

Sample of the numbering at the bottom of a cheque

001234	01234 - 001		111-222-3
↓	↙	↘	↓
Cheque #	Transit #	Institution #	Account #

PRE-AUTHORIZED DEBIT AND ACCOUNT FOR DEPOSIT THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

Attach VOID Cheque Here:

Sample:

			001
YOUR NAME 123 ANY STREET YOUR TOWN, PROVINCE M4P 1V5		DATE	Y Y Y Y M M D D Y Y Y Y M M D D
PAY TO THE ORDER OF _____		\$	_____
_____		100 DOLLARS	
YOUR FINANCIAL INSTITUTION 456 MAIN STREET YOUR TOWN, PROVINCE 1L1 1L1			
MEMO	Transit/Branch #	Financial Institution #	Bank Account #
	1 2 3 4 5	6 7 8	1 2 3 4 5 6 7

1. Purpose of Debits

Business PAD

2. Pre Notification of Amounts

Fixed Amounts: The Company will provide written notice of the amount to be debited and the date of the debit at least ten (10) calendar days before the date of the first debit and every time there is a change in the amount or payment date.

Variable Amounts: The Company will provide written notice of each amount to be debited and the date of the debit at least ten (10) calendar days before the date of each debit.

The Customer and Company hereby agree to waive the above pre notification requirements.

Authorized Signature of Customer:

**THE CORPORATION OF THE CITY OF
TEMISKAMING SHORES**

Name:

Title:

Authorized Signature of Customer:

**THE CORPORATION OF THE CITY OF
TEMISKAMING SHORES**

Name:

Title:

Authorized Signature of Company:

**ONTARIO INFRASTRUCTURE AND LANDS
CORPORATION**

Name:

Title:

3. Rights of Dispute

The Customer has certain recourse rights if any debit does not comply with this Authorization. For example, the Customer has the right to receive reimbursement for any debit that is not authorized or is not consistent with this Authorization. To obtain more information on the Customer's recourse rights, the Customer may contact its financial institution or visit www.cdnpay.ca.

The Customer may dispute a debit under the following conditions: (i) the debit was not drawn in accordance with this Authorization; or (ii) amounts were drawn after this Authorization was revoked or cancelled in accordance with paragraph 4 below.

In order to be reimbursed, the Customer must complete a declaration form / reimbursement claim, in the form provided by the Bank, at the above indicated branch of the Bank up to and including ten (10) business days after the date on which the debit in dispute was posted to the Customer's account.

The Customer acknowledges that disputes after the above noted time limitations are matters to be resolved solely between the Company and Customer.

4. Terms of Authorization to Debit the Above Account

The Customer authorizes the Company to debit the above account(s) for all payments of principal, interest and other amounts payable to the Company from time to time in respect of the Customer's indebtedness to the Company in accordance with the terms of the financing agreement between the Company and the Customer dated as 28th day of June, 2016 (the "Financing Agreement").

The Customer authorizes the Company to debit the above account(s) for amounts payable to the Company if the Customer fails to provide written notice to the Company of any change to the terms of a Debenture at least five (5) Business Days prior to the date the Company is scheduled to set the interest rate for a Debenture, as defined in the Financing Agreement.

The Bank is not required to verify that any debits drawn by the Company are in accordance with this Authorization or any agreement made between the Customer and the Company.

This Authorization is to remain in effect and may not be revoked or cancelled until the Company has received written notification from the Customer of its change or cancellation in accordance with this Authorization. This Authorization may only be revoked or cancelled by the Customer upon thirty (30) days' written notice to the Company and provided that the Customer designates alternative account(s) and delivers new pre-authorized debit agreement(s) in respect of the new account(s) for purposes of effecting debits of the Customer's obligations under the Financing Agreement. The Customer may obtain a sample cancellation form, or more information on the right to cancel a PAD Agreement by visiting www.cdnpay.ca.

This Authorization applies only to a method of payment and cancellation of this Authorization does not mean that the Customer's contractual obligations to the Company are ended, and nor does this Authorization otherwise modify or detract from any of the Customer's obligations to the Company.

The Customer will notify the Company promptly in writing if there is any change in the above account information. The Customer may contact the Company in accordance with notification provisions set forth in the Financing Agreement.

The Customer consents to the disclosure of any personal information that may be contained in this Authorization to the Bank at which the Company maintains its account to be credited with the debits as far as any such disclosure of personal information is

related to and necessary for the proper application of the Rules of the Canadian Payments Association.

Any delivery of this Authorization to the Company constitutes delivery by the Customer to the Bank. It is warranted by the Customer that all persons whose signatures are required to sign on the above account have signed this Authorization. The Customer acknowledges receipt of a signed copy of this Authorization.

Signature(s) or Authorized Signature(s) of Account Holder(s) (Date)

Signature(s) or Authorized Signature(s) of Account Holder(s) (Date)

The Corporation of the City of Temiskaming Shores

By-law No. 2016-135

Being a by-law to enter into an agreement with Planscape Inc. for Consulting Services for a new Comprehensive Zoning By-law for the City of Temiskaming Shores

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. CGP-019-2016 at the August 2nd, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Planscape for consulting services for a new Comprehensive Zoning By-law for the City of Temiskaming Shores for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes the entering into an agreement with Planscape for consulting services for a new Comprehensive Zoning By-law for the City of Temiskaming Shores at an upset limit of \$59,560 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Mayor and Clerk of the City of Temiskaming Shores are hereby authorized to execute amendments **and/or contract change order** to this agreement after the passage of this by-law, where Council has requested and/or approved the said amendment **and/or contract change order** through a Resolution of Council.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2016-135

Agreement between

The Corporation of the City of Temiskaming Shores

and

Planscape Inc.

for consulting services for a new Comprehensive
Zoning By-law for the City of Temiskaming Shores

This agreement made in duplicate this 2nd day of August, 2016.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called "the City")

and

Planscape Inc.
(hereinafter called "the Consultant")

Witnesseth:

That the City and the Consultant shall undertake and agree as follows:

1. List of Appendices Attached

The following Appendices are attached and form part of this Agreement:

Appendix 01: Request for Proposal – CGP-RFP-001-2016 (City of Temiskaming Shores)

Appendix 02: Proposal submitted by Planscape Inc. dated June 10, 2016

2. Services to be provided

The Consultant hereby agrees to provide the services as set out in Appendix 02 to this agreement.

3. Relationship with the City

The Consultant will maintain contact with the City through the appropriate staff representative, Planner – Jennifer Pye

The Consultant will provide monthly status summaries to the City's representative.

4. Work Programs and Timetable

The Consultant and the City will follow the Work Program set out in Appendix 02. The Parties acknowledge that the project commencement is August 8, 2016 and the project completion date (submission of final Zoning By-law for Council approval) will occur no later than the end of August 2017.

The Parties will employ their best efforts to complete the project in advance of the August, 2017 timeframe.

Deviations from these schedules proposed by either the City or Consultant may be considered by mutual agreement of the parties.

5. Cost of the Work

This contract provides the Consultant will be paid by the City in accordance with the provisions of Appendix 02 at an upset limit of **Fifty-Nine Thousand, Five Hundred and Sixty Dollars and Zero Cents (\$59,560.00) plus applicable taxes.**

Any amendments to the cost of services will require the specific authorization of the City through a Resolution of Council.

Any work requested by the City that is outside the scope of Work Program shall be subject to a mutual agreement on the nature of the work and payment for such work and authorized through a Resolution of Council.

6. Terms of Payment

The Consultant will be responsible for invoicing for the project. The Consultant will invoice the City upon completion of each stage or as modified in this contract.

Payment shall be provided by the City within thirty (30) days of the date of the invoice.

7. Completion of the Work

The Consultant will have carried out all of its obligations under this contract when all of the Tasks set out in Appendix 02 have been completed to the satisfaction of the City.

8. Ownership of Material

Upon completion of the program and submission of the final documents, software and mapping, all data collected by the Consultant shall be become the property of the City.

9. Serving of Notices

All communications in writing between the parties, shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by

Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Consultant:

Planscape Inc.
104 Kimberley Avenue
Bracebridge, Ontario
P1L 1Z8

The City:

City of Temiskaming Shores
P.O. Box 2050 / 325 Farr Drive
Haileybury, Ontario
P0J 1K0

It is agreed that this agreement and the covenants, provisions, conditions and appendices herein shall inure to the benefit and be binding on the parties, executors, administrators or assigns of each of the parties hereto.

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

Contractor's Seal)
(if applicable))

Municipal Seal)

Planscape Inc.

Partner – Richard Hunter

Partner – Gregory I. Corbett

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to

By-law No. 2016-135

Request for Proposal (CGP-RFP-001-2016)



Dymond
Haileybury
New Liskeard

Discover a whole new Ontario • Découvrez un tout nouvel Ontario

City of Temiskaming Shores Request for Proposal

CGP-RFP-001-2016

Consulting Services for New
Comprehensive Zoning By-law

City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
POJ 1K0



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1. Background

The City of Temiskaming Shores is a single-tier municipality that was formed in 2004 through the amalgamation of the Township of Dymond, Town of New Liskeard, and Town of Haileybury. The City has a population of approximately 10,400 and covers an area of approximately 163 square kilometers.

The City is located in Northeastern Ontario at the head of Lake Temiskaming near the Québec border. The City functions as a regional hub for services, employment, and economic activity and serves approximately 30,000 people at the regional level. Highway 11 bisects the municipality north/south while Highway 65 East and Highway 65 West run east/west, connecting the City with the regional market area and communities beyond.

The City and surrounding area is known for its unique natural features and incredible scenic beauty. The City also forms part of the southern extent of an area known as the Little Claybelt, which is an area of prime agricultural soils deposited by glacial movements during the last ice age. The area has a rich agricultural history with many farms and agricultural operations dotting the landscape, and agriculture is an important economic driver in the City and the regional area.

Work began on a new Official Plan for the amalgamated City in 2005 and approval was granted by the Ministry of Municipal Affairs and Housing in March of 2015. The City is currently working under the zoning by-laws of the original towns and township, all of which were passed in the mid to late 1980. All of the Zoning By-laws have since been subject to many amendments, however the vast majority of the amendments have not been consolidated into the original by-laws.

2. Objective and Scope

The City of Temiskaming Shores is seeking proposals from qualified consultants to prepare a new Comprehensive Zoning By-law to replace the Township of Dymond Zoning By-law No. 984, the Town of New Liskeard By-law No. 2233, and Town of Haileybury By-law No. 85-27. The new Comprehensive Zoning By-law is to meet the following objectives:

- Be in conformity with the City of Temiskaming Shores Official Plan
- Incorporate previous site-specific amendments
- Be presented in a user-friendly, AODA compliant format

The Comprehensive Zoning By-law Review will be conducted with the benefit of a comprehensive public engagement and consultation program that will promote input and foster consensus with stakeholders, the public, government agencies and the private sector.

Although the above describes the basic scope of work that should be undertaken, it is expected that the successful bidder will take this as a minimum and compile a team and propose a workplan that achieves the purpose of the assignment in a creative, progressive and effective measure.

Preparation of the Comprehensive Zoning By-law will involve:



- a) Review of the existing Zoning By-laws and all amendments thereto with consideration toward incorporating these amendments into the new Zoning By-law. City staff have searched City records and have copies of all of the amending by-laws which will be provided to the successful bidder.
- b) Review of the City's new Official Plan to ensure the Comprehensive Zoning By-law fully reflects the goals and objectives of the Plan and accurately implements the policies of the Plan.
- c) Updating the Definitions and General Provisions sections including the parking provisions. Definitions and General Provisions are expected to be clear and concise. It is expected that a method for tracking Holding (H) symbols and their associated Zoning regulations will be included in the Comprehensive Zoning By-law. Transition provisions for minor variances approved under the current Zoning By-laws will also be included. A general overview of the changes made from the existing zoning by-laws, with reasoning for the changes, is also expected.
- d) Review and update of all Zone Categories to ensure conformity with the City of Temiskaming Shores Official Plan and to reflect existing development patterns. It is expected that some new Zone Categories will be created and some existing Zone Categories may be eliminated.
- e) Mapping to implement the Zone Categories, Zone Exceptions, and Holding (H) Symbols. Mapping should be provided in AutoCAD format as well as a georeferenced format compatible with the City's GIS system which is provided through CGIS.

3. Proposed Workplan

The Zoning By-law review shall be undertaken in three major stages, although this is simply a guide and the exact workplan may be subject to refinement based on submissions received and further discussions with the successful bidder. A general overview of the stages is provided below:

Stage 1: Data Collection and Background Review

The data collection and background review stage will consist of collecting and reviewing all relevant existing background information, including the information outlined in Section 12 – Summary of Available Municipal Information, and reviewing existing land use inventory. It will include development of a communications plan to inform the community of the project's commencement. This stage will also consist of undertaking initial consultations with municipal departments and interested stakeholders. This process will culminate in the preparation of a Stage 1 discussion paper and/or background report which provides a concise inventory of available data and input received, and outlines the issues, trends, facts, assumptions, opportunities and constraints affecting the local planning environment, as well as a summary of the key findings. Issues may be refined, or additional issues may be identified, based on the review process.

The background document will be made available to Council, stakeholders and the public for review and comment.

Stage 2: Summary Report and Draft By-law

Following the completion of Stage 1, a draft Comprehensive Zoning By-law will be prepared which addresses any issues that may have been raised in Stage 1, and meets or exceeds the objectives and



requirements of the project as required by the City. This stage will involve presenting the draft by-law to Council, stakeholders and the public.

It is expected that 2-3 open houses, public forums, consultation sessions, or similar will occur during this stage.

Stage 3: Final By-law and Adoption

Based on the feedback obtained during Stage 2, the successful bidder will refine the draft Comprehensive Zoning By-law and prepare a final draft Comprehensive Zoning By-law for consideration by stakeholders, the public and Council. An open house and formal meeting shall be held in accordance with the Planning Act to review the final draft. This stage will culminate in Council's adoption of the Comprehensive Zoning By-law.

4. Public Participation / Community Consultation

Public and other stakeholder involvement is key to the success of this project. The bidder shall design a formal community consultation process which outlines the method(s) and tools for engaging stakeholders in the community and maximizing input at each stage of the project. Consultations may include public meetings, workshops, working groups, newsletters, surveys, notices, with an emphasis on social media and online materials.

Due to the City's location and budget considerations, the use of innovative methods for consulting with municipal staff and committees is expected, including teleconferencing and the utilization of City staff resources to attend committee meetings and seek input from local groups and organizations.

Individual meetings should be held with key stakeholders including municipal departmental staff, municipal advisory committees, public agencies, the business community, the development community and community interest groups. Written briefs and other documentation shall be encouraged by the consulting firm.

The successful bidder shall be responsible for the scheduling of meetings, preparation of notices and agendas, presentation materials and meeting minutes. The City will provide assistance with organizing meeting rooms/hall bookings and set up.

5. Additional Considerations

In addition to the successful bidder developing a workplan and budget based on the requirements of Section 3 – Proposed Workplan, and Section 4 – Public Participation / Community Consultation, the proposal is also expected to include:

1. A description of the project team and a clear delineation of the role each team member will have in the process. The primary staff member in the process is to be clearly identified in the proposal.



2. Identification of the study team member(s) who would be responsible to appear and provide expert testimony in defense of the Comprehensive Zoning By-law in the event of an appeal to the Ontario Municipal Board.
3. The additional cost for attending any public meeting or additional meetings with staff and/or Council not outlined in the Scope of Work or Public Consultation Sections. A flat rate fee for any additional meetings as may be directed by the City shall be included.

6. Budget

A maximum upset limit for this project has been set at \$70,000.00, including HST, all consulting fees, disbursements, contingencies and all other costs associated with implementing the work. The City of Temiskaming Shores receives HST rebates. It is the responsibility of the bidder to anticipate and clearly identify all tasks required to satisfy the requirements as set forth in this Request for Proposals.

Progress payments will be made upon completion of each stage as described in Section 3 – Proposed Workplan. The consultant project team leader will be responsible for submitting detailed invoices which describe the work undertaken upon completion of each stage, including the personnel employed and hours expended by the hourly rate, disbursements, total fee and total budget expended/remaining on the project.

7. Deliverables

The Stage 1 discussion paper and summary report will be delivered in the following format:

- ✓ 5 bound colour copies, including any graphics, figures, and/or maps;
- ✓ 1 unbound original print-ready colour copy;
- ✓ Electronic versions of the documents and any related graphics and maps in City-compatible software (Word, PowerPoint, Excel)

The draft Comprehensive Zoning By-law required in Stage 2, and the final Comprehensive Zoning By-law as adopted by Council will be delivered in the following format:

- ✓ 10 bound colour copies, including maps
- ✓ 1 unbound 'original' print-ready colour copy
- ✓ Electronic versions of the document and any related graphics and maps in City-compatible software (Word, PowerPoint, Excel)
- ✓ Digital geo-reference files in AutoCAD (.dwg), and ESRI (.shp) formats – not required for the draft Comprehensive Zoning By-law required in Stage 2
- ✓ 1 hard copy print and electronic versions of any presentation boards and materials

All of the documentation shall be prepared in an accessible format which will enable it to be placed on the City website.



8. Proposal Requirements

Written proposal documents shall contain the following information:

- ✓ The bidder's understanding of the assignment, including an explanation of the approach and methodology to be used to achieve the objectives of the terms of reference;
- ✓ A work plan/project schedule in chart format, including a detailed description of all tasks and sub tasks, timelines, deliverables, meetings and key dates proposed to meet the requirements of the terms of reference;
- ✓ A proposed public consultation program;
- ✓ A listing of all consulting team members, complete with their qualifications, experience, particularly with undertaking comprehensive zoning by-law reviews and the preparation of zoning by-laws, and applicable skills;
- ✓ A list of at least three (3) client references in respect of similar municipal projects undertaken by the consulting team;
- ✓ Completed Submission Sheets (Pages 14 through 17 included in this RFP document).

A consulting team leader must be identified together with his/her role and responsibilities.

Submission of a proposal indicates acceptance by the bidders of all terms, conditions and specifications contained in the Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the formal contact between the City and the Bidder. Deviations from the RFP must be clearly identified in the written submission.

The Request for Proposal document, the bidder's response to this solicitation and subsequent written contract to the successful bidder shall form the basis of the binding contract to be executed between the parties. Bidders shall enclose in their submission, a form of written contract that they expect to be bound by in performing the work and services called for in the RFP, and which will be reviewed and finalized by both parties.

9. Fees and Expenses

The proposal must include a detailed cost estimate of each Stage as set out in Section 3 – Proposed Workplan, including a breakdown of all hourly rates and predicted person hours attributed to each team member by task, and all other costs and related disbursements. The overall costs for both professional fees and disbursements shall be an upset limit.

10. Evaluation Criteria

Proposals will be assessed against the criteria as identified in Appendix A. The Corporation reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria. Detailed Evaluation Criteria is available in Appendix A.



11. Summary of Available Municipal Information

The following municipal background information resources are available:

- ✓ City of Temiskaming Shores Official Plan (approved by Ministry of Municipal Affairs and Housing on March 20, 2015) and all background information:
 - City of Temiskaming Shores Community Profile (2009)
 - City of Temiskaming Shores Growth Management Study (2006)
 - City of Temiskaming Shores Municipal Housing Statement (2005)
 - Central Temiskaming Area Municipal Groundwater Study (2003)
- ✓ Township of Dymond Zoning By-law 984 and all amendments thereto
- ✓ Town of New Liskeard Zoning By-law 2233 and all amendments thereto
- ✓ Town of Haileybury Zoning By-law 85-27 and all amendments thereto
- ✓ City of Temiskaming Shores Asset Management Plan (revised to 2015)
- ✓ City of Temiskaming Shores Cultural Plan (2013)
- ✓ City of Temiskaming Shores Community Economic Development Advisory Committee (CEDAC) Economic Development Strategic Initiatives (2013)
- ✓ City of Temiskaming Shores Housing Needs Analysis (2013)
- ✓ Age Friendly Community Plan – not yet available but will be completed by the commencement of the Comprehensive Zoning By-law project
- ✓ Municipal Energy Plan (draft)

12. Submission

Submissions must include three (3) hard copies and one digital copy and must be sealed in an envelope and submitted to the following address:

City of Temiskaming Shores

P.O Box 2050

325 Farr Drive

Haileybury, Ontario

P0J 1K0

Attention: Dave Treen, Municipal Clerk “CGP-RFP-001-2016 Consulting Services for New Comprehensive Zoning By-law”

The closing date for the submission of Proposals will be at **2:00 pm local time on June 10, 2016**. Proposals will be opened publicly at 2:00pm on June 10, 2016.

- ✓ Late Proposals will not be accepted and will be returned to the sender unopened;
- ✓ The use of any means of delivery of a Proposal shall be at the risk of the bidder;
- ✓ Proposals by email, fax or other electronic transmission will not be accepted;
- ✓ Partial Proposals will not be accepted;
- ✓ The City is not responsible for Proposals which are not properly marked and/or delivered to any other location than that specified;
- ✓ The City reserves the right to accept or reject any or all Proposals;



- ✓ The lowest priced proposal will not necessarily be accepted;
- ✓ The City reserves the right to enter into negotiations with a Consultant and any changes to the Proposal that are acceptable to both parties will be binding.
- ✓ The Proposals shall be valid for sixty (60) days from submission date.

13. Questions

Any questions with respect to the specifications are to be directed to:

Jennifer Pye

Planner

City of Temiskaming Shores

325 Farr Drive

PO Box 2050

Haileybury, ON P0J 1K0

Phone: (705) 672-3363 ext. 4105

Fax: (705) 672-2911

jppe@temiskamingshores.ca

No inquiries are to be directed to any other employee or elected Officials. Directing enquiries to someone other than the Planner may, in the City's sole discretion, result in a submission being rejected.

All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by phone. Clarification requests will be answered individually, but response(s) to any question that modifies the scope of the RFP will be issued as an addendum.

Any changes to the request for proposal prior to the proposal closing will be issued as an addendum. It is the responsibility of the bidder to ensure that all addenda that may be issued are included in the submission. Failure to acknowledge all addenda will result in your proposal being rejected. The City will assume no responsibility for oral instruction or suggestions.

No addendum(s) will be issued within 48 hours prior to bid closing. All addendum(s) become part of the bid documents and must be acknowledged and/or submitted as instructed with the bid. All addendum(s) will be sent to those who have requested the RFP document and will be posted in the Public Tenders section of the City of Temiskaming Shores website.

14. Right to Accept or Reject Submissions

The City is not bound to accept the lowest or any proposal and may proceed as it, in its sole discretion, determines, following receipt of the proposals. The City reserves the right to accept any proposal in whole or in part or to discuss with any respondent different or additional terms to those envisaged in this RFP or in such respondent's proposal. Notwithstanding any other term of this RFP, the City reserves the right to:

- a) Modify or amend this RFP;
- b) Request clarification of any item in any Bidder's proposal;
- c) Verify any information contained in a proposal;



- d) Reject any or all proposals received in response to this RFP;
- e) Enter into negotiations with one or more Bidder on any or all aspects of their proposal(s);
- f) Accept any proposal in whole or in part without prior negotiation;
- g) Award one or more contracts;
- h) Cancel and/or reissue this RFP at any time;
- i) Retain all copies of proposals submitted in response to this RFP; and,
- j) Waive formalities as the interests of the City may require, without stating reasons therefore.

15. Commitment to Negotiate

The City may award the contract on the basis of proposal received, without discussion. Each proposal should, therefore, contain the respondent's best terms and complete, detailed information. The City reserves the right to enter into negotiations with the selected respondent. If the City and the selected respondent cannot negotiate a successful agreement, the City may terminate the negotiations and begin negotiations with the next selected respondent. This process will continue until an agreement has been executed or all of the respondents have been rejected. No respondent shall have any rights or claims against the City arising from negotiations.

The successful bidder shall execute any documentation, drafted in accordance with the terms of the successful bidder's proposal and any subsequent negotiations, within thirty (30) days of the date of notification of the successful bidder's selection.

16. General Specifications

16.1 Nature of Request for Proposal

This RFP does not constitute an offer of any nature or kind whatsoever by the City to the respondent.

16.2 Incurred Expenses

All costs and expenses incurred by the respondent relating to its submission will be borne by the respondent. The City is not liable to pay for such costs and expenses, or to reimburse or to compensate the respondent in any manner whatsoever for such costs and expenses under any circumstances, including the rejection of any or all proposals or the cancellation of this RFP.

16.3 Insurance

The successful bidder must provide a Certificate of Comprehensive General Liability Insurance including public liability and property damage with a limit of not less than \$2,000,000 per incident, naming the City of Temiskaming Shores as an additional insured, prior to commencing any work on City property after contract award. The policy shall cover all operations and liability assumed under the Contract with the City. The successful bidder must also provide a certificate of Professional Liability with a limit of not less than \$1,000,000. The insurance coverages described above shall not contain any exclusions or limitations and shall not be allowed to lapse throughout the duration of the Contract.

The successful bidder shall provide a Certificate of Motor Vehicle Liability insurance having limits of not less than \$2,000,000 inclusive per occurrence for bodily injury, death and damage to property.



16.4 WSIB Clearance

The successful bidder shall provide a Workplace Safety and Insurance Board Clearance Certificate following project Award and before commencing work on the project.

The successful bidder must remain in good standing with the Workplace Safety and Insurance Board throughout the duration of the contract. The successful bidder clearly understands and agrees that neither he/she or anyone hired by him/her is covered by the City of Temiskaming Shores under the Workplace Safety and Insurance Act, and the successful bidder shall be responsible for and pay all dues and assessments payable under the Workplace Safety and Insurance Act, the Unemployment Insurance Act, or any other Act, whether Provincial or Federal, in respect of himself/herself, his/her employees and operations, and shall upon request, furnish the City with satisfactory evidence that he/she has complied with the provisions of such Act. If the successful bidder shall fail to do so, the City shall have the right to withhold payment for such sum or sums of money due to the successful bidder as may be required to cover such default and the City shall have the right to make such payment.

Information on coverage under the Workplace Safety and Insurance Act can be obtained directly from the Workplace Safety and Insurance Board.

16.5 Compliance with AODA Accessibility Standards

The Bidder shall comply with applicable Regulations of the *Accessibility for Ontarians with Disabilities Act, 2005* (the AODA), with regard to the provision of its goods or services contemplated herein, specifically:

- Ontario Regulation 429/07: *Accessibility Standards for Customer Service*;
- Ontario Regulation 191/11: *Integrated Accessibility Standards*

The Bidder shall ensure that any employees, agents, and project team members, or others for whom it is at law responsible and who are involved in providing goods and services to the City of Temiskaming Shores receive training as required by these regulations.

The Bidder acknowledges that pursuant to the AODA, the City of Temiskaming Shores must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

16.6 Assignment of Contract

The successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or the right, title, interest therein, or the power to execute such contract to any other person, firm, company or corporation without the written consent of the City.

16.7 Errors and Omissions

It shall be understood and acknowledged that while this RFP includes specific requirements and specifications, minor items or details not herein specified, but obviously required shall be provided as if specified in conformance with current practices and workmanship. Any omissions, errors or misinterpretation of these requirements and specifications or within the proposal bid shall not relieve the bidder of the responsibility of providing the goods and services as aforesaid.



17. General

- 17.1 Bidders must inform themselves fully of all circumstances and conditions relating to submitting a proposal and must satisfy themselves as to the sufficiency of the RFP documentation.
- 17.2 While the City has used considerable effort to ensure an accurate representation of the information in this RFP, the information contained herein is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Bidder from the responsibility of seeking clarifications or forming their own opinions and conclusions with respect to the matters addressed herein.
- 17.3 All the terms and conditions of this RFP are assumed to be accepted by the Bidder and incorporated in its proposal.
- 17.4 This RFP or any portion thereof, including information, which is subsequently provided to Bidders, may not be used for any purpose other than the submission of proposals.
- 17.5 All proposals submitted become the property of the City. The proposals will be considered confidential during the evaluation process but are subject to access requests under the Municipal Freedom of Information and Protection of Privacy Act. Extracts of proposals and the costs of their solutions may be used as part of a public document. Bidders must indicate in the proposal which parts of their proposals, if any are exempt from disclosure.
- 17.6 No amendment or modification to this RFP is effective unless is it made in writing.
- 17.7 No bid will be accepted from any Bidder inclusive of its employees, agents, and project team members, which has a claim or instituted a legal proceeding or has threatened a claim or instituted a legal proceeding against the City or against whom the City has a claim or instituted a legal proceeding with respect to any previous contract, without prior approval by Council.



Appendix A – Proposal Evaluation Criteria

An evaluation team consisting of key municipal staff will conduct the evaluation of proposals.

The City of Temiskaming Shores reserves the right in its evaluation of the proposal to consider all pertinent criteria whether or not such criteria are contained in the Request for Proposals.

CITY PROPOSAL EVALUATION CRITERIA			MAXIMUM TOTAL POINTS
	WEIGHT	POINTS	
Qualifications, Expertise and Performance on Similar Projects			
Past ability to complete projects within timelines and budgets	6	10	60
Stability and reputation of firm	4	10	40
Qualifications of technical support staff	4	10	40
Qualifications of senior staff / project manager	6	10	60
20%			
Qualifications/Experience of Proposed Project Manager and Team			
Specialized field or expertise	5	10	50
Understanding of proposed project	10	10	100
Knowledge of the City	10	10	100
25%			
Completeness of Proposal, Innovative Approaches, and Value Added			
Availability of key staff	5	10	50
Methodology, Schedule, and Deliverables	15	10	150
Creativity and innovation demonstrating how the firm will achieve the Project goals and objectives	10	10	50
Community engagement strategy	10	10	100
Consideration will also be given to the amount of City resources that the consultant will use during the project			
35%			
Estimated Fees and Disbursements			
Cost estimates are evaluated for completeness and lowest is scored 10 points, next 8 points, etc. If more than 5 proposals, then only 5 lowest Bids are to receive points, and the remaining higher Bids will be given 0.25 points. Prices within a small differential will be scored as equal.	20	10	200
20%			



Submission Sheet – List of References

City of Temiskaming Shores CGP-RFP-001-2016

Consulting Services for New Comprehensive Zoning By-law

State other projects that have been completed by the bidder within the last five (5) years that are of a scope and nature similar to the project described in this RFP. These references may be contacted by the City at any time.

Description of Work	Contact Name and Phone Number

This is page 1 of 4 to be submitted



Submission Sheet – Non Collusion Affidavit

City of Temiskaming Shores

CGP-RFP-001-2016

Consulting Services for New Comprehensive Zoning By-law

I/ We _____ the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

Such bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed bid.

The price or prices quoted in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Signed _____

Company Name _____

Title _____



Submission Sheet – Conflict of Interest Declaration

City of Temiskaming Shores CGP-RFP-001-2016

Consulting Services for New Comprehensive Zoning By-law

Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company’s quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no (*strike out inapplicable portion*) knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at _____ this _____ day of _____, 2015.

Firm Name: _____

Bidder’s Authorized Official: _____

Title: _____

Signature: _____

This is page 3 of 4 to be submitted



Submission Sheet – Accessibility for Ontarians with Disabilities Act, 2005 Compliance Agreement

City of Temiskaming Shores CGP-RFP-001-2016

Consulting Services for New Comprehensive Zoning By-law

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name _____

Company Name _____

Phone Number _____

Address _____

I, _____, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*.

I, _____, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario’s Customer Service is available at www.gov.on.ca/mcss/serveability/splash.html.

Date: _____

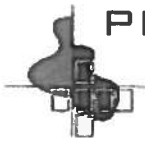
This is page 4 of 4 to be submitted



Appendix 02 to
Schedule "A" to

By-law No. 2016-135

Proposal submission by Planscape Inc. dated June 10, 2016



PLANSCAPE

BUILDING COMMUNITY THROUGH PLANNING

MARGARET
WALTON
M.P.I., M.C.I.P., R.P.P.

RICK
HUNTER
M.C.I.P., R.P.P.

GREG
CORBETT
M.P.I., M.C.I.P., R.P.P.

June 10, 2016

City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive,
Haileybury, ON P0J 1K0

Attn: Dave Treen, Municipal Clerk

Dear Mr. Treen:

Re: Request for Proposal – Consulting Services
CGP-RFP-001-2016
City of Temiskaming Shores New Comprehensive Zoning By-law

PLANSCAPE INC. is pleased to submit this proposal to assist the City of Temiskaming Shores with the review of your Comprehensive Zoning By-law. We are confident that we can deliver a product that will address all of the components set out in the Request for Proposal in an efficient, concise and timely manner. We acknowledge receipt of the addenda, attached in Appendix A.

PLANSCAPE INC. has considerable experience in preparing municipal documents including Zoning By-laws. We have prepared Zoning By-laws for municipalities with similar characteristics to the City. We have particular expertise in planning for waterfront and agricultural areas as well as smaller urban centres in Ontario.

This project has been initiated in accordance with Section 26(9) of the *Planning Act*. Consideration of recent changes to the *Planning Act* and other related legislation and the Provincial Policy Statement, 2014, will also have to be given. The new Zoning By-law will reflect the unique aspirations of the City of Temiskaming Shores and merge three existing by-laws into one concise document for implementation.

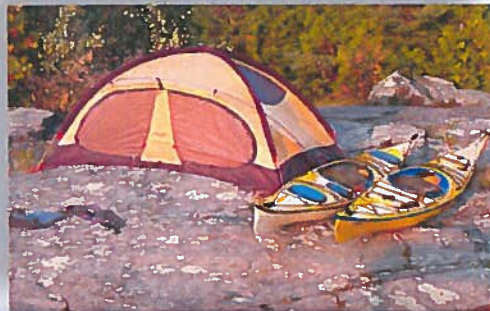
Thank you for your consideration of our proposal. We are available to provide any clarification you require at your convenience.

Yours truly,

PLANSCAPE INC.

Gregory I. Corbett, M.P.L., M.C.I.P., R.P.P.
Secretary, Partner

Encls.



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COMPREHENSIVE ZONING BY-LAW

CGP-RFP-001-2016

Proposal For Consulting Services

June 10, 2016



PLANSCAPE

BUILDING COMMUNITY THROUGH PLANNING

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**City of Temiskaming Shores
Proposal for Planning Consulting Services
New Comprehensive Zoning By-law**

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Appendix "A": Submission Sheets/Addenda

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**City of Temiskaming Shores
Proposal for Planning Consulting Services
New Comprehensive Zoning By-law
CGP-RFP-001-2016**

SECTION 1: INTRODUCTION and COMPANY OVERVIEW

PLANSCAPE is pleased to submit this proposal to undertake the preparation of a new Comprehensive Zoning By-law for the City of Temiskaming Shores. We view this project as an opportunity to contribute our skills and experience in research, planning, geographical information systems, effective public consultation and creative problem-solving to the City's Council, staff, stakeholders and residents.

We are enthusiastic about the prospect of developing a Comprehensive Zoning By-law that reflects the current planning framework in the City and the aspirations of Council and its residents. We have considerable experience in undertaking such projects and in "fine-tuning" existing ideas while including and contributing new and effective ones. Located in Muskoka and having worked extensively in Muskoka, Haliburton, Simcoe, Parry Sound District, and surrounding areas, including the Municipality of West Nipissing and the Township of Brethour, PLANSCAPE is very familiar with the unique requirements that a Zoning By-law needs to address in such a setting as Temiskaming Shores. Our commitment to the preservation, sustainability and enhancement of the character of rural and agricultural areas and smaller urban centres, and our familiarity with waterfront communities and the issues associated with them, are all relevant to the work program that the City is contemplating. PLANSCAPE has considerable experience in preparing comprehensive Zoning By-laws for amalgamated municipalities that have several different Zoning By-laws in effect.

At PLANSCAPE, we pride ourselves on our ability to plan for local circumstances, by tailoring our work to the needs of our clients and their locales. We are committed to grassroots planning, and recognize that the most effective solutions are often those that are generated at the local level. From this perspective, we view our role in planning as facilitators bringing about local change. This, together with our commitment to pioneering solutions related to zoning issues, are all relevant to the preparation of a new Comprehensive Zoning By-law for Temiskaming Shores.

This proposal describes our detailed work program. The proposal is presented under the following headings:

- Section 1: Introduction and Company Overview
- Section 2: Project Team
- Section 3: Zoning By-law Experience
- Section 4: Project Understanding and Work Program
- Section 5: Public Participation/Community Consultation Program
- Section 6: Schedule of Work
- Section 7: Budget
- Appendices



PLANSCAPE is a professional consulting firm offering community and land use planning services. The firm offers personal, “hands on” service to municipalities, provincial agencies, ratepayer organizations and private clients. Our philosophy is to provide a quality service that protects our clients’ interests while abiding by professional standards of the highest calibre. Our work reflects the needs of the community, its priorities and its aspirations. The firm has been producing quality planning and mapping documents for our clients throughout Ontario for the past 20 years.

SECTION 2: PROJECT TEAM

The preparation of the Comprehensive Zoning By-law for Temiskaming Shores will require a team of professionals with the knowledge, experience and complementary skills to ensure that the resulting document is based on sound principles and reflects the needs and wants of the community. PLANSCAPE has extensive experience in the review and formulation of Zoning By-laws and has a proven track record reflecting their knowledge, skill and attention to detail.

PLANSCAPE has prepared Official Plans and Zoning By-laws for a number of municipalities in rural, small urban and recreational areas. We pride ourselves on our ability to plan for local circumstances, tailoring our work to the needs of our clients and their locales.

The project team will be comprised of senior professionals with experience in similar types of assignments. Richard Hunter, Partner, PLANSCAPE will be the consulting Team Leader and principal contact person for the project. In the event of an appeal to the Ontario Municipal Board, Mr. Hunter will appear and provide expert testimony in defense of the Comprehensive Zoning By-law. Mr. Hunter comes from a bilingual family background and is able to communicate relatively comfortably in French. Greg Corbett – Partner will be extensively involved in the program, working closely with Rick on all facets of the project. Kelly Hodder – Junior Planner, Evan Sugden – Junior Planner/CAD Technician and Jennifer Thomson – Planning/GIS Technician, and Wanda Roloson – Executive Assistant will assist Rick and Greg throughout various components of the program.

Richard Hunter, Partner, PLANSCAPE, has been a private planning consultant since 1989, with over 35 years of experience as a planner. Prior to establishing a consulting practice, he was Planning Director for the Town of Gravenhurst, Principal Planner at the District of Muskoka and Planner for the City of Cornwall. Mr. Hunter provides planning advice and assistance to a variety of municipal clients, including the Municipality of West Nipissing (where he was responsible for the preparation of the new comprehensive Zoning By-law), the Township of Brethour (where he prepared both the Official Plan and Zoning By-law), City of Elliot Lake, and the Townships of Ryerson and McMurrich-Monteith. Mr. Hunter has been the project manager for Official Plan and/or Zoning By-law preparation programs for the Town of Parry Sound (Official Plan completed; Zoning By-law underway) Town of Bradford West Gwillimbury (Official Plan and Secondary Plans), Town of Huntsville (Official Plan and Zoning By-law), Town of Gravenhurst (Zoning By-law), and the Townships of Minden Hills, Algonquin Highlands (Official Plans and Zoning By-laws). Mr. Hunter also provides planning advice to a variety of private and non-profit sector clients.

Gregory Corbett, Partner, PLANSCAPE, has over 25 years of planning experience and has prepared a number of Comprehensive Zoning By-law updates for municipalities. Mr. Corbett completed a new Comprehensive Zoning By-law for the Township of Severn, for which he was



the project manager and for the Town of Gravenhurst, which he co-managed with Mr. Hunter. Greg has also completed an Official Plan Review and Zoning By-law Update for the Township of Algonquin Highlands. In addition to these specific projects, since preparing the new Zoning By-law for the Township of Severn, Greg has been retained by the Township to assist in the review of major development applications and represent the Township at Ontario Municipal Board Hearings. He has also been retained by the Township of The Archipelago for the past 10 years to assist with the review and administration of major development applications, assist staff in the preparation of its Official Plan Review, represent the Township at Ontario Municipal Board Hearings, and assist staff with day to day planning matters and provide advice, as needed. Greg also recently assisted the Municipality of East Ferris by providing day to day planning services while the Municipality was without a Planner and continued to assist with the Municipality's Official Plan Review.

Kelly Hodder, Junior Planner, joined PLANSCAPE in 2014. She holds a Bachelor of Environmental Studies from the University of Waterloo and a Masters of Landscape Architecture from the University of Guelph. Her background and experience allows her to bring a fresh perspective to integrating visual considerations into policies. She also provides mapping backup.

Evan Sugden, Junior Planner/CAD Technician, joined the PLANSCAPE Team in 2016, bringing an interdisciplinary background in geography, geomatics, forestry, aviation, arboriculture, land surveying, landscape design, civil engineering and planning. He holds an Honours Bachelor of Arts and Science degree in Geography from Lakehead University and is currently a Masters Candidate for a Master of Arts (MA) degree in Planning at the University of Waterloo.

Jennifer Thomson, Planning and GIS Technician at PLANSCAPE, will be responsible for the mapping component of the project as well as background research and preparation of the graphics for the reports. She also has expertise in research and analyzing and collating data. She holds an Honours Bachelor of Arts (B.A.) in Geography from Laurentian University and is also a graduate of the Urban & Regional Planning Technology Program (GIS and CAD) of Fanshawe College of Applied Arts & Technology. Jennifer has prepared the mapping for the Zoning By-laws in West Nipissing, Brethour, Ryerson, Algonquin Highlands and McMurrich/Monteith projects.

Details about the study team members are provided in the Corporate Profiles and individual curriculum vitae appended to this proposal as Appendix "C".

SECTION 3: ZONING BY-LAW EXPERIENCE

PLANSCAPE has considerable experience in assisting municipalities with the preparation of Comprehensive Zoning By-laws. In particular, the firm has assisted a number of municipalities in updating or preparing new Zoning By-laws to implement new Official Plans or as a result of Five-Year Reviews of Official Plans. Planscape has also assisted municipalities in the preparation of new Comprehensive Zoning By-laws where amalgamation had resulted in a multitude of Zoning By-laws applying to the municipality. The following provides a brief overview of five of PLANSCAPE's projects in preparing Comprehensive Zoning By-laws for municipalities. Detailed references are included in Appendix "A".



i) Town of Parry Sound, 2016

PLANSCAPE was retained in 2016 to undertake a Comprehensive Zoning By-law Review for the Town of Parry Sound following completion of their new Official Plan in 2014, which PLANSCAPE also completed. The project is currently ongoing. Similar to the City of Temiskaming Shores, the Town of Parry Sound is a small urban centre in Northern Ontario that has a population of approximately 6,000. Situated around the scenic Georgian Bay, Parry Sound shares the same unique natural features and significant shoreline areas that Temiskaming Shores is famous for with Lake Temiskaming. PLANSCAPE is responsible for reviewing and updating the existing Zoning By-law, which was passed in 2004. While the Zoning By-law has served the Town well over the past years, there is a need to review the document to ensure that it remains current, reflects any changing local priorities, and is consistent with recent provincial planning policies and initiatives and conforms with their new Official Plan.

ii) Municipality of West Nipissing, 2012

PLANSCAPE completed the preparation of a Comprehensive Zoning By-law Review for the Municipality of West Nipissing in 2012, and continues to provide planning assistance to the municipality on an “as needed” basis. Located less than an hour’s drive south from Temiskaming Shores, the Municipality of West Nipissing shares many of the same attributes as the City including, unique natural features, significant shoreline areas and incredible scenic beauty. Similar to Temiskaming Shores, the Municipality of West Nipissing was born of a restructuring in 1999. The Comprehensive Zoning By-law Review for the Municipality of West Nipissing reflected the new policies and regulations of their 2011 Official Plan and addressed a variety of emerging issues. The new comprehensive Zoning By-law replaced 6 Zoning By-laws for the various former municipalities and the large rural area. The project was underpinned by solid research, extensive consultation and analysis, and a close working relationship with staff. In preparing the By-law Review, the zone mapping was produced in digital format with the ability to be integrated with the Municipality’s geographical information system.

The By-law was approved without Ontario Municipal Board appeals.

iii) Town of Gravenhurst, 2010

PLANSCAPE completed a major review of the Comprehensive Zoning By-law for the Town of Gravenhurst in 2010. Gravenhurst is located in Muskoka and shares many of the same attributes as The City including a vibrant urban core, significant shoreline areas and sensitive environmental features. It is a restructured municipality (1970) that contains both an urban core and rural/waterfront areas. The Comprehensive Zoning By-law built upon the existing Zoning By-law that was 15 years old and implemented the Town’s new Official Plan. The previous Zoning schedules had been prepared on Ontario Base Mapping and remained strictly in a hard copy format. In preparing the new By-law, the zone mapping was produced in digital format with the ability to be integrated with the Town’s geographical information system.

iv) Township of Severn, 2010

PLANSCAPE prepared a new Comprehensive Zoning By-law for the Township of Severn in 2010. The Township of Severn is the northern most municipality in the County of Simcoe, and like The City consists of a large agricultural/rural area, shoreline areas along Lake Couchiching and the Trent-Severn Waterway and other lakes, a number of smaller settlement areas and high



development pressure due to its close proximity to Orillia, Barrie and the Greater Toronto Area. The Zoning By-law exercise was similar to that required for the City of Temiskaming Shores in that the Township was previously served by five separate Zoning By-laws due to municipal amalgamation. Aside from implementing the new Official Plan, the main goal for the new Comprehensive Zoning By-law was to provide for consistency in zoning provisions across the municipality. The mapping for the Zoning By-law was also updated to digital format and integrated with the Township's geographical information system.

Significant public consultation was undertaken during the process, with all issues identified early in the process. As a result, the new Zoning By-law was approved with no appeals.

v) *Town of Huntsville, 2008*

PLANSCAPE undertook a planning exercise for the Town of Huntsville consisting of the development of a new Official Plan and Comprehensive Zoning By-law. The Town of Huntsville is also an amalgamated municipality located in the District of Muskoka. The Zoning By-law was the first "new" By-law since 1974, and had to deal with over 1700 special provisions. No appeals to this new Comprehensive Zoning By-law were lodged.

In addition to the five references noted above, PLANSCAPE prepared comprehensive Zoning By-laws that "blended" more than one existing Zoning By-law in both the Townships of Algonquin Highlands and Minden Hills, and new Zoning By-laws for the Townships of Brethour and Ryerson. Planscape is currently preparing comprehensive Zoning By-laws for the Town of Parry Sound and the Township of McMurrich/Monteith.

SECTION 4: PROJECT UNDERSTANDING AND WORK PLAN

4.1 BACKGROUND

The City of Temiskaming Shores is located along Highways 11 & 65, with North Bay to the south and Timmins to the northwest, and has a population of approximately 10,400 people. The City contains a geographic area, some 163 square kilometres in area, consisting of two neighbouring urban centres (New Liskeard and Haileybury), prime agricultural lands and situated at the head of beautiful Lake Temiskaming. With a population density of 58.5 people per square kilometre, Temiskaming Shores is an economic hub for Northeastern Ontario. Temiskaming Shores offers a range of urban services to its residents, its visitors and the surrounding area. The City was recently granted approval of a new Official Plan in 2015; culminating a 10-year project that began in 2005.

The City currently operates with three Zoning By-laws covering parts of the Municipality. These vary in age and complexity. The By-laws will need to be combined and brought into conformity with the Official Plan. The Comprehensive Zoning By-law will replace the existing By-laws and all amendments to those By-laws. This By-law will form the basis for the zoning program at the City. It is our usual practice to try to build upon the successful components of the existing By-laws, and try to avoid creating multiple situations of non-compliance as we move from one By-law to another. The challenge is to balance the sometimes different standards and definitions found in these older By-laws. An important part of the work program, from our perspective, is to provide the City with a clear transition from the older By-laws to the new By-law. PLANSCAPE believes that it is important to conduct work plans using comprehensive public engagement; and



as such, has emphasized this belief by including it as a guiding principle throughout the following work plan.

4.2 OUR PHILOSOPHY

PLANSCAPE specializes in the delivery of planning services to smaller urban, rural and recreational communities, tailored to the needs of the individual community.

We believe that for a planning program to be effective over time, it must be clear, concise and unambiguous. For this reason, we will search for ways to simplify the Zoning By-law, to reduce duplication, to clarify inconsistencies and to focus on what is important to the City.

We also are committed to an extensive public engagement program that will ensure “buy-in” and understanding from the various stakeholders and residents in Temiskaming Shores. We are pleased to note Council’s commitment to a strong public engagement program, as it is consistent with our values as planners.

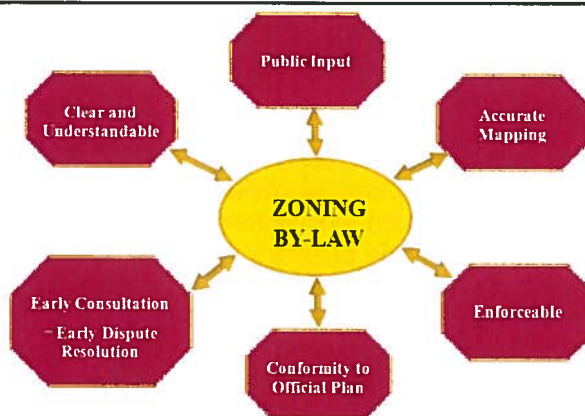
4.3 OBJECTIVES FOR THE PROGRAM

Our planning program provides the opportunity for the City to integrate and progress the policies contained in the Official Plan to the implementation stage. It also provides an opportunity to implement innovative planning provisions that capture and build on the community’s vision for the future of the City. Having undertaken planning work in similar municipalities, we will draw on our experience and knowledge of their Zoning By-laws in order to suggest provisions, where appropriate, that have proven to be successful.

The purpose of the program is to create a modern, efficient, user-friendly comprehensive Zoning By-law that will provide a consistent approach to land use regulation throughout the City.

The Comprehensive Zoning By-law will be underpinned by solid research, consultation and analysis. It is essential to ensure that there is strong municipal confidence, clarity of understanding and a solid foundation to the By-law. The following illustrates PLANSCAPE’s guiding principles for developing a Comprehensive Zoning By-law.

GUIDING PRINCIPLES FOR A ZONING BY-LAW



Public Input: The Zoning By-law is intended to reflect the wishes and aspirations of the residents of the City as to how they envision development progressing in their community, thus



it is important that they are engaged in the process and their input is reflected in the preparation of the Zoning By-law.

Accurate Mapping: Being a legal document, it is important that the mapping contained with the Zoning By-law is accurate. The provision of mapping in AutoCAD and georeferenced format will greatly increase the accuracy of mapping and its use.

Enforceable: To ensure enforceability of the Zoning By-law, the provisions contained within the By-law must be permitted as outlined in Section 34 of the *Planning Act*.

Official Plan Conformity: In accordance with Section 24 of the *Planning Act*, the Zoning By-law is required to conform to the Official Plan.

Early Consultation: It is believed that engaging the public early in the process allows for the greatest potential of resolving any disputes/issues early in the process and thereby reducing the possibility of appeals.

Clear and Understandable: As a legal instrument, it is imperative that the Zoning By-law is clear and understandable, to both staff who implement it and the general public.

The work program outlined in Section 4.7 details how we will achieve all of the stated principles for the various stages of this project. The following provides a general overview of key features of the overall planning program.

4.4 COUNCIL AND STAFF INVOLVEMENT AND CONSULTANT ATTENDANCE AT TEMISKAMING SHORES

Consistent with the City's priorities, a central part of our approach will be to achieve significant local staff and Council involvement. We have worked in municipalities where the planning documents were prepared in isolation from Council and the public, resulting in plans and By-laws that are not reflective of the community's needs, and are not given "local ownership". The best way to achieve "ownership" is by involving decision makers in the process and ensuring that the resulting document is relevant to the community.

Council and staff have an understanding of many issues (and the history of those issues) in the City that a consultant normally does not have. As such, close contact will be maintained with the Planning staff, and ultimately, Council to ensure everyone is well informed of our progress throughout the process.

The nature of the public participation / community consultation program, the meeting requirements and the level of detail required for review of the existing Zoning By-laws, By-law amendments and Committee of Adjustment decisions warrant a different approach than having the consultant work off site for most of the program. Provided the City is agreeable and work space is available, we are proposing to work directly out of the Municipal Office one or two days per month during the entire program. The timing of these work stages would coincide with Council Meetings and any open houses and workshops, and would be used for organizing and conducting the individual consultations with identified stakeholders and members of the public. The days we would be in the office could be posted on the Website to encourage public "walk-in". In our view, an additional advantage is that the consultant and staff are able to interact



quickly and deal with issues as they arise, leading to a more efficient program. This process has been built into the time and costing noted in the detailed work program.

In addition, in order to supplement the “on-site” work days, we propose the use of video-conferencing as another method to communicate with staff, Council or stakeholder groups. The specific video-conferencing tools can be identified and selected in consultation with the City upon the awarding of the contract.

Status Reports will also be prepared throughout the process particularly in response to the public consultation components of the program, which will summarize information obtained and outline issues of importance to Council, stakeholders and the public.

4.5 MAPPING COMPONENT

PLANSCAPE has completed numerous digital Zoning By-law map projects in other municipalities. These include projects for the Municipality of West Nipissing, Town of Gravenhurst, the Town of Huntsville, Severn Township, Ryerson Township, Township of Algonquin Highlands, Township of McMurrich/Monteith and Township of Minden Hills. Our organization utilizes the latest software and streamlined methods for creating Zoning By-law mapping. Currently, PLANSCAPE uses ArcGIS 10.4 and AutoCAD Civil 3D 2017 in house.

The first task in the project with regard to mapping will be the acquisition of digital mapping data for the City of Temiskaming Shores. PLANSCAPE, through the City, will request all necessary digital data layers including property fabric (and assessment information), base mapping and ortho-rectified imagery. We will also obtain the Official Plan schedules in digital form from the City. Original georeferencing will be required from the City in order to correctly and accurately complete the mapping tasks including MPAC data (i.e. parcel fabric, streets, etc.). Specific digital mapping data will also be obtained from the Province. All collected data layers will be integrated using AutoCAD software. At this point, all data layers will be checked for completeness and accuracy. Zoning layers will be updated and digitized for The City using existing spatial analysis techniques. Each land use zone will overlay seamlessly on the parcel fabric due to the methodology used.

Subsequent to the creation of digital zoning layers, will be the edit and refinement of those layers. As part of the refinement process, it will be determined if existing special zones can be grouped into new zones or classes of zones.

The final mapping products delivered to the City will be provided in digital and hard copy format. The mapping will implement the Zone Categories, Zone Exceptions, and Holding (H) Symbols. Mapping will be provided in AutoCAD format as well as a georeferenced format compatible with the City's GIS system. PLANSCAPE will provide AutoCAD (.DWG) files, ESRI ArcGIS via ArcMap (.SHP) files as well as a set of PDF files suitable to upload to the municipal website. Project mapping will be managed and maintained by the City following the completion of the Comprehensive Zoning By-law.

4.6 ZONING BY-LAW GUIDE

To assist in the implementation and understanding of the Zoning By-law by the public, PLANSCAPE is prepared to include the preparation of a Zoning By-law Guide. We prepared a similar Guide as part of the Township of Severn Zoning By-law, with the Guide outlining the purpose of the Zoning By-law and providing a step-by-step guide to the usage of the Zoning By-



law. These guides can be provided to the public to assist in the public's understanding of the Zoning By-law.

The guide will be prepared to coincide with the final version of the By-law, at the time of adoption.

4.7 DETAILED WORK PROGRAM

The program has been divided into three major stages – the first representing data collection and background review/summary report; the second representing a review of the comprehensive summary report and draft By-law; and, the third representing the completion of the final By-law and Council's adoption of the By-law. The end result will be a new Comprehensive Zoning By-law applicable to all of Temiskaming Shores.

The stages required to complete this process have been further divided into a number of tasks that will cover all of the key elements in the planning program. The three stages are summarized in **Table 1: Project Time Frame** in Section 6.

STAGE 1 DATA COLLECTION & BACKGROUND REVIEW

Task 1-1 Initial Start-up Meeting and Obtain Background Information

An initial organization meeting will be held with the Planning staff in order to finalize contract arrangements, and obtain available background material. An initial presentation to Council could also be held to provide Council with an overview of the program, and for the consultants to become acquainted with Council and some of the major issues of importance to Council.

The purpose of the initial meeting will be to:

- Confirm the work program for the project;
- Confirm the availability of background data and technical support;
- Identify any gaps in information, and agree on existing background information that will be required;
- Discuss potential options on formatting for the Zoning By-law;
- Review mapping requirements and approach to mapping;
- Review the specific approach to the preparation of the Background study/discussion paper;
- Identify any stakeholders and other special interest groups (associations, agencies) that should be involved in the program other than those outlined in this proposal; and,
- Formalize the public engagement program.

A component of the initial contact with the City would be a driving tour of the City, with staff providing insight into the various communities around Temiskaming Shores, and noting issues that will need to be carried forward in the Zoning By-law.

It is proposed that the staff and Council meeting and the driving tour be conducted the same day.



Task 1-2 *Prepare Public Engagement Program and Initial Stakeholder Contact*

As set out in Section 5, a Public Engagement Program will be prepared to be utilized throughout the program. This will include finalizing dates for formal public open houses and meetings, obtaining stakeholder contact information, outlining a specific page to be created for the City's website for the new Comprehensive Zoning By-law and the creation of a survey to be posted on the website and also available in paper format, to garner the public's responses to specific issues.

Individual consultation with key Community Stakeholders will occur throughout the program, as noted in Section 5. The consultant, based on input from staff, will meet with individual ratepayer groups, agencies and associations to consider their perspectives and input on the evolving By-law process.

In addition, the City should explore the possibility of utilizing social media methods to link people to the program (i.e. through the current Facebook, LinkedIn and Twitter accounts).

Task 1-3 *Review of Existing Zoning By-laws and Prepare "Consistency Matrix"*

This task will involve a review of the three existing Zoning By-laws in the City, and an assessment of By-law amendments that will need to be carried forward in the overall program. We propose to prepare a "consistency" matrix that compares the provisions of the existing By-laws, to provide direction on which provisions may similarly be carried forward into the overall zoning program.

Provisions of the existing Zoning By-law that require revision will be identified based on discussions with municipal staff and their experience in working with the existing Zoning By-laws over the past few years.

Zoning Amendments that have been approved will be reviewed and incorporated into the Zoning By-law and carried forward in the mapping.

Past Committee of Adjustment decisions will be reviewed as they relate to implementation of zoning provisions. The Committee's decisions may identify approaches that will influence the content/standards in the By-law.

Task 1-4 *Review of Official Plan and Prepare "Conformity Matrix"*

This task will involve a review of the new Official Plan to identify specific policies that must be addressed in the new Comprehensive Zoning By-law to ensure conformity. The City's existing Zoning By-laws, will also be reviewed to identify any conformity issues with the new Official Plan and to review provisions that will need to be carried forward into the new Comprehensive Zoning By-law.

A Conformity Matrix will be prepared to demonstrate how the relevant policies of the Official Plan are implemented in the Zoning By-law. The initial Matrix will reference those policies in the Official Plan that must be reflected in the Zoning By-law and those provisions in the existing Zoning By-laws that are in non-conformity with the Official Plan.



The Conformity Matrix will also continue to evolve as the process progresses and a Final Conformity Matrix will be provided illustrating how the final draft of the Zoning By-law conforms to the Official Plan.

Task 1-5 *Prepare Draft Background Study/Issue Paper*

A Background Study / Issue Paper will be prepared based on the results of Tasks 1-1 to 1-4. The Report will include the matrices developed outlining Official Plan Conformity and the Zoning By-laws Consistency, together with issues identified by staff and Council. In addition to identifying issues, the report will provide initial guidance on how these issues would best be addressed.

Task 1-6 *Meeting with Staff, and Council to Review Draft Issue Paper*

Meetings with municipal staff and Council will be held, the purpose of which will be to review the draft Background Study / Issue Paper.

Task 1-7 *Initial Public Open House/Presentation*

A Public Open House/Presentation will be held with notice to the general public. The open house session will be facilitated by PLANSCAPE and will serve a twofold purpose:

1. to disseminate information to interested parties on the Comprehensive Zoning By-law Review process and provide a general overview of the issues being investigated; and,
2. to collect initial feedback and information from interested parties regarding issues to be addressed during the process.

Notice of the public open house will be placed in the local newspaper and posted on the City's website. It is also encouraged that these announcements be posted online, via the City's social media accounts (i.e. Facebook, LinkedIn and Twitter). PLANSCAPE will prepare the notices and The City will assume the costs for advertising.

PLANSCAPE will be responsible for the preparation and production of all display materials required for the open house sessions. The details of the Open House and specific date will be developed in consultation with the City, as per Task 1-2.

A brief report will be prepared outlining the results of the initial consultation, and will be included in the final version of the Background Study/Issue Paper.

Task 1-8 *Finalize Background Study/Issue Paper*

Based on the comments and input in Tasks 1-6 and 1-7, the draft background study will be revised and finalized, and will form the basis for the preparation of the first draft of the Zoning By-law.

Task 1-9 *Meeting with Staff and Council to Revise Draft*

The first draft of the general provisions and definitions will be reviewed by staff and Council, with appropriate revisions being made prior to the scheduling of the public workshop.



Task 1-10 Public Workshop for new General Provisions

The first workshop will be convened to review definitions and general provisions. The format of the workshop will be established in consultation with staff, but will likely take the form of a presentation followed by “small group” discussions focused on specific issues (e.g. accessory apartment standards, accessory uses, parking requirements, home occupations, etc.)

Following the Workshop, the draft General Provisions (including parking provisions and new definitions) will be finalized taking into account comments raised at the Workshop. These will then become components of the By-law in Stage 2. These will be reviewed further in Task 2-5.

STAGE 2 REVIEW OF SUMMARY REPORT & PREPARE DRAFT BY-LAW

Task 2-1 Prepare Preliminary Zoning By-law

We contemplate four versions of the Comprehensive Zoning By-law – the Preliminary for the second Public Open House, two Drafts for the Formal Public Open House and Statutory Public Meeting, and a Final Version for consideration of passage.

Task 2-1 is the preparation of the Preliminary draft of the Comprehensive Zoning By-law. The form adopted for the document will be discussed with staff with the intention of producing a document that is easy to interpret and implement.

The review of general provisions and definitions will follow from the review of the existing By-laws, extracting the provisions that are most relevant and most in compliance with the Official Plan. We will also draw from our experience with other municipal comprehensive Zoning By-law programs and suggest (where appropriate) revised provisions and definitions for consideration by Temiskaming Shores.

To ensure that a Zoning By-law is clear and understandable, it is important that terms used within the Zoning By-law that have specific meaning are clearly defined. A review of the definitions contained in the existing Zoning By-laws will be undertaken and updated definitions will be suggested, where necessary. Each of the permitted uses set out in the Zoning By-law should have a corresponding definition.

A review of the parking provisions will be undertaken to ensure that they are consistent with today’s standards and include provisions related to barrier-free parking and queuing lanes.

This task will also include a review of other comprehensive Zoning By-laws from similar municipalities to identify and evaluate various options to certain issues that could be considered by the City.

Based on our experience in the preparation of Zoning By-laws, PLANSCAPE will review various general provisions to be included in the Zoning By-law, such as accessory apartment provisions and accessory uses and buildings.

Similarly, the range of zones, permitted uses and zone standards will be prepared, based on discussions with staff and the results from the Stage 1 work.



Task 2-2 *Prepare Base Mapping and Initial Zone Maps*

The establishment of the updated mapping for the By-law will be initiated from the outset and a draft will be completed as part of the Preliminary Zoning By-law. The existing parcel fabric in digital form will be obtained from the City. This mapping will be the basis of the new Zoning Schedules.

Mapping will be updated to implement the corresponding new Zone Categories, Zone Exceptions and Holding (H) Symbols in AutoCAD, as provided in the Request for Proposal and as detailed in Section 4.5 above.

Task 2-3 *Review with Staff and Council*

The preliminary draft of the Zoning By-law, including mapping, will be reviewed and discussed with staff and Council.

Task 2-4 *Draft 1 Zoning By-law*

Following discussions with staff and Council, the preliminary Zoning By-law and mapping will be revised and prepared as Draft 1 for initial public review.

Task 2-5 *Public Engagement Program – Open Houses/Consultation.*

Draft 1 of the Zoning By-law will be presented to individual stakeholders for their review, following the approach noted in Task 1-10 and Section 5.

In addition to the identified stakeholders, each of the drafts of the Zoning By-law will be provided to interested government agencies and other associates to ensure their interests are identified and reflected in the Zoning By-law.

A second Public Open house/presentation will be scheduled to review and comment on the Draft Zoning By-law. The approach will be consistent with the approach outlined in the public engagement program outlined in Task 1-2.

Task 2-6 *Analysis and Resolution Report*

A report will be prepared for the City addressing public and agency comments with respect to Draft 1 of the Zoning By-law and will include recommendations for resolving any issues raised.

This Report will be presented to Council for direction and confirmation of revisions to be undertaken on Draft 1.

The Draft 1 Zoning By-law will be revised based on comments from the Council.



STAGE 3 – FINAL BY-LAW & ADOPTION

Task 3-1 Prepare Draft 2 Zoning By-law

Based on the comments obtained on the earlier draft, and the direction provided by Council in Task 2-6, Draft 1 Zoning By-law will be revised and circulated to any agencies that request to be involved in the process.

Task 3-2 Review with Staff and Council

Based on the comments received from the agencies, Draft 2 will be reviewed by staff and Council before it is revised as the public draft.

Task 3-3 Prepare Draft 3 Zoning By-law – Final Draft

Based on the comments received from the City, at the Public Open House and from the circulated agencies, a final draft (Draft 3) of the By-law will be produced, for presentation at the statutory public meeting.

Task 3-4 Statutory Open House and Public Meeting

Prior to approval of the new Zoning By-law, we will undertake the balance of the formal public approval process which includes a formal Public Open House and Public Meeting under Section 34 of the *Planning Act*, and agency notification. PLANSCAPE will make a formal presentation of the Final Draft Zoning By-law to Council and the public. The intention is that all significant issues will have been raised and addressed through the previous Open Houses and drafts of the Zoning By-law.

Should issues still need to be addressed, a second or subsequent public meeting could be held, and would be based on the fee program noted in Section 7.2.

Task 3-5 Prepare Approval Version for Adoption by Council

A final report will be prepared for Council addressing any issues raised at the Public Meeting(s). Based on issues raised, direction from Council will be obtained and the necessary revisions will be made to the Zoning By-law, to create a Final Zoning By-law for passage. Once in a form acceptable to Council, the new Comprehensive Zoning By-law may be passed by Council. When planning for this meeting, notice should be given according to requirements in the *Planning Act* regarding public hearings to ensure that any changes to the Zoning By-law resulting from public comments at the Public Meeting are made available for public review and comment.

Task 3-6 Council Adoption and Circulation of Notice of Adoption

The final task is the approval of the new Comprehensive Zoning By-law by Council, and notification of adoption of the Zoning By-law.



SECTION 5: PUBLIC PARTICIPATION/COMMUNITY CONSULTATION PROGRAM

The Request for Proposal identifies the need for and the importance of a public participation / community consultation program. We agree that public and other stakeholder involvement is key to the success of this project; and as such, we have ensured that it is an essential component of the process and will ensure public consultation is comprehensive and effective. Our approach to public engagement in the process builds on the process identified by the City and is based on the following premises:

- Merely following the mandatory public process in the Planning Act is insufficient to provide Council with valid public input, so a more in-depth program is proposed.
- It is important to obtain public input early in the process, before regulations are developed.
- The public must be able to contribute in a meaningful way to the identification and analysis of the issues.
- Recognize that residents respond differently to various means of public engagement and thus a multitude of media options should be employed, from electronic to print to personal.
- The consultant must be available to address public concerns as the process evolves. By being available at the municipal offices, the consultant will be able to communicate directly with the public and interest groups.

This approach blends well with the public participation / community consultation process advocated in the Terms of Reference. Our Work Plan provides for the formulation of a public engagement program and initial stakeholder contact early in the process. A key feature of the early public consultation will be issue identification from the public's perspective. It is envisioned that the following opportunities will be provided to solicit public involvement:

- Public Open Houses (Minimum of 3)
- Public Meetings
- Stakeholder Workshops and Meetings
- On-line Survey
- Newsletters
- Municipal Website
- Social Media

In addition to the above, maintaining a presence at the Municipal Office on specified dates will assist in ensuring that we are available to respond on a personal level with the public during the process.

The content and form of the public engagement forums can be adjusted to reflect specific City-preferred approaches, and may evolve based on agreement between the City and the Consultant. The details of the engagement program will be subject to a separate report, as contemplated in Task 1-2.

In addition to these opportunities, the City's website or PLANSCAPE's website will also be utilized to provide information to the public. A specific section on the website should be created for the



Comprehensive Zoning By-law Review where information can be posted such as the Conformity Matrix, Status Reports, notices of public sessions, open houses and meetings, together with drafts of the Zoning By-law and schedules. PLANSCAPE will forward electronic versions of these materials for posting of the material by the City on the website. In addition, the City should explore the possibility of utilizing social media methods to link people to the program (i.e. through the current Facebook, LinkedIn and Twitter accounts).

The local newspaper can also be used to disseminate information by more traditional methods.

SECTION 6: SCHEDULE OF WORK

The RFP does not specify a time line for completion of the program. However, we believe that a reasonable time frame would be approximately one year from the initiation of the program, which would result in the By-law potentially being adopted by August 2017. It may be practical to consider a faster time frame if the City were interested, although it is important to remember that sufficient time is needed for council and public review, and statutory time frames have to be met.

The work plan provides for a timeframe of approximately 13 months, with the project being initiated in August 2016 and completed in August 2017. With respect to the completion date, our proposal recognizes that monthly meetings are contemplated with staff and/or Council throughout the process.

Table 1: Project Time Frame contains a summary showing the progression of the anticipated work program. It is noted that the details of the timeframe will be adjusted through discussions with the City, to ensure that meetings are held at the times that are appropriate for residents in the City of Temiskaming Shores.



Table 1 Project Time Frame		2016						2017						
		Aug. 2016	Sep. 2016	Oct. 2016	Nov. 2016	Dec. 2016	Jan. 2017	Feb. 2017	Mar. 2017	Apr. 2017	May. 2017	Jun. 2017	July. 2017	Aug. 2017
Tasks														
Stage 1: Data Collection and Background Review														
1.1	Start-Up Meeting & Obtain Background Information													
1.2	Prepare Public Engagement Program & Initial Stakeholder Contact													
1.3	Review Existing Zoning By-Laws & Prepare "Consistency Matrix"													
1.4	Review of Official Plan & Prepare "Conformity Matrix"													
1.5	Prepare Draft Background Study/Issue Paper													
1.6	Meeting with Staff & Council to Review Draft Issue Paper													
1.7	Initial Public Open House/Presentation													
1.8	Finalize Background Study/Issue Paper													
Stage 2: Summary Report and Draft By-law														
2.1	Prepare Preliminary Zoning By-Law Text													
2.2	Prepare Base Mapping & Initial Zone Maps													
2.3	Review with Staff & Council													
2.4	Draft 1 Zoning By-Law for Public Review													
2.5	Public Engagement Program - Open Houses/Consultation													
2.6	Analysis & Resolution Report													
Stage 3: Final By-law and Adoption														
3.1	Prepare Draft 2 Zoning By-Law													
3.2	Review with Staff & Council													
3.3	Prepare Draft 3 Zoning By-Law - Final Draft													
3.4	Statutory Open House & Public Meeting													
3.5	Prepare Approval Version for Adoption by Council													
3.6	Council Adoption & Circulation Of Notice Of Adoption													



SECTION 7: BUDGET

7.1 COST ESTIMATE

The total cost of the program is **\$59,560.00** excluding HST or **\$67,303.00 with HST.**

The total is broken down in the following table as follows:

TABLE 2	Totals
Planscape Professional Fees	\$54,560.00
Disbursements	\$5,000.00
Total Fees	\$59,560.00
HST	\$7,743.00
Total Project Cost Including HST	\$67,303.00

Table 3: Proposed Budget by Tasks and Personnel Hourly (next page), provides a more detailed summary of the time and cost estimates for the program. This is intended as a guideline of the expected distribution of the workload during the project period. As the project develops, adjustments may be made to the internal division of work, although the total project costs will not be exceeded.

7.2 PROFESSIONAL FEES

The following per diem rates have been used in the preparation of the cost estimate, based on an 8-hour work day. The approximate hourly rate is shown for information purposes.

Table 4	Daily Rate	Hourly Rate
R. Hunter	\$1000	\$125
G. Corbett	\$1000	\$125
K. Hodder	\$ 640	\$ 80
E. Sugden	\$ 640	\$ 80
J. Thomson	\$ 480	\$ 60

This fee schedule will also apply to any additional work requested by Council that is beyond the scope of this proposal, including any additional meetings.

As requested in the RFP, a flat fee for additional meetings would be proposed at \$1,000.00 per meeting, which would include fees and travel related disbursements.

These rates can be applied to additional costs that could arise relative to appeals to the Ontario Municipal Board for the new Comprehensive Zoning By-law, or a firm estimate can be provided for an OMB Hearing, if requested.



Table 3 Proposed Budget by Tasks and Personnel Hourly								
Stages	Tasks	Description	Planscape					Disbursements per Task
			RH	GC	KH / ES	JT	Clerical	
Stage 1: Data Collection and Background Review								
1	1.1	Start-Up Meeting & Obtain Background Information	6					\$ 250
	1.2	Prepare Public Engagement Program & Initial Stakeholder Contact	2	2	6			\$ 100
	1.3	Review Existing Zoning By-Laws & Prepare "Consistency Matrix"	4	8	16		4	\$ 400
	1.4	Review of Official Plan & Prepare "Consistency Matrix"	4	8	16		4	\$ 200
	1.5	Prepare Draft Background Study/Issue Paper	4	16	16		4	\$ 200
	1.6	Meeting with Staff & Council to Review Draft Issue Paper	8					\$ 300
	1.7	Initial Public Open House/Presentation	6					\$ 300
	1.8	Finalize Background Study/Issue Paper	4	4			2	\$ 150
			Stage 1 Total Hours	38	38	54		14
		State 1 Total Cost (\$)	\$ 4,750	\$ 4,750	\$ 4,320	\$ -	\$ 700	\$ 16,420
Stage 2: Summary Report and Draft By-law								
2	2.1	Prepare Preliminary Zoning By-Law Text	32	24	32		16	\$ 100
	2.2	Prepare Base Mapping & Initial Zone Maps		6		72		\$ 200
	2.3	Review with Staff & Council	8					\$ 300
	2.4	Draft 1 Zoning By-Law for Public Review	8	4	12	20	12	\$ 200
	2.5	Public Engagement Program - Open Houses/Consultation	8	8				\$ 500
	2.6	Analysis & Resolution Report	4	6	4		4	\$ 200
			Stage 2 Total hours	60	48	48	92	32
		Stage 2 Total Cost (\$)	\$ 7,500	\$ 6,000	\$ 3,840	\$ 5,520	\$ 1,600	\$ 25,960
Stage 3: Final By-law and Adoption								
3	3.1	Prepare Draft 2 Zoning By-Law	8	8	12	6	8	\$ 200
	3.2	Review with Staff & Council	8					\$ 300
	3.3	Prepare Draft 3 Zoning By-Law - Final Draft	4	6	12	6	8	\$ 200
	3.4	Statutory Open House & Public Meeting	12	12				\$ 500
	3.5	Prepare Approval Version for Adoption by Council	6	10	16	6	8	\$ 250
	3.6	Council Adoption & Circulation Of Notice Of Adoption	6				2	\$ 150
		Stage 3 Total hours	44	36	40	18	26	\$ 1,600
		Stage 3 Total Cost (\$)	\$ 5,500	\$ 4,500	\$ 3,200	\$ 1,080	\$ 1,300	\$ 17,180
Totals	Total Hours		142.0	122.0	142.0	110.0	72.0	\$ 5,000
	Per Hour		\$ 125	\$ 125	\$ 80	\$ 60	\$ 50	
	For Information Purposes Only - Per Diem *8		\$ 1,000	\$ 1,000	\$ 640	\$ 480	\$ 400	
	Total Cost		\$ 17,750	\$ 15,250	\$ 11,360	\$ 6,600	\$ 3,600	\$ 54,560
								Subtotal
							HST	\$ 7,743
							Project Total	\$ 67,303



7.3 DISBURSEMENTS

Disbursements include phone, fax, courier, travel and miscellaneous expenses incurred throughout the program. Also included are the preparation of reports, documents, maps and other visual display material listed in the Terms of Reference.

Not included in disbursements are fees related to meeting halls or mailings and advertising costs for public meetings or open houses. It is understood that these will be provided by the City of Temiskaming Shores.

7.4 METHOD OF PAYMENT

PLANSCAPE will be responsible for invoicing. Invoicing will be made upon completion of each stage, as provided for in the Request for Proposal. Payment arrangements may be refined with the City of Temiskaming Shores, upon further discussion, and outlined in our contractual agreement with the City.

7.5 CONFLICT OF INTEREST

It is our firm's standard practice not to represent new private clients in a municipality where we provide municipal planning services. At the present time, PLANSCAPE is not engaged in any development applications or reviews in the City of Temiskaming Shores.

7.6 PROJECT DELIVERABLES

The Zoning By-law, including the Mapping Schedules and other project deliverables will be provided to the City in accordance with the details provided in the Request for Proposal and confirmed through contractual agreement.

As per the Request for Proposal, the following will be delivered by the times as set out in the work plan:

The Stage 1 draft background study/issue paper and summary report will be delivered in the following format:

- 5 bound colour copies, including any graphics, figures, and/or maps;
- 1 unbound original print-ready colour copy;
- Electronic versions of the documents and any related graphics and maps in City-compatible software (Word, PowerPoint, Excel)

Each draft of the Comprehensive Zoning By-law required in Stage 2, and the final Comprehensive Zoning By-law as adopted by Council will be delivered in the following format:

- 10 bound colour copies, including maps
- 1 unbound 'original' print-ready colour copy
- Electronic versions of the document and any related graphics and maps in City-compatible software (Word, PowerPoint, Excel)
- Digital geo-reference files in AutoCAD (.DWG), and ESRI (.SHP) formats – not required for the draft Comprehensive Zoning By-law required in Stage 2
- 1 hard copy print and electronic versions of any presentation boards and materials



All of the documentation will be prepared in an accessible format which will enable it to be placed on the City's website.

Any other reports will be provided electronically to the City.

Upon completion of the program and submission of final documents, software and mapping, all data collected by the Consultant shall become the property of the City of Temiskaming Shores.

7.7 INSURANCE AND W.S.I.B

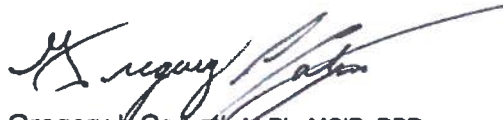
PLANSCAPE carries the minimum insurance coverages as provided in the Request for Proposal and will file letters and all necessary certificates from our insurance company(ies) upon award of the project, as per the City requirements.

PLANSCAPE is registered with the Workplace Safety and Insurance Board (W.S.I.B) and our account is in good standing. PLANSCAPE will provide a W.S.I.B Clearance Certificate following project award and before commencing work on the project.

We would be pleased to meet for an interview at your convenience. Should you require additional information, please contact us.

Respectfully submitted,

PLANSCAPE INC.



Gregory I. Corbett, M.PL, MCIP, RPP
Secretary, Partner



APPENDIX A

Submission Sheets/Addenda



Submission Sheet – List of References

City of Temiskaming Shores CGP-RFP-001-2016

Consulting Services for New Comprehensive Zoning By-law

State other projects that have been completed by the bidder within the last five (5) years that are of a scope and nature similar to the project described in this RFP. These references may be contacted by the City at any time.

Description of Work	Contact Name and Phone Number
<p>New Comprehensive Zoning By-law Lead: Rick Hunter The Municipality of West Nipissing consists of a large rural area, shoreline areas, and a number of small settlement areas. The Zoning By-law exercise implemented their new Official Plan. In addition, the municipality was previously served by at least six separate Zoning By-laws due to municipal amalgamation and aside from implementing the new Official Plan, the main goal for the new Comprehensive Zoning By-law was to provide for consistency in zoning provisions across the municipality.</p>	<p>Municipality of West Nipissing Melanie Ducharme Municipal Clerk/Planner 101-225 Holditch Street Sturgeon Falls, ON P2B 1T1 T (705) 753-6926 F (705) 753-3950 Email: mducharme@westnipissing.ca</p>
<p>Zoning By-law and Official Plan Lead: Greg Corbett PLANSCAPE prepared the Township's Zoning By-law and Official Plan documents in 2003, and did updates to the By-law in 2008 and 2013 and the Official Plan in 2011. We also completed a Municipal Cultural Plan for the Township. (March, 2013)</p>	<p>Township of Algonquin Highlands Ms Angie Bird, CAO/Clerk Township of Algonquin Highlands 1123 North Shore Road Algonquin Highlands, ON K0M 1J1 T (705) 489-2379 F (705) 489-3491 Email: abird@algonquinhighlands.ca</p>
<p>New Comprehensive Zoning By-law, 2010. Lead: Greg Corbett The Zoning By-law exercise implemented the Township's new Official Plan. The mapping for the Zoning By-law was also updated to digital format and integrated with the Township's geographical information system. Significant public consultation was undertaken during the process, with all issues identified early in the process. As a result, the new By-law was approved with no appeals.</p>	<p>Township of Severn Mr. Henry Sander CAO Box 159 1024 Hurlwood Lane Orillia, ON L3V 6J3 T: 705-325-2315 Email: hsander@townshipofsevern.com</p>

This is page 1 of 4 to be submitted



Submission Sheet – Non Collusion Affidavit

City of Temiskaming Shores
CGP-RFP-001-2016
Consulting Services for New Comprehensive Zoning By-law

I/ We Greg Corbett the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

Such bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed bid.

The price or prices quoted in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Signed

Company Name

Planscape Inc.

Title

Secretary

This is page 2 of 4 to be submitted



Submission Sheet – Conflict of Interest Declaration

City of Temiskaming Shores

CGP-RFP-001-2016

Consulting Services for New Comprehensive Zoning By-law

Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

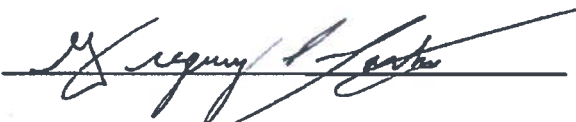
In making this quotation submission, our Company has / has no *(strike out inapplicable portion)* knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at Town of Bracebridge this 10th day of June, 2016.

Firm Name: Planscape Inc.

Bidder's Authorized Official: Greg Corbett

Title: Partner, Secretary

Signature: 

This is page 3 of 4 to be submitted



Submission Sheet – Accessibility for Ontarians with Disabilities Act, 2005 Compliance Agreement

**City of Temiskaming Shores
CGP-RFP-001-2016**

Consulting Services for New Comprehensive Zoning By-law

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name Greg Corbett

Company Name Planscape Inc.

Phone Number (705) 645-1556

Address 104 Kimberley Ave., Bracebridge, ON P1L 1Z8

I, Greg Corbett, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*.

I, _____, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario’s Customer Service is available at www.gov.on.ca/mcss/serveability/splash.html.

Date: June 10, 2016

This is page 4 of 4 to be submitted



CGP-RFP-001-2016

Request for Proposals – Consulting Services for New Comprehensive Zoning By-law

**ADDENDUM NO. 1
(to the Request for Proposal Documents)**

Purpose: Clarification of maximum upset limit, general clarification

1. Paragraph 1 in Section 6 indicates the maximum upset limit of the project has been set at \$70,000 including HST. This section also indicates that the City receives HST rebates. Replace with the following:

A maximum upset limit for this project has been set at \$68,000.00, excluding HST, all consulting fees, disbursements, contingencies and all other costs associated with implementing the work. It is the responsibility of the bidder to anticipate and clearly identify all tasks required to satisfy the requirements as set forth in this Request for Proposals.

General Clarification:

2. The existing schedules for the Township of Dymond, Town of New Liskeard, and Town of Haileybury Zoning By-laws are available in pdf format only.
3. The City will provide the parcel fabric and Official Plan schedules in .shp format.
4. The approximate number of amendments to each of the existing Zoning By-laws are as follows:
Dymond: ~42
New Liskeard: ~63
Haileybury: ~130
These numbers are approximate as they include by-laws that may have since been repealed or further amended.
5. The Township of Dymond, Town of New Liskeard, and Town of Haileybury Zoning By-laws, including the schedules, are being circulated with this email. Please note that these by-laws are not up-to-date office consolidations. The amendments are not being circulated at this time.
6. The City's target date for awarding the contract to the successful bidder on July 19, 2016. The evaluation criteria includes consideration for the proposed schedule and the City will be evaluating the submissions for proposed timeframe/schedule.


Jennifer Pye
Planner

Issued: June 6th, 2016



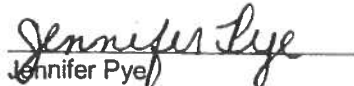
CGP-RFP-001-2016

Request for Proposals – Consulting Services for New Comprehensive Zoning By-law

ADDENDUM NO. 2
(to the Request for Proposal Documents)

Purpose: Clarification of Proposed Workplan Stage 2 Requirements

1. Section 3, Stage 2 heading indicates the stage involves a summary report and the draft by-law. The summary report referenced here is covered under the Stage 1 discussion paper and/or background report as outlined in the description for Stage 1.


Jennifer Pye
Planner

Issued: June 7th, 2016

APPENDIX B

Sample Form of Written Contract

**AGREEMENT FOR CONSULTING SERVICES
City of Temiskaming Shores**

New Comprehensive Zoning By-law

THIS AGREEMENT made this _____ day of _____, 2016

BETWEEN:

THE CITY OF TEMISKAMING SHORES

Hereinafter referred to as the "City"

AND:

PLANSCAPE INC.

THE PARTIES hereto agree as follows:

1. LIST OF SCHEDULES ATTACHED

The following Schedules are attached and form part of this Agreement:

Schedule "A" Request for Proposal, CGP-RFP-001-2016, prepared by the City for the work to be done under this contract.

Schedule "B" Proposal submitted by PLANSCAPE INC. dated June 10, 2016.

2. SERVICES TO BE PROVIDED

PLANSCAPE hereby agrees to provide the services as set out in Schedule "B" to this agreement.

3. RELATIONSHIP WITH THE CITY

PLANSCAPE will maintain contact with the City through the appropriate staff representatives (insert name).

PLANSCAPE will provide monthly status summaries to the City.

4. WORK PROGRAM AND TIMETABLE

PLANSCAPE and the City will follow the Work Program set out in Schedule "B". The Parties acknowledge that the project commencement is August____, 2016, and the project completion date (submission of final Zoning By-law for Council approval) will occur not later than the end of August, 2017.

The Parties will employ their best efforts to complete the project in advance of the August, 2017 timeframe.

Deviations from these schedules proposed by either the City or PLANSCAPE may be considered by mutual agreement of the parties.

5. COST OF THE WORK

This contract provides that PLANSCAPE will be paid by the City in accordance with the provisions of Schedule "B". Any amendments to the cost of services will require the specific authorization of the City.

Any work requested by the City that is outside the scope of the Work Program shall be subject to a mutual agreement on the nature of the work and the payment for such work.

6. TERMS OF PAYMENT

PLANSCAPE will be responsible for invoicing for the project. PLANSCAPE will invoice the City upon completion of each stage or as modified in this contract.

Payment shall be provided by the City within 30 days of the date of the invoice.

7. COMPLETION OF THE WORK

PLANSCAPE will have carried out all of its obligations under this contract when all of the Tasks set out in Schedule "B" have been completed.

8. OWNERSHIP OF MATERIAL

Upon completion of the program and submission of the final documents, software and mapping, all data collected by the Consultant shall become the property of the City.

9. SERVING OF NOTICES

Unless otherwise specified, any notices required under the provisions of this agreement shall be given by prepaid registered mail or by personal delivery to the following persons at the following addresses:

To the City:

Dave Treen, Municipal Clerk
The City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, ON P0J 1K0

To PLANSCAPE:

Richard Hunter, Planning Consultant
PLANSCAPE INC.
104 Kimberley Avenue
Bracebridge, ON P1L 1Z8

It is agreed that this agreement and the covenants, provisions, conditions and schedules herein shall enure to the benefit and be binding on the parties, executors, administrators or assigns of each of the parties hereto.

IN WITNESS THERETO the partners of PLANSCAPE INC. and the designated signing officer of the City have executed this agreement as approved and authorized by the Council of the City of Temiskaming Shores.

Witness

Richard Hunter
Partner, PLANSCAPE

Witness

Greg Corbett
Partner, PLANSCAPE

Witness

Dave Treen for the
City of Temiskaming Shores

APPENDIX C

Corporate Profile and Curriculum Vitae

PLANSCAPE INC. is a professional consulting firm which provides community and land use planning services. PLANSCAPE's philosophy is to provide personal service that protects our clients' interests while abiding by professional standards of the highest calibre. We specialize in municipal, rural, agricultural and recreational land use planning.

PLANNING SERVICES

PLANSCAPE INC. offers planning services to both the public and private sector, focusing on:

Community and Land Use Planning

Agricultural Economic Impact Studies
Agricultural Land Use Assessment
Economic Development Strategies
Development Applications
Ontario Municipal Board Hearings
Subdivision Development
Site Planning
Demographic Analysis & Trend Tracking
Recreational Planning
Lifestyle Communities
Golf Course Development
Shoreline Development
Consent/Severance Approvals
Project Management
Resort/Tourism Development
Statistical Analysis
Urban Design

Municipal Planning

Multi-Disciplinary Planning Strategies
Peer Reviews
Community Improvement Plans
Policy Assessment
Official Plan Reviews
Strategic Planning
Zoning By-laws
Cultural Plans
Economic Development Analysis

The firm specializes in land use planning for smaller urban communities, agricultural, rural and recreational lands. Our location in Muskoka has allowed us to develop specific expertise in land use issues associated with tourism and waterfront development. Over the past 20+ years we have developed a specific expertise in agricultural economic and land use issues. For larger projects, we participate with and co-ordinate larger consulting teams.

PERSONNEL

Margaret Walton, M.PL., MCIP, RPP Partner

Mrs. Walton specializes in rural planning, public participation programs and strategic planning. Her practice incorporates a mix of public and private sector clients and focuses on the development of agricultural policy and planning for recreational areas in both the private and public sectors. She is skilled at presentation and has been consistently successful in defending her work before the Ontario Municipal Board. Over the past 15 years she has developed a recognized expertise in planning for agricultural areas and developing effective rural economic strategies.

Richard Hunter, B.A., MCIP, RPP Partner

Mr. Hunter specializes in demographic analysis, policy development and municipal planning programs, and has extensive experience planning for rural areas and small communities. After ten years of public sector planning as Senior Planner at the District of Muskoka and Planning Director for the Town of Gravenhurst, Mr. Hunter entered private practice in 1989 where he divides his time between public and private sector clients.

Greg Corbett, M.PL., MCIP, RPP Partner

Mr. Corbett compliments PLANSCAPE with his experience in municipal planning at both the local and regional levels. His past experience includes progressive planner positions with the County of Grey, the District of Muskoka and most recently as the Chief Planner for the Township of The Archipelago. With PLANSCAPE he is involved in providing planning advice on development proposals to private clients as well as providing planning advice to public sector clients.

Dan Stone, MCIP, RPP, LEED-GA Senior Associate

Dan Stone recently joined the PLANSCAPE Team as Senior Associate following more the 25 years of experience in the public sector. The bulk of his experience is in the area of Official Plans, policy development, growth management and development review and approvals, particularly with significant growth areas of East Gwillimbury and King in the Region of York. Mr. Stone has also had significant experience with Municipal economic development and downtown revitalization. His other specialty is in field of sustainable development policy and energy planning. In addition to his municipal experience, he has worked with Waterfront Toronto and the Lake Simcoe Region Conservation Authority.

Kelly Hodder, BES, MLA Junior Planner

Kelly Hodder recently joined PLANSCAPE as a junior planner. She holds a Bachelor of Environmental Studies from the University of Waterloo and a Masters of Landscape Architecture from the University of Guelph. Her background and experience allows her to bring a fresh perspective to integrating visual considerations into policies. She also provides mapping backup.

Evan Sugden, HBASc, Masters Candidate (MA) Planning Junior Planner/CAD Technician

Junior Planner/CAD Technician, joined the PLANSCAPE Team in 2016, bringing an interdisciplinary background in geography, geomatics, forestry, aviation, arboriculture, land surveying, landscape design, civil engineering and planning. He holds an Honours Bachelor of Arts and Science in Geography from Lakehead University and is currently a Masters Candidate for a Master of Arts (MA) degree in Planning at the University of Waterloo.

Jennifer C. Thomson, B.A., CPT, Planning/GIS Technician

Jennifer Thomson provides computer aided drafting and design (CAD and GIS) and mapping expertise. She also provides technical and design skills for land development and resource management industries in both the rural and urban communities.

RELEVANT EXPERIENCE

Agricultural Sector

- Town of Lincoln, Economic Development Strategy 2014
- Town of Lincoln Official Plan 2014
- Region of Halton Rural & Agricultural Economic Development Strategy (ongoing)
- Region of Niagara, Agri-Food Strategy, 2015
- Agriculture and Agri-Food Economic Profile for the Golden Horseshoe, prepared for the Golden Horseshoe Food and Farming Alliance, October 2014.
- Golden Horseshoe Agriculture & Agri-food Strategy Food & Farming: An Action Plan 2021, Implementation Strategy and Background Report, January 2012. Prepared for the GTA AAC.
- Golden Horseshoe Agriculture & Agri-food Strategy Food & Farming: An Action Plan 2021, January 2012. Prepared for the GTA AAC.
- Region of Durham, Agriculture Strategy 2011 - 2016, DRAFT Report Nov. 2012. NOTE: PLANSCAPE's research and census review formed for the basis for the Final Region of Durham, Agricultural Strategy 2013- 2018 publication.
- City of Kawartha Lakes, Rural Economic Development Strategy, 2008
- Greater Toronto Area, Attributes Study: Opportunities for Agricultural / Food Development, Phase 1, March 2010.
- Greater Toronto Area, Profile of Agricultural Attributes in the GTA, Phase 2, March 2010.
- Greater Toronto Area Agricultural Economic Impact Study - Nov. 1999 and GTA Update – Nov. 2003.
- Northumberland County Economics of Agriculture Study, October 2001
- Hastings County, Belleville, and Quinte West Economics of Agriculture Study, Oct. 2001
- Prince Edward County Economics of Agriculture Study, October 2001
- Regional Municipality of Niagara, Regional Agricultural Economic Impact Study, July 2003
- GROWING THE INDUSTRY: Farm Economic Viability for the Long Term, July, 2006 - Agricultural Action Plan (Regional Municipality of Niagara)
- Securing A Legacy for Niagara's Agricultural Land: A Vision from One Voice, Agricultural Task Force, Discussion Paper, May 2004.
- Regional Municipality of Niagara, Review of Land Use Policy and Related Implementation Measures Regarding Agricultural Value Added Activities, Summary Report and Recommendations, Sept. 10, 2009.
- Smart Growth Issues Paper– Agriculture in the Central Ontario Zone – Issue Paper No. 1, April 2003
- Greenhouses Grow Ontario – An Economic Impact Study of the Greenhouse Industry in Ontario, 2006, prepared for The Ontario Greenhouse Alliance (TOGA).
- Greenhouses Grow Ontario: The Greenhouse Sector in Ontario 2009 Update, prepared for TOGA.
- City of Kawartha Lakes and the Greater Peterborough Area, Agricultural Economic Impact and Development Study, September 15, 2006.
- City of Hamilton Agricultural Economic Impact & Development Study – August 2003
- City of Hamilton, Agricultural Action Plan, Economic Viability for the Long Term, October 9, 2007.
- City of Hamilton, Hamilton Agricultural Profile 2008, an update of the Agricultural Economic Impact & Development Study.
- Region of Halton, Sustainable Halton, Agricultural Countryside Vision, December 2007, final background report in support of Phase 1 of the Sustainable Halton planning process.
- Region of Halton, Sustainable Halton Report 3.03, An Agricultural Evaluation, April 7, 2009. (A LEAR review)
- Region of Halton, Sustainable Halton Report 3.04, Agricultural Countryside Strategy, April 7, 2009.
- Town of Markham, Agricultural Assessment - Phase 1, May 22, 2009.
- Town of Markham, Agricultural Assessment – Phase 2, May 25, 2009.
- Town of Markham, A Recommended Strategy for Markham – Phase 3, Draft October 14, 2009.
- Ontario Grains and Oilseeds Value Chain Study, July 8, 2009, prepared for the Ontario Grain and Oilseed Safety Net Committee.

- Holland Marsh Agricultural Impact Study, August 2009, prepared for The Holland Marsh Growers' Association and the Friends of the Greenbelt Foundation.
- Regional Municipality of York, Land Evaluation and Area Review (LEAR) Summary Report, August 28, 2009.
- Conservation Halton, Agricultural Profile & Water Impact Draft Report, September 2009.
- Ontario Fruit and Vegetable Growers' Assoc., An Agricultural Impact Study of Fruit and Vegetable Production in Ontario and The Greenbelt, June 2011
- Economic Impacts of Farmers' Markets in the Province of Ontario, March 2011, prepared for Ontario Farmers' Markets.
- Agricultural Peer Review Services for various municipalities including York Region, King Township & Bradford West Gwillimbury

Private Sector

Ken Fowler Enterprises

- Master Planning for Comprehensive Resort/Golf Community

Durham, Halton, Peel and York Federations of Agriculture

- Agricultural Economic Impact Study for the GTA

Lake Temagami Group

- Review of Official Plan

Cleveland House

- Site planning

Trident Members Inc., Limerick Lake, Hastings County

- Subdivision application to County of Hastings and OMB hearing

Northumberland, Hastings and Prince Edward Counties Federations of Agriculture.

- Agricultural Economic Impact Study for the Counties of Northumberland, Hastings and Prince Edward County

Marina Owners: Lakes Muskoka, Rosseau and Joseph

- Access Options for Water Access properties in Muskoka

West Muskoka Chamber of Commerce

- Bala Economic Development Strategic Plan and Urban Design Guidelines

Still's Bay, Lake Joseph

- Waterfront Landing OMB Hearing, Township of Muskoka Lakes

Limo Investments Ltd, Township of Tiny

- Subdivision application

Hardwood Hills, Township of Oro-Medonte

- Site Planning and development approvals

Gilson Point Ratepayers Association

- OMB Hearing re: proposed shoreline development

The Ontario Greenhouse Alliance

- Agricultural Economic Impact Study of the Greenhouse Industry

Grain and Oilseed Safety Net Committee

- Agricultural Value Chain Study

Ontario Fruit and Vegetable Growers Association

- Agricultural Economic Impact Study of the Greenhouse Industry

Touchstone on Lake Muskoka

- Master Planning for a Resort
- Redevelopment of a resort property (2014 – current)

Villas of Lake Muskoka

- Master Planning for a Resort

Hanna's Landing

- Redevelopment of a tourist/recreational property

Public Sector*Town of Bracebridge*

- Preparation of new updated Official Plan (2005)

Town of Huntsville

- Comprehensive review and update of Official Plan (2006)
- Comprehensive review and update of Town Zoning By-law (2008)

Township of Algonquin Highlands

- Preparation of updated Zoning By-law and Official Plan
- Preparation of Municipal Cultural Plan 2013
- Acted as Township Planners

Township of Minden Hills

- Preparation of Official Plan and Zoning By-law

Township of Muskoka Lakes

- Comprehensive Zoning By-law 87-87 OMB Hearing - 9 weeks
- Official Plan Policies for the Rural Area
- Parks Master Plan (in association with Marshall, Macklin, Monaghan)
- Official Plan Policies for the Communities

Town of Bradford West Gwillimbury

- Preparation of new Town Official Plan
- Co-ordination of Community Plans and major Official Plan Amendments

Township of Perry

- Review and Update of Comprehensive Zoning Bylaw
- Industrial Lands Needs Study

Regional Municipality of Niagara and Niagara Federations of Agriculture

- Agricultural Economic Impact Study
- Agricultural Action Plan, 2006
- Evaluation and recommendations for policies to support values added use in the agricultural areas

City of Hamilton and Hamilton Wentworth Federation of Agriculture

- Agricultural Economic Impact Study
- Agricultural Action Plan

City of Elliot Lake

- 5 Year Official Plan review / Hwy 108 Corridor Study
- Consulting Planners to the City

Town of Lincoln

- Review and Update of Official Plan, 2014
- Economic Development Strategy, 2014

Town of Gravenhurst – currently doing Official Plan Review - 2015

- Community Improvement Plan 2013
- Update of the Town Zoning By-law (completed April 2010)
- Review of the proposed District of Muskoka Official Plan (1991)
- Prospectus for Gravenhurst Harbour Development (1994)
- Gravenhurst Harbour Area (Official Plan Amendment No. 60)
- Gravenhurst Waterfront Policies
- Recreational Trails Master Plan (1996)

Township of Oro-Medonte

- OMB Hearing re: water bottling plant

Township of McMurrich /Monteith

- Preparation of Official Plan and Zoning By-law
- Preparation of Interim Control By-law

Township of Ryerson

- Preparation of Official Plan and Zoning By-law
- Current Township Planners

Village of Burk's Falls

- Property Standards By-law
- Review of Flood Mapping

Regional Municipality of York

- Agricultural Evaluation Study (LEAR)

Town of Markham

- Agricultural Assessment in support of Official Plan policies

Regional Municipality of Halton

- Agricultural Assessment in support of Official Plan policies

Planning Support Services for various Townships: Springwater, The Archipelago, Severn, Ryerson, McMurrich/Monteith, etc.

Municipality of Callander

- Affordable Housing Study, completed November 25, 2009.

Town of Amherstburg

- Cultural Mapping Initiative, February 22, 2011

Member, Canadian Institute of Planners, Ontario Professional Planners Institute

EDUCATION

- Brock University, St. Catharines, Ontario 1975
Bachelor of Arts (First Class Honours)
Geography and Urban Studies
- Queen's University, Kingston, Ontario 1977
Course work in the Urban and Regional Planning program
- Certificate in Municipal Administration (AMCT) 1983

EMPLOYMENT EXPERIENCE

- Partner: Planscape 1991 -
Building Community Through Planning
(formerly operating as Walton & Hunter Planning Associates)
- Private Planning Consultant: 1989 – 1991
President, Richard Hunter Associates Limited and
Associate, J. Ross Raymond and Associates Limited
- Director of Planning: 1984 - 1989
Town of Gravenhurst
- Principal Planner: 1982 - 1984
District of Muskoka Planning Department
- Senior Planner: 1979 - 1982
District of Muskoka Planning Department
- Planner: City of Cornwall 1977 - 1979

PROFESSIONAL AFFILIATIONS

Mr. Hunter is a member of the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI).

CAREER HISTORY

Public Sector Planning Mr. Hunter is actively involved in delivering strategic and land use planning advice to various municipalities, as well as liaising and facilitating communication with the general public, special interest groups and numerous government agencies.

Mr. Hunter's strengths are in policy development. Mr. Hunter was lead planner on projects to prepare an Official Plan for the Town of Bradford West Gwillimbury and coordinated a multi-disciplinary consulting team preparing community plans for developing areas of the Town, and responding to a major urban boundary expansion request. He completed a five year review of the Official Plan for the Town of Parry Sound in 2013. Within the last 6 years, he completed a 5-year review of the City of Elliot Lake and a new Official Plan for the Township of Brethour in northern Ontario. He also completed reviews of Official Plans for the Towns of Bracebridge and Huntsville in the District of Muskoka and for the Townships of Algonquin Highlands and Minden Hills in the County of Haliburton, as well as Zoning By-law reviews for Algonquin Highlands, Brethour and Minden Hills, and the Towns of Huntsville and Gravenhurst. Planscape continues to provide ongoing planning support to the City of Elliot Lake and the Townships of Algonquin Highlands, McMurrich-Monteith and Ryerson.

Mr. Hunter's early experience in the municipal sector, both at the local and regional levels, included mandates as Municipal Planner for Cornwall, Ontario, the District of Muskoka and the Town of Gravenhurst. This involved the full range of municipal planning activities, from research and policy formulation to processing development applications.

As the first Director of Planning for the Town of Gravenhurst and senior member of the management team, he assumed full responsibility for supervising Planning Department operations and co-ordinating special studies, including the Gravenhurst Retail Opportunity Strategy, C.A.U.S.E. Study, and the Gravenhurst Harbour Study.

His municipal planning expertise has also benefited a large number of municipalities in Simcoe County, Muskoka, Haliburton and Parry Sound Districts. He contributed to the land use planning components of a Lakeshore Capacity Study in Kings County, Nova Scotia.

Private Sector Planning Mr. Hunter has a solid track record with subdivision proposals, consents, zoning and official plan amendments, site plans and site evaluation reports for a range of development applications. Specifically, he has coordinated the planning components in support of lifestyle communities in Port Severn, Township of Georgian Bay, and subdivision applications in the Towns of Huntsville and Gravenhurst, and in Georgian Bay, Limerick, Tiny, and Oro-Medonte Townships. Mr. Hunter has also authored Community Lake Plans for Six Mile Lake in Georgian Bay Township, Kahshe Lake in Gravenhurst, Eagle Lake in Machar Township and assisted with a lake plan for the Cognashene area of Georgian Bay Township.

Ontario Municipal Board Mr. Hunter has represented the District of Muskoka, City of Elliot Lake, Towns of Bracebridge, Gravenhurst and Bradford West Gwillimbury, the Townships of Algonquin Highlands, Minden Hills and others on a variety of land use and planning appeals before the Board. He has also represented private clients in the District of Muskoka, County of Haliburton, Hastings County, York Region, Algoma District and the County of Simcoe.

Community Involvement Mr. Hunter has an extensive record of community involvement. Most notably, he is a past president and active member of the Rotary Club in Gravenhurst. During the 1990's, he served as a leader in the Gravenhurst Chapter of the Boy Scouts. Mr. Hunter is currently involved as a volunteer in the Gateway Homes non-profit affordable housing project in Gravenhurst.

GREGORY I. CORBETT M.PI, MCIP, RPP

Partner
PLANSCAPE INC.
Building Community Through Planning

Member, Canadian Institute of Planners, Ontario Professional Planners Institute

EDUCATION

- Queen's University, Kingston, Ontario 1993
Master of Urban and Regional Planning
- Brock University, St. Catharines, Ontario 1987
Honours Bachelor of Arts
Geography and Urban and Environmental Studies
- Numerous Professional Development Courses

EMPLOYMENT EXPERIENCE

- Partner: PLANSCAPE INC. 2013 -
Building Community Through Planning
- Senior Planner: PLANSCAPE INC. 2004 - 2013
Building Community Through Planning
- Chief Planner 2002 - 2004
Township of The Archipelago
- Development Planner 1991 - 2002
District of Muskoka
- Intermediate Planner 1990 - 1991
County of Grey
- Junior Planner 1989 - 1990
County of Grey
- Planning Assistant 1988
Region of Niagara

PROFESSIONAL AFFILIATIONS

Mr. Corbett is a member of the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI).

CAREER HISTORY

Mr. Corbett joined PLANSCAPE INC. in 2004, bringing with him 15 years of experience in municipal planning at both the local and regional levels. He is a graduate of Queen's University with a Master of Urban and Regional Planning degree.

Public Sector Planning: Mr. Corbett's experience in the municipal sector, both at the local and regional levels, has included progressive planner positions with the County of Grey, the District of Muskoka and the Township of The Archipelago. This involved the full range of municipal planning activities, from research and policy formulation to processing all types of development applications from minor variances to subdivisions and major commercial developments.

As the first Chief Planner for the Township of The Archipelago and member of the senior management team, he assumed full responsibility for supervising the Planning Department operations and coordinating and managing special studies, including a 5-year review of the Township's Official Plan, a Strategic Development Plan for the Community of Pointe au Baril, a review of the Township's Water Quality Program and a Harmonized Planning Initiative involving the municipalities along the Eastern Georgian Bay Coast.

Since joining PLANSCAPE INC., Mr. Corbett has continued to be involved in the public sector delivering strategic and land use planning advice to the Township of Springwater, the Township of Seguin, the Township of Algonquin Highlands, the Township of The Archipelago, the Township of Severn and the Town of Gravenhurst. Mr. Corbett completed Comprehensive Zoning By-laws for the Town of Gravenhurst in 2010 and the Township of Severn in 2010. Currently, he is working on a Zoning By-law Review for the Township of Algonquin Highlands where he provides ongoing Planning assistance. He is working together with Beacon Environmental to complete a Natural Heritage Study for the Township of Severn.

He has extensive experience representing municipalities in a variety of settings, liaising and facilitating communication with the general public, special interest groups and numerous provincial/federal representatives.

Private Sector Planning: Mr. Corbett has a solid track record of providing private sector clients with valuable planning expertise pertaining to subdivision and condominium proposals, official plan and zoning amendments, minor variances, site plans and site evaluation reports for a variety of development proposals. Specifically, he has been involved in providing planning support and obtaining municipal approval for major resort developments in the Township of Muskoka Lakes, subdivision and condominium proposals in the Town of Bracebridge, Township of Georgian Bay, Township of Seguin and Township of Carling. Mr. Corbett completed a Community Plan for the Cognashene Cottagers' Association on Georgian Bay and worked with them to implement the Community Plan within the Township's Official Plan and Zoning By-law. He has also assisted a number of individuals with consent, zoning and minor variance applications in urban, rural and waterfront settings.

Ontario Municipal Board: Mr. Corbett has represented the District of Muskoka, Town of Gravenhurst, Township of Springwater, former Town of Thornbury, former Township of Osprey, and the County of Grey on a variety of land use and planning appeals before the Board. He has also appeared before the Board representing private clients in the District of Muskoka and the District of Parry Sound.

KELLY HODDER BES, MLA

Junior Planner
PLANSCAPE INC.
Building Community Through Planning

EDUCATION

- *University of Waterloo, Ontario, Canada* 2006
Bachelor of Environmental Studies in Environment and Resource Management (Honours)
Minor in Geography, Diploma in Ecological Restoration
Resource Planning in the Built Environment, Sustainable Development, Ecological Restoration and Rehabilitation, Natural History of Ontario
- *University of Guelph, Ontario, Canada* 2013
Masters of Landscape Architecture
Environmental Design, Community Design, Integrative Environmental Planning, Landscape Resource Analysis

EMPLOYMENT EXPERIENCE

- Junior Planner: PLANSCAPE INC. 2014 - Present
Building Community Through Planning
(formerly operating as Walton & Hunter Planning Associates)
- Student Assistant – Boundary Water Issues Group 2010
Environment Canada, Ontario, Canada
- Environmental Development Student: 2009 and 2010
Ontario Power Generation, Ontario, Canada
- Assistant Planner: 2008
Town of East Gwillimbury, Ontario, Canada
- Student Hydrologist: 2008
Conestoga-Rovers and Associates, Ontario, Canada

PROFESSIONAL AFFILIATIONS

Miss Hodder is a student member of both the Ontario Association of Landscape Architects and the Ontario Professional Planners Institute (OPPI).

CAREER HISTORY

Ms. Hodder joined the Planscape Team in 2014 in the capacity of Junior Planner, bringing a well-rounded environmental background as well as graphic and design skills. Since coming to PLANSCAPE, she has been assisting with municipal applications, including consent and minor variance applications, zoning amendments and site plan amendments. Both her ecological and design backgrounds have contributed to on-site visits and the development of site plans.

Ms. Hodder finished her Masters of Landscape Architecture at the University of Guelph with the completion of her thesis titled: *Walk, Run or Fetch: Designing outdoor spaces in animal shelters (2013)*. She has had the opportunity to present her research to the Campbell Centre for Animal Welfare (CCAW) and the Ontario Society for the Prevention of Cruelty to Animals (OSPCA). Her coursework focused on environmental design and master planning.

She also graduated from the University of Waterloo with a Bachelor degree in Environmental Studies, majoring in Environment and Resource Studies, and minoring in Geography. This coursework ranged from sustainable economic, social and environmental development to natural history, ecology, and physical processes such as geomorphology. In addition, Ms. Hodder obtained a diploma in Ecological Restoration through her chosen coursework.

EVAN SUGDEN HBASc, Masters Candidate (MA) Planning

Junior Planner/CAD Technician
PLANSCAPE INC.
Building Community Through Planning

EDUCATION

- *Lakehead University, Ontario, Canada* 2015
Bachelor of Arts and Sciences in Geography (Honours) - First Class Standing
Physical and Human Geography
Thesis: Reducing Automobile Dependency through Active Transportation
- *University of Waterloo, Ontario, Canada* 2017
Candidate for Master of Arts in Planning - First Class Standing
Interdisciplinary and integrative approaches to Planning and Research
Thesis: Assessment Criteria for the Adaptive Reuse of Industrial Heritage Buildings

EMPLOYMENT EXPERIENCE

- Junior Planner/CAD Technician: PLANSCAPE INC. 2016 - Present
Building Community Through Planning
(formerly operating as Walton & Hunter Planning Associates)
- Wildfire Firefighter (Resource Technician) 2013 - 2016
Ministry of Natural Resources and Forestry, Ontario, Canada
- Planning and Design Technician: 2012
Plan by Design, Ontario, Canada
- Landscape Designer: 2012
LandscapePlanner.ca, Ontario, Canada
- Junior Inspector: 2010 - 2011
C.C. Tatham and Associates Ltd., Ontario, Canada
- Survey Technician: 2009 - 2010
Tulloch Engineering Ontario, Canada

PROFESSIONAL AFFILIATIONS

Mr. Sugden is a student member of the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI). Mr. Sugden is also a member of the Canadian Association of Geographers and student member of the Urban Land Institute (ULI).

CAREER HISTORY

Evan Sugden joined the Planscape Team in May of 2016 in the capacity of Junior Planner/CAD Technician, bringing an interdisciplinary background in geography, geomatics, forestry, aviation, arboriculture, land surveying, landscape design, civil engineering and planning.

Mr. Sugden is currently a Masters Candidate for a Master of Arts (MA) degree in Planning at the University of Waterloo, working on his thesis entitled: Assessment Criteria for the Adaptive Reuse of Industrial Heritage Buildings. Coursework for this degree takes an interdisciplinary and integrative approach to Planning and Research and deals with a variety of planning related subjects including: environmental planning, urban design, political systems, law, and housing.

Evan also completed his Honours Bachelor of Arts and Science (HBASc) degree at Lakehead University in 2015 and graduated with First Class Standing. During his time at Lakehead University, he wrote an honours thesis dealing with Active Transportation and its potential to reduce automobile dependency in Canada. Coursework for this degree consisted primarily of both human and physical geography courses.

JENNIFER C. THOMSON, B.A. CPT

Planning/GIS Technician
PLANSCAPE INC.
Building Community Through Planning

EDUCATION

- Fanshawe College of Applied Arts & Technology 2001
London, Ontario
Urban & Regional Planning Technology Diploma (GIS and CAD)
- Laurentian University 1999
Bachelor of Arts (Honours)
Geography

EMPLOYMENT EXPERIENCE

- Planning Technician: PLANSCAPE INC. 2001
Building Community Through Planning
- Township of West Nissouri 2000

PROFESSIONAL AFFILIATIONS

Mrs. Thomson is a member of the Canadian Association of Certified Planning Technicians (CACPT).

CAREER HISTORY

Mrs. Thomson joined our PLANSCAPE INC. team in 2001 to provide computer aided drafting and design (CAD and GIS), mapping expertise and research and analysis on planning projects. She is a graduate of the Urban & Regional Planning Technology Program (GIS and CAD) from Fanshawe College of Applied Arts and Technology. This program was aimed at providing technical and design skills for land development and resource management industries in both the rural and urban communities.

Since joining PLANSCAPE INC. in 2001 Mrs. Thomson has provided mapping support on Official Plan and Zoning By-law projects for the Townships of Algonquin Highlands, McMurrich/Monteith, Minden Hills, Ryerson, Brethour, West Nipissing and the City of Elliot Lake. She has also undertaken background research and mapping on Community Lake Plans for the Kahshe Lake Ratepayers Association, the Cognashene Cottagers' Association and the Eagle Lake Conservation Association and various municipal planning applications.

Most recently, she provided her technical, research and mapping expertise to the "Golden Horseshoe Agriculture and Agri-Food Strategy Food and Farming: An Action Plan 2021" project, completed in January 2012. Her expertise also includes agriculturally related statistical profiles and mapping for: Halton Rural Agricultural Strategy, Niagara Agri-Food Strategy, the City of Hamilton Agricultural Economic Impact and Development Study Update; Greater Toronto Area – Profile of Agricultural Attributes in the GTA – Phase 2; Holland Marsh Agricultural Impact Study; Greenhouses Grow Ontario – The Greenhouse Sector in Ontario, 2009 Update; Ontario Grains and Oilseeds Value Chain Study; Ontario Fruit and Vegetable Agricultural Impact Study, and the Regional Municipality of Niagara Agricultural Economic Impact Study Update. She has also provided survey analysis on the West Muskoka Chamber of Commerce Economic Development Strategic Plan & Urban Design Guidelines, Kawartha Lakes Agricultural Action Plan including BR+E Analysis.

The Corporation of the City of Temiskaming Shores
By-law No. 2016-136
Being a by-law to appoint an Interim Building Inspector –
Stephen Langford

Whereas Section 3 (2) of the Building Code Act, S.O. 1992, Chapter 23, requires that the Council of each municipality appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the Building Code Act, its associated Regulations and any by-laws passed there under;

And whereas Council considered Memo No. 019-2016-CS at the August 2, 2016 Regular Council meeting and deeming it necessary to appoint an Interim Building Inspector, directed staff to prepare the necessary by-law to appoint Stephen Langford as an Interim Building Inspector for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores enacts the following as a by-law:

1. That **Stephen Langford** is hereby appointed as Interim Building Inspector for The Corporation of the City of Temiskaming Shores.
2. That this By-law shall come into force and take effect on August 3, 2016.

Read a first second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores

By-law No. 2016-137

**Being a by-law to authorize the Execution of a Site Plan
Control Agreement with Manuel DaSilva for 100 Lakeshore
Road Roll No. 54-18-010-006-032.00**

And whereas Section 41 of the Planning Act, R.S.O. 1990 c.P.13, as amended, enables the Municipality to establish a Site Plan Control Area;

And whereas the Council of the Town of New Liskeard passed By-law No. 2218 designating certain areas within the Town of New Liskeard as Site Plan Control Areas;

And whereas Council considered Administrative Report No. CGP-019-2016 at the August 2, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to enter into a Site Plan Control Agreement with Manuel DaSilva for the former school located at 100 Lakeshore Road North for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. The Mayor and Clerk are hereby authorized to enter into a Site Plan Control Agreement with Manuel DaSilva for 100 Lakeshore Road North a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That a Notice of Agreement be registered at the Land Titles Office in Haileybury to register Schedule "A" to this by-law.
3. That this by-law takes effect on the day of its final passing.
4. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen

Site Plan Control Agreement
(École Sacré Coeur Redevelopment)

THIS AGREEMENT, made in triplicate, this ____ day of _____, 2016.

BETWEEN:

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

325 Farr Drive, P.O. Box 2050, Haileybury, ON P0J 1K0
(hereinafter called the “**City**”)

- and –

Manuel DaSilva

102 King Street, PO Box 160, North Cobalt, ON P0J 1R0
(hereinafter called the “**Owner**”)

Whereas the Town of New Liskeard, now part of the City of Temiskaming Shores, enacted Site Plan Control Area By-law No. 2218 pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended (the “**Act**”);

And Whereas the City has adopted By-law No. 2009-054 being a By-law to adopt a policy with respect to Site Plan Control Assurances;

And Whereas by an application dated on or about June 14, 2016, the Owner applied to the City for site plan approval in respect of its development described in Schedule “A”;

Now Therefore in consideration of the mutual covenants contained herein, the parties covenant and agree as follows:

Conditions for Site Plan Control Agreement

This Agreement shall apply to the Lands, and to the development and redevelopment of the Lands.

The Owner covenants and agrees:

1. That no development or redevelopment will proceed on the Lands except in accordance with the Plans approved by the City pursuant to Section 41 of the Planning Act R.S.O. 1990, c.P.13, and more specifically identified in Appendix 1 to 5 inclusive attached hereto (collectively, the “**Plans**”);
2. That the proposed buildings, structures and other works shown on the Plans with respect to the Lands shall be completed in conformity with the Plans;
3. To carry out all works in such a manner as to prevent erosion of earth, debris and other material from being washed or carried in any manner onto any road or road allowance whether opened or unopened or onto the property of any other person or persons;
4. To provide and construct all stormwater management works and drainage of the Lands to the satisfaction of the City as shown on the Plans; and further agrees to maintain same to the satisfaction of the City;
5. To construct an entrance/exit in the locations as shown on the Plans to the satisfaction of and according to the specifications of the City;
6. To provide such pavement markings, sidewalks, paving, curb cuts, and to landscape the Lands as shown on the Plans and further agrees to maintain same to the satisfaction of the City;
7. That prior to the work commencing, arrangements for the necessary permits and approvals must be made with the City’s Public Works Department and Building Department;
8. That all required work on the property in respect to municipal water and sanitary sewer must be carried out in accordance with City specifications, by a contractor approved by the City, at the expense of the Owner;
9. That the Owner’s engineer shall conduct testing of water and sanitary sewer services and confirm in writing to the Director of Public Works that testing has been completed to the satisfaction of the City;
10. That upon completion of installation and construction of all of the services, works and facilities, the Owner shall supply the City with a certificate from the Owner’s engineer verifying that the services, works and facilities were installed and constructed in accordance with the approved plans and specifications.
11. That all entrances, exits and fire routes within the parking areas shall, at all times, be kept clean and clear of snow or debris to the satisfaction of the City, failing which the City shall have the right to enter upon the parking areas, undertake the clearing and removal of snow or debris on all entrances, exits and fire routes and recover from the Owner all costs, by action or in like manner as municipal taxes (post project completion) as provided as taxes that are overdue and payable.

12. That all conditions as set out in this agreement and as shown on the Plans inclusive, shall be completed within one year of the issuance of an Occupancy Permit. That all work shown on the Plans that is legislated by Ontario Building Code shall be completed prior to the issuance of an Occupancy Permit.
13. That prior to receiving a building permit, the Owner will deposit with the City, the sum of \$8,800.00 in Canadian Dollars by way of a certified cheque, cash or an irrevocable Letter of Credit to ensure the satisfactory performance of all work to be done on the subject lands, to ensure fulfilment of all terms and conditions of this Agreement.
 - (a) The Letter of Credit must be arranged such that draws may be made by the City, if necessary, in accordance with the terms and conditions of this Agreement.
 - (b) Upon completion of all works and services required by this Agreement to the satisfaction of the City, the City shall return any deposit to the then owner of the property.
 - (c) Should the owner fail to comply with the terms and conditions of this agreement the City may undertake the required work. Should the owner fail to pay the City forthwith upon demand, the City shall apply all or such portion of the deposit as may be required towards the cost.
 - (i) Should the cost exceed the amount of the deposit, the City will invoice the Owner for the additional amount.
14. That the Owner will indemnify the City and each of its officers, servants, and agents from all loss, damages, costs, expenses, claims, demands, actions, suits or other proceedings of every nature and kind arising from or in consequence of the execution, non-execution or imperfect execution of any of the work hereinbefore mentioned to be performed by the Owner or its contractors, officers, servants or agents or of the supply or non-supply of material therefore to be supplied by the Owner or its contractors, officers, servants or agents, whether such loss, damages, costs, expenses, claims, demands, actions, suits or other proceedings arising by reason of negligence or without negligence on the part of the Owner or its contractors, officers, servants or agents, or whether such loss, damages, costs, expenses, claims, demands, actions, suits or other proceedings are occasioned to or made or brought against the Owner or its contractors, officers, servants, or agents or the City, its officers, servants, or agents.
15. That the Owner shall not hold the City responsible for any and all costs related to the provision of revised site plans.
16. That the Owner consents to the registration of this Agreement against the Lands by way of "Notice of Agreement" and understands that the said Notice of Agreement shall remain on title to the Lands in perpetuity or until mutual consent of the Owner and the City to remove the Notice of Agreement from title.

17. That the Owner understands and agrees that it shall be responsible for all fees incurred in the registration of this Agreement against the title to the Lands and for all registration fees incurred in the registration of any subsequent amendment or deletion of the Agreement from title and for any approvals or consents required to register this Agreement.
18. The Owner shall arrange for and shall be responsible for all fees incurred in the registration of postponements of all debentures, charges, mortgages, or other similar documents registered prior to the registration of this Agreement.
19. That the Owner understands and agrees that any modifications to the site, additional structures, building additions and/or new buildings on the Lands shall require an amendment to this Agreement, if deemed by the City to be of a magnitude to warrant such an amendment.
20. The following Appendices are attached to this agreement:

Appendix 1 – Site Plan PROJECT DESCRIPTION: Manuel DaSilva 100 Lakeshore Road New Liskeard Ontario DATE: 2016-06-14

This Agreement shall be binding upon the parties hereto and their respective successors and assigns.

In Witness Whereof the parties hereto have hereunto placed their respective hands and seals to these presents.

Signed, Sealed, and Delivered in the presence of:

) Manuel DaSilva
)
) _____
)
)
)

) _____

) Witness

)

) Print Name: _____

)

)

) THE CORPORATION OF THE

) CITY OF TEMISKAMING SHORES

)

) _____

) Carman Kidd, Mayor

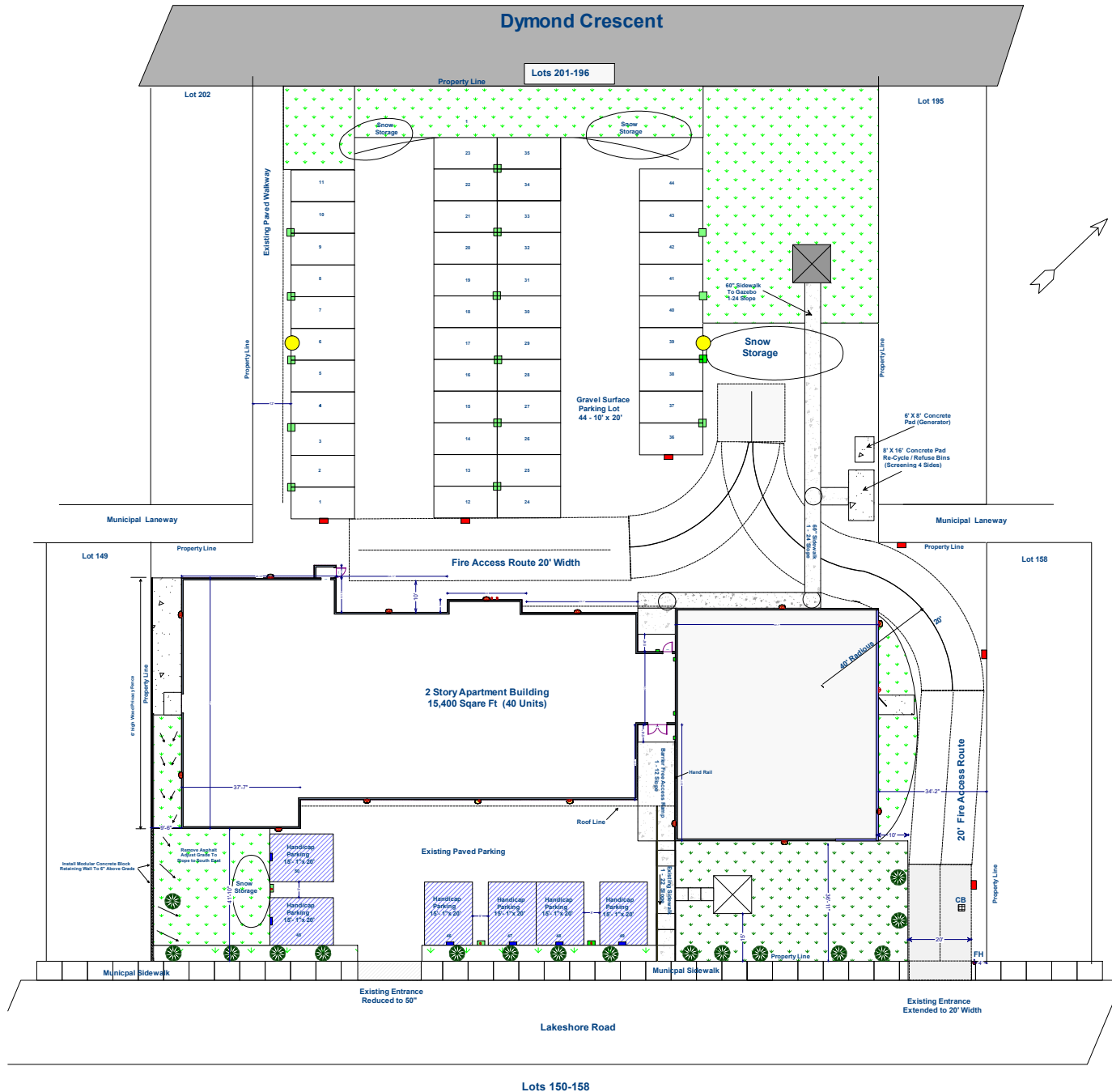
)

) _____

) David B. Treen, Clerk

Dymond Crescent

Lots 201-196



- Gazebo
- Green Space
- Trees
- Perimeter Lighting
- Catch Basin
- Fire Hydrant
- Door Opener Push Button
- Exterior Lighting (As per Electratex Design)
- Car Plug-In

NO.	DESCRIPTION	BY	DATE

**Projects 150-154, 155-157,
196-201 Plan M-29NB
Pt Lane Abutting Lots
196-201 Plan M29NB
Plan 154R5368**

PROJECT DESCRIPTION:
Manuel DaSilva
100 Lakeshore Road
New Liskard Ontario

DRAWINGS PROVIDED BY:

DATE:
2016-06-14

SCALE:

SHEET:

Site Plan

The Corporation of the City of Temiskaming Shores

By-law No. 2016-138

Being a by-law to enter into an agreement with Miller Paving Limited for the supply of labour, equipment and material for the Construction of the Active Trail System – Wilson Avenue / Grant Drive / Drive-in Theatre Road / Laurette Street all within the City of Temiskaming Shores

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-041-2016 at the August 2, Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Miller Paving Limited for the supply of labour, equipment and material for the Construction of the Active Trail System, on Wilson Avenue, Grant Drive, Drive-in Theatre Road and Laurette Street for consideration at the August 2, 2016 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes the entering into an agreement with Miller Paving Limited for the supply of labour, equipment and material for the Construction of the Active Trail System on Wilson Avenue, Grant Drive, Drive-in Theatre Road and Laurette Street to an upset limit of \$206,162.50 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2016-138

Agreement between

The Corporation of the City of Temiskaming Shores

and

Miller Paving Limited

for the the Construction of the Active Trail System on
Wilson Avenue, Grant Drive, Drive-In Theatre Road
and Laurette Street

This agreement made in duplicate this 2nd day of March 2016.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called "the Owner")

and

Miller Paving Limited
(hereinafter called "the Contractor")

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

Article I – Contractor`s Covenants

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Construction of STATO Trail Extension
Tender No. RS-RFQ-005-2016**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents attached hereto as Appendix 01 and forming part of this agreement; and
- c) Complete, as certified by the Director, all the work by **August 31st, 2016.**

Article II – Owner`s Covenants

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid **Two Hundred and Six Thousand, One Hundred and Sixty-Two Dollars and Fifty Cents (\$206,162.50) plus applicable taxes** subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III - Communication

All communications in writing between the parties, or between them and the Engineer shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For

deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

Miller Paving Limited
P.O. Box 248
New Liskeard, Ontario
P0J 1P0

The Owner:

City of Temiskaming Shores
P.O. Box 2050 / 325 Farr Drive
Haileybury, Ontario
P0J 1K0

The Director:

Director of Public Works
City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

Miller Paving Limited

Contractor's Seal)
(if applicable))

Estimating Manager – Britt Herd

Witness

Name: _____

Title: _____

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to

By-law No. 2016-138

Form of Agreement

**REQUEST FOR QUOTATION
 RS-RFQ- 005-2016
 Construction of Active Travel System
 Wilson Avenue – Laurette Street**

We, the undersigned, have carefully examined the attached documents and conditions of the quotation. We, the undersigned, understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment¹, labour, apparatus and documentation, including final report as are required to satisfy this quotation.

³

To: *THE CORPORATION OF THE CITY OF TEMISKAMING SHORES*

This Quotation is submitted by:

Firm Name:	Miller Paving Limited		
Mailing Address:	Box 248		
	New Liskeard, ON P0J 1P0		
Telephone No.:	705-647-4331	Fax No.	705-647-3611
Email Address:	britt.herd@millergroup.ca		

SCHEDULE OF ITEMS AND PRICES

ITEM		Unit	Est. Qty.	Price	Total
1.	Excavation – 450 mm	m ³	60	\$80.00	\$4,800.00
2.	Grading	m ²	2750	\$10.00	\$27,500.00
3	Granular A (supplied, grading and compaction 75mm thickness)	Tonnes	550	\$50.00	\$27,500.00
4	Granular 'B'	100 Tonnes	100	\$25.00	\$2,500.00
5	Hot laid Asphalt (Supplied, placed and compacted – 50mm thickness)	Tonnes	450	\$305.00	\$137,250.00
6	Asphalt Marking				
6.1	100 mm wide solid white line	m	1625	\$1.25	\$2,031.25
6.2	100 mm wide dashed white line	m	265	\$1.25	\$331.25
6.3	Stop Blocks	ea.	11	\$125.00	\$1,375.00
6.4	Bicycle Logo	ea.	23	\$125.00	\$2,875.00

To be submitted

		Sub-Total:	\$206,162.50
		HST:	\$26,801.13
		Total Quotation Price:	\$232,963.63

(Hourly rates for labour and equipment to be appended to quotation for consideration in the event of additional work, to be approved by City.)

Estimated time frame for work to be completed: 6 weeks.

The following documents have been attached:

- Insurance Coverage in the form of a Certificate of Insurance
- Proof of WSIB Coverage

Clearance Certificate / Certificat de décharge

Contractor Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur	Contractor Address / Adresse de l'entrepreneur	Contractor Classification Unit and Description / Unité de classification de l'entrepreneur et description	Principal Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur principal	Principal Address / Adresse de l'entrepreneur principal	Clearance Certificate Number / Numéro du certificat de décharge	Validity period (dd-mm-yyyy) / Période de validité (jj/mm/aaaa)
MILLER PAVING LIMITED / MILLER PAVING	PO BOX 4080, MARKHAM INDUSTRIAL PARK, MARKHAM, ON, L3R9R8, CA	4564-000: Dry Bulk Materials Trucking 3551-000: Ready-Mix Concrete Operations 4121-001: Highways, Streets, and Small Bridges 0812-000: Limestone Quarries 4591-001: Highway, Street, and Bridge Maintenance 3699-000: Other Petroleum and Coal Products	valid for all contracts	ontario	E20000093AF6	20-May-2016 to 19-Aug-2016



CANADIAN INSURANCE
BROKERS INC.

1 Eglinton Avenue East, Suite 415
Toronto, ON, M4P 3A1 Canada
(t) 416.855.1897 (f) 416.489.5311 (toll) 800.790.0951
Email: ellar@cibi.ca www.cibi.ca

VERIFICATION OF INSURANCE

DATE: July 22, 2016
TO: City of Temiskaming Shores
P.O Box 2050
Haileybury, Ontario
P0J 1K0

This is to certify that the policies of Insurance listed have been issued to the insured named in this certificate for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. This certificate of insurance neither affirmatively nor negatively amends, extends nor alters the coverage afforded by the policies scheduled herein. The Insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. It is furnished as a matter of information only, confers no rights upon the holder and is issued with the understanding that the rights and liability of the parties will be governed by the original policy or policies as they may be lawfully amended by endorsement from time to time.

INSURED: MILLER PAVING LIMITED
P.O. Box 4080
Markham, Ontario L3R 9R8

COMMERCIAL GENERAL LIABILITY

(Including Non-Owned Automobile)

INSURER: ZURICH INSURANCE COMPANY
POLICY NO.: 8832136
EXPIRY DATE: April 28, 2017
LIMIT OF LIABILITY: \$5,000,000.00 per Occurrence, Inclusive Bodily Injury & Property Damage

ADDITIONAL INSURED: City of Temiskaming Shores may be added as an Additional Insured, but only with respect to the liability of Miller Paving Limited arising from the below-mentioned contract/operations, upon award of the tender to the above Named Insured.

DESCRIPTION OF OPERATIONS:

Contract No. RS-RFQ-005-2016. Construction 2km of STATO Trail – Temiskaming Shores.

AUTOMOBILE LIABILITY

INSURER: ZURICH INSURANCE COMPANY
POLICY NO.: 9998008
EXPIRY DATE: April 28, 2017
LIMIT OF LIABILITY: \$2,000,000.00 per Occurrence, Inclusive Bodily Injury & Property Damage

If tender awarded to above Insured, should any of the above described policies be cancelled before the expiration date thereof, the Insurer(s) will endeavour to mail 30 days written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer(s) or Canadian Insurance Brokers Inc.

CANADIAN INSURANCE BROKERS INC.

per: _____

Authorized Representative

City of Temiskaming Shores - RS-RFQ-005-2016

TYPE	MAKE	UNIT #	Hourly Rate
Skidsteer (operated)	CATERPILLAR - TRACK SKIDSTEER	E100321	\$ 55.00
	Sweeper for skidsteer	E133524	\$ 15.00
Tri-Axle (operated)	TRUCK - 2008 WESTERN STAR TRIAXLE DUMP	E082567	\$ 85.00
Excavator (operated)	EXCAVATOR - 2011 CAT 336E	E006273	\$ 155.00
Rubber Tire Backhoe (operated)	BACKHOE - 2012 J.D. 410J	E120902	\$ 85.00
Dozer D4 (operated)			\$ 105.00
Mini Excavator (operated)			\$ 55.00
Pick Up Truck			\$ 30.00
Foreman			\$ 45.00
Labourer			\$ 25.50
Flagger			\$ 22.50

The Corporation of the City of Temiskaming Shores

By-law No. 2016-139

**Being a by-law to confirm certain proceedings of Council of
The Corporation of the City of Temiskaming Shores for its
Regular meeting held on July 5, 2016**

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas it is the desire of the Council of The Corporation of the City of Temiskaming Shores to confirm proceedings and By-laws;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the actions of the Council at its Regular meeting held on **August 2, 2016** with respect to each recommendation, by-law and resolution and other action passed and taken or direction given by Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. That the Mayor, or in his absence the presiding officer of Council, and the proper officials of the municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor, or in his absence the presiding officer, and the Clerk are hereby directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and to affix the corporate seal of the municipality to all such documents.

Read a first, second and third time and finally passed this 2nd day of August, 2016.

Mayor – Carman Kidd

Clerk – David B. Treen