



The Corporation of the City of Temiskaming Shores  
Regular Meeting of Council  
Tuesday, April 18, 2017  
6:00 P.M.  
City Hall Council Chambers – 325 Farr Drive

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**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 – April 4, 2017

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

8. **Question and Answer Period**

9. **Presentations / Delegations**

- a) Ron Cyr, Resident – 384 Lawlor Street

**Re:** Removal of Tree

10. **Communications**

- a) Jeff Manners, Mental Health Worker – Canadian Mental Health Association

**Re:** Request to Participate – “Shine Green” for Mental Health

**Reference:** Motion to be presented under New Business

- b) Carol Duke, BIA Coordinator – New Liskeard Business Improvement Area

**Re:** Request for Road Closure – 2017 Summerfest

**Reference:** Referred to the Director of Recreation, Director of Public Works and Municipal Clerk

- c) Tony Antoniazzi, Mayor – Town of Kirkland Lake

**Re:** Return of surplus DTSSAB Reserves to contributing municipalities

**Reference:** Received for Information

- d) Jocelyne Maxwell, Executive Director – Centre de santé communautaire du Témiskaming

**Re:** Invitation – 13<sup>th</sup> Annual Lunch Hour Walk – May 4, 2017

**Reference:** Received for Information

- e) Sue Flaxey, Representative – Dymond Park Fundraising Committee

**Re:** Request for Sponsorship – Frog’s Breath Application – Funding for the Dymond Firefighter’s Park

**Reference:** Motion to be presented under New Business

- f) Judy Currins, City Clerk – City of Kawartha Lakes

**Re:** Request for Support – Certified Crop Advisors

**Reference:** Received for Information

- g) Alison Stanley, Executive Director – Federation of Northern Ontario Municipalities (FONOM)

**Re:** Notice – FONOM Constitution proposed amendment

**Reference:** Received for Information

Draft Motion

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10. g) 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 Temiskaming Mayors Action Group meeting held on March 25, 2017; and
- b) Minutes of the Temiskaming Transit Committee meeting held on February 15, 2017.

**12. Committees of Council – Internal Departments**

*Draft Motion*

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

- a) Minutes of the Protection to Persons and Property Committee meeting held on March 16, 2017;
- b) Minutes of the Corporate Services Committee meeting held on January 5, 2017;
- c) Minutes of the Corporate Services Committee meeting held on March 2, 2017;
- d) Minutes of the Corporate Services Committee meeting held on March 9, 2017;
- e) Minutes of the Public Works Committee meeting held on December 15, 2016;
- f) Minutes of the Public Works Committee meeting held on February 23, 2017;
- g) Minutes of the Building Maintenance Committee meeting held on January 19, 2017;
- h) Minutes of the Building Maintenance Committee meeting held on March 16, 2017;
- i) Minutes of the Protection to Person and Property Committee meeting held on February 23, 2017; and
- j) Minutes of the Protection to Person and Property Committee meeting held on March 16, 2017.

**13. Reports by Members of Council**



14. **Notice of Motions**

15. **New Business**

a) **Request – “Shine Green” for Mental Health – Canadian Mental Health Association**

*Draft Motion*

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of correspondence from the Canadian Mental Health Association in regards to the “Shine Green” for Mental Health initiative; and

That Council hereby proclaims May 1 to 7, 2017 as Mental Health Week in the City of Temiskaming Shores and in recognition will have Ms. Claybelt, the waterfront Inukshuk and City Hall “Shine Green” during Mental Health Week.

b) **Memo No. 004-2017-RS – Request for Sponsorship – Dymond Park Fundraising Committee**

*Draft Motion*

Whereas the Dymond Park Fundraising Committee has applied for funding to the Frog’s Breath Foundation in the amount of \$10,000 to assist with the purchase of new playground equipment at the Dymond Firefighter’s Park; and

Whereas the Dymond Park Fundraising Committee requires a registered charitable organization to sponsor their application to the Frog’s Breath Foundation and has requested that the City partner on the said application.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor the Dymond Park Fundraising Committee’s funding application to the Frog’s Breath Foundation.

**c) Memo No. 003-2017-CGP – Modifications to the Canadian Tire Site Plan Control Agreement (SPCA)**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 003-2017-CGP for information purposes.

**d) Administrative Report No. CGP-008-2017 – 2016 Annual Building and Statistics Report**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-008-2017 more specifically Appendix 01 – 2016 Annual Report – Building Permit Fees; Appendix 02 – Building Permit Statistics Report 2012-2016 for information purposes; and

That Council directs staff to post the 2016 Annual Report - Building Permit Fees on the City's website, and to make the report available to persons or organizations in accordance with the Ontario Building Code.

**e) Administrative Report No. CGP-009-2017 – Zoning By-law Amendment - ZBA-2017-04 (NL) on behalf of Petals Flowers Inc. (419 Whitewood Ave.)**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-009-2017; and

That Council acknowledges the comments received from the public notification and advises that these comments were taken into consideration as indicated in the Planning Report and as part of Council's decision making process;

That Council agrees to amend the provisions of the Town of New Liskeard Zoning By-law 2233 to permit the zone change from Highway Commercial (C3) to Highway Commercial Exception (C3-E); and

That Council directs staff to prepare the necessary by-law to amend the Town of New Liskeard Zoning By-law 2233 for consideration at the May 2, 2017 Regular Council Meeting.

**f) Administrative Report No. CGP-010-2017 – 2017 Northern Ontario Mining Showcase at PDAC – Amendment to By-law No. 2015-161**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-010-2017, more particularly Appendix 01 – 2017 Northern Ontario Mining Showcase Final Report;

That Council directs staff to prepare the necessary by-law to amend By-law No. 2015-161 (Agreement with Markey Consulting to provide event management services) to adjust payment based on \$600 per exhibitor for the 2017 and 2018 Northern Ontario Mining Showcase events at PDAC for consideration at the April 18, 2017 Regular Council meeting; and

That Council directs staff to submit a funding application to FedNor for the City of Temiskaming Shores to lead the Northern Ontario Mining Showcase at the 2018 PDAC Event.

**g) Memo No. 013-2017-CS – Dedicated Internet and Wide Area Network (WAN) Services**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 013-2017-CS; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Eastlink for dedicated Internet and Wide Area Network (WAN) Services for consideration at the April 18, 2017 Regular Council meeting.

**h) Administrative Report No. CS-023-2017 – Vesting of Tax Arrears Certificate (TAC) for Properties**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-023-2017;

That Council for the City of Temiskaming Shores directs staff to proceed with the Notice of Vesting for Roll 54 18 010 008 36400; and

That Council for the City of Temiskaming Shores directs staff to proceed with the Notice of Vesting for Roll 54 18 030 009 34000.

**i) Memo No. 003-2017-PPP – Post Traumatic Stress Disorder (PTSD) Prevention Plan**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 003-2017-PPP, more specifically Appendix 01 – PTSD Prevention Plan for the Temiskaming Shores Fire Department for information purposes.

**j) Administrative Report No. PW-009-2017 – Water Meter Assessment Project**

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-009-2017;

That Council agrees to move forward with the water rate assessment; and

That Council directs staff to prepare and release a Request for Quotation for the supply of the associated water meters to perform the assessment.

**k) 2016 Year-end Financial Presentation**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges a presentation of the unaudited 2016 Year-end Financial Report from the City Manager and Treasurer for information purposes.

**16. By-laws**

Draft Motion

Be it resolved that:

By-law No. 2017-059 Being a by-law to enter into an agreement with Eastlink for dedicated Internet and WAN Services

By-law No. 2017-060 Being a by-law to adopt the 2017 Municipal Budget for the City of Temiskaming Shores

By-law No. 2017-061 Being a by-law to amend By-law No. 2015-161 (Agreement with *Markey Consulting* to provide event management services for the Northern Ontario Showcase event at the Prospectors and Developers Association of Canada 2017 and 2018 Conventions)

be hereby introduced and given first and second reading.

*Draft Motion*

Be it resolved that:

By-law No. 2017-059;

By-law No. 2017-060; and

By-law No. 2017-061

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, May 2, 2017 at 6:00 p.m.
- b) Regular – Tuesday, May 16, 2017 at 6:00 p.m.

**18. Question and Answer Period**

**19. Closed Session**

**20. Confirming By-law**

*Draft Motion*

Be it resolved that By-law No. 2017-062 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 **April 18, 2017** be hereby introduced and given first and second reading.

*Draft Motion*

Be it resolved that By-law No. 2017-062 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 \_\_\_\_\_ p.m.



**The Corporation of the City of Temiskaming Shores**  
**Regular Meeting of Council**  
**Tuesday, April 4, 2017**  
**6:00 P.M.**  
**City Hall Council Chambers – 325 Farr Drive**

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**Minutes**

**1. Call to Order**

The meeting was called to order by Mayor Carman Kidd at 6:03 p.m.

**2. Roll Call**

Council: Mayor Carman Kidd; Councillors Jesse Foley, Patricia Hewitt, Doug Jelly, Jeff Laferriere, Mike McArthur and Danny Whalen

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  
Mitch Lafreniere, Manager of Physical Assets  
Jennifer Pye, Planner  
Chantelle Charbonneau, Enterprise Temiskaming Consultant

Regrets:

Media: Bill Buchberger, CJTT 104.5  
Diane Johnston, Temiskaming Speaker

Members of the Public Present: 12

**3. Review of Revisions or Deletions to Agenda**

**Under Item 10 – Correspondence add:**

d) Jim Graydon, Unit Commander – Temiskaming Search & Rescue

**Re:** Request for Sponsorship – Application for funding to Frog’s Breath Foundation – Operations Centre at Earleton-Timiskaming Airport

**Reference:** Motion to be presented under New Business

**Under Item 15 – New Business add:**

i) Memo No. 012-2017-CS – Request for Sponsorship – Temiskaming Search and Rescue

**4. Approval of Agenda**

*Resolution No. 2017-131*

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

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. 2017-132*

Moved by: Councillor McArthur

Seconded by: Councillor Foley

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

a) Regular Meeting of Council – March 21, 2017

**Carried**



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

7.1. *Application for Zoning Amendment – ZBA-2017-04 (NL)*

**Owner:** Petals Flowers Inc.

**Subject Land:** 419 Whitewood Avenue

**Purpose:** The applicant (owner) proposes to rezone the subject land from Highway Commercial (C3) to Highway Commercial Exception (C3-E) to add a personal service shop as a permitted use on the subject land to recognize five on-site parking spaces for the personal service shop use.

Mayor Kidd outlined that the public meeting scheduled tonight is for one (1) Zoning By-law amendment application and the Planning Act requires that a public meeting be held before Council decides whether to pass a by-law adopting a proposed amendment.

Mayor Kidd stated that the public meeting serves two purposes: first, to present to Council and the public the details and background to the proposed amendment and second, to receive comments from the public and agencies before a decision is made by Council.

Mayor Kidd declared the meeting to be open and to be a public meeting pursuant to Section 34 of the Planning Act and outlined that the purpose of zoning by-law amendment application to add a personal service shop as a permitted use on the property and to recognize five (5) on-site parking spaces for the personal service shop use,

Mayor Kidd requested that Planner Jennifer Pye present details on the application.

Jennifer, utilizing powerpoint outlined that the purpose of the application is to add a site-specific amendment to the Highway Commercial zoning on the property to add a personal service shop as a permitted use. The Zoning By-law defines a personal service shop as an establishment wherein a personal service is performed, and lists a barber shop, a beauty salon, a dressmaking shop, a shoe repair shop, a tailor shop, and a photographic studio as examples.

The property is currently for sale and the applicants have an accepted offer which is conditional upon the approval of this application. The applicants would like to operate a spa out of the existing building on the property.

Jennifer illustrated the condition of the subject property through a series of photographs and indicated that the building has formerly been used as a retail flower shop and is currently vacant. The property is designated Mixed Use Areas in the City's Official Plan, which permits a mix of industrial, commercial, and institutional uses, including accessory uses and public service facilities, and residential uses that are compatible with a mixed use area.

Jennifer stated that the property is zoned Highway Commercial (C3) and listed the permitted uses. The proposed zoning would be Highway Commercial with an exception to add a personal service shop and would also recognize that five (5) on-site parking spaces are required for a personal service shop for this property.

Mayor Kidd thanked Jennifer for her presentation and inquired if there any questions or comments from members of the public?

***Mary Ann Baril – 425 Whitewood Avenue***

Mary Ann outlined that she had two concerns related to past use of the facility and was concerned those may continue; firstly that no delivery trucks be permitted to use the driveway as it tends to cause damage to their property (adjacent on west side) and secondly would like to have her driveway available and not blocked.

***Jan Edwards – Current Owner***

Jan outlined that the property line does split the existing entrance (Mary Ann's driveway and access to rear of building). The area at the back has been used for parking and are in support of the proposed amendment.

***Public Comment via e-mail (Shelly & Doug Manners – 422 Grills Street)*** – read by J. Pye

Their property is adjacent to the flower shop at rear (north). Concerns are not directly related to the proposed amendment, but more with the use of the rear portion of the property in the past. 1) Storage of Trash; 2) Access lane – snow for parking area is pushed towards their property completely blocking the access lane forcing snowmobiles to go onto our property; 3) Recognition of five (5) parking space – our experience is that when there are more than 3 vehicles any other vehicles park in the access lane, resulting in the use of our property to get around parked vehicles. Not opposed to the proposed use, but would like these concerns on record should there be any issues going forward.

Mayor Kidd inquired if there were any questions or comments from Council? Councillor McArthur inquired with Fire Chief Tim Uttley as to whether there would be any concerns with parking in the back of the building should there be any type of emergency. Chief Uttley stated that they have no concerns – traditionally back lanes are not used for access and access would be primarily from the street.

Mayor Kidd inquired if the applicant would like to speak to the application.

***Angela Huppe - Applicant***

Angela indicated that the concerns raised appear to be matters that are of common courtesy to neighbours; as to garbage there will not be a lot as there will be no deliveries based on the proposed use. Parking should not be an issue as there would be perhaps only 2-3 clients at any given time.

With no further comments, Mayor Kidd declared this portion of the public meeting to be closed and advise that Council will give due consideration to all comments received tonight and that an administrative report will be considered by Council at a future Council meeting.

**8. Question and Answer Period**

None

**9. Presentations / Delegations**

a) Merrill Bond, Reeve – Municipality of Charlton and Dack

**Re:** Municipal Election requirement for 25 Endorsements – Support to have this requirement be an optional local decision

Reeve Bond, outlined that the Municipality of Charlton and Dack has concerns with Bill 68 (reforms to the Municipal Elections Act) specifically the requirement for anyone wishing to run for Council to obtain 25 endorsement signatures from eligible voters. Reeve Bond feels it is discriminatory, especially to anyone new to your community or someone who may be disabled (difficult to solicit signatures). Some communities have a hard enough time just getting people to run for Council.

The Province outlines that they want to give more control to the municipalities (i.e. Ranked Ballots). Municipalities have the ability to determine whether to use Ranked Balloting or not. Reeve Bond is of the opinion that municipalities should have the same control over the requirement for signatures and will be attending a meeting in Toronto and is seeking support from the City of Temiskaming Shores in regards to this issue.

**Resolution No. 2017-133**

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores hereby acknowledges the presentation from Reeve, Merrill Bond – Municipality of Charlton and Dack; and

Whereas the Municipal Elections Act has been amended with a new requirement that anyone wishing to run for office on a municipal council must submit the signatures of 25 eligible voters supporting the nomination; and

Whereas in many small municipalities it has become increasingly difficult to attract council candidates and this requirement will discourage qualified and new candidates;

Now therefore be it resolved that the City of Temiskaming Shores hereby supports and petitions the Provincial Government to re-evaluate this requirement and permit it to be a local decision to avoid negative implications to many rural communities; and

Further that this resolution be circulated to the Minister of Municipal Affairs, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM) for consideration.

**Carried**

## **10. Communications**

- a) Pam Cress, Clerk – Northeastern Manitoulin & The Islands

**Re:** Request for Support: Waiving of Delivery Fees for customers who reside on First Nation reserves and settlements in Ontario

**Reference:** Received for Information

- b) Pam Mackenzie, Culture Days Coordinator – 2017 Culture Days Celebrations

**Re:** Variety of requests related to 2017 Culture Days Celebrations within Temiskaming Shores

**Reference:** Referred to Senior Staff for consideration

- c) Seema Jethalal, Regional Director General – Canadian Heritage

**Re:** Approval of \$5,000 to assist with Canada Day Fire Works

**Reference:** Referred to Economic Development Officer

- d) Jim Graydon, Unit Commander – Temiskaming Search & Rescue

**Re:** Request for Sponsorship – Application for funding to Frog’s Breath Foundation – Operations Centre at Earlton-Timiskaming Airport

**Reference:** Motion to be presented under New Business

Resolution No. 2017-134

Moved by: Councillor Jelly

Seconded by: Councillor Foley

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

**Carried**

**11. Committees of Council – Community and Regional**

Resolution No. 2017-135

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

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

- a) Minutes of the Timiskaming Board of Health meeting held on January 25, 2017;
- b) Minutes of the District of Timiskaming Social Services Administration Board meeting held on January 18, 2017;
- c) Minutes of the District of Timiskaming Social Services Administration Board meeting held on February 15, 2017;
- d) Minutes of the District of Timiskaming Social Services Administration Board meeting held on March 15, 2017;
- e) Minutes of the Earlton-Timiskaming Regional Airport Authority meeting held on February 23, 2017;
- f) February 2017 Earlton-Timiskaming Regional Airport Authority activity Report.

**Carried**

## 12. Committees of Council – Internal Departments

### Resolution No. 2017-136

Moved by: Councillor

Seconded by: Councillor

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

- a) Minutes of the Public Works Committee meeting held on March 16, 2017.

**Carried**

## 13. Reports by Members of Council

Councillor Hewitt reported on the following:

- Committees of Council: Expressed appreciation and credit to the Board of Health for requesting the Ontario Physicians and Surgeons for supporting guidelines in regards to opioid prescriptions and also wanting those with the prescription to also be prescribed Naloxone because of the risks and addictions associated with its use.
- Fire Conference: Keynote speaker at the Conference spoke to the opioid epidemic and outlined that Firefighters should be educated and trained on the epidemic to have them carry Naloxone. One of the dangers is with the inhaling of the product could also cause serious health problems for first responders. There were over 700 participants and 305 exhibitors at the Trade Show with strong representation from this District. The theme for the conference seemed to be *Social Structure*, primarily communications whether recruiting, department to department or with the Office of the Fire Marshall.
- ETRAA: Encouraged at the stats for air flight movements and how much they have increased. There is a good write up in the Northern Ontario Business magazine on the work at the airport (international flight training).

Councillor Whalen reported on the following:

- Temiskaming Transit: The two new 30 ft. transit buses are now in service and we now have 4 larger buses.

Mayor Kidd reported on the following:

- Northern College: attended open house for 93 new students and their parents. One as far away as Halifax.
- ETRAA: Flight school with 12 students now up and running with 3 planes. Couple of good sessions to negotiate fueling and landing fees. Will be meeting

with owner of hangar with a possibility of new projects (i.e. emergency transport)

**14. Notice of Motions**

None

**15. New Business**

- a) **Memo No. 002-2017-PPP – Amendment to By-law No. 2012-191 (Fire Suppression Agreement with Harris Township) to include Water/Ice Rescue Services**

Resolution No. 2017-137

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 002-2017-PPP; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2012-191, (Fire Suppression Agreement with the Township of Harris), to include the provision of Water/Ice Rescue (shore based only) as part of the Rescue Services for consideration at the April 4, 2017 Regular Council meeting.

**Carried**

- b) **Administrative Report No. PPP-002-2017 – Appointment of Volunteer Firefighter – Bryce Thompson & Brian Teal**

Resolution No. 2017-138

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-002-2017; and

That Council hereby appoints Bryce Thompson and Brian Teal as Volunteer Firefighters to the Temiskaming Shores Fire Department in accordance with the *Recruitment and Retention Program*.

**Carried**

**c) Memo No. 008-2017-PW – Overall Responsible Operator – New Liskeard and Dymond Water Distribution Systems**

Resolution No. 2017-139

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 008-2017-PW;

That Council further acknowledges that with the recent linking of the New Liskeard and Dymond Water Distribution Systems the Ministry of Environment and Climate Change (MOECC) through the Ontario Water Wastewater Certification Office (OWWC) has reclassified the system to a Water Distribution Class III from Class II; and

That Council approves Change Order Form submitted by the Ontario Clean Water Agency (OCWA) within which OCWA will now become the Overall Responsible Operator (ORO) and Operating Authority for this distribution system.

**Carried**

**d) Memo No. 009-2017-PW – 2017 Roads Program – Release of Requests for Proposals**

Resolution No. 2017-140

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 009-2017-PW; and

That Council authorizes staff to proceed with the release of various Requests for Proposals for the 2017 Roads Program as recommended.

**Carried**

**e) Administrative Report No. PW-007-2017 – Tender Award – Supply of Petroleum Fuels**

Resolution No. 2017-141

Moved by: Councillor Foley

Seconded by: Councillor Laferriere



Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-007-2017;

That as outlined in Section 10.3 (Request for Tenders) and Section 6.0 (Approval Authority) of the City's Purchasing Policy, Council approves the award of the Tender for the supply of Petroleum Fuels to *Grant Fuels Inc.*, as outlined in the response to tender PWO-RFT-001-2017, for the period of April 1, 2017 to March 31, 2019 with a possible one (1) year extension;

That Council acknowledges that product pricing may only fluctuate with the increase and/or decrease of the "rack price" or government tax rates and as provided in writing, by the supplier, on a monthly basis only; and

That Council directs staff to prepare the necessary by-law and agreement for consideration at the April 4, 2017 Regular Council meeting.

**Carried**

**f) Administrative Report No. PW-008-2017 – Equipment Purchase – Light Duty Pick-up Trucks – Wilson Chevrolet Limited**

Resolution No. 2017-142

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-008-2017;

That Council approves the purchase of five new light duty trucks, as detailed in Request for Proposal PW-RFP-003-2017, from Wilson Chevrolet Buick GMC at a cost of \$155,215 plus applicable taxes;

That Council approves the purchase of appurtenances for the above noted vehicles with an upset limit of \$15,500 plus applicable taxes; and

That Council directs staff to prepare the necessary by-law and agreement for consideration at the April 4, 2017 Regular Council meeting.

**Carried**

**g) Memo No. 002-2017-CGP – Enabling Accessibility Fund – Accessibility Upgrades – Dymond Community Hall**

Resolution No. 2017-143

Moved by: Councillor Jelly

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 002-2017-CGP; and

That Council direct staff to prepare the necessary by-law to enter into a Grant Funding Agreement with Her Majesty the Queen in Right of Canada as represented by the Minister of Employment and Social Development for accessibility upgrades at the Dymond Community Hall for consideration at the April 4, 2017 Regular Council meeting.

**Carried**

**h) Administrative Report No. CGP-007-2017 – Enterprise Temiskaming – Summer Company**

Resolution No. 2017-144

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-007-2017; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with the Ministry of Economic Development and Growth (MEDG) – **Summer Company** for consideration at the April 4, 2017 Regular Council meeting.

**Carried**

**i) Memo No. 012-2017-CS – Request for Sponsorship – Temiskaming Search and Rescue**

Resolution No. 2017-145

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 012-2017-CS; and

Whereas the Temiskaming Search and Rescue (TSR) has applied for funding to the Frog's Breath Foundation in the amount of \$30,000 to assist with the establishment of an Operations Centre to be located at the Earlton-Timiskaming Regional Airport; and

Whereas TSR requires a registered charitable organization to sponsor their application to the Frog's Breath Foundation and has requested that the City partner on the said application.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor the Temiskaming Search and Rescue funding application to the Frog's Breath Foundation.

**Carried**

**16. By-laws**

Resolution No. 2017-146

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that:

By-law No. 2017-051 Being a by-law to establish Water and Sewer Rates for 2017

By-law No. 2017-052 Being a by-law to enter into a Funding Agreement with Her Majesty the Queen in Right of Canada as represented by the Minister of Employment and Social Development – Accessible Upgrades to Dymond Community Hall

By-law No. 2017-053 Being a by-law to amend By-law No. 2012-191 (Fire Suppression Agreement with the Township of Harris) to include shore-based Water/Ice Rescue services

By-law No. 2017-054 Being a by-law to enter into an agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development and Growth – Enterprise Temiskaming Summer Company Program

By-law No. 2017-055 Being a by-law to authorize a Financing Agreement with Ontario Infrastructure and Lands Corporation (Pick-up Trucks, Plow Trucks and View Street Complex)

By-law No. 2017-056 Being a by-law to enter into an Agreement with Grant Fuels Inc. for the supply of Petroleum Fuels

By-law No. 2017-057 Being a by-law to enter into a Purchase Agreement with Wilson Chevrolet Limited for the supply and delivery of five (5) 2017 Chevrolet Silverado Light Duty Trucks

be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2017-147

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that:

By-law No. 2017-051;

By-law No. 2017-052;

By-law No. 2017-053;

By-law No. 2017-054;

By-law No. 2017-055;

By-law No. 2017-056; and

By-law No. 2017-057

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, April 18, 2017 at 6:00 p.m.
- b) Regular – Tuesday, May 2, 2017 at 6:00 p.m.

**18. Question and Answer Period**

None

**19. Closed Session**

Resolution No. 2017-148

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that Council agrees to convene in Closed Session at 7:05 p.m. to discuss the following matters:

- a) **Adoption of the March 7, 2017 – Closed Session Minutes**
  
- b) **Adoption of the March 21, 2017 – Closed Session Minutes**
  
- c) **Under Section 239 (2) (c) of the Municipal Act, 2001 – pending acquisition of land by the municipality – KBR Property (View Street) – Verbal Update**

**Carried**

Resolution No. 2017-149

Moved by: Councillor Whalen

Seconded by: Councillor Foley

Be it resolved that Council agrees to rise with report from Closed Session at 7:25 p.m.

**Carried**

**Matters from Closed Session**

- a) **Adoption of the March 7, 2017 – Closed Session Minutes**

Resolution No. 2017-150

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that Council approves the March 7, 2017 Closed Session Minutes as printed.

**Carried**

**b) Adoption of the March 21, 2017 – Closed Session Minutes**

Resolution No. 2017-151

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that Council approves the March 21, 2017 Closed Session Minutes as printed.

**Carried**

**c) Under Section 239 (2) (c) of the Municipal Act, 2001 – pending acquisition of land by the municipality – KBR Property (View Street) – Verbal Update**

Resolution No. 2017-152

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Whereas Council entered into an agreement of Purchase and Sale with KBR Wabi Ltd. for the acquisition of 685 View Street as authorized by Resolution No. 2017-038 dated February 7, 2017; and

Whereas the Purchase Agreement was conditional on the City undertaking its due diligence to ensure the building met the City's needs; and

Whereas Council was provided with a verbal report in Closed Session on April 4, 2017 regarding the City's due diligence undertakings and determined that significant structural upgrades would be required to retrofit the building as a Fire Station and meet the requirements of the Ontario Building Code as a Post Disaster Relief facility.

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby agrees to withdraw its offer to purchase 685 View Street (KBR Building).

**Carried**

**20. Confirming By-law**

Resolution No. 2017-153

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that By-law No. 2017-058 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 **April 4, 2017** be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2017-154

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that By-law No. 2017-058 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**Carried**

**21. Adjournment**

Resolution No. 2017-155

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that City Council adjourns at 7:30 p.m.

**Carried**

---

Mayor – Carman Kidd

---

Clerk – David B. Treen



**Canadian Mental  
Health Association**  
*Mental health for all*

**Association canadienne  
pour la santé mentale**  
*La santé mentale pour tous*

**Cochrane  
Timiskaming**

Wednesday, March 29, 2017

**Timmins**

330 avenue Second Avenue  
Suite 201  
Timmins, ON P4N 8A4  
Tel/tél: 705.267.8100  
Fax/télé: - **Administration:**  
705.268.8742  
Fax/télé: - **Client Services /  
Service à la clientèle**  
705.267.8202  
cmhatim@cmhact.ca

**Kirkland Lake**

5, rue Kirkland ouest  
5 Kirkland Street West  
Kirkland Lake, ON P2N 1N9  
Tel/tél: 705.567.9596  
Fax/télé: 705.567.5211  
cmhatmsk@cmhact.ca

**Englehart**

63, rue 5<sup>th</sup> Street  
Englehart, ON P0J 1H0  
Tel/tél: 705.544.1971  
Fax/télé: 705.544.2117  
cmhatmsk@cmhact.ca

**Temiskaming Shores**

P.O. Box / C.P. 249  
20 rue May Sud  
20 May Street South  
Temiskaming Shores, ON  
P0J 1P0  
Tel/tél: 705.647.4444  
Fax/télé: 705.647.4434  
cmhatmsk@cmhact.ca

**Maison d'hébergement pour  
femmes Tranquility House  
Women's Shelter**

P.O. Box / C.P. 300  
Matheson, ON P0K 1N0  
Tel/tél: 705.273.2339  
Fax/télé: 705.273.2457  
cmhaws@cmhact.ca

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

Charitable Registration  
#10686 3947 RR0001

325 Farr Drive  
P.O. Box 2050  
Haileybury, ON  
P0J 1K0

Dear Mayor Kidd,

The Canadian Mental Health Association (CMHA) Cochrane-Timiskaming Branch will be celebrating the 66<sup>th</sup> Mental Health Week from May 1<sup>st</sup> to 7<sup>th</sup> 2017. We are hoping to join other communities across Ontario in "Shining Green" for mental health during that week.

In the past few years, iconic landmarks in cities across Ontario have been lit green in support of Mental Health Week. By doing so, communities are bringing to life the campaign theme "Get Loud for Mental Health". More and more people are "getting loud" for mental health and speaking openly and honestly about the importance that positive mental health plays in our lives.

CMHA Cochrane-Timiskaming would like to extend this initiative to the north. Lighting up the Inukshuk, Ms. Claybelt, as well as City Hall would be a great opportunity to bring awareness to Mental Health Week in Temiskaming Shores. On behalf of the CMHA Mental Health Week Planning Committee, I would like to inquire whether this would be possible.

Landmarks and buildings, in communities that partake in the "Shine Green" for mental health will be featured on the Mental Health Week National website, our local website, social media and promotions. Your support in this initiative would mean a lot for the promotion of mental health in our community.

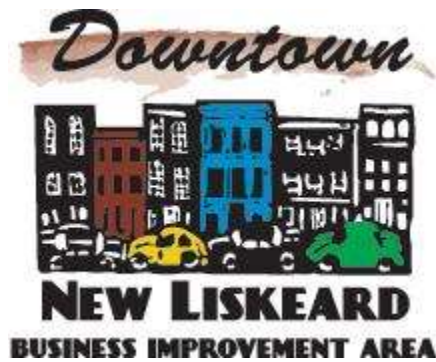
If you have any questions or would like to discuss further, you or your team can reach me at 705-647-4444, ext. 3338 or at [jmanners@cmhact.ca](mailto:jmanners@cmhact.ca).

Sincerely,

*J. Manners*

Jeff Manners, BA B Ed.  
Mental Health Worker,  
Canadian Mental Health Association





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

Wednesday April 5, 2017

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 SUMMERFEST, June 30<sup>th</sup> and July 1 2017**

Dear Mayor Kidd,

The New Liskeard BIA is in the process of planning our annual Summerfest Event in the downtown area for Friday, June 30, and Saturday July 1 2017. 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 p.m., to accommodate our celebration.

Please advise if there is anything else that you require. Please confirm that you have received our request. We look forward to hearing from you and thank you in advance for your cooperation on this matter. I may also be reached at my cell 705 676-5559.

Sincerely

Carol Duke  
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



March 31, 2017

Mayor Carman Kidd  
City of Temiskaming Shores  
P. O. Box 2050  
325 Farr Avenue  
Haileybury, On P0J 1K0

Dear Mayor Kidd and Council:

Municipalities are facing increased financial pressures as our infrastructure deficits continue to grow yet the funding from senior levels of governments continue to decline. Fiscal austerity is of utmost importance when delivering a municipal budget, as it is with DTSSAB as it, in turn, impacts municipalities and tax payers directly.

Upon review of the DTSSAB Audited Financial Statements, we urge the DTSSAB board to reconsider the level of reserves & reserve funds that are currently being held. The reserves & reserve funds have been increasing steadily over time. A review of reserve & reserve fund policy should be performed to ensure that real current needs are being met and not based on past requirements. When the DTSSAB was first formed the funding model and costs were not as predictable as they are now. As a result, reserves & reserve funds that might have seemed appropriate then are no longer required. DTSSAB incurs minimal risk of financial shortfall due the nature of their programs which are prescriptive and heavily funded by provincial and federal governments with the balance from the municipalities.

Drawing down from the reserves to reduce the municipal apportionment is not ideal. We request that the surplus reserve be returned to contributing Municipalities via a one-time payment based on the contribution formula for each funding year. This will ensure equitable redistribution as circumstances may have changed from years gone by.

I encourage you to speak to your DTSSAB rep before early May as the board will discuss and make a decision as to the distribution of the reserve funds.

Thank you,

CORPORATION OF THE TOWN OF KIRKLAND LAKE



Tony Antoniazzi  
Mayor



OFFICE OF THE MAYOR  
THE CORPORATION OF THE TOWN OF KIRKLAND LAKE



**Centre de santé  
communautaire  
du Témiskaming**

**SIÈGE SOCIAL**

20, rue May Sud, C. P. 38  
New Liskeard (Ontario) P0J 1P0  
☎ 705 647-5775  
☎ 705 647-6011 administratif  
☎ 705 647-5941 services de santé  
Sans frais : 1 800 835-CSCT

**POINTS DE SERVICE**

**Earlton**

1, 9e rue, C. P. 1  
Earlton (Ontario) P0J 1E0  
☎ 705 563-8110 ☎ 705 563-8130

**Kirkland Lake**

22, rue Water, C. P. 40  
Kirkland Lake (Ontario) P2N 3M6  
☎ 705 567-1414 ☎ 705 567-1422

**Larder Lake**

1, 15 Godfrey, C. P. 149  
Larder Lake (Ontario) P0K 1L0  
☎ 705 643-2442 ☎ 705 643-2162

**Virginiatown**

61, rue Connell, C. P. 159  
Virginiatown (Ontario) P0K 1X0  
☎ 705 634-2223 ☎ 705 634-2180

**SERVICES DE GARDERIE**

**Garderie Richelieu**

340, rue Hesse, C. P. 38  
New Liskeard (Ontario) P0J 1P0  
☎ 705 647-1443 ☎ 705 647-4812

**Rayon de soleil**

École catholique Sacré-Cœur  
☎ 705 647-4633

**Arc-en-ciel**

École catholique Ste-Croix  
☎ 705 672-2553

**Garderie ABC**

École catholique Assomption  
10e rue Ouest, C. P. 1  
Earlton (Ontario) P0J 1E0  
☎ 705 563-2563 ☎ 705 563-2569

**Les petites étoiles**

École catholique St-Louis  
☎ 705 634-2236

*Vaut mieux prévenir  
que guérir...*

March 17, 2017

City of Temiskaming Shores  
Mr. Carman Kidd, Mayor  
P.O. Box 2050, 451 Meridian Avenue  
Haileybury ON POK 1K0

**Subject: Invitation for attendance as guest of honour**

Dear Sir,

We would like to invite you as our guest of honour for the 13<sup>rd</sup> edition of our lunch hour walk on Thursday, May 4<sup>th</sup>. Again this year we are holding the walk in each community where the Centre de santé communautaire du Témiskaming (CSCT) is physically located.

The goal of the event is to encourage people to come and walk for the health of it.

We would ask you provide a few words for our participants prior to the walk. A member of our board will act as master of ceremonies. We are hoping you will join us for the walk and a light lunch to be served afterwards.

This is the itinerary for the event :

12:00 p.m. :	rendez-vous at the Centre de santé communautaire du Témiskaming
12:10 :	welcome and address by guest of honour
12:20-12:50 :	walk
12:50 :	return, word of thanks
1:00-1:30 :	light lunch on site

Please extend the invitation to members of council and municipal staff. If you have any questions or if you would like to discuss our request in greater details, please feel free to contact me.

Cordially,

Jocelyne Maxwell  
Executive Director



146 Caroline Court  
New Liskeard, Ont. P0J 1P0  
April 10, 2017

City of Temiskaming Shores  
P. O. Box 2050  
Haileybury, Ontario. P0J1K0

Attention: David B. Treen

**Re: Application for Funding**

The Dymond Park Fundraising Committee has completed an application to the Frog's Breath Foundation requesting \$10,000.00 to purchase new equipment for the park. This letter is to request approval to use the City's Charitable Registration Number on our application.

Thank you for consideration of our request.

Sincerely

Sue Flaxey  
Dymond Park Fundraising Committee



The Corporation of the  
**City of Kawartha Lakes**  
P. O. Box 9000, 26 Francis St.,  
LINDSAY, ON K9V 5R8  
Tel. (705) 324-9411 Ext 1295, 1-888-822-2225  
Fax: (705) 324-8110

---

**Judy Currins, City Clerk**

April 10, 2017

Lisa Thompson, MPP  
Room 425, Legislative Building  
Toronto, ON  
M7A 1A8

Dear Ms. Thompson:

**Re: Municipal Resolution on Supporting Certified Crop Advisors  
Correspondence from City of Belleville and MPP Lisa Thompson**

Your August 26, 2016 correspondence regarding the above referenced matter was on the December 13, 2016 Regular Council Meeting agenda for consideration. The following resolution was adopted at that meeting:

**CR2016-1241**

**RESOLVED THAT** the Memorandum from Kelly Maloney, Agriculture Development Officer, regarding Municipal Resolution on Supporting Certified Crop Advisors, Correspondence from City of Belleville and MPP Lisa Thompson, be received;

**WHEREAS**, Ontario-grown corn, soybean and wheat crops generate \$9 billion in economic output and are responsible for over 40,000 jobs;

**WHEREAS**, Ontario farmers are stewards of the land and understand the importance of pollinators to our environment and ecosystems;

**WHEREAS**, the Ontario government is implementing changes to ON Reg. 63109 that would prevent any Certified Crop Advisor (CCA) from carrying out a pest assessment if they receive financial compensation from a manufacturer or retailer of a Class 12 pesticide;

**WHEREAS**, Ontario's 538 Certified Crop Advisors are capable of and willing to conduct pest assessments and the number of CCA's eligible to service the Ontario industry will be reduced to only 80- should the proposed changes to the definition of professional pest advisor be implemented in August 2017;

**WHEREAS**, the reduction in CCAs would force corn and soybean farmers to step aside from the relationships that they have built with experts that understand their unique crop requirements, soil types and field conditions, placing undue delays on planting crops;

**THAT** the Council of the City of Kawartha Lakes support the efforts of the Member of Provincial Parliament for Huron-Bruce to eliminate barriers to employment opportunities for CCA's and allow Ontario farmers the freedom to engage in business with the expert of their choice; and  
**THAT** a copy of this resolution be forwarded to all Members of Provincial Parliament and municipalities.

**CARRIED**

Please contact myself (705-324-9411, ext. 1295) if you have any questions with respect to this matter.

Yours very truly,

A handwritten signature in cursive script that reads "Judy Currins".

Judy Currins, CMO,  
City Clerk  
City of Kawartha Lakes

cc: All Ontario Municipalities, Members of Provincial Parliament

Good afternoon,

In accordance with the FONOM Constitution, thirty (30) days notice must be given to the membership to amend the Constitution. Please see proposed resolution no. 2017-01 below which will be put forward for voting to the membership during the Annual General Meeting on May 12, 2017 in the City of North Bay.

**BOARD TERM LENGTH**

*“**WHEREAS** the Constitution of the Federation of Northern Ontario Municipalities (FONOM) currently states that the term of office of the Executive shall commence with the first meeting following general municipal elections; and*

***WHEREAS** at the expiration of the two-year term that started with the first meeting following general municipal elections, a new term of office of the Executive shall commence with the first meeting following the two-year anniversary of the most recent general municipal elections; and*

***WHEREAS** requiring municipalities and the district municipal associations to pass resolutions to appoint a representative to the FONOM Board of Directors every two years is administratively burdensome; and*

***THEREFORE BE IT RESOLVED THAT** the Federation of Northern Ontario Municipalities (FONOM) recommends extending the term of office to a four year term to follow the general municipal election cycle; and*

***BE IT FURTHER RESOLVED** that a copy of this resolution be sent to all member municipalities.”*

Please do not hesitate to contact me should you have any questions.

Regards,

Alison Stanley  
Executive Director  
Federation of Northern Ontario Municipalities  
88 Riverside Drive  
Kapusksing, ON P5N 1B3  
Tel: (705) 337-4454



# Minutes

**Temiskaming Mayors Action Group**  
**Armstrong Municipal Offices, Earleton**  
**Saturday, March 25, 2017**  
**9:30 a.m.**

**Present:**

Dominique Nackers, Armstrong  
Guy Labonte, Casey  
Kerry Stewart, Chamberlain  
Merrill Bond, Charlton/Dack  
Tina Sartoretto, Cobalt  
Dan Cleroux, Coleman  
Derek Mundle, Ewanturel  
Pauline Archambault, Harley  
Terry Fiset, James  
Tony Antoniazzi, Kirkland Lake  
George Lefebvre, Latchford  
Cheryl Drummond, Matachewan  
Lorie Hunter, Temagami  
Carmen Kidd, Temiskaming Shores  
Earl Read, Thorloe  
John Vanthoff, MPP  
Jo Ann Ducharme, Recording Secretary

**Update on Current Topics of Investigation**

Hydro Rates:

Members thanked J. Vanthof for keeping the issue of high hydro rates an issue at Queen's Park. Mr. Vanthof explained the plan presented by the Province of Ontario and the foreseeable problems.

**T. Fiset will draft a resolution** concerning imposing rental rates to the province for poles on municipal property. Hydro generates revenue from telephone and cable companies; but do not pay anything to municipalities for placement of poles.

When Hydro One is completely private, it will be bad for Northern Ontario. A public company can be pressured to do what is best for residents; a private company cannot be pressured. For example: ONTERA when public provided service in Latchford, Coleman and Temagami. Now, no new accounts will be created and service is bad. **T. Sartoretto will draft a resolution with help and research from J. Vanthof.**

Prospectors and Developers Association of Canada:

PDAC has expanded to be the biggest convention in Toronto. Over 90 exhibitors from the North were in attendance. There was cohesiveness between Heads of Councils who were in attendance.



Earlton Airport:

Earlton Airport Authority has been incorporated and purchased the airport from Earlton. By the end of the year, there should be a 5-year business plan in place. The committee is working on bringing an air carrier service.

**New Business (Regional Issues for Discussion)**

- a. Merrill Bond, Municipal Elections requirement for 25 nominating signatures  
J. Vanthof explained that this change has come from the bigger centers trying to prevent an overwhelming number of candidates on the ballot. The rationale to ask for a review should not be because municipalities are 'small'; but use the points of accessibility, the fact that the voter's list will not be available for the clerk's use in verifying eligibility of signators, this could be a discretionary not mandatory requirement for individual municipalities.

**M. Bond and T. Sartoretto will draft a resolution.**

- b. George Lefebvre, 5 extra charges on electricity bills  
Moved by: G. Lefebvre  
Seconded by: M. Bond

WHEREAS The Temiskaming Mayors Action Group supports the Town of Latchford in its petition to the Government of Ontario concerning extra charges on the electricity bills;

AND WHEREAS it has been determined that the electricity portion of Hydro One bills is a very small percentage of the fees charged;

AND WHEREAS the largest portion of the electricity bills comprise of Global Adjustment, Delivery, Regulatory Charges, Debt Retirement and HST;

AND WHEREAS it is becoming increasingly difficult for municipalities to manage and fund essential services to residents and businesses while maintaining minimal increased to tax rates, with one of the primary reasons being the high energy rates we are compelled to pay for the very essential utility: electricity.

THEREFORE BE IT RESOLVED that the members of the Temiskaming Mayor's Action Group respectfully request Government of Energy, through the Honourable Minister of Energy, to exempt all municipalities' facilities from the identified five additional charges.

- c. T. Fiset, MPAC  
Discussion on occurrences between MPAC and individual municipalities.

Date of Next Meeting – June 10, 2017

J. Ducharme to invite MMAH Advisor to attend to discuss proposed changes to the Municipal Act.

## 1.0 CALL TO ORDER

The meeting was called to order at 1:06 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 checked="" type="checkbox"/> Michelle Larose, Cobalt                      |
| <input checked="" type="checkbox"/> Tina Sartoretto, Cobalt               | <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Physical Assets |
| <input checked="" type="checkbox"/> Councillor Rochelle Schwartz, Cobalt  |  |
| <input checked="" type="checkbox"/> Airianna Misener, Executive Assistant |  |

## 3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- None

## 4.0 APPROVAL OF AGENDA

Recommendation TC-2017-001

Moved by: Councillor Danny Whalen

Be it resolved that:

The Transit Committee agenda for the February 15, 2017 meeting be approved as printed.

**Carried**

## 5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation TC-2017-002

Moved by: Councillor Danny Whalen

Be it resolved that:

The Transit Committee minutes for the December 14, 2016 meeting be adopted as printed.

**Carried**

## 6.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

## **7.0 CORRESPONDENCE**

- None

## **8.0 UNFINISHED BUSINESS**

### **8.1 *Transit Financials – December 2016 & January 2017***

Christopher Oslund reviewed the non-audited year end transit financials. Chris indicated that the revenues have decreased from 2015. An increase in the overall expenses was due to the maintenance of the older busses. An outstanding deficit of eight thousand eight hundred twenty four dollars and forty nine cents remains (\$8824.49). It was suggested to use the reserves to pay off the deficit.

Chris further reviewed the transit financials for January, 2017. Chris indicated that a significant decrease in ridership was seen in January.

### **8.2 *Passenger Count – December 2016 & January 2017***

An error in the spreadsheet was discovered; the error resulted in incorrect passenger counts. City staff will follow up with stock.

### **8.3 *Automated Announcement System - Update***

Mitch Lafreniere indicated that the Automated Announcement System is fully operational. Pronunciation errors that the City's IT Technician is currently working to resolve, noted Mitch.

### **8.4 *Fleet replacement***

Received notice from the Ministry indicating that the Committee's funding towards fleet replacement was approved. A signed copy of the agreement was sent to the Ministry.

### **8.5 *Annual Transit Drivers meeting***

Airianna Misener distributed a copy of the notes from the Annual Transit Drivers meeting. Overall the Committee was pleased with the meeting and will continue the exercise yearly. Items such as winter road maintenance and tree visibility will be discussed with the Public Works Department for further review.

As requested at the previous Committee meeting Airianna Misener prepared and distributed a draft copy of the Transit Comment Form. Staff will inquire on the possibility to add the comment form to the Transit website.

## 9.0 NEW BUSINESS

### 9.1 AMO Communication – Ontario Gas Tax Fund

The Ministry made an announcement on January 27, 2017 of an increase to the Ontario Gas Tax Fund for Transit.

## 10.0 PUBLIC COMMENTS/COMPLAINTS

The Committee reviewed and discussed the following public comments. City staff will draft correspondence.

- Cleanliness of busses
- 435 Amwell Street, Haileybury
- Communication Concerns – February 8, 2017

## 11.0 ADMINISTRATIVE REPORTS

- None

## 12.0 CLOSED SESSION

### Recommendation TC-2017-003

Moved by: Councillor Mike McArthur

Be it resolved that:

The Temiskaming Transit Committee convenes into Closed Session at 3:21 p.m. to discuss the following matters:

**Carried**

Under Section 239 (2) (b) of the Municipal Act, 2001 – personal matters about an identifiable individual, including municipal or local board employees.

- Motor Vehicle Accident - February 9, 2017

### Recommendation TC-2017-004

Moved by: Councillor Rochelle Schwartz

Be it resolved that:

The Temiskaming Transit Committee rise without report at 3:37 p.m.

**Carried**

**13.0 NEXT MEETING**

The next meeting of the Transit Committee is scheduled for April 19, 2017 at 2:00 PM.

**14.0 ADJOURNMENT**

Recommendation TC- 2017-005

Moved by: Councillor Rochelle Schwartz

Be it resolved that:

The Transit Committee meeting is adjourned at 3:37 p.m.

**Carried**

DRAFT

## 1. CALL TO ORDER

Meeting called to order at 12:55 P.M.

## 2. ROLL CALL

- |  |   |
|--|---|
| <input 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 type="checkbox"/> Kelly Conlin, Director of Corporate Services (A) |
| <input checked="" type="checkbox"/> Clayton Seymour, Chief Building Official   |   |
| <input checked="" type="checkbox"/> Fire Department Members: Rod McNair, Greg Miller and Jamie Sheppard were present for item 9. |   |

## 3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- Addition under section 9 - Emergency Preparedness Week c).

## 4. APPROVAL OF AGENDA

Recommendation PPP-2017-009

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee agenda for the March 16, 2017 meeting be approved as amended.

**CARRIED**

## 5. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PPP-2017-010

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee minutes of the February 23, 2017 meeting be adopted as presented.

**CARRIED**

## **6. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE**

- None

## **7. DELEGATIONS**

- None

## **8. CORRESPONDENCE**

- None

## **9. FIRE AND EMERGENCY SERVICES**

### **a) Monthly Activity Report**

The Fire Chief reviewed the department's Monthly Activity Report February 2017 highlighting the number of emergency calls, fire losses, fire prevention activity, burning permits, training activities and parking ticket summary.

### **b) Township of Harris Fire Suppression Agreement – Discussion**

As a result of two recent calls for ice water rescue service to the Township of Harris, the Fire Department was seeking direction and clarification from the Committee regarding the response to these types of emergency calls within the Township of Harris. The Fire Chief had noted some concerns surrounding the Harris agreement as ice water rescue was not included in the services to be provided.

The department is well trained on ice water rescue and are very confident in their ability to respond to ice water calls, noted District Chief Sheppard. After review the Committee agreed ice water rescue (shore based) should be included in the services provided to the Township of Harris, and requested that an amendment be drafted and presented at the next Regular Council Meeting for their consideration.

The committee also recommended that as the Harris Agreement expires in 2017 that the City should consider a full services fire protection agreement to any future agreements with the township of Harris going forward. The Committee further indicated that consideration should be made to having discussions with other stakeholders such as the Ministry of Natural Resources concerning the provision of ice water rescue services. The Fire Chief will also hold discussions regarding specialized services delivery with Temiskaming Fire Chief's Association as part of Mutual Aid Planning process.

Recommendation PPP-2017-011

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee hereby recommends that By-Law No. 2012-191, Being a By-Law to Enter Into an Fire Suppression Agreement With the Township of Harris be amended to include the provision of Water/Ice Rescue Services under Section 1(e).

**c) Emergency Preparedness Week**

The Fire Chief provided the group with an update on events that will be taking place during the upcoming Emergency Preparedness Week.

**10. BUILDING / BY-LAW**

- None

**11. COMMUNITY GROWTH & PLANNING**

**a) Zoning By-law – Update**

Jennifer Pye provided the group with a project update. In recent weeks the group met with the project consultant for a preliminary discussion on the projects advancement. The next steps will be the presentation of the 1<sup>st</sup> draft followed by public consultations. Jennifer reviewed the preliminary first draft of the mapping with the group.

**b) Zoning Amendment Applications – Update**

Three Zoning Amendment Applications with recommendation from the Planner to proceed with amendments to the by-laws will be presented to Council at the next regular Council meeting for consideration. The Planner further indicated that one more zoning amendment application will be forthcoming at a later Council meeting.

**12. ADMINISTRATION REPORTS**

- None

**13. CLOSED SESSION**

Recommendation PPP-2017-012

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee convenes into closed Session at 2:24 p.m. to discuss the following matter:

- a. Under Section 239 (2) (b) of the Municipal Act, 2001 – Personal matters about an identifiable individual, including municipal or local board employees.



- Animal Control
- b. Under Section 239 (2) (e) of the Municipal Act, 2001 – Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

**CARRIED**

Recommendation PPP-2017-013

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee rise with report at 3:50 p.m.

**CARRIED**

#### **14. SCHEDULE OF MEETINGS**

The next Protection to Persons and Property Committee meeting is scheduled for April 20, 2017 starting at 1:00 PM.

#### **15. ADJOURNMENT**

Recommendation PPP-2017-014

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee meeting is adjourned at 3:52 P.M.

**CARRIED**

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**CHAIR**

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**RECORDER**



## CORPORATE SERVICES COMMITTEE MEETING MINUTES

January 5, 2017 – 2:00 PM  
New Liskeard Boardroom, City Hall (325 Farr St.)

### 1. CALL TO ORDER

Meeting called to order at 2:13 P.M.

### 2. ROLL CALL

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Mayor Carman Kidd           | <input type="checkbox"/> Christopher W. Oslund, City Manager                         |
| <input 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            |

### 3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- None

### 4. APPROVAL OF AGENDA

Recommendation CS-2017-001

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee agenda for the January 5, 2017 meeting be approved as printed.

**CARRIED**

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

- None

### 6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation CS-2017-002

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee minutes of the November 17, 2016 meeting be approved as presented.

**CARRIED**

**7. DELEGATIONS/PRESENTATIONS**

- None

**8. UNFINISHED BUSINESS**

- None

**9. NEW BUSINESS**

**9.1 Procurement Policy**

***Discussion:***

The Committee was presented with a copy of the draft procurement. Laura Lee MacLeod highlighted the changes within the policy. Laura Lee explained that the changes will create efficiencies within the purchasing process and payment of invoices.

The Committee provided feedback and suggested minor changes as well as the inclusion of a disclaimer at the beginning of the document.

City staff will make the necessary changes and present to Council for a recommendation to forward the draft procurement policy to TSAAC for consultation prior to adoption.

Upon adoption of the policy, a training session with City staff will be scheduled.

**10. ADMINISTRATIVE REPORT**

- None

**11. CLOSED SESSION**

- None

**12. SCHEDULE OF MEETINGS**

- February 2, 2017 at 2:00 p.m.



**CORPORATE SERVICES COMMITTEE MEETING MINUTES**

January 5, 2017 – 2:00 PM  
New Liskeard Boardroom, City Hall (325 Farr St.)

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**13. ADJOURNMENT**

Recommendation CS-2017-003

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 3:39 p.m.

**CARRIED**

---

**CHAIR**

---

**RECORDER**

**1. CALL TO ORDER**

Meeting called to order at 1:54 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"/> Airianna Misener, Executive Assistant |  |

**3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA**

- Addition under New business: 9.7 Corporate Communication Strategy

**4. APPROVAL OF AGENDA**

Recommendation CS-2017-011

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee agenda for the March 2, 2017 meeting be approved as amended.

**CARRIED**

**5. REVIEW AND ADOPTION OF PREVIOUS MINUTES**

Recommendation CS-2017-012

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee minutes of the February 2, 2017 meeting be approved as presented.

**CARRIED**

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

- None

**7. DELEGATIONS/PRESENTATIONS**

- None

**8. UNFINISHED BUSINESS**

- None

**9. NEW BUSINESS**

**9.1 Fire Rescue Van – Disposal**

**Discussion:**

The Committee reviewed Administrative Report CS-019-2017 Disposal of Assets Fire Rescue Van. The Treasurer is responsible for the declaration and method of disposal of surplus municipal assets in accordance with the City's policy, noted Christopher Oslund. Based on the justification used to support the purchase of a new Fire Rescue Van, the Treasurer concluded that the surplus unit should be sold for scrap in order to eliminate any potential liability. The Committee recommends that the report be forwarded to Council.

**9.2 Water/Sewer Rates – Schools**

**Discussion:**

As a result of the water meter inequalities and inaccurate billings amongst the school properties within the Municipality, City staff recommended these properties be billed based on a flat rate fee per student for optimal billing equality.

*Recommendation CS-2017-013*

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee hereby recommends staff present a flat fee billing option for the Water Sewer Rates on school properties, at an upcoming regular Council meeting.

**9.3 DTSSAB 2017 Apportionment**

**Discussion:**

As a result of the 2017 DTSSAB Apportionment, Laura Lee recommended that the City budget the actual apportionment and allow reserves to flow through under the City's account.

#### **9.4 Accounting Software**

**Discussion:**

As a result of recent issues with the City's current financial software solution, City staff investigated the issues further and concluded that the software served the needs of the Municipality for 15 years but has reached its end of life and is in need of urgent replacement, explained the City's IT Administrator.

The issues have been effecting day to day operations, customer service and accounting functions.

Staff recommended Enterprise Resource Planning software to replace the existing software immediately. The Committee provided the following recommendation.

*Recommendation CS-2017-014*

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee hereby recommends Council consider the Enterprise Resource Planning (ERP) software purchase as part of the 2017 general operating budget.

#### **9.5 Budget By-law**

**Discussion:**

The Budget By-law will be presented to Council at the April 18, 2017 regular Council meeting.

#### **9.6 105 Market Street**

**Discussion:**

City staff was seeking the Committee's input on the distribution of a letter received regarding concerns at 105 Market Street. 105 Market is owned and operated by the New Liskeard Not-for-Profit Housing Corporation (NLNPHC). The Committee concluded that the City has no oversight on the facility.

#### **9.7 Corporate Communication Strategy**

**Discussion:**

As a result of the recent water main break, Christopher Oslund made the Committee aware that City staff is looking to implement a Communications policy to allow for communication consistency in the event a similar situation occurred in the future.

**10. ADMINISTRATIVE REPORT**

- CS-018-2017 – Information Technology-ERP
- MEMO 009-2017-CS Unfinanced Capital
- RS-002-2017 – Don Sheperdson Memorial Arena - Electrical Panel Replacement
- CS-019-2017 – Disposal of Assets – Fire Rescue Van

**11. CLOSED SESSION**

Recommendation CS-2017-015

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee convenes into Closed Session at 3:09 p.m. to discuss the following matters:

- a. Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations.
  - POA Department

**CARRIED**

Recommendation CS-2017-016

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee rise without report at 3:14 p.m.

**CARRIED**

**12. SCHEDULE OF MEETINGS**

- To be determined



**13. ADJOURNMENT**

Recommendation CS-2017-017

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 3:16 p.m.

**CARRIED**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Recorder**

**1. CALL TO ORDER**

Meeting called to order at 2:59 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 type="checkbox"/> Airianna Misener, Executive Assistant |  |

**3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA**

- None

**4. APPROVAL OF AGENDA**

Recommendation CS-2017-018

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee agenda for the March 9, 2017 meeting be approved as amended.

**CARRIED**

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

- None

**6. DELEGATIONS/PRESENTATIONS**

- None

**7. UNFINISHED BUSINESS**

- None

**8. NEW BUSINESS**

8.1 Leachate Agreement – ManSteel

Laura Lee provided a background on the property and details regarding the request from ManSteel. The following recommendation was provided.

Recommendation CS-2017-019

Moved by: Councillor Danny Whalen

The Corporate Services Committee hereby acknowledges the request from Paul Grossman of Argil Property Tax Services regarding the request for penalty and interest relief relating to the leachate agreement for Roll No. 030.011.12550, and further that the Committee hereby denies the request.

**CARRIED**

**9. ADMINISTRATIVE REPORT**

- None

**10. CLOSED SESSION**

- None

**11. SCHEDULE OF MEETINGS**

- To be determined

**12. ADJOURNMENT**

Recommendation CS-2017-020

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 3:16 p.m.

**CARRIED**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Recorder**

## **1.0 CALL TO ORDER**

The meeting was called to order at 8:35 a.m.

## **2.0 ROLL CALL**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Mayor Carman Kidd   | <input type="checkbox"/> Chris Oslund, City Manager            |
| <input checked="" type="checkbox"/> Councillor Doug Jelly   | <input checked="" type="checkbox"/> Councillor Patricia Hewitt |
| <input checked="" type="checkbox"/> Doug Walsh, Director of Public Works                              |  |
| <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Physical Assets                      |  |
| <input checked="" type="checkbox"/> Steve Burnett, Technical and Environmental Compliance Coordinator |  |
| <input type="checkbox"/> Robert Beaudoin, Environmental Superintendent                                |  |
| <input type="checkbox"/> Jamie Sheppard, Roads Superintendent   |  |
| <input checked="" type="checkbox"/> Airianna Misener, Executive Assistant                             |  |

## **3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA**

- **Addition under New Business: Pronor Developments**

## **4.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE**

- None

## **5.0 APPROVAL OF AGENDA**

*Recommendation PW-2016-056*

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee agenda for the December 15, 2016 meeting be approved as amended.

**Carried**

## 6.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

### Recommendation PW-2016-057

Moved by: Councillor Patricia Hewitt

Be it resolved that:

The Public Works Committee minutes for the November 10, 2016 regular meeting be adopted as presented.

**Carried**

## 7.0 CORRESPONDENCE

The Committee reviewed and discussed the following correspondence. The Committee provided staff with the following direction:

- *Street Cleaning – Leisure Inn*

The Committee directed staff to draft a letter of response for the Committee's review, regarding the winter operations process and requirements for municipal equipment to be equipped with a backup alarm.

- *New Liskeard Bridge – Bronze memorabilia Melanie Ethier*

Staff was directed to draft correspondence detailing the Committee's position on the subject resulting in declining the request to install the bronze memorabilia at this time.

- *John Street Parking*

City staff will communicate the John Street parking concerns with the Principal at NLPS and will advise the By-law Department to establish regular enforcement in this area. Christopher Oslund and Doug Walsh will draft a response letter.

## 8.0 PRESENTATIONS

- *None*

## 9.0 UNFINISHED BUSINESS

### 9.1 Grant Drive at Hwy 65E

#### **Previous Discussion:**

Purchase is finalized, design and location work for the STATO trail is on going.

#### **Discussion:**

Waiting to received the encroachment permit for the STATO trail.

## **9.2**    LED Street Lighting

### **Previous Discussion:**

The street light count with Hydro One has been finalized; as a result Hydro One had a difference of 1700 street lights that the City has been overpaying by. Hydro One has agreed to issue a credit to the account.

### **Discussion:**

The LED Street Lighting is complete. This item can be removed from the agenda in future meetings.

## **9.3**    AMEC – New Waste Management Capacity

### **Previous Discussion:**

The public consultation period ended on October 21, 2016, with no comments from the public. A meeting is scheduled with the Waste Management Committee in December to discuss the next steps.

### **Discussion:**

The Waste Management Advisory Committee met last week. AMEC advised the committee of Ministry comments and requirements as a result of the EA submission. Final EA approval is anticipated to take place in June of 2017.

## **9.4**    Access Control Policy – Entrance Permits

### **Previous Discussion**

The installation of 911 signs and maintenance of the signs was discussed. Further investigation as to who is responsible is necessary.

### **Discussion:**

The City will look at developing a policy and process to address Entrance Permits.

## **9.5**    Lorne St. and FPT 26 lot Subdivision Update

### **Previous Discussion**

No update

### **Discussion:**

Lorne Street is closed for the winter months.

## 9.6 Public Works Staff Training

### **Previous Discussion**

Doug Walsh updated the Committee in regards to the upcoming Public Works staff training:

- Bulk of training is now complete for 2016
- Bob Beaudoin, Darrell Phaeuf and Steve Burnett will be attending a training session next week on the proper disinfection of water mains as per the new legislation.

### **Discussion:**

Doug Walsh provided the following Public Works Staff Training update:

- Training for 2016 is complete.
- 2 staff members will attend the Operator in Training course in March.
- Doug Walsh and Steve Burnett will be attending the Good Roads conference in February.

## 9.7 Public Works Department Update

### **Previous Discussion**

Doug Walsh provided the committee with a Department update:

- New employee training is on going.
- Vancancy within water and sewer, due to a recent transfer to By-Law
- Chris Oslund discussed upcoming medical leaves and the return to work program.
- Darrell provided the group with an update on the year to date water breaks; as of November there is a total of 67 breaks. From 2004 to 2016 a total of 761 breaks. The root cause of the breaks is due to the rotten copper pipes and weakened flared fittings on the lines noted Darrell. The City has moved forward with utilizing plastic service lines as opposed to copper.
- Hydrant flushing is complete.
- Winter control operations have begun.

### **Discussion:**

Doug Walsh provided the following Department Update:

- 3 employees are currently on leave
- Operations currently running with minimum staff due to employee Holidays. The Department is currently looking to establish a new plan of action for the 2017 banked time and holidays.
- Grader was sent in for repairs.

### **9.8 Full Solid Waste Management Program**

#### **Previous Discussion**

Mayor Carman Kidd recently was in discussion with Al Spacek regarding a copy of the 2015 financial statements. Al Spacek will follow up and contact Mayor Carman Kidd.

#### **Discussion:**

No update.

### **9.9 Drainage issues - Peter's Road**

#### **Previous Discussion:**

Waiting on the completion of the design.

#### **Discussion:**

No update.

### **9.10 Dymond Reservoir Upgrades**

#### **Previous Discussion:**

OCWA met with the electrician for the install, VFD's are arriving next week. The upgrades are expected to be completed by December.

#### **Discussion:**

Work is ongoing.

### **9.11 Closed Roads / Old Roads**

#### **Previous Discussion:**

City staff will compile a database of the inventory in 2017.

#### **Discussion:**

No update.

### **9.12 Storm Sewer – Smallmans Drugstore**

#### **Previous Discussion:**

No update

#### **Discussion:**

No update.



**9.13** New Rail Grade Crossing Regulations

**Previous Discussion:**

No update

**Discussion:**

On going.

**9.14** Water Meters

**Previous Discussion:**

Report is expected in the coming weeks.

**Discussion:**

A partial report was received. Steve Burnett will follow up on the status of the final report.

**9.15** STATO Trail

**Previous Discussion:**

STATO trail is now closed for the season. Application for encroachment on 65 East. Upcoming STATO meeting.

**Discussion:**

The Committee would like to have tabs added to the sign to include the months of operation.

**9.16** MMS Second Five-Year Review

**Previous Discussion:**

No response as to when the changes to the MMS would come into effect.

**Discussion:**

No update.

**9.17** North Cobalt Water Stabilization Project – Update

**Previous Discussion:**

Excavation and Installation has begun. The project is on schedule for completion by December 31, 2016.

**Discussion:**

Ongoing.

### **9.18** 2017 Roads Surfacing Program

**Previous Discussion:**

The group reviewed the 2017 Roads Surfacing Program.

**Discussion:**

Road Surfacing will begin early spring. Niven street will be the first street to be addressed.

### **9.19** Clean Water Wastewater Fund eligible projects – Review

**Previous Discussion:**

The City's application to the Clean Water Wastewater Fund has been submitted. Preliminary estimates are ongoing.

**Discussion:**

No update.

### **9.20** Temiskaming Shores Infrastructure Upgrades & Gray Road – Update

**Previous Discussion:**

Doug Walsh provided the Committee with a project update.

**Discussion:**

Doug Walsh provided the Committee with a project update. Crews will break for the holidays and return on January 8, 2017.

### **9.21** 2017 Budget – Draft / Update

**Previous Discussion:**

The Public Works and Environmental budgets were reviewed by the committee. The Committee further discussed the roles of the Engineering Technician Position and proceeded with the following recommendations.

Recommendation PW-2016-53

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee reviewed the Public Works and Environmental department budgets and hereby recommends they be presented to the Corporate Services Committee.

Recommendation PW-2016-54

Moved by: Councillor Doug Jelly

Be it resolved that:

The Public Works Committee reviewed the Engineering Technician Position business case and hereby recommends the continuation of the position.

**CARRIED**

**Discussion:**

The 2017 budget was approved in principle at the December 6, 2016 regular Council meeting.

**10.0 NEW BUSINESS**

10.1 Parking Lot Request – Apartment Building Overflow

**Discussion:**

Additional parking spaces were requested to accommodate overflow parking at the Renaissance Place Apartment Building on Ferguson Ave. Should the Committee proceed with the request, the City would require a signed release form between the City of Temiskaming Shores and tenants. The City will look at ways to establish winter parking.

Recommendation PW-2016-058

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby permits the overflow parking at the south east lot on Browning and Ferguson by permit only. Such overflow parking will be permitted as a pilot project.

**CARRIED**

10.2 Pronor Development

**Discussion:**

It was brought to the Committee's attention that the original agreement Council approved has significantly changed. Resulting in a substantial encroachment. The bottom grade is now below the water main. The City is looking for an amendment to the site plan to protect the prevention of water flow and storm water management plan.

**11.0 ADMINISTRATIVE REPORTS**

- None

**12.0 CLOSED SESSION**

- None

**13.0 NEXT MEETING**

The next meeting of the Public Works Committee is scheduled for January 19, 2017 in the New Liskeard Board Room (325 Farr Drive – City Hall) to commence at 8:30 a.m.

**14.0 ADJOURNMENT**

Recommendation PW-2016-059

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee meeting is adjourned at 10:08 A.M.

**Carried**

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**COMMITTEE CHAIR – D.JELLY**

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**COMMITTEE SECRETARY**

**1. CALL TO ORDER**

The meeting was called to order at 9:09 a.m.

**2. ROLL CALL**

- Mayor Carman Kidd     Chris Oslund, City Manager
- Councillor Doug Jelly     Councillor Patricia Hewitt
- Doug Walsh, Director of Public Works
- 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. REVIEW OF REVISIONS OR DELETIONS TO AGENDA**

- Addition under New Business: 10.5 Chamber of Commerce parking lot winter maintenance

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

- None

**5. APPROVAL OF AGENDA**

Recommendation PW-2017-005

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee agenda for the February 23, 2017 meeting be approved as amended.

**Carried**

## 6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PW-2017-006

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee minutes for the January 19, 2017 regular meeting be adopted as presented/amended.

**Carried**

## 7. CORRESPONDENCE

- Street Lighting – Corner of Dixon and Broadwood

The Committee reviewed correspondence regarding the street light on the corner of Dixon and Broadwood. Residents addressed concerns with the placement of the light head shining directly into their home.

The City has made several attempts to improve this issue, such as descending the light head, repositioning the arm and lowered the wattage. City staff will draft correspondence to the residents.

## 8. PRESENTATIONS

- None

## 9. UNFINISHED BUSINESS

### 9.1 Grant Drive at Hwy 65E

**Previous Discussion:**

On-going.

**Discussion:**

The City was in receipt of the encroachment permit for the STATO trail. The permit allows for 6 months from the date the permit was issued to start the necessary work on the easement.

### 9.2 AMEC – New Waste Management Capacity

**Previous Discussion:**

A proposal, from AMEC, to address the Ministry's comments and requirements was received. This proposal was presented to and approved by Council at the regular meeting held on January 17, 2017.

**Discussion:**

AMEC is currently scheduling the work associated with the proposal approved by Council, as per the Ministry's requirements.

**9.3** Access Control Policy – Entrance Permits

**Previous Discussion:**

No update.

**Discussion:**

No update.

**9.4** Lorne Street and FPT 26 lot Subdivision Update

**Previous Discussion:**

No update.

**Discussion:**

No update.

**9.5** Public Works Staff Training

**Previous Discussion:**

Doug Walsh provided the following Public Works Staff Training update:

- Registration completed to the Road School in May
- Currently looking at scheduling a Health and Safety training day amongst all City Departments.

**Discussion:**

Doug Walsh provided the following Public Works staff training updates:

- Registrations completed for the OIT course in Timmins
- Looking to schedule a group training day with all public works staff
- Staff will participate in the upcoming hydrant training

**9.6** Public Works Department Update

**Previous Discussion:**

Doug Walsh provided the following Department Update:

- 1 employee has returned from a leave.
- Currently working on the 2017 Holiday Schedule.
- Sander incident - will require repairs.
- Crews are working well together, noted Doug.

**Discussion:**

Doug Walsh provided the following Department Update:

- 1 employee will be returning from a leave.
- 1 retirement was announced.
- Internal posting to fill the retirement vacancy.

**9.7 Full Solid Waste Management Program**

**Previous Discussion:**

Steve Burnett placed an order for additional recycling bins as the City was running low. Order requires a minimum of 120 bins, Steve will contact surrounding municipalities to offer purchase of bins. Mayor Carman Kidd recently spoke with Alan Spacek on the status of the financials of the Cochrane Temiskaming Waste Management Board. Mayor Carman Kidd was advised that the money will be distributed once final payment from Waste Diversion Ontario is received.

**Discussion:**

Steve Burnett reported that the recycling bins have arrived. No update on the financials of the Cochrane Temiskaming Waste Management Board.

**9.8 Drainage issues – Peter’s Road**

**Previous Discussion:**

Ongoing.

**Discussion:**

A public meeting was recently held. Overall the project is moving ahead, noted Doug Walsh.

**9.9 Dymond Reservoir Upgrades**

**Previous Discussion:**

The pumps and VFD’s are scheduled to be commissioned at the end of the month. Investigation in how to optimize the system to address pressure concerns will continue.

**Discussion:**

Work on the Dymond Reservoir upgrades is complete. The invoice was sent to the school board for their portion of the project.

**9.10 Closed Roads / Old Roads**

**Previous Discussion:**

City’s engineering tech is currently compiling an inventory of roads and pathways.



**Discussion:**

Ongoing.

**9.11 Storm Sewer – Smallmans Drugstore**

**Previous Discussion:**

No update.

**Discussion:**

No update.

**9.12 Water Meters**

**Previous Discussion:**

The final water meter report was received, 104 sites were visited, 97 sites surveyed. Steve Burnett reported that the survey was well done, and the plumbing conditions are suitable for water meters. The Committee proceeded with the following recommendation.

Recommendation PW-003

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby recommends water meters be installed in a number of restaurants and hotels for a minimum of one year as a pilot project to collect necessary data. The Committee further recommends that the recommendation be presented to the Corporate Services Committee for further consideration.

**Carried**

**Discussion:**

Staff presented the water meter pilot project recommendation to the Corporate Services Committee on February 2, 2017. The Corporate Services Committee provided direction to staff to move forward with a communications strategy and compile a report including budget items and that the report be presented at the next Corporate Services Committee meeting.

**9.13 STATO Trail**

**Previous Discussion:**

No update.

**Discussion:**

The encroachment was received. Staff are currently preparing the necessary documents.

**9.14** MMS Second Five - Year Review

**Previous Discussion:**

No update.

**Discussion:**

No update.

**9.15** North Cobalt Water Stabilization Project – Update

**Previous Discussion:**

Project is scheduled to recommence in the spring.

**Discussion:**

EXP is working on issues surrounding the water model and sizing of pump within the Niven Street Reservoir.

**9.16** 2017 Roads Surfacing Program

**Previous Discussion:**

Ongoing.

**Discussion:**

This item will need Council's approval to enter into an agreement for the 2017 Roads Surfacing Program.

**9.17** Clean Water Wastewater Fund – Update

**Previous Discussion:**

No update.

**Discussion:**

No update.

**9.18** Temiskaming Shores Infrastructure Upgrades & Gray Road – Update

**Previous Discussion:**

Doug Walsh provided the Committee with a project update. The project is ahead of schedule as a result of the mild weather.

**Discussion:**

Doug Walsh provided the committee with a project update.

### **9.19 Pronor Development**

#### **Previous Discussion:**

No update – waiting to get a response from ProNor.

#### **Discussion:**

A response was received from ProNor, this item will be discussed at the Protection to Persons and Property Committee meeting this afternoon, noted Steve Burnett.

### **9.20 Roads Needs Study**

#### **Previous Discussion:**

Work is ongoing to gather information for the Asset Management plan. Obtaining accurate inventory data for the roads needs study. This will assist in planning down the road. City staff are hopeful to have all the necessary data collected by September 2017 and that it be presented to Council in the fall.

#### **Discussion:**

City staff continues to gather the necessary data for the roads needs study. Sign reflectivity/ inventory is nearing completion. As of today 4000 signs have been tested, noted Doug Walsh. The City will establish a sign replacement strategy based on priority signs.

## **10. NEW BUSINESS**

### **10.1 Temiskaming Transit – Annual Driver’s meeting**

- Transit Route Winter Maintenance
- Grant Drive via Drive in Theatre Road – large tree blocking visibility
- Dip in the roadway on Raymond & Shepardson Street

#### **Discussion:**

In recent weeks the Temiskaming Transit Committee attended the annual transit drivers meeting. The Committee discussed the listed items and a how they could be addressed. The Public Works staff will address the tree on Grant Drive and Drive in Theatre Road in the spring. Staff will schedule a separate meeting in future months to see if any modifications can be made to the winter maintenance plan and or transit route to improve the transit route winter maintenance. Dips in the roadways will take time noted Christopher Oslund; however, staff will identify the areas of concern and look to repair in future years.

## **10.2 Aginco Eagle Landfill Request**

### **Discussion:**

A meeting between City Staff and representatives from Agnico Eagle was recently held regarding a request to deposit contaminated material in the Haileybury Landfill at time of closure. Staff approved of this request with Agnico Eagle being responsible for obtaining all approvals associated.

## **10.3 WWOTC Proposal**

### **Discussion:**

The Committee was presented with a copy of the WWOTC proposal. Doug Walsh and Steve Burnett met with the owner/operator of WWOTC and discussed training possibilities. Doug suggested this service could be used for all City staff training and offers improved services such as no minimum sign up requirements. Doug was seeking the Committees feedback with regards to such proposal and whether it should be investigated further.

### Recommendation PW-2017-007

Moved by: Councillor Patricia Hewitt

Be it resolved that:

The Public Works Committee hereby recommends City staff further explore the WWOTC proposal.

**Carried**

## **10.4 Winter Maintenance Agreement – Highway 11 B**

### **Discussion:**

Doug Walsh reviewed the winter maintenance proposal between the City and the Ministry of Transportation Ontario. Staff will further discuss this item with the MTO.

## **10.5 Chamber of Commerce parking lot winter maintenance**

### **Discussion:**

City staff expressed concerns regarding the Chamber of Commerce parking lot during the winter season. Christopher Olsund asked Doug Walsh to ensure the Public Works Department staff monitor the laneway into the chamber during the current seasons winter operations, as a service bus carrying passengers is now utilizing this laneway. City staff look to schedule a meeting with the ONTC to discuss this item further and look at cost sharing to subcontract the winter maintenance of this parking lot.

**11. ADMINISTRATIVE REPORTS**

- None

**12. CLOSED SESSION**

- None

**13. NEXT MEETING**

The next meeting of the Public Works Committee is scheduled for March 16, 2017 to commence at 8:30 a.m.

**14. ADJOURNMENT**

Recommendation PW-2017-008

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee meeting is adjourned at 10:30 a.m.

**Carried**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER

## 1.0 CALL TO ORDER

The meeting was called to order at 10:21 A.M.

## 2.0 ROLL CALL

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Mayor Carman Kidd   | <input type="checkbox"/> Chris Oslund, City Manager         |
| <input checked="" type="checkbox"/> Councillor Doug Jelly   | <input checked="" type="checkbox"/> Councillor Danny Whalen |
| <input checked="" type="checkbox"/> Doug Walsh, Director of Public Works                              |   |
| <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Physical Assets                      |   |
| <input checked="" type="checkbox"/> Steve Burnett, Technical and Environmental Compliance Coordinator |   |
| <input checked="" type="checkbox"/> Airianna Misener, Executive Assistant                             |   |

## 3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- **Addition Under Admin Reports:**
  - Phase One – KBR Environmental Study
  - Dymond Hall Accessibility

## 4.0 ADOPTION OF AGENDA

Recommendation BM-2017-001

Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee Meeting Agenda for the January 19, 2017 meeting be adopted as amended.

**Carried**

## 5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation BM-2017-002

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Committee Meeting minutes of December 15, 2016 be adopted as presented.

**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:**

Work on the engineering RFP for the Mechanical room will begin early January.

#### **Discussion:**

As per budget approval the engineering RFP for the Mechanical room will be released in the coming weeks. The waterslide at the pool and fitness center is currently out of service due to issues with the MCC. Staff are having difficulties obtaining the required parts.

### **9.2 Building Division Staff Update**

#### **Previous Discussion:**

The Building Maintenance department staff will participate in training for working on mechanical lifts.

#### **Discussion:**

Scissor lift training is scheduled for February 7, 2017.

### **9.3 DFO / City property off Main street, Haileybury**

#### **Previous Discussion:**

No update – City Manager is working on obtaining more information and will report back to the committee.





municipal vehicles and that the tires on each vehicle be inspected for safety purposes on a yearly basis by a professional tire shop.

**Carried**

The Fire Chief provided the Committee with a specifications list for the new Fire Emergency Vehicles.

Recommendation BM-2016-040

Moved by: Mayor Carman Kidd

Be it resolved that:

The Committee concludes that the budget for the new Fire Emergency Vehicles has already been approved and therefore the specifications will be the same as all other City owned vehicles.

**Carried**

**Discussion:**

The Committee brought up safety concerns regarding the winch usage on the Emergency Response vehicle. This item was deferred to the PPP Committee for further discussion.

**10.0 NEW BUSINESS**

10.1 New Liskeard Medical Centre

**Discussion:**

Mitch Lafreniere provided the Committee with an update on the status of the sale of the New Liskeard Medical Centre. A closing date extension was requested.

10.2 Enabling Accessibility Funding

**Discussion:**

The City's application for funding to upgrade municipal buildings was successful. The funding was allocated towards the Riverside Place however, City staff inquired on the possible transfer of such funding towards Dymond Hall upgrades. The funders have agreed to the transfer. This item will be included in the upcoming regular Council meeting for approval.

**11.0 ADMINISTRATIVE REPORTS**

- None

## 12.0 CLOSED SESSION

### Recommendation BM-2017-003

Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee convened into Closed Session at 10:55 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-2017-004

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Maintenance Committee rise without report at 11:02.

**Carried**

## 13.0 NEXT MEETING

The next meeting of the Building Maintenance Committee will be scheduled for February 23 at 10:30 A.M.

## 14.0 ADJOURNMENT

### Recommendation BM-2017-005

Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee, be hereby adjourned at 11:04 A.M.

**Carried**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recorder

## 1.0 CALL TO ORDER

The meeting was called to order at 10:24 A.M.

## 2.0 ROLL CALL

- |   |   |
|---|---|
| <input type="checkbox"/> Mayor Carman Kidd  | <input type="checkbox"/> Chris Oslund, City Manager         |
| <input checked="" type="checkbox"/> Councillor Doug Jelly   | <input checked="" type="checkbox"/> Councillor Danny Whalen |
| <input checked="" type="checkbox"/> Doug Walsh, Director of Public Works                              |   |
| <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Physical Assets                      |   |
| <input checked="" type="checkbox"/> Steve Burnett, Technical and Environmental Compliance Coordinator |   |
| <input checked="" type="checkbox"/> Airianna Misener, Executive Assistant                             |   |

## 3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- None

## 4.0 ADOPTION OF AGENDA

Recommendation BM-2017-011  
Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee Meeting Agenda for the March 16, 2017 meeting be adopted as printed.

**Carried**

## 5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation BM-2017-012  
Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Committee Meeting minutes of February 23, 2017 be adopted as presented.

**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:**

A temporarily fix was done to get the waterslide up and running for the time being. Mitch Lafreniere met onsite with a potential supplier to investigate the waterslide repairs. New flooring was installed as per budget approval. The building sign will be replaced, Mitch Lafreniere will work with TSAAC and the Building Department to ensure the sign meets all requirements.

#### **Discussion:**

Mitch Lafreniere followed up with the Planning department to ensure the building sign meets accessibility requirements. Lighting upgrades to be done on the pool deck.

### **9.2 Building Division Staff Update**

#### **Previous Discussion:**

Staff attended the scissor lift training on February 7, 2017. Building Maintenance staff will be attending the upcoming propane handling course.

#### **Discussion:**

Building Maintenance staff will be attending the upcoming propane handling course as well as first aid training.

9.3 DFO / City property off Main street, Haileybury

**Previous Discussion:**

No update.

**Discussion:**

No update.

9.4 Farmer's Market / Waterfront Development

**Previous Discussion:**

Riverside upgrades are on-going. Mitch Lafreniere reported that the funding extension date was approved.

**Discussion:**

Upgrades are on-going. The accessibility upgrades are 95% complete.

Recommendation BM-2017-013

Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee hereby recommends the outdoor kiosks be located on the west green space at the front of the building as a trial location for this season. Placement in following years will be dependent on feedback.

**Carried**

9.5 Capital Projects – Update

**Previous Discussion:**

Mitch Lafreniere is working on the RFP for the light duty trucks as well as the Dymond Hall upgrades.

**Discussion:**

Mitch Lafreniere provided an update with regards to on-going Capital Projects.

- Plow Trucks have been approved by Council and are expected to arrive in April.
- Expecting a report for the Library Parapet by next week.
- Downtown Pedestals - on-going.
- BIA downtown planters and baskets - on-going.
- Sound system downtown - on-going.
- Transit buses are expected to arrive by March 23, 2017.
- Bucke park work - on-going.

## 10.0 NEW BUSINESS

- None

## 11.0 ADMINISTRATIVE REPORTS

Mitch Lafreniere discussed the following administrative reports that will be presented to Council at the next regular Council meeting.

- MEMO 005-2017-PW – Tender Award - Engineering Services, PFC
- Tender Award – Light Duty Trucks

## 12.0 CLOSED SESSION

Recommendation BM-2017-014

Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee convenes into closed session at 10:47 a.m. to discuss the following matter:

- a) Under Section 239 (2) (c) of the Municipal Act, 2001 – A proposed or pending acquisition or disposition of land by the municipality or local board.

**Carried**

Recommendation BM-2017-015

Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee rise without report at 10:56 a.m.

**Carried**

## 13.0 NEXT MEETING

The next meeting of the Building Maintenance Committee will be scheduled for April 20, 2017 at 10:30 A.M.



## 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 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

## 4. APPROVAL OF AGENDA

Recommendation PPP-2017-004

Moved by: Mayor Carman Kidd

Be it resolved that:

The Protection to Persons and Property Committee agenda for the February 23, 2017 meeting be approved as amended.

**CARRIED**

## 5. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PPP-2017-005

Moved by: Mayor Carman Kidd

Be it resolved that:

The Protection to Persons and Property Committee minutes of the January 19, 2017 meeting be adopted as presented.

**CARRIED**



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

- None

**7. DELEGATIONS**

- None

**8. CORRESPONDENCE**

- None

**9. FIRE AND EMERGENCY SERVICES**

**a) Monthly Activity Report**

The Fire Chief reviewed the department's Monthly Activity Report January 2017 highlighting the number of emergency calls, fire losses, fire prevention activity, burning permits, training activities and parking ticket summary.

The Fire Chief further indicated that the department recently had 2 resignations. The department is currently interviewing a number of candidates and it is anticipated that a recommendation will be made to Council in the near future.

**b) Emergency Management Program Committee Application**

In 2016 one member of the City's Emergency Management Program Committee submitted their resignation as a result of an internal transfer within the Canadian Red Cross. Since that time an application was received from the Red Cross to appoint a new member to the Committee, noted The Fire Chief. The Fire Chief prepared a report to Council for consideration of the appointment.

**c) Animal Control Contract – Update**

The Fire Chief and Christopher Oslund have arranged a meeting on March 9, 2017 to discuss the Animal Control Contract with the current Animal Control Officer. This item will be brought back to the Committee for further discussion at a later date.

## **10. BUILDING / BY- LAW**

### **a) RSM Consulting**

Clayton Seymour presented the opportunity to contract RSM Consulting, a privatized building department. RSM offers extensive experts in the field, noted Clayton Seymour. No obligations or set up fees to have this service on file. Clayton Seymour will arrange a meeting to discuss the services further.

## **11. COMMUNITY GROWTH & PLANNING**

### **a) Zoning By-law – Update**

Jennifer Pye provided the Committee with a Zoning By-law project update. A meeting is scheduled for February 27, 2017 with Planscape.

### **b) Upcoming Zoning Amendments Applications**

Jennifer Pye provided the Committee with an update on in-process and upcoming zoning by-law amendment applications. Two public meetings were held at the February 21 Council meeting, and another is scheduled for March 7, with a fourth application expected for public hearing at the April 4 Council meeting.

## **12. ADMINISTRATION REPORTS**

- None

## **13. CLOSED SESSION**

Recommendation PPP-2017-006

Moved by: Mayor Carman Kidd

Be it resolved that:

The Protection to Persons and Property Committee convenes into closed Session at 1:41 p.m. to discuss the following matter:

- Under Section 239 (2) (e) of the Municipal Act, 2001 – Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

**CARRIED**



**PROTECTION TO PERSONS AND PROPERTY  
COMMITTEE MEETING MINUTES**  
Thursday, February 23, 2017 – 1:00 PM  
New Liskeard Boardroom, City Hall (325 Farr Dr.)

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Recommendation PPP-2017-007

Moved by: Mayor Carman Kidd

Be it resolved that:

The Protection to Persons and Property Committee rise with/without report at 2:11 p.m.

**CARRIED**

**14. SCHEDULE OF MEETINGS**

The next Protection to Persons and Property Committee meeting is scheduled for March 16, 2017 starting at 1:00PM.

**15. ADJOURNMENT**

Recommendation PPP-2017-008

Moved by: Mayor Carman Kidd

Be it resolved that:

The Protection to Persons and Property Committee meeting is adjourned at 2:12 P.M.

**CARRIED**

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**Recorder**

## 1. CALL TO ORDER

Meeting called to order at 12:55 P.M.

## 2. ROLL CALL

- |  |   |
|--|---|
| <input 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 type="checkbox"/> Kelly Conlin, Director of Corporate Services (A) |
| <input checked="" type="checkbox"/> Clayton Seymour, Chief Building Official   |   |
| <input checked="" type="checkbox"/> Fire Department Members: Rod McNair, Greg Miller and Jamie Sheppard were present for item 9. |   |

## 3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- Addition under section 9 - Emergency Preparedness Week c).

## 4. APPROVAL OF AGENDA

Recommendation PPP-2017-009

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee agenda for the March 16, 2017 meeting be approved as amended.

**CARRIED**

## 5. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PPP-2017-010

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee minutes of the February 23, 2017 meeting be adopted as presented.

**CARRIED**

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

- None

**7. DELEGATIONS**

- None

**8. CORRESPONDENCE**

- None

**9. FIRE AND EMERGENCY SERVICES**

**a) Monthly Activity Report**

The Fire Chief reviewed the department's Monthly Activity Report February 2017 highlighting the number of emergency calls, fire losses, fire prevention activity, burning permits, training activities and parking ticket summary.

**b) Township of Harris Fire Suppression Agreement – Discussion**

As a result of two recent calls for ice water rescue service to the Township of Harris, the Fire Department was seeking direction and clarification from the Committee regarding the response to these types of emergency calls within the Township of Harris. The Fire Chief had noted some concerns surrounding the Harris agreement as ice water rescue was not included in the services to be provided.

The department is well trained on ice water rescue and are very confident in their ability to respond to ice water calls, noted District Chief Sheppard. After review the Committee agreed ice water rescue (shore based) should be included in the services provided to the Township of Harris, and requested that an amendment be drafted and presented at the next Regular Council Meeting for their consideration.

The committee also recommended that as the Harris Agreement expires in 2017 that the City should consider a full services fire protection agreement to any future agreements with the township of Harris going forward. The Committee further indicated that consideration should be made to having discussions with other stakeholders such as the Ministry of Natural Resources concerning the provision of ice water rescue services. The Fire Chief will also hold discussions regarding specialized services delivery with Temiskaming Fire Chief's Association as part of Mutual Aid Planning process.

Recommendation PPP-2017-011

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee hereby recommends that By-Law No. 2012-191, Being a By-Law to Enter Into an Fire Suppression Agreement With the Township of Harris be amended to include the provision of Water/Ice Rescue Services under Section 1(e).

**c) Emergency Preparedness Week**

The Fire Chief provided the group with an update on events that will be taking place during the upcoming Emergency Preparedness Week.

**10. BUILDING / BY-LAW**

- None

**11. COMMUNITY GROWTH & PLANNING**

**a) Zoning By-law – Update**

Jennifer Pye provided the group with a project update. In recent weeks the group met with the project consultant for a preliminary discussion on the projects advancement. The next steps will be the presentation of the 1<sup>st</sup> draft followed by public consultations. Jennifer reviewed the preliminary first draft of the mapping with the group.

**b) Zoning Amendment Applications – Update**

Three Zoning Amendment Applications with recommendation from the Planner to proceed with amendments to the by-laws will be presented to Council at the next regular Council meeting for consideration. The Planner further indicated that one more zoning amendment application will be forthcoming at a later Council meeting.

**12. ADMINISTRATION REPORTS**

- None

**13. CLOSED SESSION**

Recommendation PPP-2017-012  
Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee convenes into closed Session at 2:24 p.m. to discuss the following matter:

- a. Under Section 239 (2) (b) of the Municipal Act, 2001 – Personal matters about an identifiable individual, including municipal or local board employees.

- Animal Control
- b. Under Section 239 (2) (e) of the Municipal Act, 2001 – Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

**CARRIED**

Recommendation PPP-2017-013

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee rise with report at 3:50 p.m.

**CARRIED**

#### **14. SCHEDULE OF MEETINGS**

The next Protection to Persons and Property Committee meeting is scheduled for April 20, 2017 starting at 1:00 PM.

#### **15. ADJOURNMENT**

Recommendation PPP-2017-014

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee meeting is adjourned at 3:52 P.M.

**CARRIED**

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**CHAIR**

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**RECORDER**







# FROG'S BREATH FOUNDATION FUNDING APPLICATION

Small Donations \$500 - \$25,000 (deadline March 30)

<b>Executive Summary</b>		
Name of Organization: <span style="float: right;">Dymond Park Fundraising Committee</span>		
Sponsoring Organization (if applicable): <span style="float: right;">Temiskaming Shores</span>		Note: If using a sponsoring organization a resolution or letter of support must be attached to the application.
Address: <span style="float: right;">325 Farr Drive, Temiskaming Shores, Ontario</span>		
Contact Person: <span style="float: right;">Sue Flaxey</span>		
Tel: <span style="float: right;">705-647-5413</span>	Fax:	Email: <span style="float: right;">mamaflax@hotmail.com</span>
Charitable Registration Number (required): <span style="float: right;">R R 866343502RT0001</span>		
Total Organization Budget	Total Cost of Project	Amount Requested
\$	\$ 12,000.00	\$ 10,000.00
Project Title: <span style="float: right;">Purchase of Equipment</span>		
Brief Description of Program: <p style="margin-left: 40px;">Over the past few years, we have made many upgrades to the park but there are still things we would like to accomplish. One of these things is the purchase of additional playground equipment for the children.</p>		
Attach to this application: <ul style="list-style-type: none"> <li>• List of Officers and Members of the governing board; their business or other affiliations; the committees that are in place.</li> <li>• Current operating budget and project budget</li> <li>• Most recent financial statements (audited preferred)</li> <li>• Other pertinent material</li> </ul>		

## Evaluation Information

### Impact On Community

Briefly state the purpose and structure of your organization. Include the following information: history; founding date; volunteer base; staff; location; achievements; whom it serves; goals; principles.

The land was donated by FPT Holdings. The park is surrounded by Laurette Street, Rondeau Road and Caroline Court.

The Kinsmen Club supplied the original playground equipment but the equipment eventually had to be removed for safety reasons. That left only one piece of equipment that could only be used by the older children.

Since the Kinsmen Club ceased to exist, the Dymond Firefighters have donated funds every year to upgrade the park. Thus it has been renamed after them.

The committee is comprised of residents of Dymond.

Because of donations and the City of Temiskaming Shores, we were able to purchase new equipment, benches, bike racks and replace the boardwalk.

Dymond is a growing community and the park can now be accessed by young and old.

Please also provide your Mission Statement or similar guiding statements (i.e., mandate, goals and operating principle).

To provide safe, modern equipment for the community and to encourage healthy activity for young and old.

What will the project specifically accomplish and how does this relate to the overall goals of your organization?

Our goal is to beautify the park and feature it as a main attraction in Dymond.  
The addition of equipment will enable more children to participate in park activities.

What specific population will benefit from your project (i.e., how will it work to strengthen and enhance the quality of life in our community)?

Specifically Dymond residents will benefit but the park is open to everyone.  
Since the improvements, there has been a noticeable increase in use by children. A few years ago, there were only a few people using the park and now it's where everyone goes, whether it's for basketball, soccer or to play on the equipment.

## Timing

Briefly describe the timing of your project, including the projected start-up and completion dates?

The equipment would be ordered immediately and installed in the summer of 2017.

## Costs

Please outline your project costs and sources of revenues.

<b>Estimated Expenses</b>	<b>Amount</b>	<b>Comment</b>
Salaries/Fees/Honoraria	\$	
Printing	\$	
Materials/Supplies	\$ 12,000.00	
Advertising/Promotion	\$	
Office Expenses	\$	
Other Expenses	\$	
<b>Total Expenses</b>	<b>\$ 12,000.00</b>	
<b>Estimated Revenue</b>	<b>Amount</b>	<b>Comments</b>
Fees	\$	
Donations	\$	
Earned Revenue	\$ 850.00	Day in the Park proceeds
Fundraising	\$ 1,300.00	Yard sale to be held in April
Other Grants	\$	
Funding from Frog's Breath	\$ 10,000.00	
Other Revenue	\$	
<b>Total Revenue</b>	<b>\$ 12,150.00</b>	

In relation to your start up and completion dates, please outline any impact timing may have on your funding requirements.

## Other Money Raised

What other fund raising programs have been considered and/or approached for part of the initial funding requirement? Are there any Government funding programs, such as FedNor, Ontario Heritage Fund, Ontario Trillium Fund, municipal programs, etc., that your organization is potentially eligible for? (Include a current list of supporters and the amounts of financial help they have provided)

City of Temiskaming Shores - \$20,000.00  
Dymond Firefighters - \$15,000.00  
Hydro One - \$5,000.00  
Frog's Breath Foundation - \$5,000.00  
Day in the Park - \$850.00

## Sustainability

Why do you think this project will be successful? What strengths does your organization possess that will ensure a positive outcome? If appropriate, how have you planned to continue this initiative in the future?

We have had many fun days in the park, some to raise funds and some just for the kids to have fun. All events are well attended as the whole community participates. In conjunction with the City, a Movie in the Park will be held in June to celebrate Bike Month. Kids will participate by biking to the park to watch the movie.

If the application is for start-up funding, how will the project be financed in the future?



### Leadership

What will you do that is different from or better than existing programs? How will you build on existing programs or services?

### Community Support

Who in the community or elsewhere is working on this project? If it is appropriate, how will you coordinate with them? What makes your organization unique?

The City of Temiskaming Shores and Dymond Firefighters. We communicate by email.

### Recognition For Frog's Breath

How will you acknowledge the contribution of the Frog's Breath Foundation?

Newspaper and posters. A plaque will be installed to acknowledge the Foundation's contribution.

### Volunteer Base

Briefly describe how you will establish your volunteer base.

We communicate by email to residents and they pass on the information to others.

## Other Factors

Is there anything else you would like us to know about this project?

Since the upgrades have been made, we have received numerous compliments on the park. Children are in the park playing almost every day.

Will a tax receipt be issued?

Yes

F:\Frog's Breath Foundation\Application and Process\Application Form for Funding 2007.doc

FROG'S BREATH FOUNDATION  
P.O. Box 130, New Liskeard, Ontario POJ IPO  
Tel: (705) 647-1000 Fax: (705) 647-8888  
Email: [frogsbreath@grant-capital.com](mailto:frogsbreath@grant-capital.com)

Volunteer Base  
Sue Flaxey  
Terry Mackler  
Kim Julien  
Solange Rivard  
Sandra McLellan  
Lisa Johnston  
Stacey Desmarais  
Simon Rivard  
Chantal Lafrance  
Anne Shillinglaw  
Annie Lajoie  
Gaetan Gosselin  
Michele Lamoureux  
Tammie Caldwell

# Memo

**To:** Mayor and Council  
**From:** Jennifer Pye, Planner  
**Date:** April 10, 2017  
**Subject:** Modifications to the Canadian Tire Site Plan Control Agreement

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Mayor and Council:

At the January 17, 2017 Regular Council meeting Council gave Third and Final reading to By-law No. 2016-184 authorizing a site plan agreement for the proposed expansion of the Canadian Tire store located at 997431 Highway 11 North.

Since the approval of the site plan agreement Canadian Tire has added a 4.98m x 4.98m = 24.8m<sup>2</sup> (16.33' x 16.33' = 266.8 square feet) pump room on the rear of the building. The pump is required to ensure there is sufficient water pressure for the sprinkler system in the building. This change was brought to the attention of staff prior to the submission of the building permit application and it was determined that as construction had not yet commenced, and as the addition would have no impact on vehicular or pedestrian circulation through the site, an amendment to the site plan was not required. This change can be made by "redlining" the approved site plan on file and will be reflected in the Engineer's report required upon completion of the project.

The proposed garden centre is also shown in a different location on the building permit submission than was approved through the site plan. The garden centre includes a "frost shade" that was to be located further from the property line on the approved site plan, but has been shown adjacent to the hill in the southwest corner of the property on the building permit submission. The approved site plan included a stormwater management plan, which was reviewed and approved by the Ministry of Transportation, and that considered the frost shade in the approved location. Moving this structure could impact the approved stormwater management plan, and staff are currently seeking clarification on the discrepancy in location from the project coordinator.

Council will be notified of any additional differences between the approved site plan and the final construction as they are identified and addressed by staff.

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

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**Subject:** 2016 Annual Building and Statistics Report    **Report No.:** CGP-008-2017  
**Agenda Date:** April 18, 2017

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### **Attachments**

- Appendix 01:** 2016 Annual Report – Building Permit Fees
- Appendix 02:** Building Permit Statistics Report 2012 to 2016
- Appendix 03:** Building Code Act Prescribed Report Content

### **Recommendations**

It is recommended:

1. That Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-008-2017, more specifically Appendix 01 – 2016 Annual Report – Building Permit Fees; Appendix 02 – Building Permit Statistics Report 2012-2016 for information purposes; and
2. That Council directs staff to post the 2016 Annual Report - Building Permit Fees on the City's website, and to make the report available to persons or organizations in accordance with the Ontario Building Code.

### **Background**

Section 7(1) of the Building Code Act (BCA) authorizes the Council of a municipality to pass by-laws to prescribe classes of permits, provide for applications for permits and require applications to be accompanied by such plans, specifications, documents and other information as is prescribed, and require the payment of fees on applications for the issuance of permits, and prescribe the amounts of the fees.

Section 7(2) of the BCA prescribes that the total amount of fees authorized in such by-law must not exceed the anticipated costs to the City to administer and enforce the BCA.

Section 7(4) of the BCA further requires that every 12 months, the City shall prepare a report that contains such information as may be prescribed, about the fees authorized in the by-law, and the costs of the City to administer and enforce the BCA. Appendix 03 to this report lists the information which is prescribed in the Ontario Building Code (OBC) to be included in the annual report. Section 7(4) also requires that the Annual Building Report be made available to the public.

The Annual Report – Building Permit Fees provides information to Council and the public regarding the revenues received from Building Permit Fees and the direct and indirect costs for administering and enforcing the Building Code Act.



**Analysis**

The following table is a summary of the figures included in the 2016 Annual Report – Building Permit Fees which is attached as Appendix 01:

Revenues Collected =	\$168,360.84
Direct Costs =	(\$190,585.13)
Indirect Costs =	(\$50,420.35)
<b>Shortfall =</b>	<b>(\$72,644.64)</b>

**Permit Fees** are collected under the authority of the Building By-law 2013-052 and include fees for construction, demolition, change of use permits, the total Building permit fees collected in 2016 was **\$153,807.25**. The City also had opportunity to contract our building department services to the Temiskaming Municipal Building Association and these service fees totaled **\$16,206.75**. **Revenues collected in 2016 total \$ 168,360.84**

**Direct Costs** are costs for the operation of the Building Department with respect to the processing of permit applications, the review of building plans, conducting inspections and enforcement duties under the authority of the BCA/OBC. The figure provided includes a percentage of wages and benefits for the Director, CBO, Building Inspector, Planner and the Administrative Assistant; as well as, costs of providing training for staff to meet the qualification requirements prescribed by the BCA. **The total direct costs are \$190,585.13.**

**Indirect Costs** are the Building Department’s share of overhead such as: office supplies, postage and courier service, telephone, IT support, CGIS service contract, payroll services, and office expenses. Indirect costs also include the Building Department’s share of capital asset costs of vehicles and their operation expenses. **The total indirect costs are \$50,420.35.**

**Cost Stabilization Reserve Fund** - As revenue does not exceed operating costs a Cost Stabilization Reserve Fund has not been established and therefore that figure is \$0.00.

**Council Summary Report**

The Council Summary Report 2012-2016 provides information regarding building trends in the City over a five (5) year period; and it compares the Building Permit fees charged by the City, the number of permits issued and construction cost associated with the development.

**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"

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Clayton Seymour  
Chief Building Official

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Kelly Conlin  
Director of Corporate Services

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Christopher W. Oslund  
City Manager

**Corporation of the City of Temiskaming Shores**

**Annual Report – Building Permit Fees**

**Total Permit Fees** (Revenues) collected for the period January 1, 2016 to December 31, 2016 under By-law No 2013-052 of the City of Temiskaming Shores.

Total Permit Fees = **\$ 153,807.25**

**Direct Costs** are deemed to include costs related to wages, benefits and the training of staff of the Building Department for processing of building permit applications, the review of building plans, conducting inspections and building related enforcement duties for the period January 1, 2016 to December 31, 2016.

Direct Costs = **\$ 190,585.13**

**Indirect Costs** are deemed to include the costs of overhead and support services related to the operation of the Building Department and include costs of office space and fleet as well as their depreciation for the period January 1, 2016 to December 31, 2016.

Indirect Costs = **\$ 50,420.35**

**Cost Stabilization Reserve Fund** includes all revenues exceeding costs from previous years which are held in reserve to offset costs in future years.

Cost Stabilization Reserve Fund = **\$ 0.00**

**Note:** As the Total Permit Fees for the period January 1, 2016 to December 31, 2016 do not exceed the Direct and Indirect Costs for the same time period, no funds are transferred to the Cost Stabilization Fund for 2016.

**Building Permit Statistics Report**  
 2012 to 2016

YEAR		2016		2015		2014		2013		2012	
		# of permits issued	Value of construction	# of permits issued	Value of construction	# of permits issued	Value of construction	# of permits issued	Value of construction	# of permits issued	Value of construction
Commercial & Institutional	New Starts	3	\$ 2,306,750	0	\$ -	1	\$ 5,000	5	\$ 3,075,000	1	\$ 300,000
	Renovations	23	\$ 5,972,633	20	\$ 3,528,800	37	\$ 2,112,000	27	\$ 2,963,000	66	\$ 3,785,000
Industrial	New Starts	5	\$ 363,341	2	\$ 480,000	0	\$ -	9	\$ 4,099,000	0	\$ -
	Renovations	4	\$ 135,000	9	\$ 495,000	7	\$ 220,000	10	\$ 1,934,000	8	\$ 222,000
Multi-Unit Residential	New Starts	1	\$ 4,800,000	0	\$ -	1	\$ 3,000,000	0	\$ -	1	\$ 400,000
	Renovations	4	\$ 116,300	6	\$ 96,300	10	\$ 270,000	6	\$ 252,000	15	\$ 1,921,000
Single Residential	New Starts	10	\$ 2,960,000	10	\$ 2,170,800	5	\$ 1,070,000	16	\$ 4,414,000	13	\$ 3,706,000
	Renovations	95	\$ 1,595,300	118	\$ 1,530,402	133	\$ 1,636,000	100	\$ 1,403,000	108	\$ 939,000
<b>Total Value of Construction</b>		<b>145</b>	<b>\$ 18,249,324</b>	<b>165</b>	<b>\$ 8,301,302</b>	<b>194</b>	<b>\$ 8,315,000</b>	<b>173</b>	<b>\$ 18,141,000</b>	<b>212</b>	<b>\$ 11,275,000</b>
<b>Total Permit Fees</b>		<b>145</b>	<b>\$ 153,807</b>	<b>165</b>	<b>\$ 71,423</b>	<b>194</b>	<b>\$ 83,000</b>	<b>173</b>	<b>\$ 145,000</b>	<b>212</b>	<b>\$ 89,000</b>

## **BCA/OBC Prescribed Report Content**

Building Code Act, 1992  
ONTARIO REGULATION 350/06  
BUILDING CODE  
Division C Part 2

### **1.9.1.1. Annual Report**

- (1) *The report referred to in subsection 7 (4) of the Act shall contain the following information in respect of fees authorized under clause 7 (1) (c) of the Act:*
  - (a) *total fees collected in the 12-month period ending no earlier than three months before the release of the report,*
  - (b) *the direct and indirect costs of delivering services related to the administration and enforcement of the Act in the area of jurisdiction of the principal authority in the 12-month period referred to in Clause (a),*
  - (c) *a break-down of the costs described in Clause (b) into at least the following categories:*
    - (i) *direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of buildings, and*
    - (ii) *indirect costs of administration and enforcement of the Act, including support and overhead costs, and*
  - (d) *if a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period referred to in Clause (a).*
- (2) *The principal authority shall give notice of the preparation of a report under subsection 7 (4) of the Act to every person and organization that has requested that the principal authority provide the person or organization with such notice and has provided an address for the notice.*

**Of special note:** As revenues cannot be forecasted with any certainty, and often vary substantially from year to year, the BCA/OBC does allow municipalities to establish a cost stabilization reserve fund in which permit fees in excess of operating costs must be held. Those reserve funds may then only be used to offset costs of BCA/OBC administration / enforcement in future years. Should revenues continue to exceed costs, it is the intent being that the permit fee structure would then be revised accordingly.

As permit fees have yet to exceed operating costs, it has not been necessary to establish such a reserve fund in Temiskaming Shores.

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**Subject:** ZBA-2017-04(NL) – Huppé  
Petals Flowers Inc. (419 Whitewood)

**Agenda Date:** April 18, 2017  
**Report No.:** CGP-009-2017

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### **Attachments**

- Appendix 01:** Planning Report
- Appendix 02:** Application and Public Notice
- Appendix 03:** Public Comments
- Appendix 04:** Draft By-law to amend Town of New Liskeard Zoning By-law 2233

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-009-2017;
2. That Council acknowledges the comments received from the public notification and advises that these comments were taken into consideration as indicated in the Planning Report and as part of Council's decision making process;
3. That Council agrees to amend the provisions of the Town of New Liskeard Zoning By-law 2233 to permit the zone change from Highway Commercial (C3) to Highway Commercial Exception (C3-E); and
4. That Council directs staff to prepare the necessary by-law to amend the Town of New Liskeard Zoning By-law 2233 for consideration at the May 2, 2017 Regular Council Meeting.

### **Background**

The applicants are requesting an amendment to the Town of New Liskeard Zoning By-law 2233 to add a personal service shop as a permitted use on the subject property and to recognize five on-site parking spaces for the personal service shop use. The property is currently zoned Highway Commercial (C3) and the applicants are requesting to add an exception to permit the personal service shop use.

### **Analysis**

The public meeting was held on April 4, 2017 and two members of the public attended the public meeting. Written comments were also received from one of the public meeting attendees as well a neighbouring property owner. The written comments are attached as Appendix 03 and the written and oral comments are summarized and addressed in the planning report attached as Appendix 01.

The planning report attached as Appendix 01 provides information regarding the application within the policy framework. It is the opinion of the undersigned that the proposed Zoning By-law Amendment is consistent with the Provincial Policy Statement (2014), does not conflict with the Northern Ontario Growth Plan, complies with the City of Temiskaming Shores Official Plan, and represents good planning. It is recommended that Council adopt the proposed Zoning By-law amendment.

**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:
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"Original signed by"

"Original signed by"

"Original signed by"

\_\_\_\_\_  
Jennifer Pye  
Planner

\_\_\_\_\_  
Kelly Conlin  
Director of Corporate Services (A)

\_\_\_\_\_  
Christopher W. Oslund  
City Manager



## **Planning Report**

**Zoning By-law Amendment Application: ZBA-2017-04(NL)**

**Owner:** Petals Flowers Inc.

**Applicant:** Brooke and Angela Huppé

**Property:** 419 Whitewood Avenue

**Roll No.:** 5418-010-007-164.00

**April 10, 2017**



### **Subject Land**

419 Whitewood Avenue; Plan M61NB Lot 12, Parcel 1973SST; Town of New Liskeard, City of Temiskaming Shores.

### **Background and Purpose of the Application**

The applicant is requesting the City rezone the property from Highway Commercial (C3) to Highway Commercial Exception (C3-E) to add a personal service shop to the list of permitted uses on the property. The applicants would like to operate a spa out of the existing building and the current zoning does not permit this use.

The property is designated Mixed Use Areas in the City of Temiskaming Shores Official Plan and is zoned Highway Commercial (C3) in the Town of New Liskeard Zoning By-law 2233.

### **Statutory Public Notice**

The application was submitted on March 6, 2017. Notice of the complete application and public hearing was advertised in the Temiskaming Speaker on March 15, 2017 and was sent to public agencies in accordance with the statutory notice requirements of the Planning Act. The notice was also mailed to property owners within 120m of the subject land.

The public hearing was held on April 4, 2017. One member of the public made oral submissions at the hearing, as well as the current property owner and the purchaser, and two formal written comments have been received as of the date of this report.

### **Site Analysis**

The property is located in the former Town of New Liskeard on the north side of Whitewood Avenue, between Smith Street and Regina Street. The property measures 15m x 38m (50' x 125') with an area of approximately 580m<sup>2</sup> (6,250 square feet). An unmaintained laneway is located to the north of the property.

### **Servicing**

The property is serviced with municipal water and sanitary sewer services.

### **Access**

The property fronts on and has access to Whitewood Avenue which is municipally owned and maintained year-round. The laneway located to the north of the property offers access to the rear yard of properties in this area. The laneway is not maintained by the City and cannot be used as dedicated access.

### **Existing Land Use**

There is an existing 8m x 17m (26' x 55') building on the property that is currently vacant. The property has previously been used as a retail flower shop. The area of the property behind the building is used for parking to service the building.

### **Adjacent Land Uses**

North: Laneway and Residential  
South: Whitewood Avenue and Residential  
East: Residential  
West: Residential

## **Planning Analysis**

### **Provincial Policy Statement (2014)**

The property is located within the approved Settlement Area Boundary of the City and represents residential infilling on an existing lot of record.

#### *1.0 Building Strong Healthy Communities*

##### *1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns*

###### *1.1.1 Healthy, liveable and safe communities are sustained by:*

- a) Promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) Accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- c) Avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- d) Avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;*
- e) Promoting cost-effective development patterns and standards to minimize land consumption and servicing costs.*

###### *1.1.3 Settlement Areas*

*1.1.3.1 Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.*

*1.1.3.2 Land use patterns within settlement areas shall be based on:*

- a) densities and a mix of land uses which:
  - 1. efficiently use land and resources;*
  - 2. are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
  - 3. minimize negative impacts to air quality and climate change, and promote energy efficiency;*
  - 4. support active transportation;*
  - 5. are transit-supportive, where transit is planned, exists or may be developed;*
  - 6. are freight-supportive; and**
- b) a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.*

The subject property is a developed commercial property located in a strip of mixed use development within the Settlement Area Boundary. It is not anticipated that the operation of a personal service shop in the existing building will negatively impact any Provincial interests.

Based on the above information it is my opinion that the proposed development demonstrates consistency with the 2014 PPS.

## **Growth Plan for Northern Ontario**

The Growth Plan for Northern Ontario was developed under the Places to Grow Act to ensure greater growth occurs in an economically and environmentally sustainable manner.

A review of the Growth Plan for Northern Ontario confirms the proposal does not conflict with any of the Growth Plan policies.

## **City of Temiskaming Shores Official Plan**

The property is designated Mixed Use Areas in the City of Temiskaming Shores Official Plan.

### *4. Community Development*

#### *4.7 Mixed Use Areas*

*4.7.1 Mixed Use Areas as designated on the Land Use Schedules will be designed and developed to ensure that the integration of land uses are compatible or where adverse effects can be satisfactorily mitigated.*

*4.7.2 Mixed Use Areas may include a mix of industrial, commercial and institutional uses, associated accessory uses and public service facilities and residential uses compatible with a Mixed Use Area.*

#### *4.8 Town Centres*

*4.8.2 The intent of the Plan is to strengthen the role of New Liskeard's town centre as key to the economic health of Temiskaming Shores through the following policies:*

- a. New Liskeard's town centre will be sustained as the City's primary commercial area, characterized as an area of mixed-use development dominated by a full range of retail, service commercial uses, financial, professional and personal service uses and upper storey commercial and residential uses. Large format retail stores will be strongly encouraged to locate in the town centre.*
- c. On the western perimeter of New Liskeard's town centre, on Whitewood Avenue, new retail formal commercial uses will also be permitted as well as a mixed use node of existing commercial, residential and industrial uses along Rokeby, Scott, and Jaffray Streets and Whitewood Avenue. [...]*

The Official Plan generally contemplates that new commercial uses should be located in the Town Centres designation. Allowances are made for the location of certain uses in the Mixed Use Areas designation, which permits a mix of land uses, provided the uses are compatible with existing development in the area. Adjacent properties to the east and west of the subject property contain residential development, as do properties on the south side of Whitewood Avenue in this area. It is not anticipated that the addition of a personal service shop as a permitted use on the property will significantly impact the role of New Liskeard's town centre, as the property is zoned and has previously been used for commercial purposes, the building area is limited, and the surrounding neighbourhood consists primarily of residential dwellings.

Based on the above information it is my opinion that the additional of a personal service shop as a permitted use on the property demonstrates consistency with the City of Temiskaming Shores Official Plan.

## **Town of New Liskeard Zoning By-law 2233**

The property is currently zoned Highway Commercial (C3) in the Town of New Liskeard Zoning By-law 2233. The purpose of the amendment is to attach an exception to the C3 zoning to add a personal service shop as a permitted use on the subject property.

The Town of New Liskeard Zoning By-law lists the following as permitted uses in the C3 zone:

- A business office
- A commercial garage
- A dry cleaning or laundry outlet
- A fuel pump island
- A laundromat
- A merchandise service shop
- A motel
- An open storage area
- A restaurant
- A retail store
- A service station
- A sign painting shop
- A take-out restaurant
- A vehicle agency

A personal service shop is a lower-intensity commercial use that is generally compatible with a residential neighbourhood setting, provided the scale of the use is limited. In fact, personal service shops are permitted as home occupations provided they meet the zoning by-law requirements for such uses. In the case of the subject property, the existing building has an area of 133m<sup>2</sup> (1,430 square feet) and is 1 storey in height. No changes are currently being proposed to the exterior dimensions of the building. Personal service shop uses are permitted uses in the Neighbourhood Commercial zone, the Downtown Commercial zone, and are also permitted as home occupations.

The C3 zone in the New Liskeard Zoning By-law is intended to permit uses that service the travelling public. Permitted uses in this zone include those that are not necessarily appropriate in the downtown area, but also include some that are listed as permitted uses in the Downtown Commercial zone. Based on the localized nature of the C3 zone, and the consideration that this amendment is site-specific for a property upon which commercial uses are already permitted, it is not anticipated that permitting a personal service shop on this property will negatively affect the commercial function of the downtown core of New Liskeard.

The C3 zone provides parking requirements for the uses permitted but does not provide parking requirements for general uses. As such part of the proposed amendment is to recognize that five on-site parking spaces can be accommodated on the subject property for the proposed personal service shop. This would apply only to the personal service shop use, and any future proposals for other uses on the property, including those uses permitted as-of-right, would need to either meet the parking requirement specific to that use, or be granted approval of a minor variance or Zoning By-law amendment to permit a reduced number of parking spaces. These proposals need to be assessed on an individual basis to ensure a reduction to the parking requirements for the proposed use is appropriate.

Based on the area of the building and the nature of the proposed use and other uses that would be considered under the definition of "personal service shop," five on-site parking spaces are appropriate. Personal service shops generally provide a one-on-one service and operate by appointment so the number of patrons accessing the business at any one time is usually limited to the number of staff. On-street parking is also available on both the north and south sides of Whitewood Avenue in this area. Two other properties in this area are zoned C3: the property at the corner of Whitewood Avenue and Smith Street (formerly Bartering Boulards and Koe's Garden; currently vacant), and the property located at the corner of Whitewood Avenue and Golding Street (Petro Canada gas station). Based on a minimum length of 7m for on-street parking spaces, and a preliminary review of the City's aerial imagery, approximately seven parking spaces are available on the north side of Whitewood Avenue between Smith Street and the subject property (a bus stop and fire hydrant are located to the east of the subject property and parking is not permitted adjacent to these items), and approximately 6 spaces are available on the south side of Whitewood Avenue in the same block. On-street parking spaces are not dedicated to specific properties and are available for the use of the general public.

The City's Traffic and Parking By-law 2012-101 sets out the requirements for the provision of on-site accessible parking spaces. The Traffic and Parking By-law has a threshold of 10 parking spaces before accessible parking spaces are required. The subject property can accommodate five parking spaces and therefore the provision of accessible spaces on-site is not required.

### **Comments Received from the Agency Circulation and Public Notification Process**

The application was circulated to municipal departments, agencies, and the public. The following comments were received:

#### **Director of Public Works**

- ✓ *The subject land is serviced with municipal water and sanitary services along the front of the property.*
- ✓ *The subject land is a “semi urban setting” property and is fronted by Whitewood Avenue which is a bituminous surfaced roadway and is maintained on a year round basis. There are concrete sidewalks and curb and gutter present in front of the property is question. Roadway drainage is by storm sewer, property drainage is considered natural from west to east towards Lake Temiskaming.*
- ✓ *Vehicular access to the property in question would be via Whitewood Avenue. There is currently an access to the property from the roadway. The adjacent laneway at the rear of the property is not maintained by the City and should not be used as primary access to the property. Parking is available at the front of the property. Construction of a new or alterations to an existing driveway will require an Entrance Permit.*
- ✓ *There are currently no short or long term plans to upgrade infrastructure in this area.*
- ✓ *The Public Works Department has no objections to this application.*

**Chief Building Official** – No comments received.

**Fire Chief** – *I have no objections to this application.*

**Director of Recreation** – No comments received.

**Director of Corporate Services** – *Corporate Services has no concerns with this application.*

**City Manager** – No comments received.

**Clerk** – *The Clerk’s Department has no objections to ZBA-2017-04(NL).*

**Economic Development and Funding Application Coordinator** – No comments received.

**Tax Collector / Treasurer** – *I have no concerns with this application. The property is currently assessed as commercial for taxation and has a commercial water/sewer charge.*

#### **Public Comments:**

- Shelly and Doug Manners, 422 Grills Street – submitted written comments (included in administrative report package) outlining concerns related to trash on the property, show being pushed into the laneway, and the ability of the property to accommodate five parking spaces. Indicate that they are not opposed to the rezoning but would like their concerns to be on record.
  - Comments from Planning Department: The trash issues outlined in these comments are a property standards matter and, if an issue arises in the future, they can be addressed by the By-law/Property Standards Officer. Regarding the concerns related to snow storage in the laneway, the City does not maintain the laneway, however these issues can potentially be addressed by the By-law/Property Standards Officer on a case-by-case basis. Regarding the concerns related to the five on-site parking spaces it should be noted that no alterations are being proposed to the property and the number of parking spaces that can be accommodated on the property was determined based on the sketch submitted by the applicant and taking into consideration the size of the property, the existing building and setbacks, and the Zoning By-law requirements for size of parking spaces and setbacks from property lines.
- Jan Edwards, Co-owner of Petals Flowers Inc. – submitted written comments (included in administrative report package) and attended the public meeting to support the Zoning By-law amendment application.
- Maryanne Baril, 425 Whitewood Avenue – attended the public meeting and voiced concerns related to previous issues with delivery vehicles using the driveway, and vehicles blocking her driveway. The driveway is shared between her property and the subject property.

- Comments from Planning Department: The subject property is a developed commercial property and no changes are being proposed to the configuration of the existing driveway or parking area. The building and driveway are considered legal non-complying and the addition of a personal service shop as a permitted use does not further exacerbate the existing conditions.
- Angela Huppé, Applicant – addressed comments at the public meeting stating that most of the comments are issues of common courtesy between neighbours. The proposed spa will not generate as much garbage as the previous use, and there will be very few deliveries. Parking pressure will be limited as there will be 2-3 clients at any given time.

### **Recommendation**

Based on the information presented in this report, in my opinion, the proposed Zoning By-law amendment is consistent with the Provincial Policy Statement (2014); does not conflict with the Northern Ontario Growth Plan; complies with the City of Temiskaming Shores Official Plan; and represents good planning.

**It is therefore recommended that Council approve the Zoning By-law Amendment application.**

Respectfully submitted,

---

Jennifer Pye  
Planner



The City of Temiskaming Shores  
P.O. Box 2050, 325 Farr Drive, Haileybury, Ontario P0J 1K0

**Application for Zoning By-Law Amendment  
Under Section 34 of the Planning Act**

**Application to Amend the Zoning By-Law: \$750 + \$100 advertising fee + 13% HST = \$960.50**

**PLEASE READ BEFORE COMPLETING THIS APPLICATION**

This application reflects the mandatory information that is prescribed in the Schedules to Ontario Regulation 545/06 made under the Planning Act, RSO, 1990, as amended. In addition to completing this form, the Applicant will be required to submit the appropriate fee, a detailed site plan and any additional information or studies that may be necessary to assess the proposal.

Failure to submit the required information will delay the consideration of this Application. An application which is not considered complete under the Planning Act is not subject to the timelines of the Act. **Applicants are encouraged to consult with the Municipality prior to completing the application.**

**Please Print and Complete or (✓) Appropriate Box(es)**

**OFFICE USE ONLY**

File No.: ZBA-2017-04(NC)  
Date Received: March 6, 2017  
Roll No.: 5418-010-007-164.00

**1. Owner Information**

Name of Owner: Petals Flowers Inc  
Mailing Address: 419 Whitewood Avenue, NewLiskeard, ONT P0J1P0  
Email Address: \_\_\_\_\_ Phone: 705 647 0049.

If there is more than one registered owner, please provide information below:

Name of Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**2. Agent Information (if applicable):**

Name of Agent: Brooke Huppé , Angela Huppé  
Mailing Address: Box 1938  
Email Address: Brooke.huppe@hotmail.com Phone: 7056485327

**3. Please specify to whom all communications should be sent:**

Owner  Agent

Names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:

La Caisse Populaire D'Earlton Limitee  
29, 10e Rue, CP 130, Earlton, ONT

**4. Location of the Subject Land**

Dymond  New Liskeard  Haileybury

Municipal Address <u>419 Whitewood Avenue</u>
Legal Description <u>PCL 1973 SEC SST, LT 12 PL M61NB</u>

Date the subject land was acquired but the current owner: Jan 7, 2009



**5. Property Information**

Lot Area: 6250 Sq Ft  
Road Frontage: 50'  
Water Frontage: N/A  
Lot Depth: 125'  
Lot Width: 50'

Existing use(s) of the subject land (check all that apply):

- Residential                       Commercial                       Industrial  
 Institutional                       Agricultural                       Vacant  
 Mixed Use (specify): \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

Length of time the existing uses of the subject land have continued: unknown

Existing uses of abutting properties:

North: Residential                      East: Residential  
South: Residential                      West: Residential

**6. Property Access**

a. Type of access to the property

- Provincial Highway  
 Municipal Road, maintained all year  
 Municipal Road, maintained seasonally  
 Private Road  
 Right-of-Way  
 Water Access  
 Other (specify): \_\_\_\_\_

b. If access is by water, describe the docking and parking facilities used and the approximate distance to these facilities from the subject land and the nearest public road:

N/A  
\_\_\_\_\_  
\_\_\_\_\_

**7. Property Servicing**

a. What type of water supply is existing / proposed for the subject land?

- Publicly owned and operated piped water supply (City water)
- Privately owned and operated piped water system (communal)
- Drilled well
- Lake or other water body
- Water service not proposed
- Other (specify): \_\_\_\_\_

b. What type of sewage disposal is existing / proposed for the subject land?

- Publicly owned and operated sanitary sewage system (City sewer)
- Privately owned and operated individual septic system
- Privately owned and operated communal septic system
- Privy
- Sewage disposal service not proposed
- Other (specify): \_\_\_\_\_

If privately owned and operated individual or communal septic systems are proposed, and where development will produce more than 4,500 litres of effluent per day, applicants are required to submit a servicing options report and a hydrogeological report prepared by a qualified professional:

- Title and date of servicing options report: \_\_\_\_\_
- Title and date of hydrogeological report: \_\_\_\_\_

c. How is storm drainage provided?

- Storm sewer
- Ditches
- Swales
- Other (specify): \_\_\_\_\_

**8. Planning Information**

Current Official Plan Designation(s): mixed use area

Explain how the application conforms to the Official Plan: Mix of commercial and residential uses is permitted

Current Zoning: Highway commercial C3

Requested Zoning (if applicable): C3-E

Reason why rezoning is being requested (if applicable): To convert the building into a day spa. Not currently permitted in this zone.

Is the subject land within an area where the municipality has predetermined the minimum and maximum density requirements or the minimum and maximum height requirements?

Yes  No

If yes, provide a statement of these requirements:

\_\_\_\_\_  
\_\_\_\_\_

Does this application propose to change the boundary of a settlement area?

Yes  No

If the requested amendment alters all or any part of the boundary of an area of settlement or establishes a new area of settlement, provide details of the current Official Plan policies or Official Plan Amendment dealing with the alteration or establishment of an area of settlement.

\_\_\_\_\_  
\_\_\_\_\_

Will this application remove land from a designated employment area?

Yes  No

If the requested amendment removes the subject land from an area of employment, provide details of the current Official Plan policies or Official Plan Amendment dealing with the removal of land from an area of employment.

\_\_\_\_\_  
\_\_\_\_\_

**9. Proposed Use of Property**

Proposed use(s) of the subject land (Check all that apply):

- |  |  |                                     |
|--|--|-------------------------------------|
| <input type="checkbox"/> Residential   | <input checked="" type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Agricultural          | <input type="checkbox"/> Vacant     |

Mixed Use (Please state): \_\_\_\_\_

Other (Please state): \_\_\_\_\_

List all existing and proposed buildings and structures to be constructed on the property by completing the following table (If more than 5 buildings or structures please use separate page to provide description):

	Building or Structure # 1	Building or Structure # 2	Building or Structure # 3	Building or Structure # 4	Building or Structure # 5
Type or use of building or structure	Spa				
Height (m)					
Setback from front lot line (m)	6'				
Setback from rear lot line (m)	64'				
Setback from side lot line one side (m)	14'				
Setback from side lot line - other side (m)	10'				
Setback from shoreline (m)	N/A				
Dimensions (m) or floor area (m <sup>2</sup> )	1430 ft <sup>2</sup>				
Year constructed	26+				

Are any of the following uses or features on the subject land or within 500 m of the subject land, unless otherwise specified? Please check all that apply.

Use or Feature	On the Subject Land	Within 500 metres of Subject Land (indicate approximate distance)
An agricultural operation including livestock or stockyard	<input type="checkbox"/>	<input type="checkbox"/>
A landfill	<input type="checkbox"/>	<input type="checkbox"/>
A sewage treatment plant or waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/>
A provincially significant wetland (Class 1, 2 or 3 wetland)	<input type="checkbox"/>	<input type="checkbox"/>
A provincially significant wetland within 120 metres of the subject land	<input type="checkbox"/>	<input type="checkbox"/>
A waterbody, watercourse, river, or stream	<input type="checkbox"/>	<input type="checkbox"/>
A rehabilitated mine site	<input type="checkbox"/>	<input type="checkbox"/>
A non-operating mine site within 1 kilometre of the subject land	<input type="checkbox"/>	<input type="checkbox"/>
An active mine site, gravel pit or quarry	<input type="checkbox"/>	<input type="checkbox"/>
An industrial or commercial use (if so, specify use)	<input type="checkbox"/>	<input type="checkbox"/>
An active railway line	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Utility corridors	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Highway	N/A	<input type="checkbox"/>

### 10. Previous Applications

Has the subject land ever been the subject of an application under the Act for approval of a plan of subdivision or for a consent?

Yes  No  Unknown

If yes:

File No.: \_\_\_\_\_ Status: \_\_\_\_\_

Has the subject land ever been the subject of an application for approval of a previous Official Plan or Zoning amendment?

Yes  No  Unknown

If yes:

File No.: \_\_\_\_\_ Status: \_\_\_\_\_

**11. Concurrent Applications**

Is the subject land currently the subject of any other planning applications (Plan of Subdivision, Consent, Minor Variance, Zoning By-law Amendment, Site Plan Control) at this time?

Yes       No

If yes:

File No.: \_\_\_\_\_ Status: \_\_\_\_\_

File No.: \_\_\_\_\_ Status: \_\_\_\_\_

**12. Provincial Policies**

Is the request consistent with policy statements issued under subsection 3(1) of the Planning Act?

Yes       No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the subject land within an area of land designated under any provincial plan or plans?

Yes       No

If yes, does the request conform to, or not conflict with, the applicable provincial plan or plans?

Does not conflict with Northern Ontario growth plan.

**13. Additional Studies or Information**

Additional studies or information may be required by the Municipality to support the application. The application may not be considered a complete application unless these studies have been completed. Applicants are advised to pre-consult with the Municipality to determine what additional studies or information is required.

List of additional studies or information required by the Municipality (to be provided by the Municipality):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

#### 14. Sketch

The application shall be accompanied by a site plan showing the following:

- The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
  - Are located on the subject land and on land that is adjacent to it, and
  - In the applicant's opinion, may affect the application
- The current uses of land adjacent to the subject land (E.g.: residential, agricultural, commercial, etc.);
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used;
- The location and nature of any easement affecting the subject land.

**11. Declaration and Authorizations**

**Agent Authorization** Angela Hoppe & Brooke Hoppe

I/We, authorize Janice Edwards to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Feb 22, 2017  
Date

Jan Edwards  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**Authorization for Site Visits**

I/We authorize Municipal Staff and Council and/or Committee members, as necessary, to enter the subject property to gather information necessary in the assessment of the application.

BDH  
Applicant Initial

ADH  
Applicant Initial

**Consent for the Use and Disclosure of Personal Information**

For the purposes of the Freedom of Information and Protection of Privacy Act, I/We authorize and consent to the use by, or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purpose of processing this application.

BDH  
Applicant Initial

ADH  
Applicant Initial



**Declaration of Applicant**

TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I, Angela Huppé of the Temiskaming Shores  
in the District of Temiskaming make oath and say (or solemnly  
declare) that the information contained in this application is true and that the information contained in the  
documents that accompany this application is true and I make this solemn declaration conscientiously knowing  
that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

**Sworn (or declared) before me**

at the City of Temiskaming Shores  
in the District of Timiskaming  
this 6<sup>th</sup> day of March, 20 17

Angela Huppé  
Signature of Applicant

Jennifer Pye  
A Commissioner for Taking Affidavits

Jennifer Lynn Pye, a Commissioner,  
etc., Province of Ontario, for the  
Corporation of the City of Temiskaming  
Shores. Expires June 26, 2018.

**Declaration of Applicant**

TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I, Brooke Kluppe of the Temiskaming Shores  
in the district of Temiskaming make oath and say (or solemnly  
declare) that the information contained in this application is true and that the information contained in the  
documents that accompany this application is true and I make this solemn declaration conscientiously knowing  
that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

**Sworn (or declared) before me**

at the City of Temiskaming Shores  
in the District of Timiskaming  
this 6<sup>th</sup> day of March, 2017.

Brooke Kluppe

Signature of Applicant

Jennifer Pye

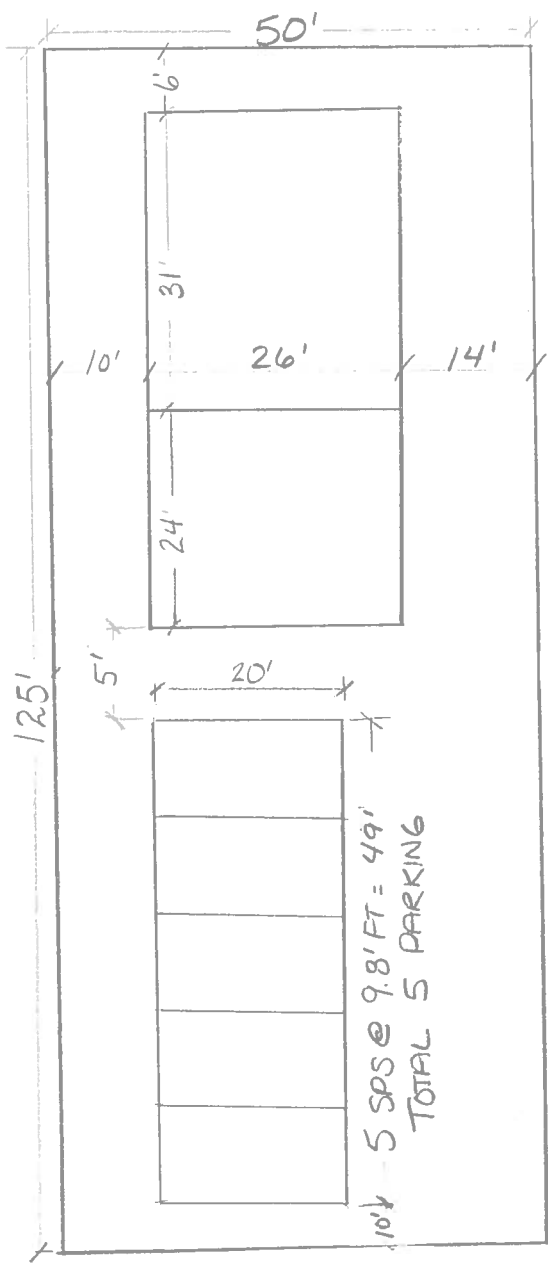
A Commissioner for Taking Affidavits

**Jennifer Lynn Pye, a Commissioner,  
etc., Province of Ontario, for the  
Corporation of the City of Temiskaming  
Shores. Expires June 26, 2018.**

# Whitewood Avenue

Residential

Residential



5 SPS @ 9.8' FT = 49'  
TOTAL 5 PARKING

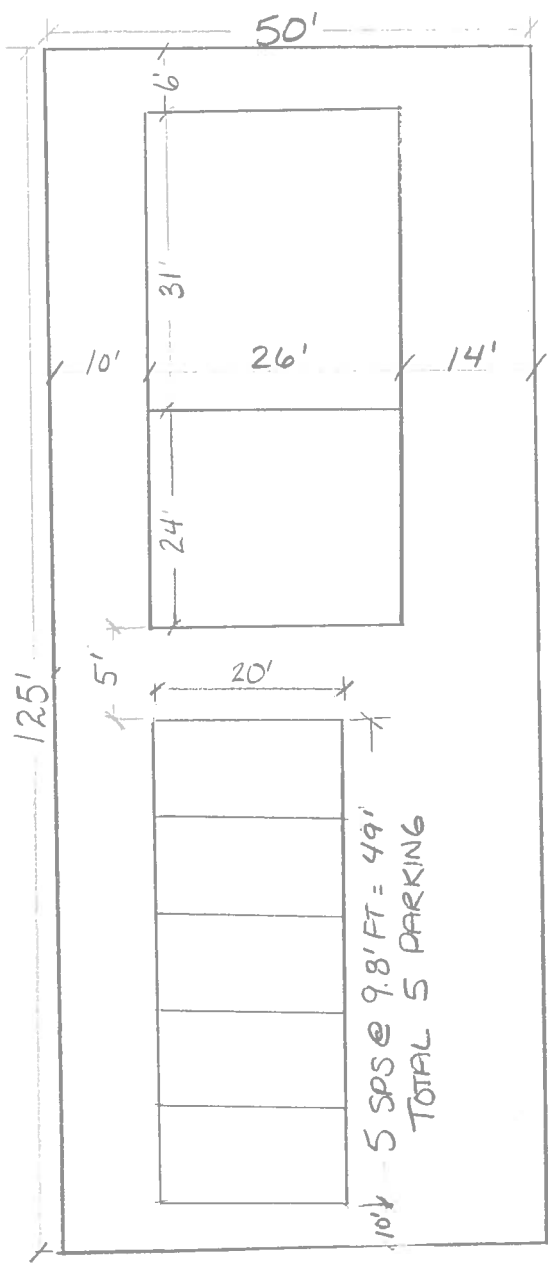
14' LANE WAY

Residential

# Whitewood Avenue

Residential

Residential



5 SPS @ 9.8' FT = 49'  
TOTAL 5 PARKING

14' LANE WAY

Residential



**For more information** about this matter, including information about preserving your appeal rights, contact the undersigned.

**Dated** this 15<sup>th</sup> day of March, 2017.

Jennifer Pye  
Planner  
City of Temiskaming Shores  
325 Farr Drive  
PO Box 2050  
Haileybury, ON P0J 1K0  
Tel: 705-672-3363 ext. 4105  
Fax: 705-672-2911  
jpye@temiskamingshores.ca

## Dave Treen

---

**From:** Shelly and Doug Manners <sheldoug@live.ca>  
**Sent:** April-03-17 10:20 AM  
**To:** Jennifer Pye  
**Subject:** Written expression regarding Application for Zoning File #: ZBA-2017-04(NL)

Dear Ms. Pye,  
RE: File# ZBA-2017-04(NL)  
Petals Flowers Inc.  
419 Whitewood Avenue  
New Liskeard

Thank you for forwarding us the Application for Zoning for Petals Flower Shop on Whitewood Avenue in New Liskeard.

My husband and I are unable to attend the public meeting tomorrow evening (April 4, 2017), where we are permitted to express our support of or opposition to re-zoning of this property.

We have lived directly behind this property since May 1997. Over the years, it has served as a flower shop under 3 or 4 different owners. Our concerns are not directly related to the re-zoning, but to the use of the back half of the yard and the access lane separating it from our property.

Concerns:

1. Trash: The photo below was typical of the view we have had from our kitchen/patio door for the past 2-3 years. We submitted our concern to the City once during that time and the yard was cleaned up and kept free of trash for roughly one month.
2. Access Lane: In past years, we have asked the patrons of the flower shop to stop having the snow pushed towards our property. Their snow maintenance people would plow the snow right to the edge of our property, completely covering the access lane. This resulted in snowmobiles, etc, re-routing around the snow hill onto our property. The snow hill resulted in destroying trees we had planted at the back, inside our property line.
3. Our third concern is that the re-zoning proposal is requesting to recognize five on-site parking spaces. In our 20 year experience, when there are more than 3 vehicles parked directly behind the building, any other vehicles are actually parked in the access lane. Again, this results in our yard being used by anyone requiring through passage through the access lane as they come on our property to go around the parked vehicles. Finally, we are not opposed to the property being re-zoned for use as a spa. We would simply like the above-mentioned concerns to be on record, should there be any issues going forward.

We wish the proposed spa owners a successful venture.

Thank you for your time,  
Shelly and Doug Manners  
422 Grills Street  
New Liskeard ON  
705-647-5230









City of Temiskaming Shores  
325 Farr Drive  
Haileybury, ON  
P0J 1K0

April 3, 2017

Dear Sirs:

Re: Application for Zoning By-law Amendment, File #ZBA-2017-04(NL)

I am writing in support of the proposed By-law amendment on the property at 419 Whitewood Avenue, formerly known as Petals Flower Shop.

A full service flower shop has existed on that property for more than 90 years and I would contend that a florist is providing a personal service similar to any of the other uses listed in the definition provided. To convert to a spa is perhaps not a major deviation from its current use.

As well, there are already a number of existing esthetic services in the nearby vicinity of the property under consideration.

The re-zoning is the final condition to be met pursuant to the launch of a new business in the City of Temiskaming Shores. I congratulate the women who are seeking to establish this new venture in our community and trust that your decision will enable them to continue the development.

Yours sincerely,



Jan Edwards  
Co-Owner  
Petals Flowers Inc.

The Corporation of the City of Temiskaming Shores

By-law No. 2017-000

Being a by-law to enact a Zoning by-law Amendment to  
rezone property from Highway Commercial (C3) to  
Highway Commercial Exception 5 (C3-E5) in the Town of  
New Liskeard Zoning By-law 2233 419 Whitewood  
Avenue (Plan M61NB Lot 12; Parcel 1973SST) Roll No.  
5418-010-007-164.00

**Whereas** pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990 c.P. 13, as amended, the Council of a Municipality may enact by-laws to authorize the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited;

**And whereas** By-law No. 2233 regulates the use of land and the use and erection of buildings and structures within the Town of New Liskeard, now the City of Temiskaming Shores;

**And whereas** Council considered Administrative Report No. CGP-009-2017 at the April 18, 2017 Regular Council meeting and directed staff to prepare the necessary by-law to amend the Town of New Liskeard Zoning By-law No. 2233 to change the zoning on the property from Highway Commercial (C3) to Highway Commercial Exception 5 (C3-E5) for consideration at the May 2, 2017 Regular Council meeting;

**Now therefore** the Council of the Corporation of the City of Temiskaming Shores enacts as follows:

1. **Schedule Changes**

- a) Schedule "A" of By-law No. 2233, as amended, is hereby further amended by rezoning Plan M61NB Lot 12; Parcel 1973SST, known as 419 Whitewood Avenue, as shown on Schedule "A" to this By-law, from Highway Commercial (C3) Zone to the Highway Commercial Exception 5 (C3-E5) Zone.

Appendix 04  
CGP-009-2017  
April 18, 2017

2. **Text Changes**

- a) Section 12 is hereby amended by adding the following new subsection:

USES PERMITTED IN THE C3-E5 ZONE:

In addition to the uses permitted in the C3 zone, in the C3-E5 zone, a personal service shop shall be a permitted use.

ZONE PROVISIONS FOR THE C3-E5 ZONE:

No person shall within any C3-E5 zone use any lot or erect, alter or use any building or structure except in accordance with Section 12(2) and Section 3 of Zoning By-law 2233, unless otherwise provided herein:

- (a) PARKING SPACES (minima):

(x) a personal service shop - 5 spaces

3. That all other provisions of By-law No. 2233 shall continue to apply.
4. That the passing of this by-law shall be subject to the provisions of the Planning Act.
5. 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 2<sup>nd</sup> day of May, 2017.

---

Mayor – Carman Kidd

---

Clerk – David B. Treen

City of Temiskaming Shores



Rezoned from Highway Commercial (C3) to Highway Commercial Exception 5 (C3-E5)

---

**Subject:** Northern Ontario Mining Showcase 2017    **Report No.:** CGP-010-2017  
**Agenda Date:** April 18, 2017

---

### **Attachments**

**Appendix 01:** 2017 Northern Ontario Mining Showcase Final Report

**Appendix 02:** Markey Consulting - Contract Amendment

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CGP-009-2017, more particularly Appendix 01 - 2017 Northern Ontario Mining Showcase Final Report;
2. That Council directs staff to prepare the necessary by-law to amend By-law No. 2015-161 (Agreement with Markey Consulting to provide event management services) to adjust payment based on \$600 per exhibitor for the 2017 and 2018 Northern Ontario Mining Showcase events at PDAC for consideration at the April 18, 2017 Regular Council meeting; and
3. That Council directs staff to submit a funding application to FedNor for the City of Temiskaming Shores to lead the Northern Ontario Mining Showcase at the 2018 PDAC Event.

### **Background:**

The City has led the Northern Ontario Mining Showcase at the Prospectors and Developers Association of Canada (PDAC) conference and trade show for the past four years. The Showcase has grown over the years from a one day event with 35 exhibitors in 2014 to a 5 day Showcase at PDAC in 2015 with 55 exhibitors, 72 exhibitors in 2016 and 90 exhibitors in 2017. Exhibitors are Northern Ontario mining supply companies and not for profit support services to the mining supply industry.

### **Analysis:**

The Northern Ontario Mining Showcase at PDAC 2017 was once again a huge success. The Showcase continues to grow and assist more businesses from across Northern Ontario to be able to showcase their products and services to this international marketplace.

Attendance at PDAC 2017 continues to increase each year since we began in 2014 which is a good sign that the mining industry may be on the rebound. A total of 24,161 attendees visited PDAC and many of those visited our Showcase to support

our suppliers. This was an increase of almost 10% from attendance of 22,122 in 2016.

Our own Showcase had equally impressive results from surveys done with returning exhibitors from our 2016 event. The statistics show that almost \$7 million in new sales were created and 66 new jobs across the north. On a more local scale, exhibitors from the Temiskaming District reported sales of \$1.35 million and 15 new jobs. It is easy to see that we are creating an environment for business growth in the mining supply sector. The full Final Report of the Northern Ontario Mining Showcase (NOMS) at PDAC 2017 is attached as Appendix 01.

Another exciting development that occurred at this year's event was the visitation from international delegations. We hosted delegations from Argentina and Chile as well as the Ukraine, Kazakhstan and Russia. In addition, NOMS was included on the official PDAC MP and MPP tour of the event. Furthermore, we hosted several parliamentary assistants and deputy ministers.

One of the issues that has arisen due to the project's rapid growth is the amount of work created for our event coordinator, Markey Consulting. The company has been working with us since the inception of the NOMS in 2014. We signed our original agreement with the firm for the one day event in 2014 and each year following we have had to amend the previous agreement due to the constant growth of the project and the amount of work required by the firm to ensure that the Showcase is successful.

We had amended our three year agreement last year to provide for the change in workload between the 55 exhibitors in 2015 to the 72 exhibitors in 2016. We now need to look at a further amendment for the 2017 Showcase as we had 90 exhibitors and our 2018 Showcase is anticipating an impressive 100 exhibitors! As it is difficult estimating how many exhibitors will register on any given year, we are proposing that we amend the agreement to be based on a per exhibitor cost for the 2017 and 2018 events. This should eliminate the need to come back to Council for amendments.

Markey is asking for reconsideration based on the increased numbers of participants that they must deal with to coordinate the exhibit. In addition however, the steering committee and FedNor have requested many additional work duties which have increased the workload for the firm. Additional duties requested in 2017 included the creation and management of a website for the NOMS, the coordination of a stage and presentation series within NOMS, a video wall showcasing Northern Ontario content and a printed Final Report for FedNor. Due to the additional workload, it is recommended that an amendment be considered by Council.

**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 current agreement under By-law No. 2015-161 agrees to pay Markey Consulting \$42,000 to coordinate the NOMS for the years 2016, 2017 and 2018. The City did pay \$42,000 to Markey for the coordination of the 2016 event with 72 exhibitors. Due to the increase in workload for 2017 and 2018, it is proposed to amend the agreement for 2017 and 2018 to read that Markey will be paid \$600 per exhibitor for 2017 and 2018. This amount is an average of what was paid to Markey per exhibitor in 2015 and 2016.

Based on the 90 exhibitors who attended the 2017 event in March, Markey would receive \$54,000 for the coordination of that event and based on the 2018 estimate of 100 exhibitors, Markey would receive \$60,000 for that event. These amounts will fall within the funding envelope the City receives from FedNor; therefore the City’s costs will not change.

City staff resources will remain the same as the assistance will be through regular administrative functions and liaisons.

**Alternatives**

Council may wish to amend the current agreement using specific dollar amounts rather than the proposed per exhibitor model.

**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

**NORTHERN ONTARIO  
MINING SHOWCASE**

**SALON MINIER  
DU NORD DE L'ONTARIO** AT PDAC

# 2017 Northern Ontario Mining Showcase

## Project Report

City of Temiskaming Shores

4/12/2017





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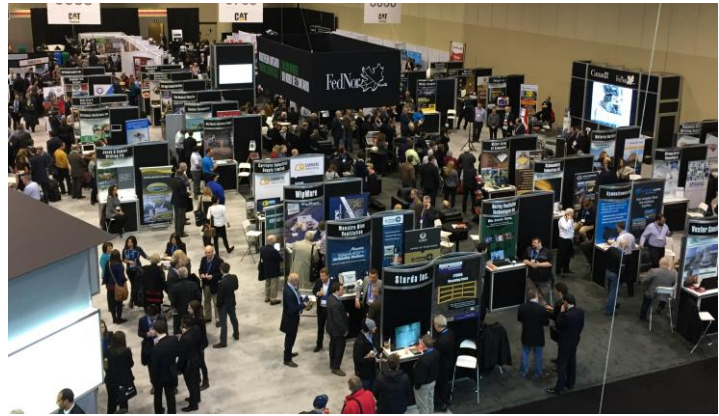
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## 1.0 Executive Summary

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The fourth annual Northern Ontario Mining Showcase (NOMS) was held from Sunday March 5 through Wednesday March 8, 2017 as part of the Prospectors and Developers Association of Canada's (PDAC) 2017 convention. With \$485,000 in funding support from FedNor and individual exhibitor contributions from participating companies in the amount



of \$500 each, the pavilion project was coordinated by a collaborative partnership of Northern Ontario communities and organizations. The goal was to provide a unique opportunity to Northern Ontario Mining Supply and Service companies to promote their products and services to an international audience.

The foundation of the Northern Ontario Mining Showcase is rooted in relationships that originated in the Township of James and Elk Lake, which has since expanded to include additional Northern Ontario communities, organizations and businesses. With the support of FedNor, what was once a small corner booth within the Ontario Pavilion in 2010 has substantially transformed over the years, from the Steamwhistle Brewery in 2014, featuring 35 companies; to 2015 at the Metro Toronto Convention Centre North Hall, showcasing 55 exhibitors; to 2016, bolstering 72 exhibitors, and growing once again in 2017 to accommodate 90 exhibitors within the North Hall's Northern Ontario Mining Showcase pavilion.

The overall goal of the project is to provide support to northern Ontario SMEs within the mining sector in leveraging new business through identifying potential partners, opportunities and networks. The intent is to demonstrate first hand that collectively Northern Ontario firms have the expertise, capacity and infrastructure to service the requirements of various small and large scale mining projects. It is also important for prospective clients to understand the compatibility, synergies and "culture" between the manufacturing / supply sector of northern Ontario and companies worldwide. This enables business in the North to showcase their level of innovation and technology to the global marketplace thus resulting in an increased capacity to access new markets. In addition to providing exhibitors with an opportunity to promote their products and services to companies and jurisdictions from throughout the world, the Showcase also provides an ideal venue for partnership development between Northern firms

## Quick Facts

<b>Event Name</b>	<b>2017 Northern Ontario Mining Showcase</b>
<b>Date</b>	<b>March 5-8, 2017</b>
<b>Location</b>	<b>Metro Toronto Convention Centre</b>
<b>Pavilion Footprint</b>	<b>sq.ft. 9,600</b>
<b>Number of Exhibitors</b>	<b>90 TOTAL</b> <b>12 - North West</b> <b>74 - North East</b> <b>4 - All Northern Ontario</b>
<b>Project Partners</b>	<b>5</b>
<b>Total # of PDAC attendees</b>	<b>24,161</b>

## 2.0 About the Project

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### 2.1 The 2017 Northern Ontario Mining Showcase Team

The project is supported by partner communities from throughout Northern Ontario, with The City of Temiskaming Shores as the partnership's funding and administration lead. An advisory committee comprised of representatives from Northeastern and Northwestern Ontario works together with FedNor staff to set the direction of the event and plays a direct role in engaging Small and Medium Enterprises and organizations to participate as exhibitors. Committee members also help to promote the event prior to and on site to potential attendees as a means of attracting people and companies to the showcase. A third party event coordinator organizes and manages the event.

#### **NOMS PROJECT COMMITTEE**

##### **PROJECT LEAD**

City of Temiskaming Shores  
**James Franks, Economic Development Officer**

## COMMITTEE MEMBERS

Town of Cochrane

**Isabelle Danault, Economic Development Officer**

Hearst Economic Development Corporation

**Sylvie Fontaine, Director General**

Kapuskasing Economic Development Corporation

**Andre Robichaud, Manager**

NishnawbeAski Development Fund

**Denise Hardy, Special Initiatives Advisor**

FedNor

**Denise Deschamps, Initiatives Officer**

## EVENT COORDINATOR

Marla Tremblay, Markey Consulting

## EVENT COMMUNICATIONS

Barclay Babcock, FedNor

## ON-SITE SUPPORT

Mike Belliveau, FedNor

Giuseppe Buoncore, FedNor

Dave Gorman, Kirkland Lake CDC

J.P. Ouellette, Town of Cochrane

## 2.1 Goals and Objectives

The overall goal of the Northern Ontario Mining Showcase (NOMS) project is to provide support to Northern Ontario Small and Medium Enterprises within the mining sector in leveraging new business through identifying potential partners, opportunities and networks. The intent is to demonstrate first hand that collectively Northern Ontario firms have the expertise, capacity and infrastructure to service the requirements of various small and large scale projects.

It is also important for prospective clients to understand the compatibility, synergies and “culture” between the manufacturing / supply sector of Northern Ontario and companies worldwide. This enables businesses in the North to showcase their level of innovation and



technology to the global marketplace thus resulting in an increased capacity to access new markets. In addition to providing Small and Medium Enterprises with an opportunity to promote their products and services to companies and jurisdictions from throughout the world, the Showcase also provides an ideal venue for partnership development between Northern firms.

### 2.3 Exhibitors & Partners

Exhibitors consist of various organizations and companies from throughout Northern Ontario with emphasis being placed on primarily attracting private sector participants. A complete list and description of participating exhibitors can be found in the appendices.

### 2.4 Marketing and Promotion

A variety of tools and tactics were utilized to promote the event to recruit participants and attract attendees including traditional advertising in Northern Ontario Business, the Sudbury Mining Journal and Bear Country magazine, direct contact and cold calls, e-mail blasts, social media, Save the Date and Apply Today post card distribution. Presentations and in person solicitation / promotion were also undertaken at various industry events such as the Timmins “Big Event” Mining Show and Prosperity North West in Thunder Bay. A website northernontariomining.com was developed to not only promote the event but to house all data regarding the NOMS providing easy 24/7 access to event information for participating exhibitors and interested parties.

In addition to marketing efforts, the project coordinator and committee utilized their respective networks to get the word out both prior to and during PDAC. During the show itself, the event was promoted to PDAC attendees via direct contact and invitation distribution. Participating exhibitors were also provided with electronic invitations for their clients prior to the show along. As a means of promoting the participating Small and Medium Enterprises, bilingual event directory with exhibitor and partner listings and descriptions were given to all attendees. Please see the appendices for copies of the following promotional materials.

- Ads & Articles
- Save the Date Postcard
- Bilingual Event Directory
- Speaker Series Brochure



### 3.0 Summary of Findings

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#### 3.1 Measures & Key Performance Indicators

At the outset of the project, it was determined that the event would be deemed successful based on outcomes related to the following Key Performance Indicators (KPI).

**Number and type of participants:**

It is estimated that approximately 12,000 people visited the NOMS in 2017. By all accounts, traffic within the pavilion was significant and constant, and provided quality leads to exhibitors. Several delegations including groups from Argentina, Russia, Kazakhstan, Ukraine, Brazil and Norway toured the pavilion.

**Number of businesses and company reps participating in the NOMS:**

Our target number of exhibitors that participated in the showcase was set at a minimum of 85. The registration process was three phased and included a base eligibility assessment, an application to exhibit once deemed eligible, and the actual registration once approved by the review committee. The breakdown of eligible, non-eligible and approved applicants along with registrations and cancellations is as follows:

Total Applicants - 111	Unable to participate - 2
Eligible applicants – 103	Cancelations - 4
Finalized Registrations – 94	Waitlist - 6

**Number of businesses with increased export readiness:**

Although we can provide a subjective assessment based on our knowledge of the participating companies, this number is impossible to determine for the 2017 event. We can however provide global statistics from past events:

<b>NOMS 2016 (as at Dec 2016)</b>	
<b>KPI</b>	<b>TOTAL</b>
Value of sales	\$7M
% of companies indicating an increase in sales	77%
# of companies indicating an increase in exports	20
Total jobs created	66
Total jobs retained	380
Partnerships and alliances created	113



Efforts will be made to communicate with exhibitors at select intervals to evaluate this success factor. In addition, companies seeking to participate in future events are obligated to share Return on Investment (ROI) data from previous participation as part of their application process. This said, there were several exhibiting companies that had never participated in a trade show prior to this event who indicated that it was extremely beneficial and a great learning experience. As indicated from survey results provided, 100% of companies generated useful leads and contacts from the 2017 event.

### **Enhanced knowledge base and skill level of Economic Development Officer participants and small and medium enterprises (SME) with regards to export and trade**

Participating communities and organizations increased their knowledge of the type of products and services that are offered by the Northern Ontario Mining Supply and Services sector. This will improve their ability to promote the region and assist clients in their community with partnership development and the creation of alliances.

### **Ongoing / Long Term**

Long term outcomes will be gauged over the coming months and years. All those who participated in 2017 will be surveyed again based on the following KPI when they register for 2018 and as part of the 2017 post event survey.

- Number of businesses exporting or increasing export sales;
- Number businesses offering, planning to offer or accessing value-added and/or knowledge-based products and services; and
- Number of collaborative projects undertaken and # of stakeholders involved.

## **3.2 Project Benefits & Outcomes**

Overall the project has been deemed a success with partners and exhibitors indicating that their participation generated significant contacts and was of value to them. Listed below are the key benefits generated as a result of participating in the showcase:

- Listing in the PDAC Convention program
- Networking with other showcase exhibitors to identify synergies with existing clients
- Networking with showcase visitors and attendees to generate leads and sales
- Networking with community partners to identify potential for partnership projects
- Networking with government representatives to build relationships

- Relationship building with existing clients (exhibitors and attendees)

One of the methods utilized to measure the success of the initiative included a post-event survey, the results of which have been summarized in the Survey Report located within the appendices. NB: the comments have been transcribed verbatim from the actual survey responses)

### **3.3 Success Factors**

The project was deemed a success overall. Surveys were completed by NOMS exhibitors to deem the level of value placed on their respective participation in the Showcase. These surveys include questions regarding value of showcase and learnings acquired, likelihood of participating in future programs, types of training required / sought; value of contacts made, potential for business opportunities generated, etc. The results are outlined below:

#### **Value of showcase to participants (satisfaction survey results)**

##### **1. How useful / valuable was this event to your business or organization?**

Extremely useful / valuable – 59.26%

Quite useful / valuable – 33.33%

Moderately useful / valuable – 6.17%

Slightly useful / valuable – 1.23%

Not at all useful / valuable – 0%

##### **2. Approximately how many quality contacts and potential business leads did you generate as a result of this event?**

1-5 useful leads / contacts – 18.52%

6-10 useful leads / contacts – 28.40%

11-20 useful leads / contacts – 33.33%

21-40 useful leads / contacts – 13.58%

41 + useful leads / contacts – 6.17%

We did not generate any useful leads or contacts – 0%

##### **3. Please rate your level of satisfaction with the following:**

###### **(a) Pavilion design and layout:**

Extremely satisfied – 39.51%

Very satisfied – 40.74%

Satisfied – 14.81%



Somewhat satisfied – 3.70%

Not at all satisfied – 1.23%

**(b) Level of service provided by your event coordinator:**

Extremely satisfied – 71.60%

Very satisfied – 23.46%

Satisfied – 3.70%

Somewhat satisfied – 1.23%

Not at all satisfied – 0%

**(c) Value for your money:**

Extremely satisfied – 72.84%

Very satisfied – 17.28%

Satisfied – 8.64%

Somewhat satisfied – 1.23%

Not at all satisfied – 0%

**(d) Overall event:**

Extremely satisfied – 55.56%

Very satisfied – 35.80%

Satisfied – 7.41%

Somewhat satisfied – 1.23%

Not at all satisfied – 0%

**4. Which of the following supports and services were the most valuable to you for your participation as an exhibitor? (select all that apply)**

Registration fee / cost – 85.00%

Pre-fabricated kiosk – 91.25%

Poster – 70.00%

Exhibitor manual; FAQ and other communications – 32.50%

Access/use of boardroom – 35.00%

Opportunity to submit images and video for video wall – 28.75%

Presentation series – 20.00%

Exhibitor meet & greet – 51.25%

**5. Was the event website [northernontariominig.com](http://northernontariominig.com) useful for your event planning?**

Yes – 88.61%

No – 11.39%

**6. How likely would you be to make use of language interpreter services if they were offered for future events?**

Highly likely – 8.86%

Likely – 25.32%

Not likely – 65.82%

**7. If it is likely that you would use interpreter services, which languages would be useful?**

Spanish (8)

French (2)

Russian (1)

Ukrainian (1)

**8. Are there any additional services or supports you would suggest be provided to exhibitors in the future?**

- conference rooms on the same level of the tradeshow would be helpful
- perhaps a map of the companies exhibiting with logos at entrance of pavilion - a common comment was I couldn't find you or didn't know where you were
- too close to kiosk in front of you / need more space around booth
- Parking
- Signage from South building to our location
- More advertising on South side of convention
- Possible Internet / wifi connection. Will request in advance if required
- Having a booth number would be easier for people to find us within the pavilion
- Possible to have pavilion in South hall
- More maps posted at key places to help navigate

**9. Would your company be interested in exhibiting within a grouped pavilion at other events (e.g. CIM) ?**

Yes – 60.0%

No – 2.50%

Maybe – 37.50%

**7. Would you consider booking exhibitor space outside of the Northern Ontario Mining Showcase pavilion for PDAC 2018?**

Yes – 35.80%

No – 64.20%

## 8. Do you have any other comments, questions, or concerns?

- I would suggest that for future events, exhibitors not be allowed to expand their booth display into the aisles. This made it hard for people to walk past our booth as the aisles were blocked by banners. Exhibitors need to respect other exhibitors at the event.
- Drillco would like to thank FedNor (Denise) and the Northern Ontario management team (Marla, James and crew) for their assistance and support. We used PDAC 2017 to launch our Modular Drilling System on a global scale. The show response was fantastic! We will keep you updated on sales that result from the PDAC show!
- Liked the layout of the pavilion in previous years, felt our spot this year was not visible and was tight to other kiosks, was tight when people stopped to engage
- This is our 3rd year attending. This is by far our most productive with confirmed sales & follow up on contract opportunities in excess of \$150,000. Thank you!
- All involved to do great work, but a big shout out to Marla!
- Absolutely amazing! Thank you so much for all your hard work and dedication to Northern Ontario Mining!
- Wonderful event, very cost efficient for small companies and a great opportunity for growth
- The early tearing down and vacating of booths was a little disappointing-potential walk through customers wont go down an empty aisle. Trade show floor was a little congested with luggage on last day at booths.
- early tear downs discourage traffic
- 1.Would love to do CIM! 2.Space was a little tight but survivable. It is still worth it because they bring in the people I need to meet! 3.Less presentation space, more booth space? (1 instead of 2) 4. Can our booths be included in full event book under categories?
- My 1st time as an exhibitor & was very pleased & very good value for the money. Well done Marla!
- Most in south did not know we were here
- A suggestion: if the booths could be spaced a little further apart
- The event was exceptional, staff are very helpful Main Stage is great addition! Let's keep growing. Thank you!
- The vibe was positive once again!
- Excellent service-Well done!
- We did some networking and made contacts at the Steam Whistle party as well!
- people were complaining that it can be difficult to find a certain booth within the pavilion
- Excellent job and greatly organized pavilion and event
- We hope to be invited next year
- Excellent event, I would like to come back next year, thanks!
- Would it be possible to move Noms to the Southern hall? More traffic, exposure, etc.
- Thank you for organizing the Northern Ontario Pavilion. This program makes it affordable for smaller businesses to get recognized on an international scale.

- Second year in the NOMS Pavilion - it was great, met and talked with so many people. The only downside to the event was that our booth was right at the "free coffee" set up and people would stand right in front of our booth in groups and talk after grabbing their coffees. This took away from our booth and was a little disruptive. Otherwise a great event - thoroughly enjoyed it. The coordination and communication is excellent. Thank you!

## Key Success Factors

### Overall concept

The overall concept of hosting a Northern Ontario mining exhibit as part of PDAC works very well. Having a captive audience provides a source of qualified attendees which ensures value for the exhibitors and partners. This also provides exhibitors and partners with an opportunity to visit the PDAC floor and attend client hospitality events thereby generating an additional benefit for their participation.



### Timing (funding / announcement / planning)

Sourcing and securing funding support was a much quicker process for the 2017 event which resulted in being able to expand the footprint of the event by 2000 sq.ft. and to begin promoting the event immediately after the summer holidays. Efforts were made to curtail certain expense areas in order to ensure the successful expansion of the event, within budget. The group has already submitted a Phase 1 application for funding for 2018, including a budget that reflects the recommendations herein, in order to adhere to a similar schedule.

## **Coordination**

Contracting the services of an experienced event planner with significant sector knowledge and a large network in Northern Ontario is key to the success of the event. Given the timeline and the fact that steering committee members are all employed full time with numerous portfolios and responsibilities, having a point person to organize and manage the event ensured that things are kept track.

## **Communications**

Communications were key to attracting positive attention. FedNor staff was engaged in the planning process from the outset which resulted in additional media coverage and the inclusion of the NOMS on several tours and partner programs /schedules.

## **Venue**

Having a well-designed pavilion layout, including the addition of backlit graphics, a video wall, a stage to allow for presentations, touch screens for way finding and interesting structures projected the North as being very professional and unique. The combination of exhibitor kiosks, along with the complimentary coffee in the café and seating area, was successful in providing the perfect atmosphere for mixing business and pleasure, thus helping to not only draw people in but also encourage them to stay longer and visit with exhibitors.



## **Advisory Committee Engagement**

With representation from various locations throughout the North as well as FedNor, the committee plays an instrumental role in ensuring that businesses are aware of the event and provided with the necessary information to register and participate. In addition, the committee members have previous experience in hosting events at PDAC and are therefore in a position to provide leadership and guidance. They also assisted in promoting the pavilion onsite during the event and provided information to attendees about Northern Ontario, our communities and our companies.

## Program

The 2017 event incorporated a speaker series within the pavilion which resulted in drawing attendees to the Showcase while providing both promotional and capacity building opportunities for NOMS exhibitors. For example, a ribbon cutting was held with



various political figures including 4 MPs as well as FedNor DG Aime Dimatteo and several Northern Ontario Mayors. This event attracted a number of visitors to the Showcase who subsequently stayed to visit with exhibitors following the speeches and photos. It is recommended that this be repeated and broadened in future years.

## Complementary Events

Events which encouraged networking outside of show hours were very beneficial to the exhibitors. (Note: although these events are not FedNor funded, they have a positive impact on the NOMS and are therefore worthy of noting) These included an offsite informal exhibitor and committee meet & greet on the evening prior to show start as well as Northern Ontario Night, which is a hospitality event where Northern Ontario Mining Showcase exhibitors can invite clients and contacts to attend.

## Website

A website [northernontariominig.com](http://northernontariominig.com) was developed in 2016 as a means of promoting the event as well as serving as a one stop location for exhibitors to access information regarding registration and participation. The site highlights past successes and includes registration links, an FAQ, a downloadable exhibitor manual, an image gallery as well as stats and facts about the NOMS. When surveyed, 89% of exhibitors stated that they found the website useful in planning their participation for the 2017 NOMS.



## Boardroom

Renting a separate boardroom for meetings, storage and registrations made things much more manageable. Having extra space to store collateral materials, coats, and equipment was extremely useful and is recommended in the future. Partner communities also utilized the boardroom to host events such as an international MOU signing. In future years, further efforts will be made to promote the opportunity to utilize this boardroom for client meetings to exhibitors.



## 4.0 Recommendations

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Thanks to the generous support of FedNor, the steering committee will once again be hosting the Northern Ontario Mining Showcase at PDAC in 2017. In order to ensure its success, we have identified the following recommendations.

Based on demonstrated interest and the fact that the mining industry seems to be on the upswing, it is recommended that the pavilion lay out be reconfigured to accommodate additional participants. The target would be to include up to 100 exhibitors, focusing primarily on SMEs, for 2018. The pavilion should also continue to offer a unique experience and atmosphere that draws people in and entices them to stay for an extended period of time. The goal is not to have a smaller version of the PDAC trade show exhibit floor rather it is to encourage networking in a comfortable and business friendly atmosphere.

Additional recommendations are as follows:

- Reconfigure pavilion lay-out to add more exhibitors and provide more space around pods;
- Enhance video wall, adding image titles where relevant;
- Add clear signage indicating availability of charging station and access to laptops;
- Relocate the stage for the Speaker Series to limit noise and make better use of area within the pavilion that is less accessible / visible to visitors;
- Enhance speaker series ensuring that presenters promote their respective talks;
- Explore possibility of signage in the South Hall to promote the NOMS and assist with wayfinding;
- Increase promotional activities in the South Hall;
- Continually update NOMS website to ensure up to date info is available to prospective exhibitors, partners, and media;
- Investigate lead retrieval options to better measure ROI and provide additional value add;



- Explore the potential for coordination of formal international delegation tours, including interpretation services;
- Add more onsite support staff to assist visitors with touch screens and with locating specific exhibitors / types of exhibitors;
- Develop legend or other system within the Exhibitor Manual and touch screens to easily identify exhibitors based on capacity, products and/or services;
- Add the option to pre-purchase wifi to exhibitor registrations;
- Develop criteria to streamline exhibitor application and selection process.

## 5.0 Appendices

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The following supporting documents can be found [here](#).

- 5.1 Post Event Survey Results**
- 5.2 List of Exhibitors**
- 5.3 Ad Sample**
- 5.4 Save the Date Post Card**
- 5.5 Speaker Series Brochure**
- 5.6 Exhibitor Manual**
- 5.7 Event Directory**
- 5.8 NOMS Pull-up Banner**
- 5.9 FedNor Media Release**
- 5.10 Ribbon Cutting Agenda**
- 5.11 Photos**





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MARKEY CONSULTING markeyconsulting.com

Appendix 02  
CGP-010-2017  
April 18, 2017

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## Services Proposal: Northern Ontario Mining Supply Showcase 2017- 2018

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Markey Consulting is pleased to provide the following proposal for services to the City of Temiskaming Shores, Lead applicant, for the coordination and management of the 2017 & 2018 Northern Ontario Mining Showcase (NOMS). The work plan will be completed within the guidelines and budget established by the NOMS Committee.

### PROPOSED SERVICES

Services include the following tasks associated to pre-event and on-site logistics management:

#### Venue

- Venue applications and contract negotiations
- Catering
- Venue design, set-up (lay –out; exhibitor pods, graphics, structures, AV; etc.)
- Coordination of venue staging
- Coordination of video wall content
- Development of touch screen content

#### Event Promotion & Registrations

- Invitation list (target invite list including companies, partners, politicians, media etc.)
- Coordination of invitations & registration forms (design for both paper + web; committee approvals / communication; printing; delivery; circulation)
- Coordination of advertising (negotiation of ad rates; placement; design)
- Editorials and articles
- Direct calls
- Social media (LinkedIn)
- Manage RSVPs and registrations
- Develop collateral materials for distribution before and at show
- Coordination of exhibitor program development and content editing
- Acquire exhibitor graphics; coordinate poster design and printing
- NOMS website updates
- Coordinate wayfinding signage

#### Capacity Building

- Secure boardroom
- Coordinate stage; AV; seating etc.
- Secure speakers
- Develop speaker series schedule
- Promote speaker series

**On-site Logistics**

- Itinerary (ribbon cutting; meet and greet; speaker series; AV; etc.)
- Troubleshooting point person for on-site venue management to oversee details
- Exhibitor registration and management
- Coordination of door / greeters / guest check in
- Pop-up banners & collateral materials
- Promotion on show floor
- Cleaning; wi-fi; badges; parking

**Communications:**

- Calling & planning committee meetings
- Media relations (media releases; promotion of companies for editorials; invites to events etc.)
- Reports and itineraries (companies; partners; committee; etc.)
- Information requests (partners; exhibitors etc.)
- Survey development, distribution and tabulation
- Post event reports, follow-ups and KPI tracking including 3 month & 6 month follow-ups
- Prepare an inventory / lead list of clients who visited the Showcase

**Other:**

- Complete applications and project reports for Fed Nor funding on behalf of the City
- Coordinate room block
- Work with event committee to secure SME Exhibitors sufficient to cover the projected revenues in the Budget Projections
- Manage project budget to ensure compliance and work with City to prepare reports for funding agencies.

**PROPOSED FEES: \$600 per registered NOMS exhibitor (contingent on funding)**

Fees include all services listed above as well as project management and telephone calls with client, supplier liaison time. All applicable taxes, design, printing, venue, and/or other associated costs are extra. Additional disbursements such as event registration fees, travel and accommodations to event, travel to committee meetings are extra and must be reasonable expenses as approved by the NOMS Committee budget.

**Proposed Payment Terms:**

- 50% of year of anticipated annual fees to be invoiced and paid upon funding approval
- 25% of year anticipated annual fees to be invoiced and paid in January of event year
- 25% balance of actual fees to be invoiced and paid by April 15 of event year

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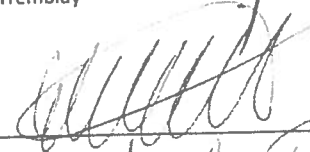
*For questions regarding this proposal, please contact:* **Marla Tremblay, President**  
**Markey Consulting**  
**t: 705-499-6267 | e: [mtremblay@markeyconsulting.com](mailto:mtremblay@markeyconsulting.com)**

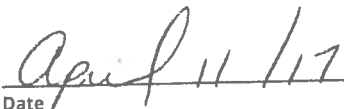
In witness whereof the parties have executed this Agreement.

Signed and Sealed in the presence  
of

Markey Consulting

  
\_\_\_\_\_  
President Marla Tremblay

  
\_\_\_\_\_  
Witness (name): Michael Tremblay

  
\_\_\_\_\_  
Date April 11 / 17

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. 2017-000**  
**Being a by-law to enter into an agreement with Eastlink**  
**for dedicated Internet and WAN Services**

**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-022-2017 at the April 18, 2017 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Eastlink for dedicated Internet and WAN Services for consideration at the April 18, 2017 Regular Council meeting;

**And whereas** the Council of The Corporation of the City of Temiskaming Shores deems it expedient to enter into an agreement with Eastlink;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to execute an agreement with Eastlink for Dedicated Internet and Wide Area Network (WAN) Services, 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 changes 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 18<sup>th</sup> day of April, 2017.

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Clerk – David B. Treen



**This agreement** made in duplicate this 18<sup>th</sup> day of April, 2017.

Between:

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

(hereinafter called "the Owner")

and

**Eastlink**

(hereinafter called "the Supplier")

Witnesseth:

That the Owner and the Supplier shall undertake and agree as follows:

**Article I:**

The Supplier will:

- a) Provide Wide Area Network (WAN) and Internet Services in accordance to the specifications contained the in the Form of Agreement, attached hereto as Appendix 01 and forming part of this agreement.

**Article III:**

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 Supplier:

**Eastlink**

500 Barrydowne Road  
Unit # 15  
Sudbury, Ontario  
P3A 5W1

Attn.: Robert McNamara

The Owner:

**City of Temiskaming Shores**

325 Farr Drive  
P.O. Box 2050  
Haileybury, Ontario  
P0J 1K0

Attn.: Mitch Lafreniere

**In witness** whereof the parties have executed this Agreement the day and year first above written.



Signed and Sealed in )  
the presence of )

Supplier's Seal )  
(if applicable) )

Municipal Seal )

**Eastlink**

\_\_\_\_\_  
Senior Account Executive – Robert McNamara

\_\_\_\_\_  
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. 2017-000**

Form of Agreement



---

**PROPOSAL TO**



**Corporation of the City of Temiskaming Shores**

---

**Attention: Brad Hearn**  
Information Technology Administrator

---

**RE: RFP**  
**Wide Area Network Services ( L2 MPLS )**  
**And**  
**SD – WAN ( FULL )**

**PROPOSAL FROM**

**EASTLINK**  
**500 Barrydowne Rd, Unit # 15**  
**Sudbury, Ontario**  
**P3A 5W1**

**March 22<sup>nd</sup> 2017**

**PROPOSAL CONTACT**

**Robert McNamara – Senior Account Executive**  
[Robert.McNamara@corp.Eastlink.ca](mailto:Robert.McNamara@corp.Eastlink.ca)  
**Phone: 705.525.4853 ext.2271**



March 22, 2017

Corporation of the City of Temiskaming Shores  
Attention: Brad Hearn: Information Technology Administrator

**Re: Wide Area Network Services ( MPLS & SD – WAN )**

Eastlink is pleased to submit our proposed solutions for the Wide Area Network Service ( MPLS- L2 ) and SD –WAN for Corporation of the City of Temiskaming Shores. We have also included a solution and quote for Internet as requested. Eastlink has extensive experience offering MPLS WAN and Dedicated Internet services to public and private sector clients across Canada.

We would welcome the opportunity to meet and discuss our proposal and address any questions.

Thank you for the opportunity to respond to this RFP. Please note that Eastlink has standard business terms of service and, if selected, would expect to be given the opportunity to negotiate a mutually agreeable contract.

Best Regards,

Robert McNamara  
Senior Account Manager  
Eastlink

Louigi Salvati  
Director of Business Sales  
Eastlink



---

**Subject:** Vesting of TAC Properties

**Report No.:**

CS-023-2017

**Agenda Date:**

April 18, 2017

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### **Attachments**

**Appendix 01:** History of Roll 54 18 010 008 36400 (Lakeview Street)

**Appendix 02:** Mapping and Details of Roll 54 18 010 008 36400

**Appendix 03:** History of Roll 54 18 030 009 34000 (Lakeview Avenue)

**Appendix 04:** Mapping and Details of Roll 54 18 030 009 34000

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-023-2017;
2. That Council for the City of Temiskaming Shores directs staff to proceed with the Notice of Vesting for Roll 54 18 010 008 36400; and
3. That Council for the City of Temiskaming Shores directs staff to proceed with the Notice of Vesting for Roll 54 18 030 009 34000.

### **Background**

Section 5(b) of By-law 2007-045, Municipal Property Tax Policy, relates to properties that are eligible for registration should the property's taxes remain unpaid for three years. Once the properties have been registered, the property owner has one year and one day from the date of registration to pay the taxes, penalties and administration fees in full or enter into an Extension Agreement (repayment agreement). Should neither of the above options be exercised by the property owner within the prescribed time period, the City will proceed with a Sale of Land by Public Tender. If there are no successful tenders, the City has the option to write-off taxes (all or a portion thereof) as uncollectible and retender the property for sale at a lower cancellation price or proceed with a Notice of Vesting within two (2) years from the date of the unsuccessful public sale.

The City opted to write-off a portion of the outstanding taxes and retender the property at a lower cancellation price.

### **Analysis**

#### **Roll 54 18 010 008 36400:**

The property is located on Lakeview Street (former Town of New Liskeard).

History of Roll 54 18 010 008 36400 – TAC 2016-02 (Appendix 01). The mapping and details of the property can be viewed in Appendix 02.

Roll 54 18 030 009 34000:

The property is located on Lakeview Avenue (former Town of Haileybury).

History of Roll 54 18 030 009 34000 – TAC 2016-06 (Appendix 03). The mapping and details of the property can be viewed in Appendix 04.

The report was circulated to staff for comment. No concerns were received.

**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

Tax Write-Offs (as at April 3, 2017 includes 2017 taxes):

	Municipal	Education	Penalty	Total
010 008 364000	\$1,333.54	\$198.41	\$400.35	\$1,932.30
030 009 34000	\$ 403.32	\$ 60.74	\$137.25	\$ 601.31

Annually the Auditor and Treasurer review tax accounts that are three (3) years in arrears and over. A decision is made with regards to taxes that are potentially uncollectible. Upon consultation with the Auditor, it was determined that the uncollectible amount was set up at December 31, 2016 for these properties were: \$1,656.53 and \$552.70 respectively.

The write-off of the municipal portion of the taxes including any 2017 taxes will be recognized against the Allowance for Uncollectible Tax account and the Municipal Tax Write-Off account as an expense in 2017.

The education taxes of \$259.15 to be written-off as uncollectible will be applied against the English Public School Board for the residential portion as they have been paid for the assessable education taxes as they were accrued throughout the years.

The total municipal portion of the write-off is \$2,274.46.

**Alternatives**

To not vest the property was considered during the preparation of this report.

**Submission**

Prepared by:

Reviewed and approved by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

\_\_\_\_\_  
Laura Lee MacLeod  
Treasurer

\_\_\_\_\_  
Kelly Conlin  
Director of Corporate Services (A)

\_\_\_\_\_  
Christopher W. Oslund  
City Manager

**History of Roll No.**

**54 18 010 008 36400**

**Lakeview Street**

On June 2, 2015, a first notice letter advising of the pending registration of the property was sent to the property owner. No communication was received from the property owner.

On October 9, 2015, a final notice letter advising of the pending registration of the property was sent to the property owner. No communication was received from the property owner.

A Tax Arrears Certificate was registered against the property on February 25, 2016. First Notice of Registration was mailed on February 29, 2016 and Final Notice of Registration was mailed on December 2, 2016 as per the Tax Sale Rules and Procedures

The redemption period expired on February 26, 2017 at which time the City was able to proceed with the sale of the property by Public Tender.

The property was tendered for Sale for four (4) consecutive weeks in the Temiskaming Speaker (March 1<sup>st</sup>, March 8<sup>th</sup>, March 15<sup>th</sup> and March 22<sup>nd</sup>) and once in the Ontario Gazette (March 11<sup>th</sup>) with the tenders closing on March 29<sup>th</sup>, 2017 at 3:00p.m.

The tenders were scheduled to be opened on March 29<sup>th</sup> immediately following the close of the tender period as advertised. No tenders were received for the property.



*Discover a whole new Ontario • Découvrez un tout nouvel Ontario*



ASSESSMENT ROLL NO.	54-18-010-008-36400
PROPERTY LOCATION	LAKEVIEW AVENUE
LEGAL DESCRIPTION	PLAN M79NB PT LOTS 199 TO 202; PARCEL 13360SST
SIZE	160' FRONTAGE 80' DEPTH
OFFICIAL PLAN DESIGNATION	RESIDENTIAL NEIGHBOURHOOD
ZONING	DEVELOPMENT (DE)
MUNICIPAL SERVICES	NOT AVAILABLE
ACCESS	YEAR ROUND ACCESS FROM GLENHILL ROAD
PRESENT USE	VACANT
ASSESSMENT	RTEP - \$31,000 (2017)
MINIMUM TENDER AMOUNT	\$3,010.18



**History of Roll No.**

**54 18 030 009 34000**

**Lakeview Avenue**

On June 2, 2015, a first notice letter advising of the pending registration of the property was sent to the property owner. No communication was received from the property owner.

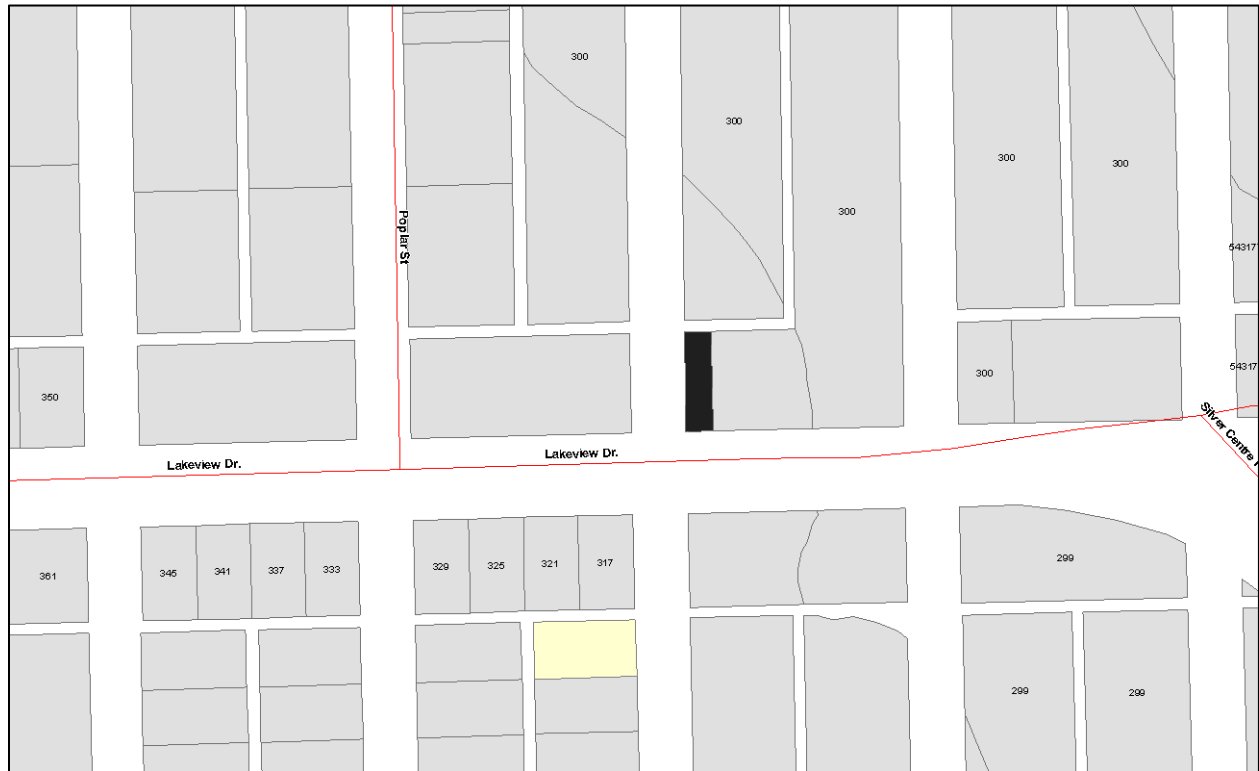
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The tenders were scheduled to be opened on March 29<sup>th</sup> immediately following the close of the tender period as advertised. No tenders were received for the property.



ASSESSMENT ROLL NO.	54-18-030-009-340.00
PROPERTY LOCATION	LAKEVIEW AVENUE
LEGAL DESCRIPTION	PLAN M52NB LOT 316 LAKEVIEW AVENUE NORTH PARCEL 15737SST
SIZE	50' FRONTAGE 110' DEPTH
OFFICIAL PLAN DESIGNATION	RURAL AREA
ZONING	OPEN SPACE (OS)
MUNICIPAL SERVICES	NOT AVAILABLE
ACCESS	YEAR ROUND ACCESS FROM LAKEVIEW AVENUE
PRESENT USE	VACANT
ASSESSMENT	RTEP – 3,700
MINIMUM TENDER AMOUNT	\$1,782.11





# Memo

**To:** Mayor and Council  
**From:** Timothy H. Uttley, Fire Chief/CEMC  
**Date:** April 18, 2017  
**Subject:** PTSD Prevention Plan  
**Attachments:** Appendix 01 – PTSD Prevention Plan

---

Mayor and Council:

In April of 2016 the province passed the Supporting Ontario's First Responders Act, which is new legislation that created a presumption that post-traumatic stress disorder (PTSD) diagnosed in first-responders is work-related.

The presumption allows for faster access to WSIB benefits, resources and timely treatment. The act is part of the province's strategy to prevent or mitigate the risk of PTSD and provide first responders with faster access to treatment and the information they need to stay healthy.

The Supporting Ontario's First Responders Act, 2016 amends the Workplace Safety and Insurance Act, 1997 (WSIA) and the Ministry of Labour Act and received Royal Assent on April 6, 2016, and is now in force.

As a result of this legislation, employees of workers covered under the PTSD presumption are directed to provide the Minister of Labour with information on their workplace post-traumatic stress disorder prevention plans by April 23<sup>rd</sup>, 2017.

Based on the above, the following is being recommended to Council for consideration:

1. That Council acknowledges receipt of Memo 003-2017-PPP, more specifically Appendix 01 – PTSD Prevention Plan for the Temiskaming Shores Fire Department for informational purposes.

I would like to thank Council for your consideration.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

“Original signed by”

“Original signed by”

---

Timothy H. Uttley  
Fire Chief/CEMC

---

Christopher W. Oslund  
City Manager



# PTSD Prevention Plan

*This PTSD Prevention Plan has been developed to outline our approach to managing Post Traumatic Stress Disorder at the Temiskaming Shores Fire Department. The goal of this plan is to take a holistic approach across prevention, intervention and recovery and return to work.*

**Prepared by:** Timothy H. Uttley, Fire Chief

**Date:** March 23, 2017

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# INTRODUCTION

The Temiskaming Shores Fire Department is committed to addressing Post Traumatic Stress Disorder (PTSD) in our workplace. This prevention plan outlines a holistic approach to addressing PTSD and the focus of this plan is to establish foundational elements based on the PTSD Framework below. Specifically, this plan highlights our prevention, intervention and recovery and return to work policies and practices.

This is a living document which will be updated as our organization advances on our PTSD prevention journey.

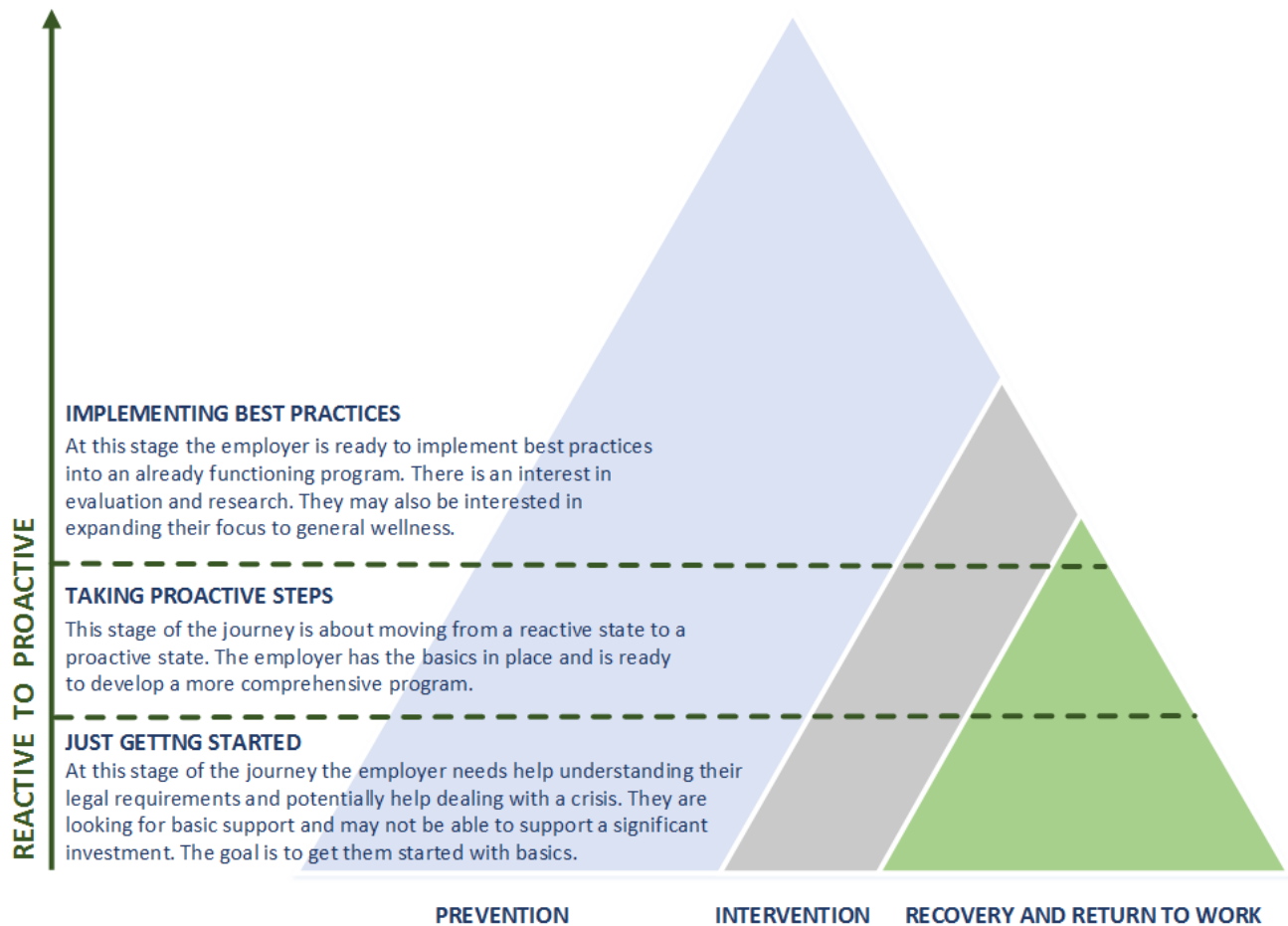


Figure 1: PTSD Framework

## Prevention Focus Area

Prevention focuses on outlining the basic elements of occupational health and safety management such as understanding legal responsibilities, recognizing, assessing and controlling the hazard, outlining roles and responsibilities and incident reporting procedures in an organization. The goal is to establish or integrate PTSD prevention practices for the promotion of a healthy and safe workplace that actively works to prevent harm to a workers mental health.

## **Intervention Focus Areas**

Intervention focuses on outlining actions that can be taken to improve a situation. This includes ensuring that workers know how to report psychological injuries when they occur and are supported in doing so. It also highlights intervention options that are evidence based and that can be utilized in organizations.

## **Recovery and Return to Work Focus Area**

Recovery and Return to Work ensures that managers understand how to accommodate a worker who is suffering from PTSD and that there are clearly established roles and responsibilities for supporting workers through this process. Recovery and return to work is an important aspect of preventing future or further injury.

## **GOALS AND OBJECTIVES**

The goal of the plan is to provide all fire department personnel clarity on how the City of Temiskaming Shores and the Temiskaming Shores Fire Department is addressing PTSD prevention, intervention and recovery and return to work in our organization.

The specific objectives of the plan are to:

- Define the legal requirements.
- Explain how to identify and respond to PTSD injuries.
- Establish roles and responsibilities within the organization.
- Establish policies and procedures to support PTSD prevention in the organization.
- State crisis intervention expectations and screening protocols.
- Outline organizations intervention practices and procedures so that all supervisors and managers understand the available intervention options.
- Review the duty to accommodate.
- Provide examples of accommodations that may be utilized in the organization to support efficient and effective recover and return to work.

## **OVERVIEW OF PTSD, RISK FACTORS, SIGNS AND SYMPTOMS**

PTSD can develop when someone experiences, sees or learns about an event involving actual or threatened death, serious injury or sexual violence.

### **Causes**

It is believed that PTSD is caused by a complex mix of:

- Life experiences, including the amount and severity of trauma you have experienced since early childhood.
- The way your brain regulates the chemicals and hormones your body releases in response to stress.
- Inherited mental health risks such as an increased risk of anxiety or depression and inherited aspects of your personality or temperament.

## **Risk Factors**

- Having a job that increases your risk of being exposed to traumatic events, such as firefighting.
- Experiencing intense or long-lasting trauma.
- Feeling horror, helplessness or extreme fear.
- Seeing people get killed or hurt.
- Having experienced other trauma earlier in life, including childhood abuse/ or neglect.
- Having other mental health problems such as anxiety or depression.
- Lacking a good support system of family and friends.
- Dealing with extra stress after the event, such as loss of a loved one, pain and injury, or loss of a job or home.
- Having biological relatives with mental health problems including PTSD or depression.

PTSD can increase the risk of other mental health problems such as:

- Depression and anxiety,
- Issues with drugs or alcohol use,
- Suicidal thoughts and actions.

## **Signs and Symptoms**

Symptoms may start within 3 months of the event but can sometimes not appear until years after the event. The symptoms can make it hard for the affected person to live their everyday life and can be accompanied by depression, substance abuse, or other anxiety disorders. Following are three types of symptoms associated with PTSD<sup>1</sup>:

### **Intrusive Memories**

Also called re-experiencing symptoms, these memories can start from the person's own thoughts, or can be triggered by words, objects or situations that are reminders of the traumatic event. Intrusive memories include:

- Recurring, unwanted distressing memories of the traumatic event,
- Reliving the event as if it were happening again,
- Upsetting dreams about the event, and
- Severe emotional distress or physical reactions (heart racing, hands sweating) to something that reminds you of the event.

### **Avoidance**

Avoidance symptoms may cause a person to change their routine such as avoiding things that remind them of the event as well as negative changes in thinking and moods. This includes:

- Trying to avoid thinking about the event,
- Avoiding places, objects, activities or people that remind you of the event,
- Increased negative feelings about self or others,
- Feeling emotionally numb or an inability to experience positive or negative emotions,
- Feeling hopeless about the future,

---

<sup>1</sup> Mayo Clinic, 2016, National Institute of Mental Health, 2016

- Losing interest in activities that were enjoyable in the past,
- Feeling strong guilt, depression or worry,
- Memory problems including not remembering important aspects of the traumatic event, and
- Difficulty maintaining close relationships.

### **Hyper-arousal Symptoms**

These symptoms are changes in emotional reactions usually constant and can make a person feel stressed, angry, overwhelmed and “on guard.” The symptoms include:

- Irritability, feeling tense or “on guard,”
- Difficulty sleeping,
- Angry outbursts or aggressive behavior,
- Being on constant guard for danger,
- Feelings of overwhelming guilt or shame,
- Self-destructive behavior,
- Trouble concentrating or sleeping, and
- Being easily startled or frightened.

## **LEGAL REQUIREMENTS**

At the City of Temiskaming Shores and the Temiskaming Shores Fire Department we understand that we have a legal requirement under the Occupational Health and Safety Act to take every reasonable precaution to protect workers from harm. Employers and supervisors are required to inform all workers about psychological hazards on the job and provide training to employees on how to prevent these hazards and protect themselves from harm. Workers are also required to follow policies and procedures set out by the employer.

### **Notification of Injury/Illness**

Following the notification of an injury/ illness, Section 51 and 52 of the Occupational Health and Safety Act (OHSA) requires notification to the Ministry of Labour, Joint Health and Safety Committee and the local Association if an employee is critically injured, disabled from performing their own work or receives medical attention resulting from an incident. The details required in these reports, and the parties who must be notified are based on the severity of the injury and are outlined in the OHSA, and in Section 5 of the Industrial Establishment Regulation. Of particular importance is the necessity in S 5(2)(j) to include steps to prevent further illness.

Reporting a Post-Traumatic Stress Disorder through required channels is handled in the same manner as other injuries or illnesses. When an injury or illness occurs, the employer must submit a Form 7 Report of Injury/Illness within three days.

In many cases, an employee with PTSD will require time off from work, but in some instances, it may be possible to accommodate them with alternate work as they are receiving treatment. The same WSIB Form 7 is used regardless of whether the ill/injured employee loses time from work (Lost Time Injury), or only seeks medical attention (No Lost Time Injury). The employee will be sent a Form 6 by the WSIB for completion following the employer’s submission of the claim.

## **ORGANIZATIONAL PTSD PRACTICES**

The Temiskaming Shores Fire Department considers mental health, wellbeing and psychological safety of its employees to be important part of a productive, effective and healthy workplace.

To promote a healthy workplace we will strive to;

- Increase awareness about mental health issues and create an open dialogue between employees, managers, leadership and the union.
- Promote principles of mutual respect, confidentiality and cooperation across the organization.
- Support managers to help address the mental health, wellbeing and psychological safety of our employees and provide them resources and tools to address demands, conflict, emotional distress or trauma experienced by our workers.
- Focus on the organizations impact on the health and well-being of all employees, not personal health status.

### **Organizational Anti-Stigma Practices**

The Temiskaming Shores Fire Department is committed to fostering a workplace where our employees are protected from stigma associated with mental illness. Our organization will ensure that all employees are treated with respect and dignity; this includes those suffering from mental illness and those who support other workers suffering from mental illness.

Harassment and acts of discrimination will not be tolerated. Anyone who is found to be stigmatizing another individual may be subject to disciplinary action. Types of behavior and acts that contribute to stigma include:

- Prejudicial attitudes and discriminating behavior directed towards individuals.
- Trivializing or belittling people suffering from PTSD, or PTSD itself.
- Insulting people who are suffering from PTSD.
- Patronizing people who are suffering from PTSD by treating them as if they are not as good as other people.
- Ostracizing people who are suffering with PTSD, or their friends and supports.

To support a stigma-free workplace, we will;

- Provide PTSD awareness training and education.
- Regularly monitor organizational practices and systems for barriers to achieving a stigma-free workplace.
- Provide an effective and fair complaints process.
- Lead by example.

Managers and Supervisors are responsible for fostering a stigma-free workplace and setting an example of appropriate behavior. Employees are responsible for treating coworkers with respect in the workplace, bringing forward complaints and cooperating with investigations into complaints. Employees are also responsible for treating all parties and situations in a sensitive and confidential manner.

### **Recognizing and Responding to Signs and Symptoms of PTSD**

Managers and Supervisors are expected to know how to recognize and respond to signs and symptoms of PTSD in a worker or fellow Manager, Supervisor or worker. If signs and symptoms are found to be present it is expected that the Manager or Supervisor will:

- Keep the communication lines open with the worker and ask how they or other team members can provide support to the worker. If the worker is not ready to talk wait for them to open up. If they do start to share, do not interrupt, it is often difficult for people with PTSD to ask for help, particular if there is a concern about stigmatization.
- Deal with signs and symptoms directly and as soon as possible. If signs and symptoms are recognized it is best to open the dialogue and provide support so that the worker knows they are supported in the workplace.
- Provide information about the options the worker has to address PTSD. Help the worker access support and help resources, if they request or need assistance.
- Encourage the worker to talk to someone they trust about what has happened, this could be team members identified in the workplace to provide peer support, family members, friends, or a manager/supervisor.
- Share with the worker that what they are experiencing is a normal reaction. Provide information about signs and symptoms and when they should speak to a professional or seek additional help.

## **ROLES AND RESPONSIBILITIES FOR PREVENTION, INTERVENTION, RECOVERY AND RETURN TO WORK**

### **Senior Leadership Roles**

Our Senior Leadership will:

- Understand the impact that PTSD, and other occupational stress injuries have on the organization
- Identify what health and safety programs already exist and how a PTSD Prevention program can be integrated into existing systems. This should consider:
  - Management Training,
  - Employee Engagement,
  - Anti-stigma Awareness,
  - Civility and Respect, Anti-Stigma,
  - Critical Incident response and management,
  - Employee Assistance Programs (EAP) or other benefits that support a mental health and wellness program,
  - Training individuals in strategies for resiliency and health behavior.
- Set the tone and lead by example, reducing stigma and encouraging conversations and take every reasonable precaution to protect workers.
- Makes early and considerate contact with an injured/ill worker.

### **Managers and Supervisors**

Managers and Supervisors will:

- Participate in training to be aware and ready to address the day to day aspects of PTSD prevention and management.
- Receive training on how to recognize signs and symptoms of PTSD and understand the causes and risk factors and understand how to support workers suffering from PTSD.
- Identify individuals at risk of PTSD.

- Be prepared through training, coaching or other means to engage workers in discussions about psychological health and safety.
- Encourage active discussion with workers about mental health and psychological safety.
- Implement processes to report concerns and provide support to workers in need.
- Help identify control methods that support PTSD prevention such as workplace rotations for highly exposed individuals.
- Reduce stigma by participating in positive conversations.
- Understand how to accommodate a worker suffering from PTSD.
- Actively participate in a systematic, structured and coordinated Return to Work process and plan.

## **Health and Safety Committee**

The Temiskaming Shores Fire Department's Health and Safety Committee will be engaged in the management of the PTSD Prevention Plan and Program. To actively participate the committee will:

- Understand the factors of the job that impact psychological health and safety, in particular PTSD. They should develop awareness about what PTSD is, as well as the symptoms causes and risk factors.
- Be involved in the workplace assessment.
- Assist the organization in developing a process for identifying workplace mental health and wellbeing issues, and in particular PTSD.
- Help identify controls that can be put in place to address psychological health and safety.
- Help reduce stigma related to mental illness by participating in identifying the need for education, training, and resources to address PTSD, and participating in delivering these to the organization.
- Participate in training to enable support of the workforce as required.
- Engage in the development of a communication plan and strategies related to address psychological health and safety, particularly PTSD.
- Reduce stigma by participating in positive conversations.

## **Employees**

Employee's will

- Participate in training and education about PTSD
- Report concerns, incidents to that they can be investigated and addressed.
- Listen to coworkers and encourage engagement.
- Reduce stigma by participating in positive conversations.

## **Human Resources**

The Human Resources department will:

- Assist the injured/ill worker to remain or return to work while they recover, while also ensuring that the workers return to work date is sensible, flexible and safe for the worker.
- Help the worker return to the workplace post-injury/illness.
- Connect and consult with the injured/ill worker, treating health professional, and WSIB representative and make sure that everyone understands what to expect and what is expected of them.



- Monitor the workers progress towards returning to work.
- Help resolve issues or disputes related to the return to work.

## **TRAINING**

### **PTSD Awareness and Anti-Stigma Training**

The City of Temiskaming Shores and the Temiskaming Shores Fire Department is committed to providing PTSD and anti-stigma awareness training to all Workers within our organization. Our organization will implement and maintain the awareness training program so that all staff is familiar with the signs and symptoms of PTSD.

### **Recognizing Signs and Symptoms and Responding to Signs of PTSD**

All Managers and Supervisors will receive training on how to recognize the signs and symptoms of PTSD and learn the organizations expectations on how to respond to and address these signs and symptoms.

### **Post Exposure Education and Awareness**

Education and awareness will be offered to those who have experienced a traumatic event. This education will focus on providing information about signs and symptoms, how to access care if needed and provision of contact information if they require assistance and/or resources.

### **Training Roll-Out**

The Temiskaming Shores Fire Department has committed to offering the Road to Mental Readiness (R2MR) program to all interested staff. The first training sessions took place on the following dates:

- April 3, 2016 – R2MR, Leadership Program Training;
- September 12, 2016, R2MR Primary Program Course, Station 1;
- September 15, 2016, R2MR Primary Program Course, Station 2;
- September 19, 2016, R2MR Primary Program Course, Station 3.

Additional sessions will be made available when needed.

## **EARLY INTERVENTION STRATEGIES**

When workers are exposed to a traumatic event, The Temiskaming Shores Fire Department will provide those workers with the following early interventions to minimize stress and promote prevention of PTSD:

- Allowing time off for the workers who have been involved in a traumatic event.
- Providing workers with stigma-free counselling services to address the emotional aspects of what they have experienced.
- Using of debriefing sessions that focus on helping the worker put their experiences in perspective and validate what they have seen, done, thought and felt.
- Providing ongoing education that gives information on PTSD, stress management and actions that workers can take for themselves utilizing Internal and External Resources.



## **Internal/External Resources**

For crisis situations requiring immediate attention:

Temiskaming Crisis Response System - 888-665-8888

Canadian Mental Health Association, New Liskeard – 705-647-4444

North Bay Regional Health Centre Crisis Line – 800-352-1141

Temiskaming Shores Fire Department Business Line – 705-647-8298

Temiskaming Shores Fire Chief, Tim Uttley – 705-622-1552

## **First Responders First, PTSD Resource Toolkit**

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

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**Subject:** Water Rate Assessment

**Report No.:**

PW-009-2017

**Agenda Date:**

April 18, 2017

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### **Attachments**

None

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-009-2017;
2. That Council agrees to move forward with the water rate assessment; and
3. That Council directs staff to prepare and release a Request for Quotation for the supply of the associated water meters to perform the assessment.

### **Background**

Council passed a Water Works System Use By-law (No. 2016-083) on June 21, 2016. This By-law was developed by staff due to inconsistency within By-laws from the former Towns of New Liskeard and Haileybury and the former Township of Dymond. Similar inconsistencies are currently found in the Water and Sewer Rates By-law passed by Council on a yearly basis. The largest discrepancy is how Institutional, Commercial and Industrial (I/C/I) sectors are being charged within the three former municipalities. More specifically with the City's water meter program where similar I/C/I establishments have a water meter and others do not. In addition, a number of the existing water meters are out-dated and not functional.

Many discussions have taken place relating to the existing water meter program at the Public Works and Corporate Services Committee meetings as listed in the Consultation/Communication section of this report.

Within the Water Works System Use By-law No. 2016-083, section 5 – Water Rates and Meters, subsections 5.1 and 5.2 state:

#### 5.1 WATER RATES

*All Residential, Industrial, Commercial and Institutional premises that have a Water Service Connection to the Municipal Water Works, is subject to a flat water rate at the fee prescribed by the Corporation through by-law adoption from time to time. In addition to the flat water rate, each property and/or premise which is metered will pay a fee on a per cubic meter basis over and above a prescribed cubic meter amount as determined by the Director of Public Works and defined and adopted through by-law from time to time.*

## 5.2 PROPERTIES TO BE METERED

*The properties to be metered shall include but are not limited to Industrial, Institutional and high water users in the Commercial sectors as determined by the Director of Public Works.*

As a result of the above noted, Staff presented Memo No. 013-2016-PW to Council at the June 7, 2016 Regular Council meeting. This resulted in Council's approval to enter into an agreement, through By-law No. 2016-101, with Neptune Technology Group (Canada) Ltd. to conduct a water meter survey within the I/C/I sector.

### **Analysis**

At the Public Works Committee meeting held on January 19, 2017, Neptune's final report for the water meter survey was discussed resulting in the following recommendation:

#### Recommendation PW-003

Moved by: Mayor Carman Kidd

*Be it resolved that the Public Works Committee hereby recommends water meters be installed in a number of restaurants and hotels for a minimum of one year as a pilot project to collect necessary data. The Committee further recommends that the recommendation be presented to the Corporate Services Committee for further consideration.*

**CARRIED**

This recommendation was based on the decision that the City currently does not have accurate water consumption data relating to restaurants and hotels throughout the City. This data would be a key component of the water rate assessment project and future development of fair and equitable water rates.

At the Corporate Services Committee meeting held on February 2, 2017, the above noted recommendation was discussed resulting in direction from the Committee to proceed with further investigation into the water rate assessment project and to develop budgetary numbers.

At the Corporate Services Committee meeting held on April 6, 2017, Staff presented to the Committee a budget for the project as well as explained how this project would be communicated to the chosen establishments. It is proposed that Staff approach a total of nine (9) hotels and restaurants throughout the City requesting that they participate in the water rate assessment and allow the installation of a water meter at their facility. The communication will focus on that the development of this project is solely for the purpose of gathering accurate water consumption data needed to develop fair and equitable water rates throughout I/C/I sector within Temiskaming Shores. Also, it will be clearly identified that the City will cover all costs associated with the project.

The budgetary number for the purchase and installation of the various sized water meters is \$25,000. It would be Staff's intention to develop this project within the Environmental Operating Budget where there are sufficient funds.

As a result, the Corporate Services Committee provided direction to move forward with this report to Council.

**Relevant Policy / Legislation/City By-Law**

- By-law No. 2017-051, Water and Sewer Service rates
- By-law No. 2016-083, Water Works System Use
- By-law No. 2016-101, Agreement with Neptune Technology Group (Canada) Ltd.
- Safe Drinking Water Act, 2002 - Ontario Regulation 453/07 – Financial Plans

**Asset Management Plan Reference**

- Not Applicable

**Consultation / Communication**

- Corporate Services Committee Meeting – March 3, 2016
- Public Works Committee Meeting – March 24, 2016
- Public Works Committee Meeting – April 28, 2016
- Corporate Services Committee Meeting – May 2, 2016
- Public Works Committee Meeting – May 26, 2016
- Public Works Committee Meeting – June 23, 2016
- Public Works Committee Meeting – July 26, 2016
- Public Works Committee Meeting – August 25, 2016
- Public Works Committee Meeting – October 6, 2016
- Public Works Committee Meeting – November 10, 2016
- Public Works Committee Meeting – January 19, 2017
- Corporate Services Committee Meeting – February 2, 2017
- Corporate Services Committee Meeting – April 6, 2017

**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 indicated above, the budgetary number for the water rate assessment project is \$25,000. This project would be an operating project within the Environmental Operating Budget in which there are sufficient funds available.

**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  
Director of Public Works

\_\_\_\_\_  
Christopher W. Oslund  
City Manager

# THE CITY OF TEMISKAMING SHORES JANUARY - DECEMBER 2016 YEAR-TO-DATE OPERATING 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

13-Apr-17

**SUMMARY - OPERATIONS AND CAPITAL**  
**Revenues and Expenditures**  
**as at December 2016**

	2016	2016 YTD			
	Total Budget	Actual	Budget	Variance B/(W)	% Change
<b>GENERAL OPERATIONS</b>					
<b>Revenues</b>					
Operations - General	20,395.0	20,748.6	20,395.0	353.6	1.7%
Operations - Environmental	3,987.1	4,003.3	3,987.1	16.2	0.4%
<b>Total Revenues</b>	<b>24,382.1</b>	<b>24,751.9</b>	<b>24,382.1</b>	<b>369.8</b>	<b>1.5%</b>
<b>Expenditures</b>					
Operations - General	19,671.7	19,830.3	19,671.7	(158.6)	-0.8%
Operations - Environmental	3,464.8	3,709.0	3,464.8	(244.2)	-7.0%
<b>Total Expenditures</b>	<b>23,136.5</b>	<b>23,539.3</b>	<b>23,136.5</b>	<b>(402.8)</b>	<b>-1.7%</b>
<b>Net Position Operations</b>	<b>1,245.6</b>	<b>1,212.6</b>	<b>1,245.6</b>	<b>(33.0)</b>	<b>-2.6%</b>

<b>General Operations</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Revenues	20,748.60	20,395.0	353.6
Expenditures	19,830.30	19,671.7	158.6
<b>Transfer to Capital</b>	<b>918.30</b>	<b>723.30</b>	<b>195.00</b>

<b>Environmental Operations</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Revenues	4,003.3	3,987.1	16.2
Expenditures	3,709.0	3,464.8	244.2
<b>Transfer to Capital</b>	<b>294.30</b>	<b>522.30</b>	<b>(228.00)</b>

**GENERAL OPERATIONS BY COST CENTRE**

**Revenues  
as at December 2016**

		2016	2016 YTD			
		Total Budget	Actual	Budget	Variance B/(W)	% Change
<b>Revenues:</b>						
Governance:	FEMS	69.0	67.6	69.0	(1.4)	-2.0%
	Policing	50.9	48.9	50.9	(2.0)	-3.9%
Corporate Services:	Corporate Services	185.0	187.4	185.0	2.4	1.3%
	Municipal Clerk	48.5	58.8	48.5	10.3	21.2%
	Cemeteries	80.4	101.2	80.4	20.8	25.9%
	Finance	4,081.3	4,097.4	4,081.3	16.1	0.4%
	General Taxation	12,778.9	12,906.4	12,778.9	127.5	1.0%
Comm Growth/Plng:	P&DS	261.3	402.5	261.3	141.2	54.0%
	Economic Development	510.3	544.8	510.3	34.5	6.8%
Public Works:	Transportation	429.7	429.5	429.7	(0.2)	0.0%
	Solid Waste Management	607.7	598.0	607.7	(9.7)	-1.6%
Leisure Services:	Parks	133.8	188.8	133.8	55.0	41.1%
	Programs	193.5	186.5	193.5	(7.0)	-3.6%
	Facilities	518.0	530.7	518.0	12.7	2.5%
Property Mntce:	Property Maintenance	132.3	32.1	132.3	(100.2)	-75.7%
	Buildings & Yards	181.9	184.2	181.9	2.3	1.3%
Fleet:		62.5	108.7	62.5	46.2	0.0%
Libraries:		70.0	75.1	70.0	5.1	7.3%
<b>Total Revenues</b>		<b>20,395.0</b>	<b>20,748.6</b>	<b>20,395.0</b>	<b>353.6</b>	<b>1.7%</b>



**GENERAL OPERATIONS BY COST CENTRE**  
**Expenditures**  
**as at December 2016**

		2016	2016 YTD			
		Total Budget	Actual	Budget	Variance B/(W)	% Change
<b>Expenditures</b>						
Council:		143.2	134.9	143.2	8.3	5.8%
Governance:	City Manager's Office	424.8	415.4	424.8	9.4	2.2%
	FEMS	628.5	604.6	628.5	23.9	3.8%
Health & SS:	Health	438.7	438.7	438.7	0.0	0.0%
	Social Services	2,293.3	2,293.3	2,293.3	0.0	0.0%
Policing:	Police Service Board	12.1	8.8	12.1	3.3	27.3%
	OPP	2,296.6	2,287.5	2,296.6	9.1	0.4%
Corporate Services:	Corporate Services	1,485.5	1,602.7	1,485.5	(117.2)	-7.9%
	Municipal Clerk's Office	248.7	245.0	248.7	3.7	1.5%
	Cemeteries	80.4	101.2	80.4	(20.8)	-25.9%
	Finance	775.6	796.4	775.6	(20.8)	-2.7%
	General Taxation	192.3	358.8	192.3	(166.5)	-86.6%
Comm Growth/Plng:	Economic Development	836.2	857.2	836.2	(21.0)	-2.5%
	P&DS	674.8	589.6	674.8	85.2	12.6%
Public Works:	Transportation	3,201.9	3,164.1	3,201.9	37.8	1.2%
	Solid Waste Management	1,407.4	1,387.1	1,407.4	20.3	1.4%
	Property Maintenance	710.7	597.8	710.7	112.9	15.9%
	Buildings & Yards	249.6	266.0	249.6	(16.4)	-6.6%
	Fleet	973.6	985.1	973.6	(11.5)	-1.2%
Leisure Services:	Parks	1,519.7	1,532.2	1,519.7	(12.5)	-0.8%
	Programs	47.9	50.9	47.9	(3.0)	-6.3%
	Facilities	603.3	675.4	603.3	(72.1)	-12.0%
Libraries:		426.9	437.6	426.9	(10.7)	-2.5%
<b>Total Expenditures</b>		<b>19,671.7</b>	<b>19,830.3</b>	<b>19,671.7</b>	<b>(158.6)</b>	<b>-0.8%</b>

**ENVIRONMENTAL OPERATIONS**  
**Revenues and Expenditures**  
**as at December 2016**

	2016 Total Budget	2016 YTD			% Change
		Actual	Budget	Variance B/(W)	
<b>Revenues</b>					
User Fees	3,987.1	4,003.3	3,987.1	16.2	0.4%
<b>Total Revenues</b>	<b>3,987.1</b>	<b>4,003.3</b>	<b>3,987.1</b>	<b>16.2</b>	<b>0.4%</b>
<b>Expenditures</b>					
Financing	283.6	257.4	283.6	26.2	0.0%
Administration	985.5	943.5	985.5	42.0	4.3%
Sanitary Sewer Systems	933.7	940.2	933.7	(6.5)	-0.7%
Waterworks System	1,262.0	1,567.9	1,262.0	(305.9)	-24.2%
<b>Total Expenditures</b>	<b>3,464.8</b>	<b>3,709.0</b>	<b>3,464.8</b>	<b>(244.2)</b>	<b>-7.0%</b>
<b>Net Expenditures</b>	<b>522.3</b>	<b>294.3</b>	<b>522.3</b>	<b>(228.0)</b>	<b>-43.7%</b>

# THE CITY OF TEMISKAMING SHORES JANUARY - DECEMBER 2016 YEAR-TO-DATE CAPITAL FINANCIAL REPORT

## 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, Municipal Clerk	

Finance Department Contact:  
Laura-Lee MacLeod, Treasurer

13-Apr-17

**SUMMARY - CAPITAL**  
**Revenues and Expenditures**  
**as at December 2016**

	2016 YTD			%
	Actual	Total Budget	Variance B/(W)	
<b>CAPITAL</b>				
<b>Revenues</b>				
Capital - General	3,530.7	4,048.8	(518.1)	-12.8%
Capital - Environmental	4,835.6	6,187.7	(1,352.1)	-21.9%
<b>Total Revenues</b>	<b>8,366.3</b>	<b>10,236.5</b>	<b>(1,870.2)</b>	<b>-18.3%</b>
<b>Expenditures</b>				
Capital - General	3,521.7	4,048.5	526.8	13.0%
Capital - Environmental	4,910.7	6,187.7	1,277.0	20.6%
<b>Total Expenditures</b>	<b>8,432.4</b>	<b>10,236.2</b>	<b>1,803.8</b>	<b>17.6%</b>
<b>Net Position Capital</b>	<b>(66.1)</b>	<b>0.3</b>	<b>66.4</b>	

**GENERAL CAPITAL**  
**Revenues & Expenditures**  
**as at December 2016**

		<b>2016</b>		
<b>Department</b>	<b>Project</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance B/(W)</b>
<b>REVENUES:</b>	Transfer from Operations	918.3	723.2	195.1
	Transfer from Reserves	63.8	135.0	(71.2)
	Financing - fleet replacement	790.9	795.0	(4.1)
	Financing - asset disposal	0.0	325.0	(325.0)
	Canada 150 Funding	17.6	50.0	(32.4)
	Lighting Incentive Program	104.5	60.0	44.5
	Federal Gas Tax	941.8	935.5	6.3
	Provincial Gas Tax	82.3	90.0	(7.7)
	Trillium Funding	150.0	150.0	0.0
	OMCIP Funding	162.5	162.5	0.0
	STATO Partnership	81.5	64.8	16.7
	Federal Funding - Site Cerrication Program	15.5	50.0	(34.5)
	Waterfront Development Funding (P&F)	130.0	507.8	(377.8)
	Transfer from Environmental Services	72.0	0.0	72.0
<b>Total Revenues</b>		<b>3,530.7</b>	<b>4,048.8</b>	<b>(590.1)</b>
<b>EXPENDITURES:</b>				
<b>Corporate Services:</b>	Capital Contingency Fund	0.0	3.4	3.4
	Computer Hardware	10.3	0.0	-10.3
	Land Acquisition	144.1	72.1	-72.0
<b>Property Mtnce:</b>	City Hall Energy Upgrades	17.0	20.0	3.0
	Hlby Arena Upgrades	7.4	15.0	7.6
	NL Library Stabilization	82.3	115.0	32.7
	NL Fire Station Repairs (Roof)	99.0	98.0	-1.0
	Hlby Medical Centre Flooring Upgrades	24.2	30.0	5.8
	Hlby Medical Centre Retaining Wall	32.9	100.0	67.1
	Matabanick Hotel Demolition	314.6	325.0	10.4
	Riverside Place Roof Replacement (south)	21.2	0.0	-21.2
<b>Public Works:</b>	DIP Certified Site Program	31.5	100.0	68.5
	2016 Road Program	773.9	745.5	-28.4
	Street Light Upgrades	106.6	150.0	43.4
<b>Solid Waste:</b>	Landfill Site Expansion	47.8	60.0	12.2
	Hlby Landfill Postclosure	16.0	25.0	9.0
<b>Transit:</b>	Transit Bus Auto Announcement System	82.3	90.0	7.7
<b>Fleet:</b>	Command/Rescue Truck	301.6	295.0	-6.6
	Trackless	156.1	165.0	8.9
	Loader	183.7	185.0	1.3
	Service Van - Bldg Mntce	63.1	60.0	-3.1
	Pick-Ups (3)	87.7	90.0	2.3
	Quick Attach Forks for Loader	6.9	6.0	-0.9
<b>Leisure Services:</b>	STATO Trail Relocation	167.9	190.0	22.1
	STATO Project	393.9	377.3	-16.6
	NL Arena Glycol Pump Replacement	6.2	10.0	3.8
	NL Waterslide Refinishing	31.5	32.0	0.5
	Hlby Arena Condensor	125.6	125.0	-0.6
	Waterfront Development	186.4	564.2	377.8
<b>Total Expenditures</b>		<b>3,521.7</b>	<b>4,048.5</b>	<b>526.8</b>
	<b>Transfer from Operations Surplus</b>			<b>-9.0</b>

**ENVIRONMENTAL CAPITAL**  
**Revenues & Expenditures**  
**as at December 2016**  
**(\$K)**

	2016		Variance
	Actual	Budget	B/(W)
<b>REVENUES:</b>			
Transfer from Operations	294.3	522.3	(228.0)
Public/Private Partnership	98.4	100.0	(1.6)
Borrowing - Fleet Replacement	444.2	530.0	(85.8)
Borrowing - Gray Road	726.9	1,070.8	(343.9)
Funding - Gray Road Project	1,395.9	2,141.7	(745.8)
Borrowing - North Cobalt Water	145.1	120.8	24.3
Funding - North Cobalt Water	1,380.0	1,282.5	97.5
Reserve Transfer - Communications Upgrades	0.0	102.7	(102.7)
Funding - NL Dym Water Supply	350.8	164.1	186.7
Reserve Transfer - NL Dym Water Supply		152.8	(152.8)
<b>Total Revenues</b>	<b>4,835.6</b>	<b>6,187.7</b>	<b>(1,124.1)</b>
<b>EXPENDITURES:</b>			
Vacuum/Sucker Truck	418.4	500.0	81.6
Pick-Up	29.2	30.0	0.8
Dym Reservoir Upgrades	174.5	200.0	25.5
Gray Road Lift Station	2,122.8	3,212.5	1,089.7
Hlby WTP MCC Replacement	43.5	200.0	156.5
NL-Dym Water Supply Linking	361.9	316.9	(45.0)
Comm Upgrades W/WW Facilities (Phase 3)	199.4	300.0	100.6
NC Water Integration Project	1,525.1	1,403.3	(121.8)
Clear Well Inspection Robot	24.0	25.0	1.0
ProNor Service Line Installation	11.9	0.0	(11.9)
<b>Total Expenditures</b>	<b>4,910.7</b>	<b>6,187.7</b>	<b>1,277.0</b>

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

**By-law No. 2017-059**

**Being a by-law to enter into an agreement with Eastlink  
for dedicated Internet and WAN Services**

**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 Memo No. 013-2017-CS at the April 18, 2017 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Eastlink for dedicated Internet and Wide Area Network (WAN) Services for consideration at the April 18, 2017 Regular Council meeting;

**And whereas** the Council of The Corporation of the City of Temiskaming Shores deems it expedient to enter into an agreement with Eastlink;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to execute an agreement with Eastlink for Dedicated Internet and Wide Area Network (WAN) Services, 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 changes 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 18<sup>th</sup> day of April, 2017.

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule "A" to

**By-law 2017-059**

Service Agreement between

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

and

**Eastlink**

For dedicated Internet and WAN Services



**This agreement** made in duplicate this 18<sup>th</sup> day of April, 2017.

Between:

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

(hereinafter called "the Owner")

and

**Eastlink**

(hereinafter called "the Supplier")

Witnesseth:

That the Owner and the Supplier shall undertake and agree as follows:

**Article I:**

The Supplier will:

- a) Provide Wide Area Network (WAN) and Internet Services in accordance to the specifications contained in the Form of Agreement, attached hereto as Appendix 01 and forming part of this agreement.

**Article III:**

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 Supplier:

**Eastlink**

500 Barrydowne Road  
Unit # 15  
Sudbury, Ontario  
P3A 5W1

Attn.: Robert McNamara

The Owner:

**City of Temiskaming Shores**

325 Farr Drive  
P.O. Box 2050  
Haileybury, Ontario  
P0J 1K0

Attn.: Mitch Lafreniere

**In witness** whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in )  
the presence of )

Supplier's Seal )  
(if applicable) )

Municipal Seal )

**Eastlink**

\_\_\_\_\_  
Senior Account Executive – Robert McNamara

\_\_\_\_\_  
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. 2017-059**

Form of Agreement



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**PROPOSAL TO**



**Corporation of the City of Temiskaming Shores**

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**Attention: Brad Hearn**  
Information Technology Administrator

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**RE: RFP**  
**Wide Area Network Services ( L2 MPLS )**  
**And**  
**SD – WAN ( FULL )**

**PROPOSAL FROM**

**EASTLINK**  
**500 Barrydowne Rd, Unit # 15**  
**Sudbury, Ontario**  
**P3A 5W1**

**March 22<sup>nd</sup> 2017**

**PROPOSAL CONTACT**

**Robert McNamara – Senior Account Executive**  
[Robert.McNamara@corp.Eastlink.ca](mailto:Robert.McNamara@corp.Eastlink.ca)  
**Phone: 705.525.4853 ext.2271**



March 22, 2017

Corporation of the City of Temiskaming Shores  
Attention: Brad Hearn: Information Technology Administrator

**Re: Wide Area Network Services ( MPLS & SD – WAN )**

Eastlink is pleased to submit our proposed solutions for the Wide Area Network Service ( MPLS- L2 ) and SD –WAN for Corporation of the City of Temiskaming Shores. We have also included a solution and quote for Internet as requested. Eastlink has extensive experience offering MPLS WAN and Dedicated Internet services to public and private sector clients across Canada.

We would welcome the opportunity to meet and discuss our proposal and address any questions.

Thank you for the opportunity to respond to this RFP. Please note that Eastlink has standard business terms of service and, if selected, would expect to be given the opportunity to negotiate a mutually agreeable contract.

Best Regards,

Robert McNamara  
Senior Account Manager  
Eastlink

Louigi Salvati  
Director of Business Sales  
Eastlink



**The Corporation of the City of Temiskaming Shores**  
**By-law No. 2017-060**  
**Being a by-law to adopt the 2017 Municipal Budget for the**  
**City of Temiskaming Shores**

**Whereas** Section 290(1) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

**And whereas** Section 290(2) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that the budget shall,

- a) in such detail and form as the Minister may require, set out the estimated revenues, including the amount the municipality intends to raise on all the rateable property in the municipality by its general local municipality levy; and
- b) provide that the estimated revenues are equal to the estimated expenditures;

**And whereas** Section 290(4) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that in preparing the budget, the local municipality,

- a) shall provide for any operating deficit of any previous year and for the cost of the collection of taxes and any abatement or discount of taxes;
- b) may provide for taxes and other revenues that it is estimated will not be collected during the year; and
- c) may provide for such reserves as the municipality considers necessary;

**And whereas** Public Notice was provided in the Temiskaming Speaker on April 5, 2017 and April 12, 2017 being at least seven (7) days prior to the passing of the by-law in accordance with By-law No. 2004-022, as amended informing the public of its intention to adopt the 2017 Municipal Budget;

**And whereas** it is deemed necessary and expedient to adopt the capital and general operating budget for the City of Temiskaming Shores for the year 2017.

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the 2017 general levy, which the municipality intends to raise on all rateable property in the municipality, be hereby established at \$12,808,279.
2. That the 2017 Operating and Capital Budgets, attached hereto as Schedule "A", Schedule "B", Schedule "C" and Schedule "D" and forming part of this by-law, be hereby adopted, approved and authorized.

**Read a first, second and third time and finally passed** this 18<sup>th</sup> day of April, 2017.

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Mayor – Carman Kidd

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Clerk – David B. Treen



**Schedule "A"**  
**General Operations**

	<b>2017 Budget</b>
<b>Revenues</b>	
Grants	4,586,318
Taxation	12,878,568
Other Revenues	4,872,069
Education	3,081,774
Enterprise Temiskaming	221,573
Business Improvement Area	64,820
<b>Total Revenues</b>	<b>25,705,122</b>
<b>Expenditures</b>	
Municipal Operations	16,078,241
Health & Social Services	2,789,955
Policing	2,283,740
Libraries	469,765
Education	3,081,774
Enterprise Temiskaming	221,573
Business Improvement Area	64,820
<b>Total Expenditures</b>	<b>24,989,868</b>
<b>Transfer to Capital</b>	<b>715,254</b>

**Schedule "B"**

	<b>2017 Budget</b>
<b>Revenues</b>	
User Fees	4,168,729
<b>Total Revenues</b>	<b>4,168,729</b>
<b>Expenditures</b>	<b>3,920,383</b>
<b>Transfer to Capital</b>	<b>248,346</b>

**Schedule "C"**

**Capital**

	<b>2017 Budget</b>
<b>General Capital</b>	
Grants	1,607,130
Revenues	180,743
Debt	1,485,005
Transfer from Reserves	215,091
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<b>Expenditures</b>	<b>4,203,223</b>
	<hr/>
<b>Transfer from Operations</b>	<b>(715,254)</b>
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	<b>2017 Budget</b>
	<hr/>
<b>Environmental Capital</b>	
Grants	3,714,906
Debt	4,757,770
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<b>Expenditures</b>	<b>8,721,022</b>
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<b>Transfer from Operations</b>	<b>(248,346)</b>
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**Schedule "D"**

**Reconciliation of Tax Levy Budget to PSAB Surplus**

			<u><b>2017 Budget</b></u>
	Net General Operations		715,254
	Net Environmental Operations		248,346
	Net General Capital		(715,254)
	Net Environmental Capital		<u>(248,346)</u>
	<b>Tax Levy Budget</b>		<b>0</b>
<b>Add Back:</b>	Capital Expenditures	12,924,245	
	LTD Principal Repayments	627,210	<b>13,551,455</b>
<b>Less:</b>	Transfer from Reserves	215,091	
	LTD Proceeds	6,242,775	
	Amortization	3,135,819	<u><b>9,593,685</b></u>
	<b>PSAB Surplus</b>		<u><u><b>3,957,770</b></u></u>

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

**By-law No. 2017-061**

**Being a by-law to amend By-law No. 2015-161 being a by-law to enter into an agreement with *Markey Consulting* to provide event management services for the Northern Ontario Showcase event at the Prospectors and Developers Association of Canada (PDAC) – 2017 and 2018 Conventions**

**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 for the City of Temiskaming Shores adopted By-law No. 2015-161 at the August 4, 2015 Regular Council meeting being an agreement with Markey Consulting to provide services for the 2017 and 2018 Prospectors and Developers Association Conference (PDAC) Northern Ontario Mining Suppliers Showcase;

**And whereas** Council considered Administrative Report No. CGP-010-2017 at the April 18, 2017 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2015-161 being an agreement with Markey Consulting to provide event management services to adjust payment based on \$600 per exhibitor for the 2017 and 2018 Northern Ontario Mining Showcase events at PDAC for consideration at the April 18, 2017 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. 2016-161 is hereby amended by deleting Schedule "A" and replacing it with Schedule "A" attached hereto 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 18<sup>th</sup> day of April, 2017.**

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule "A" to

**By-law No. 2017-061**



503 Champagne Road  
Sturgeon Falls, ON P2B 2L9  
t. 705-499-6267

**MARKEY CONSULTING** markeyconsulting.com

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## **Services Proposal: Northern Ontario Mining Supply Showcase 2017- 2018**

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Markey Consulting is pleased to provide the following proposal for services to the City of Temiskaming Shores, Lead applicant, for the coordination and management of the 2017 & 2018 Northern Ontario Mining Showcase (NOMS). The work plan will be completed within the guidelines and budget established by the NOMS Committee.

### **PROPOSED SERVICES**

Services include the following tasks associated to pre-event and on-site logistics management:

#### **Venue**

- Venue applications and contract negotiations
- Catering
- Venue design, set-up (lay –out; exhibitor pods, graphics, structures, AV; etc.)
- Coordination of venue staging
- Coordination of video wall content
- Development of touch screen content

#### **Event Promotion & Registrations**

- Invitation list (target invite list including companies, partners, politicians, media etc.)
- Coordination of invitations & registration forms (design for both paper + web; committee approvals / communication; printing; delivery; circulation)
- Coordination of advertising (negotiation of ad rates; placement; design)
- Editorials and articles
- Direct calls
- Social media (LinkedIn)
- Manage RSVPs and registrations
- Develop collateral materials for distribution before and at show
- Coordination of exhibitor program development and content editing
- Acquire exhibitor graphics; coordinate poster design and printing
- NOMS website updates
- Coordinate wayfinding signage

#### **Capacity Building**

- Secure boardroom
- Coordinate stage; AV; seating etc.
- Secure speakers
- Develop speaker series schedule
- Promote speaker series



**On-site Logistics**

- Itinerary (ribbon cutting; meet and greet; speaker series; AV; etc.)
- Troubleshooting point person for on-site venue management to oversee details
- Exhibitor registration and management
- Coordination of door / greeters / guest check in
- Pop-up banners & collateral materials
- Promotion on show floor
- Cleaning; wi-fi; badges; parking

**Communications:**

- Calling & planning committee meetings
- Media relations (media releases; promotion of companies for editorials; invites to events etc.)
- Reports and itineraries (companies; partners; committee; etc.)
- Information requests (partners; exhibitors etc.)
- Survey development, distribution and tabulation
- Post event reports, follow-ups and KPI tracking including 3 month & 6 month follow-ups
- Prepare an inventory / lead list of clients who visited the Showcase

**Other:**

- Complete applications and project reports for Fed Nor funding on behalf of the City
- Coordinate room block
- Work with event committee to secure SME Exhibitors sufficient to cover the projected revenues in the Budget Projections
- Manage project budget to ensure compliance and work with City to prepare reports for funding agencies.

**PROPOSED FEES: \$600 per registered NOMS exhibitor (contingent on funding)**

Fees include all services listed above as well as project management and telephone calls with client, supplier liaison time. All applicable taxes, design, printing, venue, and/or other associated costs are extra. Additional disbursements such as event registration fees, travel and accommodations to event, travel to committee meetings are extra and must be reasonable expenses as approved by the NOMS Committee budget.

**Proposed Payment Terms:**

50% of year of anticipated annual fees to be invoiced and paid upon funding approval  
25% of year anticipated annual fees to be invoiced and paid in January of event year  
25% balance of actual fees to be invoiced and paid by April 15 of event year

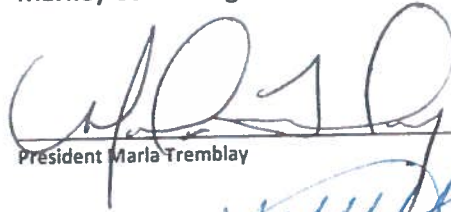
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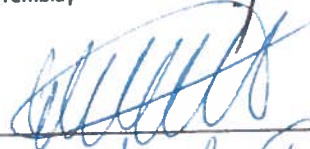
*For questions regarding this proposal, please contact:* **Marla Tremblay, President**  
**Markey Consulting**  
t: 705-499-6267 | e: [mtremblay@markeyconsulting.com](mailto:mtremblay@markeyconsulting.com)


In witness whereof the parties have executed this Agreement.

Signed and Sealed in the presence  
of

Markey Consulting

  
\_\_\_\_\_  
President Marla Tremblay

  
\_\_\_\_\_  
Witness (name): Michael Tremblay

  
\_\_\_\_\_  
Date April 11 / 17

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. 2017-062**

**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 April 18, 2017**

**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 **April 18, 2017** 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 18<sup>th</sup> day of April, 2017.

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Mayor – Carman Kidd

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Clerk – David B. Treen