



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, July 11, 2017
6:00 P.M.
City Hall Council Chambers – 325 Farr Drive

Agenda

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

4. Approval of Agenda

Draft Motion

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

5. Disclosure of Pecuniary Interest and General Nature

6. Review and adoption of Council Minutes

Draft Motion

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

- a) Regular Meeting of Council – June 20, 2017

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

7.1. *Application for Zoning Amendment – ZBA-2017-05(NL)*

Owner: James McNamara

Agent: Ian Laferriere

Subject Land: 258 Farah Avenue

Purpose: The applicant (owner) proposes to rezone the subject land from Medium Density Residential (R3) to Medium Density Residential Exception (R3-E) to add a 4 unit townhouse as a permitted use on the property with specific setbacks.

8. **Question and Answer Period**

9. **Presentations / Delegations**

10. **Communications**

a) Planning Committee – Festival des Folies Fanco-Fun

Re: Thank you letter – Use of Facilities and special mention to Arena staff

Reference: Received for Information

b) Melissa La Porte & Rejeanne Massie (TAG & ARTEM)

Re: Thank you letter – Assistance with 150th Celebrations

Reference: Received for Information

c) Jeff Leal, Minister of Agriculture, Food and Rural Affairs & Bob Chiarelli, Minister of Infrastructure

Re: OCIF Application – City eligible to apply for up to \$1,476,068

Reference: Referred to the Director of Public Works

d) Mitzie Hunter, Minister of Education & Bob Chiarelli, Minister of Infrastructure

Re: Ontario's Plan to Strengthen Rural and Northern Education

Reference: Received for Information

e) Rachel Rowswell – Northern Policy Institute

Re: State of the North Conference

Reference: Motion for consideration under New Business

Draft Motion

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10. e) 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 OCWA Consultation meeting held on May 30, 2017;
- b) Minutes of the Temiskaming Shores Library Board meeting held on May 17, 2017;
- c) Minutes of the Temiskaming Mayors Action Group meeting held on June 10, 2017;
- d) Minutes of the Earleton-Timiskaming Regional Airport Authority (ETRAA) meeting held on April 20, 2017;
- e) May 2017 Earleton-Timiskaming Regional Airport Authority Activity Report;
- f) Minutes of the Library Building Committee meeting held on June 6, 2017; and
- g) Minutes of the Temiskaming Transit Committee meeting held on June 14, 2017.

12. Committees of Council – Internal Departments

Draft Motion

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

- a) Minutes of the Building Maintenance Committee meeting held on May 26, 2017; and
- b) Minutes of the Protection to Persons and Property Committee meeting held on June 14, 2017.

13. Reports by Members of Council

14. Notice of Motions

15. New Business

a) Northern Policy Institute – State of the North Conference

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges the invitation from the Northern Policy Institute for the State of the North Conference;

That Council approves the attendance of _____ and _____ to the State of the North Conference scheduled for September 27th – 28th, 2017 in Timmins; and

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

b) Memo No. 005-2017-CGP – Request for Deeming By-law for 476 Amwell Street

Draft Motion

Whereas Lori Larkin, owner of 476 Amwell Street is proposing to build a new garage and would like to merge lots on title through the adoption of a deeming by-law in compliance with the Planning Act in order to create one property with one Roll number; and

Whereas the owner has acknowledged that registration of the pending deeming by-law on title will be at his expense;

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby directs staff to prepare the necessary by-law to deem Lots 3, 4 and 5 on Plan M-13 NB, Parcels 2619 NND and 12878 SST to no longer be Lots on a Plan of Subdivision; and

Further that Council hereby directs staff to prepare the necessary deeming by-law for consideration at the July 11, 2017 Regular Council meeting.

c) Administrative Report No. CGP-013-2017 – Enterprise Temiskaming – Economic Development Report

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-013-2017 for information purposes.

d) Administrative Report No. CGP-014-2017 – Enterprise Temiskaming 2017-2019 Proposed Business Plan and Budget

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-014-2017 more specifically Appendix 01 – 2017-2019 Proposed Business Plan and Budget which has been developed by Enterprise Temiskaming in accordance with the Ontario Ministry of Economic Development and Growth / Ministry of Research, Innovation and Science (MEDG/MRIS), and the Ministry of Northern Development and Mines (MNDM); and

That Council directs staff to forward the 2017-2019 Proposed Business Plan and Budget to the MEDG/MRIS and MNDM with the understanding that these Ministries have the authority to change or include additional mandates.

e) January to June 2017 Year-to-Date – Capital Project Report

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of the January to June 2017 Year-to-Date Capital Report for information purposes.

f) Memo No. 019-2017-CS – Brokerage Services for the provision of Municipal Insurance

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 019-2017-CS; and

That Council directs staff to repeal Resolution No. 2017-265 and prepare the necessary by-law to enter into an agreement with BFL Canada Ltd. brokered by Tench-MacDiarmid Insurance Brokers Ltd. for Municipal Insurance and Risk Management Services for a premium of \$218,193 plus applicable taxes to be presented for consideration at the July 11, 2017 Regular Council meeting.

g) Memo No. 020-2017-CS – Capital Project addition - Dymond Hall Accessibility Upgrades

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 020-2017-CS;

That Council directs the Treasurer to add the Dymond Hall Accessibility Upgrades project to the 2017 Capital Budget Envelope;

That Council directs the Treasurer to reallocate the remaining funds from the Golf Course Road Bridge repairs project to the Dymond Hall Accessibility Upgrades project; and

That Council approves the cancellation of the Snow Blower Upgrades project and directs the Treasurer to reallocate the budget to the Dymond Hall Accessibility Upgrades project.

h) Memo No. 021-2017-CS – Amendment No. 1 to By-law No. 2016-154 – FedNor Funding – 2017 PDAC Event

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 021-2017-CS; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2016-154 being an agreement with FedNor for funding for the 2017 PDAC Event to include Amendment No. 01 for consideration at the July 11, 2017 Regular Council meeting.

i) Administrative Report No. CS-031-2017 – Lease Agreement with 2344 Royal Canadian Army Cadet Corps (RCAA)

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-031-2017; and

That Council directs staff to prepare the necessary by-law to enter into a lease agreement with 2344 Royal Canadian Army Cadet Corps for renting space in various City facilities for a three (3) year term commencing September 1, 2017 to August 31, 2020 at a rate of \$250 per month for consideration at the August 8, 2017 Regular Council meeting.

j) Administrative Report No. PW-023-2017 – Project Award – STATO Extension (Highway 65 East / Grant Drive)

Draft Motion

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

That Council acknowledges the review of the results of Request For Proposal RS-RFP-002-2017, attached to this report as Appendix 02 and confirms that the 2017 STATO Trail Extension (Highway 65 East / Grant Drive and Laurette Street) be completed as defined in the Request for Proposal;

That as outlined in Section 6 of the City's Procurement Policy (By-law No. 2017-015), Council approves the award of the 2017 STATO Trail Extension (Highway 65 East / Grant Drive and Laurette Street) contract to *Miller Paving Limited* at a cost of \$404,930 plus applicable taxes; and

That Council directs staff to prepare the necessary by-law and agreement for consideration at the July 11, 2017 Regular Council meeting.

k) Administrative Report No. PW-025-2017 – Federation of Canadian Municipalities Funding Application submission – LAS Roads Assessment Survey

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-025-2017, more specifically Appendix 01 - FCM “*Municipal Asset Management Program: Funding Offer*” Application Guide and Appendix 03 - LAS Roads Assessment Survey proposal for all bituminous treated roads in Temiskaming Shores;

That Council for the City of Temiskaming Shores considers that with the recent posting of the proposed *Municipal Asset Management Planning Regulation*, which will see much more prescriptive requirements within the City’s Asset Management Plan, a comprehensive Roads Assessment Survey and Needs Study is required;

That Council for the City of Temiskaming Shores commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance our asset management program:

- Mobile Sensing Roads Data Collection;
- Roads Assessment Data Processing;
- Pavement Management Plan utilizing a GIS based software analytics platform.

That Council for the City of Temiskaming Shores directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for a Road Needs Assessment; and

That Council for the City of Temiskaming Shores commits up to \$15,000 from its 2017 budget towards the cost of this initiative.

16. By-laws

Draft Motion

Be it resolved that:

By-law No. 2017-091 Being a by-law to enter into a Municipal Insurance Agreement with BFL Canada Ltd., brokered by Tench-MacDiarmid Insurance Brokers Ltd. – July 1, 2017 to June 30, 2020

By-law No. 2017-092 Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision – 476 Amwell Street – Roll No. 54-18-030-003-058.00

By-law No. 2017-093 Being a by-law to amend By-law No. 2016-154 being a by-law to enter into an agreement with Her Majesty the Queen in Right of Canada as represented by the Ministry of Industry – FedNor for the Northern Ontario Pavilion at the 2017 PDAC Event – Amendment No. 1

By-law No. 2017-094 Being a by-law to enter into an agreement with Miller Paving Limited for the 2017 STATO Trail Extension for Highway 65E/Grant Drive and Laurette Street

be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that:

By-law No. 2017-091;

By-law No. 2017-092;

By-law No. 2017-093; and

By-law No. 2017-094

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, August 8, 2017 at 6:00 p.m.
- b) Regular – Tuesday, September 5, 2017 at 6:00 p.m.

18. Question and Answer Period

19. Closed Session

Draft Motion

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

- a) **Adoption of the June 20, 2017 – Closed Session Minutes**
- b) **Under Section 239 (2) (c) of the Municipal Act, 2001 – proposed disposition of land – 975202 Silver Centre Road - Confidential Administrative Report PW-024-2017**
- c) **Under Section 239 (2) (c) of the Municipal Act, 2001 – pending disposition of land – 285 Whitewood Avenue**
- d) **Under Section 239 (2) (c) of the Municipal Act, 2001 – proposed acquisition of land – 884045 Highway 65 W**

Draft Motion

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

20. Confirming By-law

Draft Motion

Be it resolved that By-law No. 2017-095 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular Meeting held on **July 11, 2017** be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that By-law No. 2017-095 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, June 20, 2017
6:00 P.M.
City Hall Council Chambers – 325 Farr Drive**

Minutes

1. Call to Order

The meeting was called to order by Mayor Carman Kidd at 6:02 p.m.

2. Roll Call

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

Present: Christopher W. Oslund, Municipal Clerk
David B. Treen, Municipal Clerk
Doug Walsh, Director of Public Works
Kelly Conlin, Director of Corporate Services (A)

Regrets: Councillor Doug Jelly

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

3. Review of Revisions or Deletions to Agenda

None

4. Approval of Agenda

Resolution No. 2017-259

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

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

Carried

5. Disclosure of Pecuniary Interest and General Nature

Councillor Laferriere disclosed a pecuniary interest in regards to Item 19 b) Under Section 239 (2) (c) of the Municipal Act, 2001 – pending disposition of land – 285 Whitewood Avenue (New Liskeard Medical Centre)

6. Review and adoption of Council Minutes

Resolution No. 2017-260

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

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

a) Regular Meeting of Council – June 6, 2017

Carried

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

None

8. Question and Answer Period

None

9. Presentations / Delegations

None

10. Communications

- a) Honourable Bill Mauro, Minister of Municipal Affairs & the Honourable Yasir Naqvi, Attorney General of Ontario

Re: Building Better Communities and Conserving Watersheds Act

Reference: Received for Information

- b) Anne-Marie Loranger, Project Coordinator & Jean-Claude Carriere, Community Project Officer – Building Ties among us in Temiskaming

Re: Press Release – Highlights from the June 9, 2017 meeting

Reference: Received for Information

- c) Steven Del Duca, Minister of Transportation and Eleanor McMahon, Minister of Tourism, Sport and Culture

Re: Ontario Municipal Commuter Cycling Program – Cost-sharing program to create or enhance Commuter Cycling infrastructure

Reference: Referred to Director of Recreation Services

- d) Carman Kidd, Chairman – Timiskaming Board of Health

Re: Tobacco Taxes and Contraband

Reference: Received for Information

Resolution No. 2017-261

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

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. 2017-262

Moved by: Councillor McArthur

Seconded by: Councillor Foley

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

- a) Minutes of the Temiskaming Shores Accessibility Advisory Committee meeting held on May 31, 2017;
- b) Minutes of the Temiskaming Transit Committee meeting held on April 19, 2017; and
- c) Minutes of the Timiskaming Health Unit Board of Health meeting held on April 26, 2017.

Carried

12. Committees of Council – Internal Departments

Resolution No. 2017-263

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

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

- a) Minutes of the Public Works Committee meeting held on May 26, 2017; and
- b) Minutes of the Protection to Persons and Property Committee meeting held on May 25, 2017.

Carried

13. Reports by Members of Council

Councillor Hewitt reported on the following:

- Age Friendly Committee: Thank you from the committee for the installation of 3 benches in the downtown core of New Liskeard.
- BIA: Summerfest is coming fast and there will be a wide variety of events and a schedule out shortly and encourage everyone to attend.

Councillor Whalen report on the following:

- FONOM: At the next meeting scheduled for July 7, 2017 the 1% increase to HST is on the agenda and will be discussed.

14. Notice of Motions

None

15. New Business

a) Support – Town of Latchford – Reinstatement of one-third tax free exemption petition to Federal Government

Resolution No. 2017-264

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Whereas the 2017 Federal Budget has raised personal taxes on all municipal politicians by removing the long standing (since 1947) tax exemption portion of their municipal remuneration for all elected politicians including those of us from very small communities; and

Whereas the purpose of this one-third-tax-free allowance was to provide “an allowance for expenses incidental to the discharge of the person’s duties as an elected officer”; and

Whereas elected officials in larger centers receive budgets to support the incidental expenses that are denied to those from smaller communities due to budgets reflective of size; and

Whereas removing this one-third tax exemption can further decrease the ability of small and rural communities to attract candidates for municipal elections.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby petitions the Federal Government to restructure the federal budget to reinstate this one-third tax free exemption for municipal politicians from communities that provide no budget for elected officials to cover the cost of their incidental expenses; and

Furthermore that copies of this resolution be forwarded to the Honourable Bill Morneau, Minister of Finance; Anthony Rota, MP Nipissing-Temiskaming;

Charlie Angus, MP Timmins-James Bay and the Federation of Northern Ontario Municipalities for consideration and support.

Carried

b) Administrative Report No. CS-030-2017 – Municipal Insurance Policy

Resolution No. 2017-265

Moved by: Councillor Foley

Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-030-2017;

That Council for the City of Temiskaming Shores directs staff to prepare the necessary by-law to enter into an agreement with BFL Canada Ltd., brokered by Tench-MacDiarmid Insurance Brokers Ltd., for Municipal Insurance and Risk Management Services for a premium of \$202,833 plus applicable taxes to be presented for consideration at the July 11, 2017 Regular Council meeting.

Carried

c) Administrative Report No. PW-019-2017 – Road Closure – June 30 – July 1, 2017 – Summerfest 2017 Event

Resolution No. 2017-266

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-019-2017; and

That Council directs staff to prepare the necessary Temporary Road Closures Notice for the 2017 Summerfest Event and circulate the Notice to effected parties.

Carried

d) Administrative Report No. PW-020-2017 – Public Rail Crossing Agreement with Ontario Northland Transportation Commission (ONTC) – Spionkop Road

Resolution No. 2017-267

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-020-2017; and

That Council directs staff to prepare the necessary By-law to enter into the Public Crossing Agreement with the Ontario Northland Transportation Commission for consideration at the June 20, 2017 Regular Council meeting.

Carried

e) Administrative Report No. PW-021-2017 – Clean Water and Wastewater Fund (CWWF) – Transfer Payment Agreement

Resolution No. 2017-268

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-021-2017;

That Council directs staff to prepare the necessary By-law to into a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Infrastructure, under the Clean Water and Wastewater Fund (Ontario) for the replacement of the Iron Removal Filters at the McCamus Water Treatment Plant for consideration at the June 20, 2017 Regular Council meeting.

Carried

f) Administrative Report No. PW-022-2017 – Water Meters – Supply and Delivery Award

Resolution No. 2017-269

Moved by: Councillor Foley

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-022-2017;

That as outlined in By-law No. 2017-015, Procurement Policy, Section 6, Approval Authority, Council approves the award of the supply and delivery of nine (9) Neptune cold water meters for the purpose of a water rate assessment to Wamco Waterworks Northern (Sudbury) in the amount of \$12,489.40 plus applicable taxes; and

That Council directs Staff to prepare the necessary purchase order for the supply and delivery of the meters.

Carried

16. By-laws

Resolution No. 2017-270

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that:

By-law No. 2017-088 Being a by-law to authorize the Execution of a Public Crossing Agreement with Ontario Northland Transportation Commission for the rail crossing at Spionkop Road

By-law No. 2017-089 Being a by-law to authorize the entering into a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Infrastructure under the Clean Water and Wastewater Fund for the replacement of Iron Removal Filters at the McCamus Water Treatment Plant

be hereby introduced and given first and second reading.

Carried

Resolution No. 2017-271

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that:

By-law No. 2017-088; and

By-law No. 2017-089

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, July 11, 2017 at 6:00 p.m.

b) Regular – Tuesday, August 8, 2017 at 6:00 p.m.

18. Question and Answer Period

None

19. Closed Session

Resolution No. 2017-272

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that Council agrees to convene in Closed Session at 6:30 p.m. to discuss the following matters:

a) **Adoption of the April 18, 2017 – Closed Session Minutes**

b) **Under Section 239 (2) (c) of the Municipal Act, 2001 – pending disposition of land – 285 Whitewood Avenue (New Liskeard Medical Centre).**

Carried

Resolution No. 2017-273

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that Council agrees to rise with report from Closed Session at 6:40 p.m.

Carried

Matters from Closed Session

a) Adoption of the April 18, 2017 – Closed Session Minutes

Resolution No. 2017-274

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

Be it resolved that Council approves the April 18, 2017 Closed Session Minutes as printed.

Carried

b) Under Section 239 (2) (c) of the Municipal Act, 2001 – pending disposition of land – 285 Whitewood Avenue (New Liskeard Medical Centre).

Council provided direction to staff in Closed Session on this matter.

20. Confirming By-law

Resolution No. 2017-275

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that By-law No. 2017-090 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 **June 20, 2017** be hereby introduced and given first and second reading.

Carried

Resolution No. 2017-276

Moved by: Councillor Whalen
Seconded by: Councillor Laferriere

Be it resolved that By-law No. 2017-090 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2017-277

Moved by: Councillor McArthur
Seconded by: Councillor Foley

Be it resolved that City Council adjourns at 6:42 p.m.

Carried

Mayor – Carman Kidd

Clerk – David B. Treen

Public Meeting – Zoning By-law Amendment



Zoning By-law Amendment

Application No.: ZBA-2017-05(NL)

Owner: James McNamara

Agent: Ian Laferriere

Subject Land:

- 258 Farah Avenue
- Southeast corner of Farah Avenue and Edith Street
- Plan M34NB Lots 50 and 51
- Parcel 1384NND and 2059NND

Public Meeting – Zoning By-law Amendment



Purpose of the Amendment

- Site-specific amendment to add a 4-unit townhouse as a permitted use on the property
- Recognize the following development-specific considerations:

Zoning By-law Provision	Subject Property
Lot area (minimum)	200m ² per dwelling unit
Lot frontage, 4 unit townhouse (minimum)	20m
Building setback, rear, main building (minimum)	2m
Dwelling unit area, 4-unit townhouse (minimum)	50m ² for a one bedroom dwelling; plus 10m ² for each additional bedroom
Entrance setback (minimum)	8.8m

Public Meeting – Zoning By-law Amendment



Public Meeting – Zoning By-law Amendment



Public Meeting – Zoning By-law Amendment



Public Meeting – Zoning By-law Amendment



ZBA-2017-05(NL) – July 11, 2017

Public Meeting – Zoning By-law Amendment





Current and Proposed Use

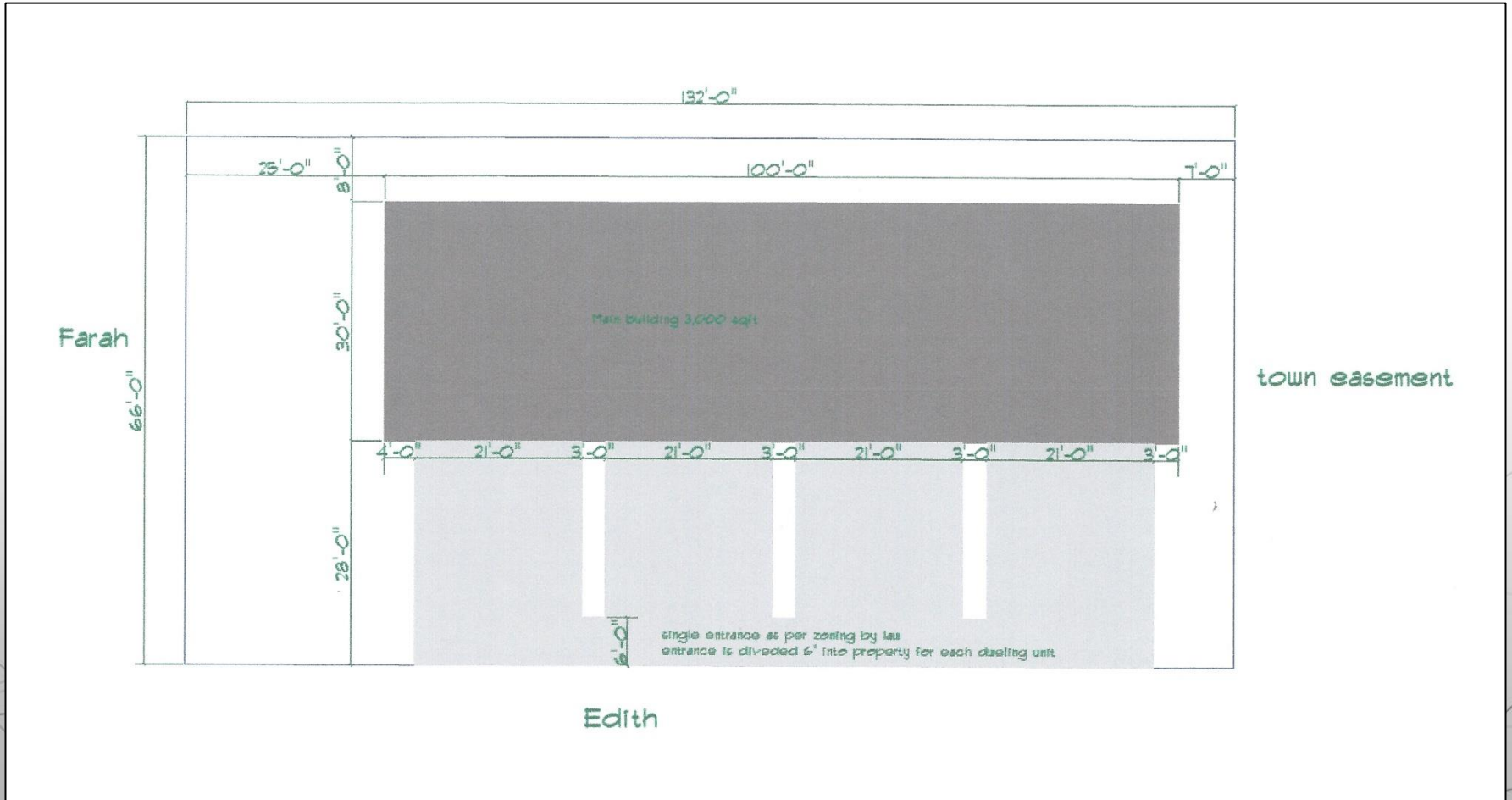
Current Use:

- Vacant
- Single detached dwelling was demolished in 2014

Proposed Use:

- 4-unit townhouse with all units fronting on Edith Street

Public Meeting – Zoning By-law Amendment



Public Meeting – Zoning By-law Amendment





Official Plan Designation

- Designated Residential Neighbourhood
 - Permitted uses include:
 - ✓ low, medium and high density housing types;
 - ✓ special needs housing;
 - ✓ public service facilities appropriate to and compatible with a residential neighbourhood such as schools, places of worship, libraries, daycare facilities; and
 - ✓ infrastructure designed and scaled to service a residential neighbourhood;
 - ✓ neighbourhood serving commercial uses may be permitted where a need is established, the use is compatible, and the access road has sufficient capacity (eg. convenience store, dry cleaning outlet)



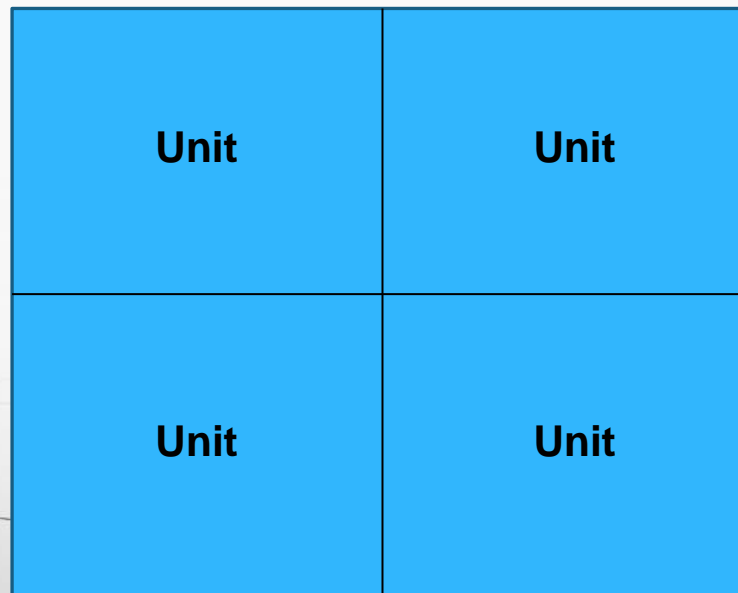
Current Zoning

- Zoned Medium Density Residential (R3)
 - Permitted uses:
 - ✓ Single family dwelling house;
 - ✓ Duplex dwelling house;
 - ✓ Semi-detached dwelling house;
 - ✓ Triplex dwelling house;
 - ✓ Quadruplex dwelling house;
 - ✓ Home occupation;
 - ✓ Home profession;



Current Zoning

- Quadruplex dwelling house definition: means the whole of the dwelling house divided vertically by common walls into four separate dwelling units, each such dwelling unit having 2 common walls



Public Meeting – Zoning By-law Amendment



Current Zoning

- Townhouse definition: means the whole of the dwelling house divided vertically into 3 or more separate dwelling units, each such dwelling unit having 2 independent entrances directly from outside the building
- Only permitted in Apartment Residential (R4) zone



Proposed Zoning

- Medium Density Residential Exception (R3-E)
 - add 4-unit townhouse as a permitted use on the property
 - Recognize development-specific considerations:

Zoning By-law Provision	Subject Property
Lot area (minimum)	200m ² per dwelling unit
Lot frontage, 4 unit townhouse (minimum)	20m
Building setback, rear, main building (minimum)	2m
Dwelling unit area, 4-unit townhouse (minimum)	50m ² for a one bedroom dwelling; plus 10m ² for each additional bedroom
Entrance setback (minimum)	8.8m

Provision	Zoning By-law Requirement (Quadruplex)	Subject Property (4-unit townhouse proposal)
Lot area (minimum)	780m ²	200m ² per dwelling unit
Lot frontage (minimum)	30m	20m
Dwelling houses per lot	1 only	1
Building area, other (maximum)	35% provided that accessory uses shall not occupy more than 8% of the lot	34.4%
Building setback, front (minimum) [Farah Avenue]	7.5m	7.62m
Building setback, flank, main building (minimum) [Edith Street]	5.4m	8.5m
Building setback, rear, main building (minimum) [south]	7.5m	2.1m
Building setback, side, main building without attached private garage or carport (minimum) [east]	1.2m one side; 4.0m other side	2.4m one side; 8.5m other side
Building height, main building (maximum)	11m	6.1m
Dwelling unit area (minimum)	50m ² for a one bedroom dwelling unit; plus 10m ² for each additional bedroom	139m ²
Landscaping area (minimum)	30%	33%
Entrances per lot (maximum)	2	1 entire length of dwelling house, split to individual driveways 1.8m in from property line
Entrance setback (minimum)	10m	8.8m
Driveway setback (minimum)	1.2m	3m
Parking spaces (minimum)	2 for each dwelling unit	2 for each dwelling unit
Parking space setback (minimum)	1.5m to any street line; or 1.2m to any other lot line	1.8m to street line; 3m to rear lot line



FESTIVAL DES FOLIES FRANCO-FUN

C.P. 1644 New Liskeard, Ontario P0J 1P0
Tél. 705-647-6105 Téléc. 705-647-9297

Courriel : festivalfrancofun@gmail.com site: www.francofun-temiskaming.ca

May 8, 2017



Mr. Carman Kidd
Mayor
City of Temiskaming Shores
325 Farr Drive
P.O. Box 2050
Haileybury, Ontario, P0J 1K0

RE : Usage of Halls for Festival des Folies Franco-Fun 2017

Mr. Mayor,

The steering committee of the Festival des Folies Franco-Fun wanted to show you and the municipal council our personal gratitude for lending us the use of the Don Shepherdson Memorial Arena, the Riverside Place and the New Liskeard Community Hall during the festival. We are indebted to the city for this generosity which helped make the Festival a success. Furthermore, the changes made to Riverside were impressive and will see much benefit in the community for future events.

A special mention to the janitorial staff of the arena itself! They were always there to help us setup and were incredibly helpful with our various questions.

Again thank you so very much for helping us make the Festival des Folies Franco-Fun such a success.

Yours sincerely,

The planning committee
Festival des Folies Franco-Fun



RECEIVED

JUN 02 2017



Friday, June 2nd, 2017

Mr. Carman Kidd
Mayor
City of Temiskaming Shores
325 Farr Drive
P.O. Box 2050
Haileybury, ON
P0J 1K0

Dear Mayor Kidd,

We want to thank the city of Temiskaming Shores for use of the Community hall and the room upstairs as well as for the two workers who helped on Friday May 26th in preparation for the 150th Celebrations. As such, the City is fulfilling its role as elaborated in the Cultural Plan. We want to highlight how the 150th anniversary Celebrations met many of the *strategic directions* of the cultural plan and how

The City of Temiskaming Shores acts as a steward of local culture through its support, promotion, and integration of culture locally.” (p.23)

➤ **1. RECOGNIZE THE VALUE OF CULTURE IN SUPPORTING A HIGH QUALITY OF LIFE (p.28)**

The 150th CELEBRATION certainly instilled a sense of pride and community in the evening's participants. The evening started with a beautiful bilingual rendition of O Canada by Colombe Hinse who was joined by the audience. A culturally diverse plate of food prepared by the Elk Lake Eco Resource Center complemented the evening's performances. The access to a very affordable evening (\$25 ticket) of music, dance, singing and food from our three cultures highlights the diversity and the well being of our community. By providing the venue for the evening for the event, the City of Temiskaming Shores takes its role seriously as a cultural leader.

➤ **2. INCREASE THE CULTURAL PROFILE OF TEMISKAMING SHORES (p. 30)**

By showcasing talent from various groups, this evening of celebrations increases Temiskaming Shores cultural profile:

- Indigenous: *Esther Pennell* -Temagami First Nations-(Mi'kmaq-Newfoundland) presenting 4 of her own songs reflecting her Mi'kmaq heritage
- Up-coming young musical artist: *Jamie Dupuis* performing some of his original compositions representing nature and the northern Ontario woods
- Contemporary Performance Art: *Cesar Forero*, dance performance interpreting the immigration process of becoming a Canadian and what it means to be Canadian



- *Rhythm and Dance School from Kirkland Lake: Interpreting Seeds of Life*: an allegory of the creation and growth of life on earth.
- *Colombe Hinse*: Interpreting a compilation of songs popular and influential during the war times.

➤ **3. LEVERAGE CULTURE TO PROMOTE ECONOMIC DEVELOPMENT (p.32)**

Culture is an important component for the economic development in Temiskaming Shores. As such, both the Temiskaming Art Gallery and le Centre culturel ARTEM work diligently at promoting the local artistic community whether it be visual arts, musical arts, dance performances and theatrical arts. This collaborative evening is only a small part of our efforts to stimulate economic development in Temiskaming Shores.

➤ **4. EMBRACE CULTURAL AND LINGUISTIC DIVERSITY (p. 34)**

We showcased talent from the three cultures around lake Temiskaming not only in the foods, in the performances but also in the banners that were received following the contest held by TAG. The 11 banners, exhibited, had themes that varied from mining to immigration. Presentations of the various components of the evening were done in both official languages with certain key Algonquin-Ojibway words interspersed within. To be noted, we had a crowd of young professionals representing diverse cultural backgrounds responding enthusiastically to the evening's performances. We are truly embracing linguistic and cultural diversity within Temiskaming Shores.

➤ **5. SUPPORT COLLABORATION WITHIN THE CULTURAL SECTOR (p. 36)**

It is with such a collaborative effort between the City of Temiskaming Shores, the Temiskaming Art Gallery and le Centre culturel ARTEM that we can build up the cultural sector and realise many of the objectives of the Cultural Plan thus contributing to the economic development of our community.

We thank the City of Temiskaming Shores for its collaboration in the 150th Celebrations and we hope to repeat a project of this scope with the City of Temiskaming Shores to again further the objectives of the Cultural Plan.

Melissa La Porte
Curator
Temiskaming Art Gallery

Réjeanne Bélisle-Massie
Présidente
Centre culturel ARTEM

c.c. Ms. Tammy Caldwell, Recreation Director

**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister
77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: (416) 326-3074
Fax: (416) 326-3083

**Ministère de l'Agriculture,
de l'Alimentation et
des Affaires rurales**

Bureau du ministre
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Tél. : 416 326-3074
Télééc. : 416 326-3083



Ministry of Infrastructure

Office of the Minister
Hearst Block, 8th Floor
900 Bay Street
Toronto, Ontario M7A 1L2
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Fax: 416-314-5464

Ministère de l'Infrastructure

Bureau du ministre
Édifice Hearst, 8e étage
900, rue Bay
Toronto (Ontario) M7A 1L2
Téléphone : 416 325-6666
Télécopieur : 416 314-5464

June 26, 2017

His Worship Carman Kidd
Mayor
City of Temiskaming Shores
ckidd@temiskamingshores.ca

Dear Mayor Kidd:

As part of the largest infrastructure investment in Ontario's history, our government is committed to helping rural communities improve vital local infrastructure. That's why we are tripling the Ontario Community Infrastructure Fund (OCIF) annually to \$300 million by 2019, and providing communities like yours with more stable, predictable and bankable OCIF formula funding.

This year, the Top-Up Application Component of OCIF is also increasing to \$100 million to help communities apply for additional funding to address larger critical infrastructure projects. I am pleased to inform you that we are now accepting proposals for the 2017 intake of OCIF Top-Up Application funding. **The City of Temiskaming Shores is eligible to apply for up to \$1,476,068.**

Your community may submit one project proposal, either individually or in partnership with another community. The deadline for submitting proposals for OCIF Top-Up Application funding is Wednesday, September 27, 2017, at 5 p.m.

Please note that this is a competitive application process that will assess projects primarily on their critical health and safety aspects. An assessment of the applicant's asset management plan will also be considered as part of this process.

For more information about OCIF, please visit our government's infrastructure funding [website](http://www.ontario.ca/municipalinfrastructure) (www.ontario.ca/municipalinfrastructure). Should you have any additional questions, please call OMAFRA's contact centre (1-877-424-1300) or email OCIFApps@ontario.ca.

.../2

Working together, we are investing to build Ontario up, grow our economy, create jobs across the province, and make everyday life easier for Ontarians.

Sincerely,

A handwritten signature in black ink, appearing to be 'JL' with a large flourish.

Jeff Leal
Minister of Agriculture, Food and Rural Affairs
Minister Responsible for Small Business

A handwritten signature in black ink, appearing to be 'Bob'.

Bob Chiarelli
Minister of Infrastructure

Ministry of Education

Minister

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Ministre

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2



Ontario

June 28, 2017

Dear Colleagues,

We are writing as a follow-up to our letter from March 6, to inform you of the launch of Ontario's Plan to Strengthen Rural and Northern Education. The details of this announcement will be made available shortly online at the Ministry of Education's [website](#).

As you may know, from April 21 to June 9, our government hosted a provincewide engagement to seek input from parents, students, communities, school boards and municipal governments on how to strengthen education in rural and Northern communities in Ontario. Input was also gathered through an online survey and email submissions.

Throughout this engagement process, we heard the concerns and ideas of rural and Northern families and communities. Addressing this feedback has been central to the development of the Plan to Strengthen Rural and Northern Education. That's why we are pleased to tell you that, beginning in September 2017, our government will support students and communities through a suite of complementary process improvements and funding enhancements, including:

- Overhauling the process that school boards use to review schools through the Pupil Accommodation Review Guideline. While the process is under review, school boards will not begin any new reviews, with the exception of those reviews which would support joint-use projects between boards. School boards will not have to reconsider past decisions. We will work closely with partner ministries and key stakeholders, including school boards and municipal governments, to ensure the process will give consideration to the impact on communities and student well-being, longer timelines and clearer roles for students, as well as staff and elected officials from both school boards and municipal governments;
- Reviewing the Community Planning and Partnerships Guideline to better encourage joint responsibility for integrated local planning, with a focus on communication between school boards, municipal governments and other community partners;

.../2

ONTARIO
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- Providing school boards with \$20 million in additional funding through the new Rural and Northern Education Fund to further support the learning experience in rural and Northern schools. This funding will be generated based on a new rural funding formula, and must be used on supports for schools serving rural and Northern students;
- Continuing investments in broadband speed, special education supports and experiential learning opportunities for rural and Northern students; and
- Additional supports for school boards to share space with each other and with community partners to help ensure a sustainable presence within a community. In addition to reviewing all school board capital requests for joint-use opportunities, the ministry will fund joint-use schools at a higher rate, and provide more ongoing project support for these opportunities.

We want to thank you for the valuable contributions you have made to the development of this plan. By working together as partners, we are confident we can continue to ensure that rural and Northern communities thrive, and their students receive an excellent education.

Sincerely,



Mitzie Hunter, MBA
Minister of Education



Bob Chiarelli
Minister of Infrastructure

Northern Policy Institute announces State of the North Conference

September 27th – 28th in Timmins, Ontario

State of the North is an annual conference that brings together decision makers, community leaders, experts and innovators to explore the state of Northern Ontario from an economic, social, and environmental perspective.

Each year, Northern Policy Institute will provide an annual update on the State of the North by offering updates on a set of environmental, social and economic indicators that we will define and select in partnership with our communities. It's time to take what we have learned and step forward into solution based discussions.

This year's theme is 'Responding to Northern Ontario's Demographic Shift'

Northern Ontario is facing a combination of a declining and aging population. At the same time, the Indigenous population is young and growing, representing important opportunities for the north. These demographic shifts will have significant implications on Northern Ontario's economy and society, impacting the long term sustainability of all 11 districts in the region.

This conference will explore evidenced-based solutions to address the challenges facing communities in Northern Ontario. We will consider the roles that migration, engagement with Indigenous communities and local governance can have on improving the sustainability of the north.

Make sure to take advantage of the networking opportunities that SOTN 2017 has planned.

Come and let your voice be heard!

Be part of the discussion to move Northern Ontario forward!

Keep an eye out for our SOTN website - coming soon.

1. Call to Order

The meeting was called to order at 9:02 A.M.

2. Roll Call

- Mayor Carman Kidd Victor Legault - OCWA
- Councillor Doug Jelly Eddie Hillman - OCWA
- Doug Walsh, Director – Public Works
- Steve Burnett, Technical and Environmental Compliance Coordinator
- Robert Beaudoin, Environmental Superintendent
- Airianna Misener, Executive Assistant

3. Review of Previous Minutes

The minutes of the March 28, 2017 Contract Consultation Meeting with Operating Authority were reviewed by the Committee.

4. Unfinished Business

FACILITIES

4.1 North Cobalt Wastewater Lagoon – 543083 Proctors Road

Discussion:

PLC is ready to be installed. City staff will look at the drainage issues around the building.

Discussion:

Commissioning of the lagoon is complete. Pump issues are ongoing.

4.2 Station St. Sanitary Lift Station

Previous Discussion:

No update

Discussion:

No update

4.3 Groom Drive

Previous Discussion:

New communication antenna will be installed.

Discussion:

Communication issues are ongoing. A new communication antenna has been installed.

4.4 Haileybury Mechanical Wastewater Plant – 275 View St

Sludge

Previous Discussion:

Vacuum truck backflow issues have been resolved. Crews will begin sludge haul, Steve Burnett will meet with City staff to review proper form completion. OCWA suggests adjusting the main gates.

Discussion:

Sludge haul is nearing completion. Cleaning of grit channels are ongoing. OCWA is reviewing recent issues with the hose on the air lift, possible submersible pump as a solution. PLC wiring is ongoing.

Recent issues with the new blower. The supplier will not provide onsite service. OCWA is currently trying to resolve the issues. Recent noise complaints due to the blower.

E-coli issues:

Previous Discussion:

OCWA suggests the install of a UV system at the Haileybury Mechanical Plant will address the E-coli issues.

City staff to follow up on fire hoses at the plant.

Covers on the #2 Cell are heavy and make it difficult to maneuver, Eddie will look at pricing to replace.

Discussion:

UV and covers for #2 cell are a potential Capital request for 2018, OCWA is currently looking at preliminary pricing.

4.5 Farr Drive Pumping Station

Previous Discussion:

SCADA system is complete at the Farr Pumping Station.

Discussion:

OCWA will address the recent power issues.

4.6 Haileybury Water Treatment Plant – 322 Browning St

MCC/ PLC Replacement

Previous Discussion:

MCC replacement is on-going. Electricians are back on-site to continue work. OCWA indicated that an upcoming shut down will be required to test the system.

Discussion:

Plant shut down is scheduled for May 31st. OCWA is currently obtaining quotes for an in-line mixer control valve. OCWA reported issues with the #3 low lift pump. OCWA will seek out alternative options for the current smoke detectors.

The de-sludge valve is in need of replacement. OCWA is currently looking at possible options.

Security

Previous Discussion:

No update. Crews will look at security upgrades once the snow is melted. Repairs are needed on the front hatches.

Discussion:

City staff to follow up on the repairs to the front hatches.

4.7 Haileybury Reservoir – Niven St.

Previous Discussion:

OCWA is looking to get pricing for the new pump and drive. Open cut across the tracks is planned for May.

Discussion:

Steve indicated that the open cut is now completed. Staff are currently reviewing CT calculations with the engineer to accommodate the new pump installation.

4.8 New Liskeard/Dymond Waste Water Lagoon – 177304 Bedard Rd.

Environment Canada

Previous Discussion:

ECA was sent to the Ministry. Steve Burnett will follow up on the status of the application. Eddie Hillman will conduct an airline assessment.

Discussion:

Cell D1 is currently being drained to allow Pedersen to conduct their work. OCWA will assess repairs to aeration lines. The ECA is currently under Ministry review.

4.9 Montgomery Sanitary Lift Station

Previous Discussion:

No update.

Discussion:

No update.

4.10 Cedar St. Sanitary Lift Station

Previous Discussion:

No update.

Discussion:

No update.

4.11 Goodman Sanitary Lift Station – 132 Jaffray St.

Previous Discussion:

Issues with the heater at the station, OCWA will follow up with the City's Building Department.

Discussion:

No update.

4.12 New Liskeard Water Treatment Plant – 305 McCamus Ave.

Previous Discussion:

Chlorine pump repairs completed. Compressor gasket repairs are needed. No updates with regards to the CWWF funding announcements.

Discussion:

OCWA repaired the gasket on the compressor. OCWA will sample both raw water wells for manganese and iron.

4.13 New Liskeard Water Reservoir-177102 Shepherdson Rd.

Previous Discussion:

Eddie Hillman reported antenna issues at the reservoir, OCWA will continue to monitor. A hypo tank was suggested to be installed to optimize the system.

Discussion:

No update.

4.14 Dymond Water Reservoir – 286 Raymond St

Plant Upgrades

Previous Discussion:

No issues. City staff and OCWA will further investigate the low pressure concerns on Zetta Court.

Discussion:

No update. Pressure concerns on Zetta Court, OCWA and City staff will co-ordinate testing.

4.15 Gray Road Sanitary Lift Station – 783495 Gray Rd

Previous Discussion:

No update. Gray Road project is on-going and on schedule reported Steve Burnett.

Discussion:

Gray Road project is on-going noted Steve Burnett. Temporary communication may be needed. The city IT department will review.

4.16 Niven St Pumping Station – New Liskeard

Previous Discussion:

No update.

Discussion:

No update.

4.17 Whitewood Pumping Station – New Liskeard

Previous Discussion:

No update.

Discussion:

OCWA reported recent check valve issues. Vic indicated that due to the increase in water levels there was backflow into the station. OCWA installed a temporary fix. The valve will need to be replaced; OCWA will obtain pricing on a control valve and duckbill style check valve. OCWA reported additional issues with the #1 pump.

5. MOE Compliance Issues

This section reviews a number of issues based on the binder compiled and kept at the Public Works Office (Engineering). The numbers are based on the system established within the binder.

5.1 Reservoir Inspections

Previous Discussion:

City staff and OCWA will conduct the robotic camera training at the Haileybury reservoir.

Discussion:

Reservoir inspections will be delayed until the robotic camera is repaired.

5.2 Manitoulin Transport - New

Previous Discussion:

A water softener was installed. Recent issues with the display screen, OCWA replaced the screen and continue to monitor. Notification was sent to the Ministry.

Discussion:

No update.

6. Communications Upgrades

Previous Discussion:

On-going

Discussion:

On-going

7. Schedule of Meetings

The next scheduled contract meeting with OCWA is to be determined.

8. Adjournment

The Contract Consultation Meeting with Operating Authority – OCWA meeting is adjourned at 9:58 a.m.

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, May 17, 2017

7:00 p.m. at the New Liskeard Branch

1. Call to Order

Meeting called to order by Chair Donald Bisson at 7:00 p.m.

2. Roll Call

Present: Donald Bisson, Danny Whalen, Brenda Morissette, Roger Oblin, and
CEO/Head Librarian Rebecca Hunt.

Regrets: Robert Dodge, Jeff Laferriere

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Roger Oblin

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts the agenda as presented.

Carried.

4. Adoption of the Minutes

Moved by: Danny Whalen

Seconded by: Roger Oblin

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, April 19, 2017 as presented.

Carried.

5. Business arising from Minutes

The Chair inquired if the planter for the Haileybury Beautification Committee project has been received. The CEO will follow up.

6. Correspondence:

a. From: Claire Hendriks, Executive Director—The Temiskaming Foundation.

Re: Haileybury Public Library Fund

Received as information. There was discussion on combining the public library funds. The CEO will investigate.

b. From: Claire Hendriks, Executive Director—The Temiskaming Foundation.

Re: May Ball Fund and the New Liskeard Public Library Fund

Received as information

c. From: Kevin Finnerty, Assistant Deputy Minister, Culture Division—Ministry of Tourism, Culture and Sport

Re: Update on the Culture Strategy

Received as information

d. From: Eleanor McMahon, Minister—Ministry of Tourism, Culture and Sport.

Re: Ontario Budget

Received as information

7. Secretary–Treasurer’s Report

Report and monthly financial statement included in the trustees’ information packet

Buildings and Equipment:

Fire safety checks were conducted in April in the library buildings.

Business:

Digital Creator North (Near North Mobile Media Lab Trillium project): The space will not be staffed for the week of May 16-20 while Steve is gone to Chicago with the other Digital Creator Leads for training at the Chicago Public Library on their “You Media” project. Steve was in attendance on Friday, April 28 at the Lifestyles event, taking pictures of people in front of the Green Screen.

Federation of Ontario Public Libraries (FOPL): The last FOPL meeting before the summer is on Friday, June 9 in the morning. Since I will already be in Toronto for the last Ministry of Culture Roundtable meeting in the afternoon on that day, I will attend that meeting in person. At the last meeting the Open Media Desk project was discussed. We had our first class on Thursday, May 4 and Anna Turner and Steve Kozinski sat in with me. We all agree that the course should prove to be very helpful in gaining more community engagement on social media. One project that we have started on social media through the course is the Shots from the Shores project to increase awareness and support of the library. The board viewed the first two short videos of the series.

Lifestyles Event: The Digital Creator Lead and I attended the lifestyles event at the Curling Club in New Liskeard on Friday, April 28 and Saturday, April 29. The library brought a green screen and ipad, and took pictures of people in Temiskaming scenes such as Devils Rock, Pete’s Dam Park, Ms. Claybelt, and the Haileybury Golf Course. We had about 115 people stop to have their picture taken and we were able to promote the Digital Creator program at the library in the process.

Ministry of Tourism, Culture and Sport Ontario Culture Strategy Public Library Roundtable: I attended the second session in Toronto on Tuesday, May 2, on Standards and Performance Measurement. At this meeting the Ministry discussed linking public library accreditation standards to the Public Library Operating Grant administered by the Ministry of Tourism, Culture and Sport. I was able to comment that I am leery of linking to funding unless a tiered approach is taken so that small, rural, and indigenous libraries have a chance to succeed, and that there should be a database of standard policies geared to small libraries so that they are not all reinventing the wheel with policies. As well, I suggested that the Ministry could give more guidance in the issues of non-resident card and contracting townships as the way these are treated varies wildly even in libraries in the same geographic area. I also submitted my comments on the post meeting survey. I will attend the next meeting in Toronto on June 9 in person. This last meeting is on Digital Services.

Ontario Library Capacity Fund Research and Innovation grant—Library value study: I will be attending the Networking Meeting in Manitoulin to present on the tool with staff from Ontario Library Services North and the consultant from Nordik Institute.

Partnerships:

I met again with Florent Heroux of the Société d'histoire du Témiskaming ontarien to ask him about drafting an agreement. He was in agreement with proceeding this way, and we will try to draft something before September for the board to review.

The City used the Haileybury Library public access computer lab to train eight students on WHIMIS and AODA standards on Monday, May 8.

Proctoring Exams: An exam was proctored at the Haileybury library in April, and we have received requests to write more exams in early June and in early July.

Programming:

Visits to the Extendicare, Lodge and Manor nursing homes to exchange books
Ongoing on Fridays and Saturdays by staff members and volunteers. The Lodge has been on outbreak for a lot of the winter and spring so far, so visits have been less frequent there.

Life Skills visits at the New Liskeard Branch

The Life Skills group continues to visit every Wednesday for a storytime and craft activity. The participants in the program look forward to their weekly visits and are enthusiastically learning skills about co-operation, social skills and the enjoyment of reading.

Gadget Helper at both branches of the library

Thursdays in alternating branches. The New Liskeard Branch is fully booked for the month of May.

Les Liseuses à la succursale de New Liskeard

Les Liseuses de la bibliothèque publique de Temiskaming Shores – Club de lecture pour les adultes. Le premier mardi du mois de 10 h 15 à 11 h 15 à la succursale de New Liskeard.

La Leche League Meetings at the New Liskeard Branch

A new La Leche League group providing breastfeeding support to new moms will be meeting on the second Tuesday of each month at 6:30 p.m. at the New Liskeard branch of the library.

Spring Session Preschool Storytime at both branches of the Library

Preschoolers accompanied by an adult are welcome to attend this early literacy program

that includes stories, songs, rhymes and a whole lot of fun. For more information call 705-647-4215 or email us at www.NewLiskeard@temisklibrary.com

Wednesdays from 11:15—11:45 a.m. starting April 5

New Liskeard Branch: April 5 and 19, May 3, 17 and 31 and June 14 and 28

Haileybury Branch: April 12 and 26, and May 10 and 24 and June 7 and 21

Introduction to Genealogy

Discover how to get started and what resources are available to help you discover your family history! **Where:** Temiskaming Shores Library Haileybury Branch **When:** Saturday, May 20, 2017 **Time:** From 10:00 a.m. until 4:00 p.m. **Note:** Bring a USB key

Lunch Break: from 12:00-1:00 **Cost:** FREE

Nordic Walking Pole Sets for Loan at Both Branches of the Library

The Temiskaming Shores Public Library, in partnership with the Timiskaming Health Unit, is offering Nordic Walking Pole sets for loan. A fun activity for all ages and fitness levels and great for year round use. A set or two is usually in circulation, showing that the poles are still popular.

Workplace inspection report LIB-011-2017

Finances and Statistics

The Board reviewed the financial and statistical reports provided by the CEO. The Board discussed the Board's procurement policy and the process for receiving orders and coding and processing invoices. The CEO will make recommended changes to improve efficiencies.

Motion #2017-24

Moved by: Roger Oblin

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board accepts the May Secretary-Treasurer's report, Financial report and Workplace Inspection report.

Carried.

8. Committee Reports

- a. **Finance and Property Committee:** Nothing to report.
- b. **Planning, Personnel, Policy and Publicity Committee:** Nothing to report.
- c. **Building Committee:** Nothing to report.

9. New Business

- a. None.

10. Plan, Policy review and By-law review

- a. **Review Policy**
 - i. Planning Policy Plan-1.

Motion #2017-25

Moved by: Brenda Morissette

Seconded by: Roger Oblin

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policy: Planning Policy, Plan-1 as amended by the Board.

Carried.

11. Closed Session

- a. **Staff update**
- b. **Personnel Policy review**

Motion #2017-26

Moved by: Roger Oblin

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board go into closed session at 8:10 p.m.

Carried.

Motion #2017-27

Moved by: Brenda Morissette

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:30 p.m. without report.

Carried.

12. Adjournment

Adjournment by Roger Oblin at 8:31 p.m.

Chair – Donald Bisson



Minutes

Temiskaming Mayors Action Group

Armstrong Municipal Offices, Earleton

Saturday, June 10, 2017

9:30 a.m.

Present:

Kerry Stewart, Chamberlain
Merrill Bond, Charlton/Dack
Tina Sartoretto, Cobalt
Dan Cleroux, Coleman
Terry Fiset, James
Tony Antoniazzi, Kirkland Lake
George Lefebvre, Latchford
Carmen Kidd, Temiskaming Shores
Earl Read, Thorloe
John Vanthoff, MPP
Jo Ann Ducharme, Recording Secretary

Regrets:

Robert Ethier, Armstrong
Guy Labonte, Casey
Derek Mundle Evanturel
Nina Wallace, Englehart
Cheryl Drummond, Matachewan

DELEGATION

Liana Bacon and Cathy Horgan of Ministry of Municipal Affairs presented on the Residential Tenancy Act, Disaster Relief Programs and changes to the Municipal Elections Act.

Residential Tenancy Act (RTA) –

Compliance Date is July 1, 2018, and will affect municipalities that do not have a Property Standards Bylaw. Municipal enforcement will now include interior residential standards.

L. Bacon will see if property standards will apply to the ONTC railway allowance and MTO roadway allowances within municipal borders.

L. Bacon will hold information sessions on the RTA with municipal staff.

L. Bacon will confirm if the expenses of enforcement can be put on the tax roll of the property.

NEW BUSINESS (REGIONAL ISSUES FOR DISCUSSION)

Hydro and Telephone Poles located on Municipal Land

Moved by: Terry Fiset

Seconded by: Merrill Bond

WHEREAS Ontario municipalities received 'Telephone and Telegraph' taxes for hydro/telephone poles and lines located on municipal property in the past;

AND WHEREAS provincial payment of the 'Telephone and Telegraph' taxes was terminated in the 1990's;

AND WHEREAS Hydro One charges users for 'delivery' of power that can cost up to 99% of total hydro usage, net of taxes;

AND WHEREAS Hydro One poles and lines are located on/over municipal property and Hydro pays no money to the municipality;

AND WHEREAS Hydro One notifies no one when installing new poles/lines while Ontario municipalities are required to call 'ON1Call' prior to doing any work within the municipality;

AND WHEREAS streetlights are normally owned and maintained by each municipality but these municipalities must pay outrageous delivery costs;

THEREFORE BE IT RESOLVED that the Temiskaming Mayors Action Group deems it necessary to generate revenue for member municipalities to offset the offensive and unfair hydro delivery charges;

AND FURTHER that Hydro One be taxed annually at a rate of \$100.00 per pole within each municipality.

AND FURTHER that this resolution be send to John Vanthof, MPP, FONOM, NEOMA.

CARRIED.

One Third Tax Free Remuneration for Council

Moved by: George Lefebvre

Seconded by: Carman Kidd

WHEREAS the 2017 Federal Budget has raised personal taxed on all municipal politicians by removing the long standing, since 1947, tax exempt portion of their municipal remuneration for all elected politicians including those of us from very small communities;

AND WHEREAS the purpose of this one-third-tax-free allowance was to provide 'an allowance for expenses incidental to the discharge of the person's duties as an elected officer';

AND WHEREAS the removal of the allowance will result in a negative impact on elected officials in smaller communities;

AND WHEREAS elected officials in larger centres receive budgets to support the incidental expenses that are denied to those from smaller communities due to budgets reflective of size;

AND WHEREAS removing this on-third exemption can further decrease the ability of small and rural communities to attract candidates for municipal elections;

THEREFORE BE IT RESOLVED that the federal budget be restructured to reinstate this one-third-tax-free exemption for municipal politicians from communities that provide o budget for elected officials to cover their incidental expenses;

AND FURTHER that copies of this resolution be forwarded to the Honourable Bill Morneau, Minister of Finance; Anthony Rota, MP Nipissing-Temiskaming; Charlie Angus, MP Timmins-James Bay; FONOM; and NEOMA.

CARRIED.

Closure of Larder Lake LCBO

Moved by: Earl Read

Seconded by: Kerry Stewart

Whereas the LCBO is a Provincial Government Enterprise;

And Whereas there has been a recent closure of the LCBO outlet in Larder Lake;

And Whereas the citizens of the Larder Lake area expect the continuation of an LCBO outlet to have continuation of customer convenience, choice and shopping experience, while continuing to ensure that consumers in Larder Lake areas can purchase beer, wine and liquor locally;

And Whereas the services of the LCBO has a major impact on our local communities, especially in small rural tourist communities;

And Whereas the closure of one small community outlet makes it easier for the LCBO to justify the closure of others;

Therefore be it resolved that the Temiskaming Mayors Action Group endorse and petition to re-establish a LCBO outlet in Larder Lake;

And Further that a copy of the Council resolution be forwarded to the Honourable Kathleen Wynn, Premier of Ontario; the Honourable Bill Morneau, Minister of Finance, MPP John Vanthof; LCBO George Soleas, CEO & President; and the Temiskaming Municipal Association.

CARRIED.

INFORMATION ITEMS

Thornloe has petitioned the Province for flashing lights at the intersection of the Hwy 11 and Thornloe. R. Rivard will send draft of resolution to TeMAG for next meeting.

DATE OF NEXT MEETING -- Saturday, September 9, 2017.

**EARLTON-TIMISKAMING REGIONAL
AIRPORT AUTHORITY (ETRAA)
MINUTES**

Thursday, April 20, 2017
Corporation of the Township of Armstrong
Council Chambers
Earlton, Ontario

Attendance: Marc Robillard, Barbara Beachey, Bryan McNair, Ken Laffrenier,
Pauline Archambault, Carman Kidd, Doug Metson, Morgan Carson,
Debbie Veerman, Earl Read, Charlie Codd, Robert Ethier,
Harold Cameron, Sheila Randell

Absent : Henry Baker

1. Welcome - Meeting called to order

Moved by: Doug Metson

Seconded by: Bryan McNair

BE IT RESOLVED THAT "the meeting of April 20, 2017 be called to order at 6:31 p.m.

Carried

2. Approval of Agenda

Moved by: Bryan McNair

Seconded by: Doug Metson

BE IT RESOLVED THAT "the Agenda be approved as presented".

Carried

3. Approval of Minutes of Last Meeting

Minutes were approved previously at an Executive Meeting.

4. Business Arising from Minutes

None

5. Committee Reports

(a) Financial Report

Moved by: Doug Metson

Seconded by: Bryan McNair

BE IT RESOLVED THAT "the report of the Finance Committee for the month of March 2017 be adopted as presented and be attached hereto, forming part of these Minutes."

Carried

(b) Property & Maintenance

No Report

(c) Human Resources

No Report

6. Correspondence

Moved by: Pauline Archambault

Seconded by: Earl Read

BE IT RESOLVED THAT "the Correspondence for March 2017 be filed".

Carried

7. Manager's Report

Moved by : Earl Read

Seconded by: Pauline Archambault

BE IT RESOLVED THAT "the Manager's Report for the month of March 2017 be adopted as presented and attached hereto forming part of these Minutes."

Carried

8. Chairman's Remarks/Report

No Report

9. Update from Executive Committee

Moved to Closed Session

10. Review of 5-year Business Plan

Carman Kidd provided an Estimated 5 Year Short-term Capital Needs 2018 - 2022 Report (copy attached to original minutes). After discussion, a few alterations were made to project amounts and;

WHEREAS "the Airport is in need of new fuel tanks as soon as possible;

Moved by : Doug Metson

Seconded by : Morgan Carson

BE IT RESOLVED THAT "the ETRAA agree to apply for Phase 1 funding for \$745,000. from NOHFC and FedNor".

Carried

11. Any New Business

Question came up about population numbers used in billing municipalities.

A motion had been passed at the Executive Committee meeting March 23, 2017, to "invoice municipalities based on last year's (2016) population.". Members accepted this, however agreed that population be looked at for 2018 billing.

Carman advised that the legal fees charged for setting up the Airport Authority have been less that expected.

Harold advised that the Bell Canada 10-year Right-of-Way Lease expires June 9, 2017. Carman advised that he is working on a new contract for them.

12. Closed Session

Moved by : Marc Robillard

Seconded by : Pauline Archambault

BE IT RESOLVED THAT "the ETRAA approve to convene in Closed Session at 7:12 p.m."

Carried


Moved by : Bryan McNair
Seconded by : Earl Read
BE IT RESOLVED THAT "the ETRAA approve to adjourn
Closed Session at 7:37 p.m."

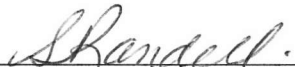
Carried

13. Adjournment

Moved by : Ken Laffrenier
Seconded by: : Pauline Archambault
BE IT RESOLVED THAT "this meeting be adjourned at 7:30 p.m.
Next meeting will be June 22 @ 6:30 p.m.

Carried


Chair

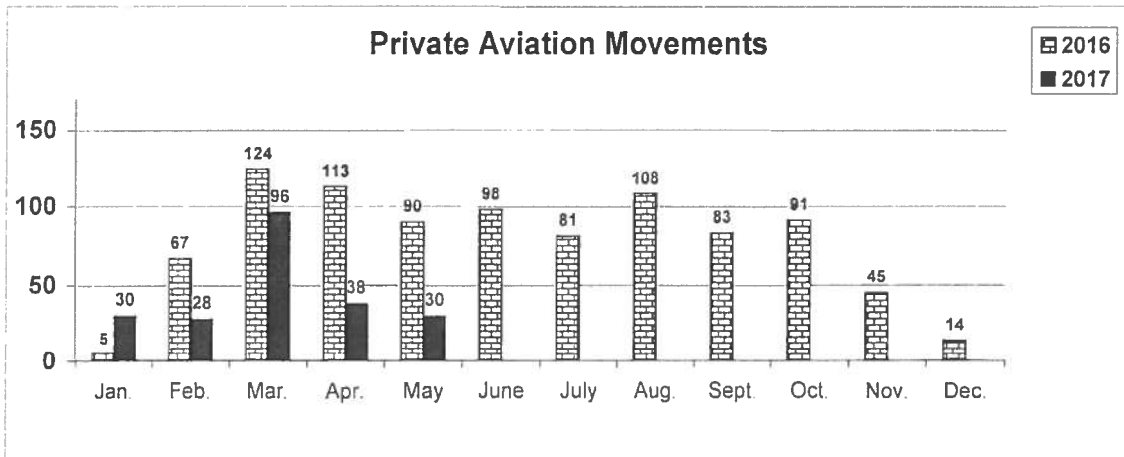
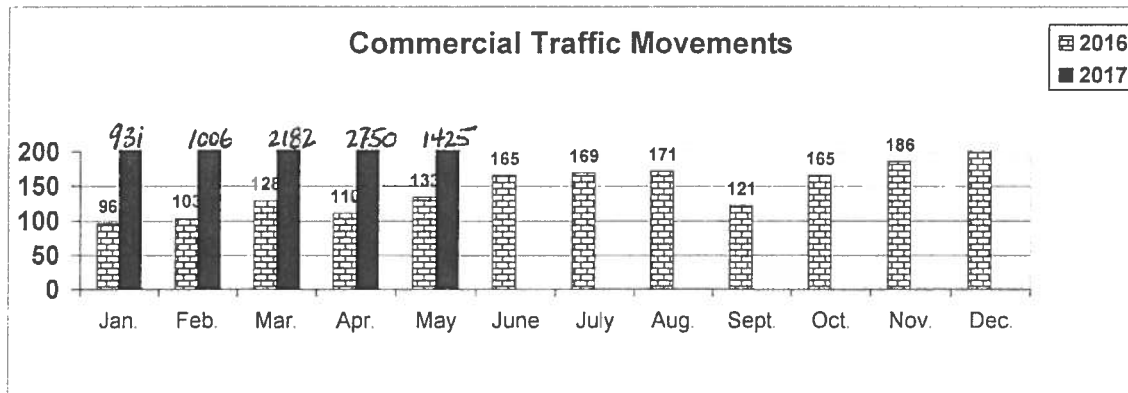
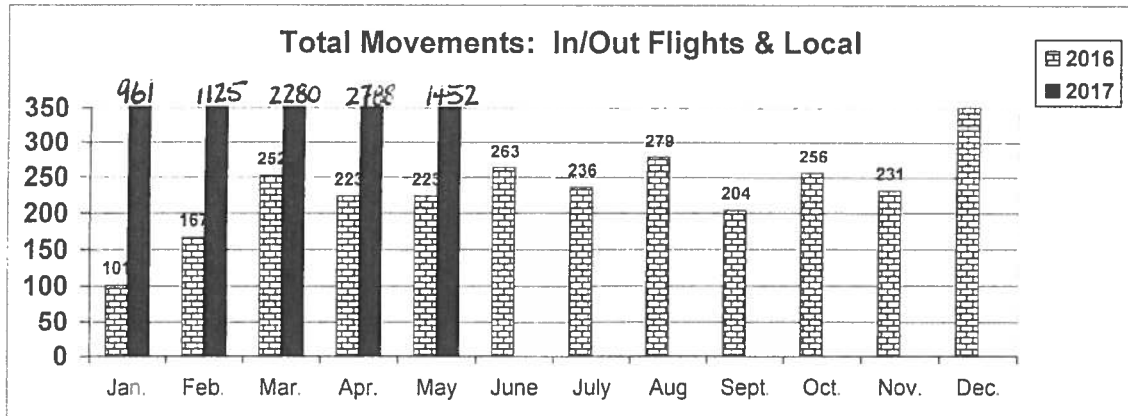

Secretary

EARLTON-TIMISKAMING REGIONAL AIRPORT MAY 2017

<u>REVENUE</u>	<u>ACTUAL</u>	<u>YTD</u>
Fuel	\$19,544	\$71,568
Operations	\$6,905	\$193,573
	<hr/>	<hr/>
	\$26,449	\$265,141
 <u>EXPENSES</u>		
Fuel	\$12,325	\$56,945
Operations	\$21,808	\$141,980
Capital Expenses		
	<hr/>	<hr/>
	\$34,133	\$198,925
 <u>NET PROFIT/LOSS</u>		
Fuel	\$7,219	\$14,623
Operations	-\$14,903	\$51,593
Capital Expenses		
	<hr/>	<hr/>
	-\$7,684	
 <u>FUEL INVENTORY - JET A1</u>	\$	3,244
<u>FUEL INVENTORY - AVGAS</u>	\$	3,112
<u>FUEL INVENTORY - DIESEL</u>	\$	2,590

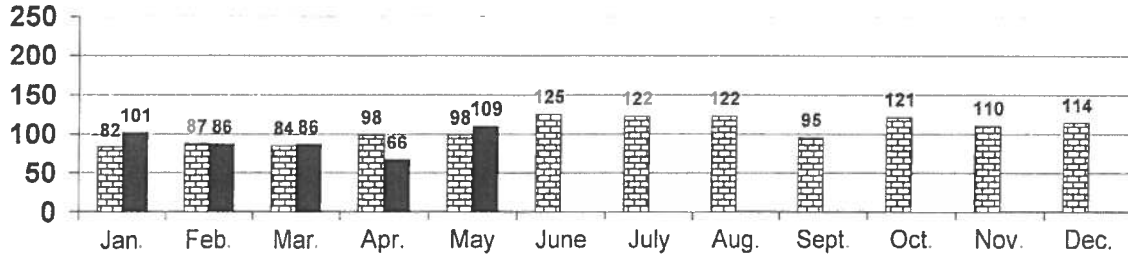
ANNUAL AIRCRAFT MOVEMENTS

AS OF MAY 31, 2017



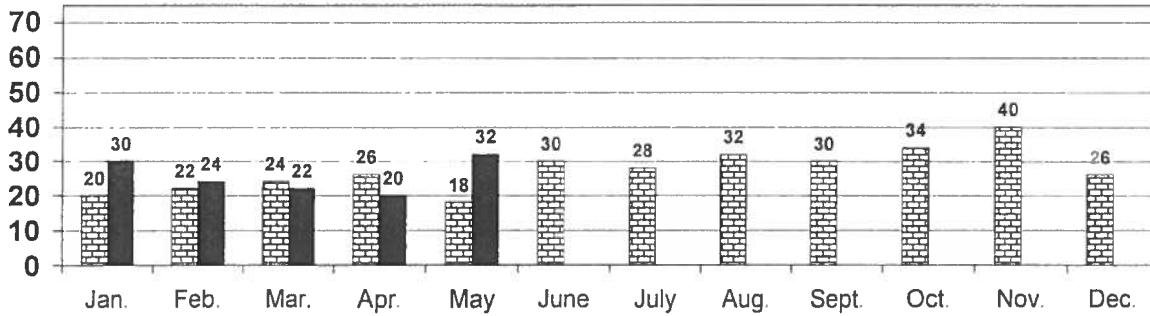
Air Carriers Movements

2016
2017



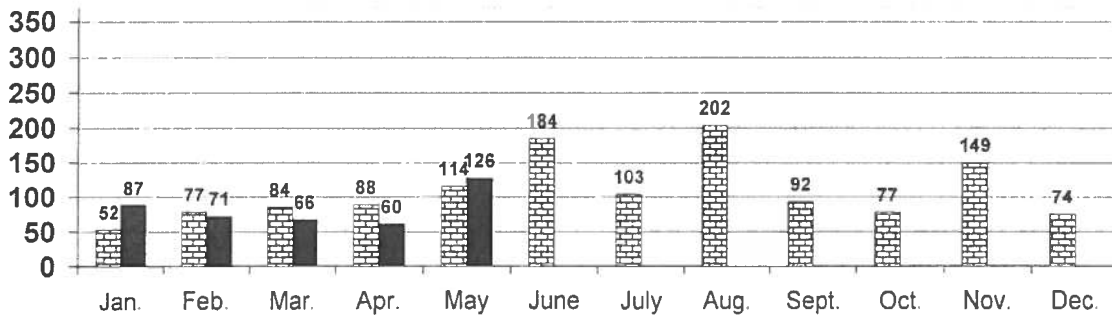
Air Ambulance Movements

2016
2017



Pgrs. via Air Charter

2016
2017



MANAGER'S REPORT MAY 2017

Hercules Visit:

An RCAF Hercules visited our Airport on Friday, 19th of May, and overnighted, departing the next day. They were here for an exercise with our TEMSAR search and rescue unit. The local Air Cadets from the squadron in Englehart came to visit as well as many local civilians. They were given tours of the C-130, and got to see her up close.

Fuel Sales:

Total fuel sales for May surpassed all other May sales going back ten years. 13172 total litres were sold, 11167 of which was Jet A1 fuel. A large portion of this (4121 litres) was taken by the Hercules.

TC PVI:

Transport Canada inspectors conducted a Program Validation Inspection at our Airport during the last week of May. They were checking for compliance with all aspects of the Airport operations. From measuring lights and markings to verify the physical characteristics, to SMS (Safety Management Systems) where they were looking for a process to document, issue Corrective Action Plans, and follow up on risk mitigation. Everything was thoroughly gone over. Interviews were given to our AE (Accountable Executive - Carman Kidd) and myself. At the closing meeting the inspectors indicated that a written report of their findings would be sent to us within 30 days.

It was an opportunity to meet our new Airport PI (Principal Inspector) and sit down to discuss the future of the Airport in light of the new regulatory changes.

Harold Cameron
Earlton-Timiskaming Regional Airport Manager

Community Contribution Summary
2017 Sharing Contribution
Per Capita Contribution - \$9.03

<u>Community</u>	<u>Population</u>	<u>Contribution</u>	<u>Paid</u>
Armstrong	1265	\$11,423	\$11,423.00
Casey	374	\$3,377	\$3,377.00
Chamberlain	346	\$3,124	\$1,499.00
Charlton and Dack	670	\$6,050	\$3,025.00
Coleman	531	\$4,795	\$2,397.50
Englehart	1546	\$13,960	\$13,960.00
Evanturel	464	\$4,190	\$2,095.00
Harley	526	\$4,750	\$4,750.00
Hilliard	227	\$2,050	\$1,025.00
Hudson	457	\$4,127	\$4,127.00
James	474	\$4,280	\$4,280.00
Temiskaming Shores	10125	\$91,429	\$45,714.50
Thornloe	110	\$993	\$993.00
Total Contributions	17115	\$154,548	\$98,666.00

Donation

Kerns	349	\$3,151	
Total Contributions		\$157,699	\$98,666

As of June 6, 2017

1.0 CALL TO ORDER

The meeting was called to order at 2:02 p.m.

2.0 ROLL CALL

- | | |
|---|--|
| <input checked="" type="checkbox"/> Mayor Carman Kidd | <input checked="" type="checkbox"/> Chris Oslund, City Manager |
| <input checked="" type="checkbox"/> Councillor Doug Jelly | <input checked="" type="checkbox"/> Donald Bisson, Chair Library Board |
| <input checked="" type="checkbox"/> Councillor Danny Whalen | <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Physical Assets |
| <input checked="" type="checkbox"/> Airianna Misener, Executive Assistant | <input checked="" type="checkbox"/> Rebecca Hunt, CEO Libraries |
| <input checked="" type="checkbox"/> Robert Dodge, Member, Library Board | |

3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- None

4.0 ADOPTION OF AGENDA

Recommendation LB-2017-001

Moved by: Mayor Carman Kidd

Be it resolved that:

The June 6, 2017 Library Building Committee Meeting Agenda be adopted as printed.

Carried

5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation LB-2017-002

Moved by: Councillor Danny Whalen

Be it resolved that:

The Building Committee Meeting minutes of the November 16, 2016 be adopted as printed.

Carried

6.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

7.0 DELEGATIONS/PUBLIC PRESENTATIONS

- None

8.0 EXISTING BUSINESS

8.1. New Liskeard Library Building

Discussion:

Mitch Lafreniere provided background on the New Liskeard Library Building. The Committee met in the fall to discuss possible options. It was recommended to repair the parapet and look at alternative buildings / library possibilities.

The committee reviewed a glass parapet design alternative; however the engineers expressed concerns with the building's stabilization.

In addition the committee suggests hosting a public consultation in effort to outline the library issues and seek the community's feedback. City staff will schedule a public consultation in September.

Mitch Lafreniere will seek assistance from EXP on the RFP tender and oversee the project. The committee provided the following recommendation.

Recommendation LB-2017-003

Moved by: Robert Dodge

Be it resolved that:

The New Liskeard Library building committee hereby recommends proceeding with the necessary repairs to the parapet wall as per the original design to maintain the heritage designation.

Carried

9.0 NEW BUSINESS

9.1 Haileybury Library – Update

Discussion:

Mitch indicated that the exterior front wall of the Haileybury Library building is currently being painted.

10.0 CLOSED SESSION

- None

11.0 NEXT MEETING

The Committee will meet quarterly or as required.

12.0 ADJOURNMENT

Recommendation LB-2017-003

Moved by: Robert Dodge

Be it resolved that:

The New Liskeard Library Building Maintenance Committee, be hereby adjourned at 2:30 p.m.

Carried

CHAIR

RECORDER

1.0 CALL TO ORDER

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

2.0 ROLL CALL

- | | |
|--|--|
| <input checked="" type="checkbox"/> Councillor Mike McArthur | <input checked="" type="checkbox"/> Chris Oslund, City Manager |
| <input type="checkbox"/> Councillor Danny Whalen | <input 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-2017-013

Moved by: Councillor Mike McArthur

Be it resolved that the Transit Committee agenda for the June 14, 2017 meeting be approved as printed.

Carried

5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation TC-2017-014

Moved by: Councillor Mike McArthur

Be it resolved that the Transit Committee minutes for the April 19, 2017 meeting be adopted as printed.

Carried

6.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

7.0 CORRESPONDENCE

- Laurette Street Concerns

The Committee reviewed the unsigned letter. Mitch Lafreniere spoke with Stock to address the speeding concerns on Laurette Street.

- Transit Stop Concerns – Med-e-ox Mobility In Motion

The Committee reviewed concerns regarding transit patrons smoking in front of Med-e-ox Mobility in Motion while waiting at the North bound stop located in front of the store on Armstrong street.

Recommendation TC-2017-015

Moved by: Councillor Rochelle Schwartz

Be it resolved that the Temiskaming Transit committee hereby recommends a no smoking sign be installed at the Med-e-ox Mobility in Motion transit stop located on Armstrong Street.

Carried

8.0 UNFINISHED BUSINESS

8.1 *Transit Financials*

A copy of the year-to-date transit financials was circulated to each member. Chris Oslund indicated that the revenues are down by \$6,900. In addition Chris further commented the following; the contract expenses are on budget; maintenance expenses are under-budget due to the new buses; initial costs relating to the “bus wrap” advertising will be recovered overtime.

The Township of Coleman contributed \$2,500 towards the 2017 Transit Operating Budget.

Chris continues to monitor the Budget Forecast/Performa and is anticipating a report be presented at the next meeting.

Mayor Tina Sartoretto verbally reported that she recently spoke with MPP Glenn Thibault regarding the additional transit funds that were withheld to a number of municipalities as a result of fleet ownership guidelines (Public Transit Infrastructure Fund). Tina anticipates a follow up in the near future.

8.2 Passenger Count

There appears to be a discrepancy for the passenger count on the April 16, 2017. Mitch Lafreniere will follow up.

Chris Oslund summarized the year-to-date passenger counts and monthly pass summaries. Chris indicated that the numbers are down slightly from prior years; however, we are still averaging 11,150 passengers per month. Chris also reported that we are currently averaging 82 passes per month.

8.3 Automated Announcement System / Passenger Counting System

Mitch Lafreniere noted that the Passenger Counting System was installed and will be operational next week.

8.4 Surplus – Old Transit Buses

Mitch Lafreniere provided an update on the sale of the surplus transit buses. 3 of 4 buses are officially sold for a total of \$1,816.

8.5 Transit Stop Request – Georgina & Cecil

The Committee concluded that the data from the passenger counting system be collected and reviewed prior to making any modifications to the route.

8.6 On- Board Camera

Mitch Lafreniere noted that the on-board camera surveillance project demo is on-going.

8.7 Walmart Bus Shelter

Mitch Lafreniere indicated that the cost of the shelter is approximately \$4,500 and is expected to arrive and be installed in September.

8.8 Review of RFP – Contracted Transit Services

A one week extension for the submission of the RFPs was granted. The submission date is now June 20, 2017. The Committee discussed the formation of an ad-hoc group to review the RFPs.

Recommendation TC-2017-016

Moved by: Councillor Rochelle Schwartz

Be it resolved that Rochelle Schwartz, Danny Whalen, Mitch Lafreniere and Chris Oslund be appointed to review the Contracted Transit Services Requests for Proposals (RFPs) and report back to the Committee on July 5, 2017.

Carried

9.0 NEW BUSINESS

- None

10.0 PUBLIC COMMENTS/COMPLAINTS

- None

11.0 ADMINISTRATIVE REPORTS

- None

12.0 CLOSED SESSION

- None

13.0 NEXT MEETING

The next meeting of the Transit Committee is scheduled for July 5, 2017 at 1:30 p.m.

14.0 ADJOURNMENT

Recommendation TC- 2017-017

Moved by: Councillor Rochelle Schwartz

Be it resolved that the Temiskaming Transit Committee meeting be hereby adjourned at 3:03 p.m.

Carried

Committee Chair

Recording Secretary

1.0 CALL TO ORDER

The meeting was called to order at 10:45 A.M.

2.0 ROLL CALL

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

3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- None

4.0 ADOPTION OF AGENDA

Recommendation BM-2017-017
Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee Meeting Agenda for the May 26, 2017 meeting be adopted as printed.

Carried

5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation BM-2017-018
Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Committee Meeting minutes of March 16, 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

Discussion:

Mitch Lafreniere anticipates work on the proposed drawings and estimates for the mechanical room to be completed by the end of August.

9.2 Building Division Staff Update

Discussion:

The building department summer student has begun. Overall Mitch indicated that the department is 2-3 weeks behind schedule.

9.3 DFO Property Erosion

Discussion:

A recent erosion occurred on the DFO Property. DFO is covering 50% of the repair costs. Chris Oslund will discuss the ongoing challenges with DFO.

9.4 Farmer's Market / Waterfront Development

Discussion:

Mitch Lafreniere provided an update on the Riverside place accessible upgrades.

9.5 2017 Capital Projects – Update

Discussion:

Mitch Lafreniere provided an update in regards to the following 2017 Capital Projects.

- PFC mechanical : On-going
- Haileybury Breakwall: Repairs are on-going
- Fleet: Anticipates meeting the September 1st timeframe
- Bucke Park upgrades are on-going. Windows and doors in the main chalet have been replaced.

10.0 NEW BUSINESS

10.1 New Liskeard Library – Update

Discussion:

Mitch indicated that the New Liskeard Library building committee is scheduled to meet on June 6, 2017 to review the engineer's drawings and discuss repair options.

10.2 KBR

Discussion:

Mitch indicated that the engineers report and estimates to stabilize the roof in order to meet the post disaster requirements was received. An upcoming meeting is scheduled members of Council and members of the Volunteer Fire department to discuss this item further.

10.3 Dymond Hall accessibility upgrades

Discussion:

Mitch met onsite with Architects to review the Dymond Hall accessible upgrades.

10.4 New Liskeard downtown infrastructure upgrades

Discussion:

Mitch indicated that the work is on-going.

10.5 Proposed modification to the 2018 Fleet Replacement Plan

- Snow Blower attachment
- 2 new water tanks

Discussion:

Mitch suggested moving the snow blower attachment from 2020 replacement to 2018. Mitch explained that the current blower needs significant repairs, however the supplier

Carried

CHAIR

RECORDER

DRAFT

1. CALL TO ORDER

Meeting called to order at 9:07 A.M.

2. ROLL CALL

- | | |
|--|--|
| <input checked="" type="checkbox"/> Mayor Carman Kidd | <input checked="" type="checkbox"/> Jennifer Pye, Planner |
| <input checked="" type="checkbox"/> Councillor Mike McArthur | <input checked="" type="checkbox"/> Tim Uttley, Fire Chief |
| <input checked="" type="checkbox"/> Councillor Doug Jelly | <input checked="" type="checkbox"/> Shelly Zubyck, Director of Corporate Services |
| <input 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 | |
| <input checked="" type="checkbox"/> Airianna Misener, Executive Assistant | |

OTHER

- Rick Hunter, Planscape

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- None

4. APPROVAL OF AGENDA

Recommendation PPP-2017-026

Moved by: Mayor Carman Kidd

Be it resolved that:

The Protection to Persons and Property Committee agenda for the June 14, 2017 meeting be approved as printed.

CARRIED

5. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

6. COMMUNITY GROWTH & PLANNING

a) Zoning By-law – Review

A draft copy of the comprehensive zoning by-law was circulated to each member. Jennifer Pye explained that the first public sessions are being held today June 14, 2017.

Rick Hunter indicated that the by-law is 90% complete; Planscape is currently working on the final refinement of the maps. Rick noted that the project is on schedule and anticipates the adoption of the by-law by September.

An open house for the second draft will be scheduled in August.

Rick explained that they have included a clause to allow the City to address any technical revisions and to fix any minor errors without going through a Zoning By-law amendment, provided the changes do not alter the intent of the by-law.

Jennifer and Rick were seeking input and direction from the committee on the following items:

- Modular and mobile Homes
- Self Storage facilities
- Storage Containers
- Plastic Shelters
- Shoreline Structures
- Farm Land Definition
- Bed and Breakfast Establishments
- Home Occupations
- Outdoor wood furnaces
- Quonset Huts
- Parking requirements
- Parking area Ramps and Driveways
- Queing lane requirements for drive-thrus
- Parking of boats, recreational trailers and other special vehicles
- Loading spaces
- Second dwelling units in upper storeys of detached accessory buildings

In addition Jennifer and Rick highlighted some items within the draft by-law that have changed from the existing by-laws.

Jennifer and Rick will continue work on the by-law and make the revisions that were discussed. Further discussion will be held on July 6, 2017.

7. ADMINISTRATION REPORTS

None

8. CLOSED SESSION

None

9. SCHEDULE OF MEETINGS

The next Protection to Persons and Property Committee meeting is scheduled for July 6, 2017 starting at 1:00 PM.

10. ADJOURNMENT

Recommendation PPP-2017-027

Moved by: Mayor Carman Kidd

Be it resolved that:

The Protection to Persons and Property Committee meeting is adjourned at 11:05 A.M.

CARRIED

CHAIR

RECORDER

Memo

To: Mayor and Council
From: Jennifer Pye, Planner
Date: July 11, 2017
Subject: Deeming By-law for 476 Amwell Street (Lots 3, 4, and 5 on Plan M-13 N.B.;
Parcels 2619 NND and 12878 SST)
Attachments: Request for Council to Pass Deeming By-law
Draft Deeming By-law

Mayor and Council:

Lori Larkin has submitted a request for a deeming by-law for her property at 476 Amwell Street, Haileybury. The property is comprised of lots 3, 4, and 5 on Plan M-13 N.B. The property owner is proposing to build a new garage on the subject property and the deeming by-law is required to combine the lots into a single property for the purposes of the Planning Act.

The subject property is designated Residential Neighbourhood in the City of Temiskaming Shores Official Plan and is zoned Residential (R) in the Town of Haileybury Zoning By-law 85-27.

If the Deeming By-law is passed it will be registered on title at the owners' expense. It is recommended that Council pass the deeming by-law.

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

Lori Larkin
476 Amwell Street
Haileybury, ON P0J 1K0

June 19, 2017

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

RE: DEEMING BY-LAW 476 AMWELL STREET

Dear Jennifer

I am the owner of 476 Amwell Street and wish to have my 3 lots combined. As required, please consider this my request to have the council pass a deeming by-law for my property.

Legal Description:

PCL 2619 SEC NND; LT 3 BLK T PL M13NB BUCKE; PCL 12878 SEC SST; LT 4-5 BLK T PL M13NB BUCKE,
TEMISKAMING SHORES, DISTRICT OF TIMISKAMING

Ramsay Law Office will be handling this matter for us. I have spoken to them already and they await direction. Thank you for your assistance.

Sincerely,



Lori Larkin

The Corporation of the City of Temiskaming Shores

By-law No. 2017-000

**Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision
476 Amwell Street – Roll No. 54-18-030-003-058.00**

Whereas Section 50(4) of the Planning Act, R.S.P. 1990, c.P.13, as amended authorizes the Council of a municipality to designate by by-law, a plan of subdivision, or any part thereof, that has been registered for eight (8) years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subdivision control;

And whereas the property owner has requested that the following properties be merged on title: Lots 3, 4, and 5, Plan M-13 N.B., Parcels 2619 NND and 12878 SST;

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

1. That the lands hereinafter described shall be deemed not to be a lot or block on a Registered Plan of Subdivision for the purposes of Section 50(4) of the Planning Act R.S.O. 1990, c.P.13, as amended and as generally illustrated on Schedule "A" attached hereto and forming part of this by-law.
2. That the lands are described as:
 - a) Parcel 2619 NND, Plan M-13 N.B., Lot 3;
 - b) Parcel 12878 SST, Plan M-13 N.B., Lot 4;
 - c) Parcel 12878 SST, Plan M-13 N.B., Lot 5;
3. That in accordance with Section 50(28) of the Planning Act, R.S.O. 1990, c.P.13, as amended, a certified copy or duplicate of this by-law shall be registered by the Clerk of the Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
4. That in accordance with Section 50(29) of the Planning Act, R.S.O. 1990, c.P.13, as amended, Council shall give notice of the passing of the by-law within 30 days of the passing to the owner of land to which the by-law applies.
5. That in accordance with Section 50(30) of the Planning Act R.S.O. 1990, c.P.13, as amended, Council shall hear in person or by an agent any person to whom a notice was sent, who within twenty days of the mailing of the notice gives notice to the Clerk of The Corporation of the City of Temiskaming Shores that the person desires to make representations respecting the amendment or repeal of the by-law.
6. That the Mayor and Clerk are authorized to sign all necessary documents in connection with this by-law.

7. That this by-law shall not be effective until a certified copy or duplicate of this by-law is registered by the Clerk of The Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
8. That the passing of this by-law shall be subject to the provisions of the Planning Act.
9. 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 11th day of July, 2017.

Mayor – Carman Kidd

Clerk – David B. Treen

Schedule “A”

City of Temiskaming Shores



476 Amwell Street

Subject: Enterprise Temiskaming -
Economic Development Report

Report No.: CGP-013-2017
Agenda Date: July 11, 2017

Attachments

Appendix 01: Community Activities

Appendix 02: Economic Development Client Consultations Charts

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CGP-013-2017 for information purposes.

Background:

Enterprise Temiskaming is a Small Business Enterprise Centre (SBEC) servicing the District of Timiskaming. The service area extends north to Kirkland Lake, south to Latchford, west to Matachewan, and east to the Quebec border.

Currently the Enterprise Temiskaming Youth Programs Administrator spends one day per week exclusively in Kirkland Lake, one day a month in Elk Lake, one day a month in Matachewan, and one day a month in Englehart.

The Enterprise Temiskaming business consultant also travels to client locations across the District by appointment, and makes regular trips to other small communities.

Analysis:

The following is a brief summary of the Appendices attached to this report which highlight various activities and/or programs offered through Enterprise Temiskaming.

Appendix 01 – Community Activities

Outlines a variety of events from January 2017 through to June 2017 as well as details on Starter Company Plus and Summer Company as well as upcoming activities.

Appendix 04 – Economic Development Client Consultations Chart

This attachment illustrates the Q1 and Q2 Client Consultations in a chart form and illustrates that outreach has been achieved in the catchment area serviced by Enterprise Temiskaming, with a majority of consultations (65%) taking part in the Temiskaming Shores area in Q1, and half of all consultations (51%) taking part in the Temiskaming Shores area in Q2.

This report and appendices are being provided to Council for information purposes.

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

Alternatives

Not applicable.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
 Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

 Chantal Charbonneau
 Manager of Enterprise
 Temiskaming

 Kelly Conlin
 Dir. Corporate Services (A)

 Christopher W. Oslund
 City Manager

Attached, is Enterprise Temiskaming's Economic Development Client Consultation Report (Q1 and Q2), as well as an update on Summer Company, Starter Company Plus, and upcoming activities.

Community Activities

January – March 2017:

- Changing our Destiny: Building a Vision for all of our Communities at Northern College
- Starter Company Workshops, and Regional Grant Committee meeting
- Career Fair at KLDCS
- 2017 Temiskaming Shores Forum on Food, Farms & Tourism
- NEOnet Workshop
- Advisory Board Meeting
- Northern Ontario Culinary Tourism Forum in Sudbury
- Presentation to the Aboriginal Women in Mining group in Kirkland Lake
- Northern College Entrepreneurship Program Steering Committee Videoconference
- Northern College Engaging Stakeholders Meeting
- Launch of jobsintemiskamingshores.com at Employment Options
- PARO Workshop (Peer Lending Group for Women)
- Far North East Training Board (FNETB) Labour Market Planning Forum
- International Women's Day events in Kirkland Lake and Temiskaming Shores
- Northern SBECs Meeting
- Kirkland Lake Chamber of Commerce 2017 Annual Dinner & Awards Ceremony
- Kirkland Lake Chamber of Commerce AGM
- February Newsletter

April – June 2017:

- School presentations: Northern College, KLDCS, TDSS, ESCSM, EHS
- Council (vehicle & Summer Company)
- Earlton Farm Show (2 days)
- Starter Company Plus workshops
- Head Start in Business “Judge a Logo” Competition
- Ontario Trillium Foundation Seminar in North Bay
- Summer Company
- Advisory Board Meeting
- Intrapreneurship Initiative Meeting
- GoForth Institute Meeting
- Career Fair at KLDCS
- Social Entrepreneurship Webinar & Discussion
- Northern College Entrepreneurship Program Steering Committee Videoconference
- Building Ties/Tisser des liens Tourism Networking Event
- Team Meeting (Northern SBECs and MNDM) in North Bay
- Réseau M Seminar
- Retirement Party at Employment Options
- May Newsletter

Starter Company Plus program:

The Starter Company Plus program is in full swing. It will be a very competitive program as we only have 7 grants to give out in the next 2 years. We currently have 3 participants who are almost ready to pitch their business ideas to our Local Grant Committee, and hopefully receive funding to start, grow, or purchase a business.

Summer Company program:

Although we were originally approved for only 2 students, the Ministry has allowed us to approve 7 participants to this year's Summer Company program. Four students are from Temiskaming Shores, one from Kirkland Lake, and two from Englehart/Charlton area. They are working in various sectors such as: Manufacturing, Agriculture, Construction, Professional, as well as the Food Industry. Join our Facebook Page to learn more about our students and their small businesses.

Upcoming Activities:

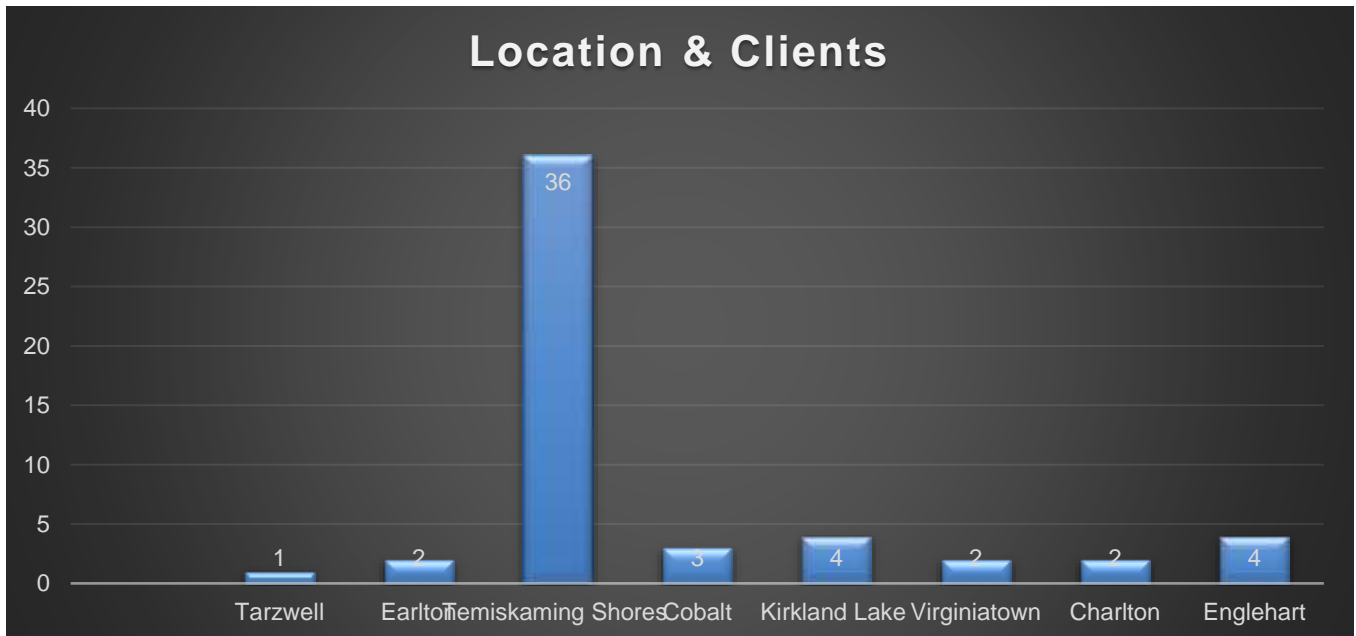
- Starter Company+ Local Grant Committee meeting
- Summer Company 2017
- Small Business Week 2017 (KL and TS) – Funders Forum
- Aboriginal Business event/seminar
- Various local/regional workshops, seminars, forums, conferences, events, and AGMs.

Thank you once again for the opportunity to update you on the many activities that Enterprise Temiskaming is involved with, both in the community of Temiskaming Shores, and in the District of Timiskaming.

ENTERPRISE TEMISKAMING

JANUARY – FEBRUARY – MARCH 2017

City of Temiskaming Shores Quarter 1 2017 / Enterprise Temiskaming Quarter 4 2016-2017



Total Confirmed businesses opened in Quarter 1 – current and past clients was 8.
 For Quarter 1 the consultation for the City of Temiskaming Shores area is 67% (36 of 54).

ENTERPRISE TEMISKAMING

APRIL – MAY – JUNE 2017

City of Temiskaming Shores Quarter 2 2017/ Enterprise Temiskaming Quarter 1 2017-2018



Total Confirmed businesses opened in Quarter 2 – current and past clients was 5
 For Quarter 2 the consultation for the City of Temiskaming Shores area is 51% (31 of 61)

Subject: Enterprise Temiskaming 2017-2019
Proposed Business Plan and Budget

Agenda Date: July 11, 2017
Report No.: CGP-014-2017

Attachments

Appendix 01: 2017-2019 Proposed Business Plan and Budget

Appendix 02: Enterprise Temiskaming Reserves

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-014-2017, more specifically Appendix 01 – 2017-2019 Proposed Business Plan and Budget which has been developed by Enterprise Temiskaming in accordance with the Ontario Ministry of Economic Development and Growth / Ministry of Research, Innovation and Science (MEDG/MRIS), and the Ministry of Northern Development and Mines (MNDM); and
2. That Council directs staff to forward the 2017-2019 Proposed Business Plan and Budget to the MEDG/MRIS and MNDM with the understanding that these Ministries have the authority to change or include additional mandates.

Background

Enterprise Temiskaming has been established in the District of Timiskaming since May, 1991 and currently operates under By-law No. 2014-194 being an agreement with the Ministry of Northern Development and Mines.

Enterprise Temiskaming assists potential entrepreneurs and businesses in their early stages by discussing and reviewing their business ideas and plans; encouraging the entrepreneur to do research to understand the market in the field of business in which they would like to own and operate a business and ensuring that the potential entrepreneur understands the lifestyle and costs associated with starting and growing or expanding a business.

Enterprise Temiskaming has a database of funding programs, financial assistance programs/corporations, business plan examples, and additional contacts to assist with different questions or issues.

Enterprise Temiskaming also prepares business workshops and seminars throughout the year and is encouraged to establish events for International Women's Day, Small Business Week, Francophone and Aboriginal persons within the communities served. The program also encourages development of partnerships within the community in

order to promote awareness of the program and potentially adding funds to the program for additional events/workshops/seminars.

Enterprise Temiskaming's service area is the District of Timiskaming. It extends from north of Kirkland Lake, south of Latchford, west to Matachewan and east to the Quebec border. Currently 1 day a week is spent exclusively in Kirkland Lake located at the Northern College Campus or at the Teck Centennial Library. Monthly trips are also scheduled to Matachewan, Elk Lake, Englehart and other small communities. Outreach locations established once a month in Northern College in Haileybury, Employment Options and Collège Boréal in New Liskeard. Enterprise Temiskaming consultant also travels to client locations across the District by appointment.

The City of Temiskaming Shores enters into an agreement with the Province for the administration and delivery of the program and the operation of the Small Business Enterprise Centre. The program services all municipalities in the District of Timiskaming, however, the other municipalities do not contribute to the program either with in-kind services or cash contributions.

Analysis

Enterprise Temiskaming now receives funding throughout the year totaling \$80,000 from MNDM. Additional funding opportunities are also offered by the MEDG/MRIS for programs such as Summer Company and Starter Company Plus. Events to celebrate International Women's Day and Small Business Week; as well as events targeted to Francophone and Aboriginal Communities are reviewed once yearly and a lump sum is allocated to the center by MNDM.

Enterprise Temiskaming also carried a reserve balance of \$71,466.46 (Appendix 02) prior to commencing the 2017-2018 fiscal term (April 1st to March 31st) which can be carried forward into the next fiscal term(s) and for special projects, special events, major equipment purchases, software, signage, etc. subject to approval of the Ministry of Northern Development and Mines (MNDM).

As previously approved by Council under By-law No. 2017-026, Enterprise Temiskaming will be administering the Starter Company Plus program for the MEDG/MRIS. This program, which is a continuation of the popular Starter Company program (2014 – 2017), focuses on the importance of entrepreneurship as a possible career choice. Participants learn the steps necessary to start or grow a business, as well as how to build a well written business plan. Those who meet the eligibility criteria may then apply for a grant up to \$5,000 once they have completed the training program. The Ministry has approved funding of \$80,000 over the course of 2 years for the administration of this program. This funding is provided directly from MEDG/MRIS and represents no additional cost to the city.

Enterprise Temiskaming’s Advisory Committee will be reviewing the Revised Budget at the July 19, 2017 Quarterly Meeting and the local MNDM Northern Development Advisor will review the agreement, strategies and budget.

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 estimated in-kind contribution from the City of Temiskaming Shores for the 2017 fiscal year is \$30,000. All direct expenses such as telephone, internet, office supplies, marketing, and events are captured in the Enterprise Temiskaming funds allocated by the MEDG/MRIS and MNDM.

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”

Chantal Charbonneau
Manager of
Enterprise Temiskaming

Kelly Conlin
Director of Corporate Services (A)

Christopher W. Oslund
City Manager

**Small Business Enterprise Centre (SBEC)
Business Plan**

for

**Entrepreneurship Branch
Ministry of Economic Development and Growth**

and

**Regional Economic Development Branch
Ministry of Northern Development and Mines (MNDM)**

Effective April 1, 2017 – March 31, 2019

SBEC Name:	Enterprise Temiskaming
Submitted By:	Chantal Charbonneau
Date Submitted:	July 4, 2017
Telephone:	705-672-5155
Email:	info@enterprisetemiskaming.ca
Economic Development/ Partner's Signature	

Multi-Year Business Plan

***Please submit this business plan to your
MNDM Area Team SBEC Contact***

ALL TEXT WAS REVISED
**Information was adjusted to show 2016-2017 Results and
2017-2019 Goals**

EXECUTIVE SUMMARY

1. ACCOMPLISHMENTS

Provide a one-page highlight of last year's accomplishments (three to five). Include specific information on economic impact and consultations in comparison to targets. Include other information/highlights as appropriate.

The Enterprise Temiskaming Centre was able to accomplish a significant amount for the region during fiscal year 2016/2017. The following is a summary of accomplishments from the previous year.

- The Center participated in the following events from April 2016 to March 2017;
 - Presentation at Northern College (Haileybury Campus) – April 2016
 - Youth Skills Connection Teleconference – April 2016
 - Earleton Farm Show - Earleton– April 2016
 - Presentation at all 5 local high schools – Youth Programs – April 2016
 - Head Start in Business – Judged the “Create a Logo”, and “Kids Invent” competitions – April 2016
 - Regional Economic Development Meeting – April 2016
 - Age-Friendly Event in partnership with the City of Temiskaming Shores and Festival des Folies Franco-Fun – April 2016
 - Entrepreneur Centre Steering Committee meeting – April 2016
 - Temiskaming Shores and Area Chamber of Commerce Annual Awards evening Temiskaming Shores– May 2016
 - Meeting with Ana Blouin of PiC – July 2016
 - Kirkland Lake and District Chamber of Commerce Golf Tournament – July 2016
 - Social Enterprise Teleconference – August 2016
 - Northern College – Frosh Week – Kirkland Lake– Sept 2016
 - Ontario Social Impact Voucher Program webinar – Sept 2016
 - Good Content webinar – Sept 2016
 - Local Spelling Bee /Dinner/Auction – Sept 2016
 - FNETB AGM in Timmins – Oct 2016
 - Small Business Week Events – 1 in Kirkland Lake – Oct 2016
 - Small Business Week Events – 2 in Temiskaming Shores – Oct 2016
 - E-Sales webinar – Oct 2016
 - Bridges to Better Business Conference in Sudbury – Oct 16-18 2016
 - KDCDC 35th Anniversary Dinner Reception – Oct 2016
 - Municipal Agriculture Economic Development Forum – Nov 2016
 - TAG Christmas Luncheon – Dec 2016
 - Brain & Belly Feed – with Northern College Entrepreneurship Program - Dec 2016
 - Aboriginal Women in Mining presentation – Jan 2017
 - Changing our Destiny: Building a Vision for all of our Communities forum – Jan 2017
 - Career Fair – KLDCS – Jan 2017
 - Temiskaming Shores Forum on Food, Farms & Tourism – Jan 2017
 - Northern Ontario Forum for Food, Farms & Tourism – Sudbury – Jan 2017
 - NEEC Videoconference – Feb 2017
 - FNETB Evidence-Based Labour Market Planning forum – Feb 2017
 - Northern College Engaging Stakeholders meeting – Feb 2017
 - Presentation to Council – Feb 2017
 - Launch of www.jobshintemiskamingshores.com at Employment Options – Feb 2017
 - International Women's Day –Evening event in Kirkland Lake – March 2017
 - International Women's Day –Evening event in Temiskaming Shores – March 2017

- Northern SBEC meeting – March 2017
 - KL Chamber of Commerce Annual Dinner & Awards Ceremony – Mar 2017
 - KL Chamber of Commerce AGM – Mar 2017
 - 1 participant to the Starter Company Program was approved (2016-2017) and received funding. Several others have opted to keep working on their business plans and hope to participate in Starter Company PLUS.
-
- Targets for 2016/2017 have been reviewed according to actual data and targets have been achieved and/or surpassed for the most part. The 2017/2018 forecast is based from the 2016/2017 actual data. The Youth Programs Administrator's health issues (June to October) and the lack of a Youth Programs Administrator from October to December had a toll on the Starter Company program due to scaled back outreach in outlying communities. Numbers started going up again as new staff starts outreaching in established locations. The Teck Centennial Library in Kirkland Lake was added as a new outreach location in January, and has proven to be a good alternative to Northern College every 2nd Tuesday. Outreach to Matachewan, Elk Lake, and Englehart have also resumed, which should increase outreach numbers, and interest in the centre's programs.

ECONOMIC IMPACT

Economic Impacts for Fiscal 2016/2017	April –June			July – Sept.			Oct.-Dec.			Jan. – Mar.			Fiscal Total		
	Fcst 2016-2017	Actual 2016-2017	Fcst 2017-2018	Fcst 2016-2017	Actual 2016-2017	Fcst 2017-2018	Fcst 2016-2017	Actual 2016-2017	Fcst 2017-2018	Fcst 2016-2017	Actual 2016-2017	Fcst 2017-2018	Fcst 2016-2017	Actual 2016-2017	Fcst 2017-2018
Businesses Registered	8	7	7	5	16	8	5	3	4	5	8	6	23	24	25
Businesses Expanded	1	0	1	0	0	0	0	2	1	0	0	0	1	2	2
Jobs Created	8	7	7	6	6	6	5	10	6	6	39	8	25	62	27

CLIENT CONSULTATIONS/GENERAL INQUIRIES

Targets for Fiscal 2016/17	April –June			July – Sept.			Oct.-Dec.			Jan. – Mar.			Fiscal Total		
	Fcst 2016-2017	Actual 2016-2017	Fcst 2017-2018	Fcst 2016-2017	Actual 2016-2017	Fcst 2017-2018	Fcst 2016-2017	Actual 2016-2017	Fcst 2017-2018	Fcst 2016-2017	Actual 2016-2017	Fcst 2017-2018	Fcst 2016-2017	Actual 2016-2017	Fcst 2017-2018
General Inquiries	60	82	70	65	43	65	60	64	70	65	69	65	250	258	270
New Business Consultations	40	23	40	25	12	25	15	12	15	10	30	10	90	77	90
Repeat Business Consultations	21	19	20	15	26	15	16	11	15	15	24	15	67	80	65
Total Consultations	61	42	60	40	38	40	31	23	30	25	54	25	157	157	155
FRENCH Inquires	n/a	21	10	n/a	4	4	n/a	10	10	n/a	10	10	n/a	45	34
FRENCH Consultation	n/a	7	7	n/a	8	8	n/a	5	5	n/a	3	3	n/a	23	23

FUTURE DIRECTIONS

Provide a brief summary of plans and/or expected focus for the upcoming two years. Outline the main focus of the SBEC from the past and why this may change (if applicable).

- Regional Outreach
 - One-day per week a presence is established in Kirkland Lake by either Youth Program Administrator or Business Consultant/Manager. Have recently added the Teck Centennial Library in Kirkland Lake as an alternate location to garner the interest of a new target group. Apart from Frosh Week and specific events, the Northern College location is pricier and does not generate as much inquiries and consultations as the new location.

- The Centre will invest in promoting the programs outside of Temiskaming Shores, in order to continue to build awareness of the program in other areas of the region using social media and attending as many tradeshows/employment fairs as are available. One day a month in these outlying locations has been added to our outreach calendar: Matachewan, Elk Lake, and Englehart.
- The Youth Program Administrator is responsible for all Youth outreach while the business consultant will be focused on overall mandate goals across the district, including connections with smaller municipalities and persons facing multiple barriers.
 - Northern College KL – 1 Tuesday/month
 - Teck Centennial Library (KL) – 3 Tuesdays/month
 - Northern College Ilby – once a month (during school year)
 - Collège Boréal – once a month (the campus is closing)
 - Employment Options TS – once a month
 - Matachewan Town Office – once a month
 - Elk Lake Town Office – once a month
 - Englehart Arena - once a month
- Sector/Community Outreach
 - The Centre will continue to work on developing relationships with groups within the district. Some of these groups include the agricultural sector, the Indigenous/Metis community, and the Francophone community. It is an objective of the Centre to continue to increase awareness within these groups.
- Workshops/Seminars

Workshops and seminars attendance have remained consistent in the 2016-2017 fiscal year. The Centre will continue to work with community organizations and businesses to develop focused sessions that appeal to regional issues and are easily accessible to residents. We will be hosting a Réseau M seminar in June 2017, as well as Financial Literacy, and Succession Planning workshops throughout the year.

- The **International Women's Day** events (March 2017) in Kirkland Lake and Temiskaming Shores were once again successful. The Kirkland Lake event sold out in 5 days. Although the venue is very small, it seems like participants await the event with anticipation of the great food served at The Dish. The Temiskaming Shores event, held at the Holiday Inn Express & Suites and catered by Rooster's Bar & Grill was also well attended this year.
- **Small Business Week**; Potential layout of 6-10 series of workshop sessions, 2-4 in Kirkland Lake and 4-6 in Temiskaming Shores, to provide 45mins to 2hours sessions on specific topics, such as Financial Literacy, Succession Planning, NEOnet, PARO, and local success stories.

These topics are derived from prior participants' surveys.

A partnership between Enterprise Temiskaming, the EDO of Temiskaming Shores, South Temiskaming Community Futures Development Corporation, and the Temiskaming Development Fund Corp. has allowed us to also plan a Funders' Forum for Small Business Week 2017.

- In 2017 a **Francophone** event will not be ventured solely. The Centre will, as in the previous year, reserve a certain amount in the budget for partnering (or sponsoring) with other organizations to deliver information, workshops or training sessions.
 - In 2017, an **Indigenous/Metis** business plan workshop is being created in partnership with the Metis in South Temiskaming. The centre is also working with First Nations, Native Women groups, and the Northern College Aboriginal Service Advisor to determine what types of event/workshop would be well received in 2017-2018.
 - The Centre is additionally working on creating/partnering with other organizations to create a **Youth, and E-Commerce** event in order to grow the portfolio of education workshops/seminars the center delivers within the communities.
 - The Starter Company Plus program will also assist in having regular workshops / info sessions that will also be available to the general public. These will rotate on a 4 month schedule. The results have been positive so far, and the "interested client" list has many potential participants. Four students have been attending the workshops (Intake 1), 2 of them will be pushing through to the grant application in July 2017. Intake #2 begins in August 2017.
- Youth Entrepreneurship
 - The Youth Programs Administrator will continue to address the issue of youth outreach by coordinating with the schools' facilitators (secondary and post-secondary, English and French schools), community services and Employment Options by way of presentation and/or documentation to ensure that youths are aware of the opportunities and to showcase entrepreneurship as a viable career opportunity. Programs such as the following will be promoted:
 - Summer Company
 - Make your Pitch
 - Starter Company Plus
 - Futurpreneur
 - NOHFC
 - Business Plan/Video Challenge project

- We will also work closely with community partners such as the CFDCs to support and promote Entrepreneur Camps and programs for the younger students. Enterprise Temiskaming and Head Start in Business often work together to access the High Schools to present our Young Entrepreneur programs.
- Enterprise Temiskaming is also working in partnership with the Northern College Entrepreneur Centre. We participate in many of their activities, like Brain & Belly Feeds. Being a member of the Steering Committee has allowed for additional outreaching opportunities.
- Enterprise Temiskaming has been asked to be a mentor at a Head Start in Business Entrepreneurship Camp, but unfortunately we had to refuse due to a prior engagement.

Regional Overview/Profile and Assessment

2. KEY OBJECTIVES AND STRATEGIC PLAN

List your key objectives and priorities for the period of the grant agreement and where the SBEC wants to be as an organization.

Please include relevant research, market analysis, trends and competitive analysis to demonstrate your understanding of your industry and region. A list of the SBECs key objectives for the following client groups; i.e. increase consultations to established businesses, visit more local high schools, partner with relevant organizations, increase regional outreach to cover larger service area. Include target numbers as appropriate:

Client Groups	Objectives	Numbers
Business start-ups		
	1. Increase accessibility of services for entrepreneurs outside Temiskaming Shores	
	2. Maintain a consistent timely service for all types of clients including established businesses	
	3. Continually review existing website text and information on website to ensure accurate information for the new entrepreneur; Review and update (on a regular basis) all social media sites, such as Facebook, and LinkedIn.	
	4. Review existing handouts and develop needed material for client handouts, information packets, and pamphlets in both official languages.	

Please explain how you will accomplish the key objectives listed above.

1. As one of the few resources for aspiring entrepreneurs in the region, it is critical that Enterprise Temiskaming be able to provide consistent and accessible service to clients across the region. To this end, the Centre will work to achieve a consistency in services delivered across the region. We have increased presence outside of Temiskaming Shores by establishing times in Kirkland Lake. Currently established 1 day per week and any additional day that a client may require services, while maintaining full time presence in Temiskaming Shores. Adding the Teck Centennial Library in Kirkland Lake as an alternate location has greatly helped in reaching other target groups, as well as people who don't visit Northern College. Service to clients and accessibility of information in both official languages remains a main goal. Continuing outreach at the 3 colleges and employment centers. In 2016 we focused on outreaching in the small western edge communities of Elk Lake and Matachewan, as well as on the small community of Englehart.
2. Staff is currently working diligently on transferring all the "client information sheets" into our system. This will make it easier to send important information to specific people, as well as keep better track of their progress and/or struggles.
3. Currently in the process of revamping our current website in order to make it more interactive. We hope to have our Business Plan guide, as well as our Starting a Small Business guide up on our website in 2017-2018. We rely on the IT department at the City of Temiskaming Shores to update our website when new flyers/posters/events need to be advertised. Hopefully the new website will make it easier for us to update these on our own.
4. Our Business Plan Guide, as well as our Starting a Small Business Guide were updated and printed in 2014. Many of the funding programs have expired and/or changes, therefore, they will be updated with new information during the 2017-2018 fiscal year.

Existing business (Support/Development)

	1. Increase awareness of services and financing for existing businesses	
	2. Increase promotion of services to agricultural sector	
	3. Increase information sharing to existing businesses through workshops, website, Facebook, LinkedIn, and distribution list	
	4. Maintain a consistent after-service contact with clients	

Please explain how you will accomplish the key objectives listed above.

1. Enterprise Temiskaming has a strong presence and a very good rate of success with business start-ups. However, engagement with these businesses after start-up has historically been significantly less. Enterprise Temiskaming will strive to maintain longer-lasting relationships with our clients by promoting and offering value-added services to owners of existing businesses. These include increased networking opportunities labeled “Business to Business” hosted in partnership with the Chamber of Commerce, as well as the offer of continued one-on-one consultations, continued connection through distribution mailing list on upcoming events which allow for learning and networking opportunities that allows reconnections. Our annual events, such as Small Business Week, as well as International Women’s Day, are the places where we seem to reconnect with businesses past the start-up phase. The Starter Company and Starter Company Plus programs have also attracted existing customers who are interested in expanding their businesses.

2. In regards to the agricultural sector, Enterprise Temiskaming will actively promote our services at regional trade shows and through contacts, to ensure the agricultural community is aware of services available for farmers and support businesses. Our continued presence at the annual Earleton Farm Show has always been welcomed, and we greatly enjoy meeting the local farmers and producers. Enterprise Temiskaming consistently shares OMAFRA news, and participates in various forums on Farm, Food, and Tourism.

3. All clients, whether new or existing, are being informed of our workshops, events, and forums, if they have agreed to be included in our distribution list. Enterprise Temiskaming also has a consistent presence on social media sites, such as Facebook, LinkedIn, and Instagram. The website is currently being revamped and we hope to work on it throughout the 2017-2018 fiscal year.

4. We hope that having a soft copy of our clients’ introduction sheets will make it easier to keep in touch with our existing clients in a timely matter. Clients can be “placed” in various folders, which will make it easier to send the appropriate grant funding announcements to the correct people.

Youth, including: Youth Facing Multiple Barriers, and/or in High Needs Areas and other groups such as: Francophone, Aboriginal, and Recent Immigrants.

	<p>Youth</p> <ol style="list-style-type: none"> 1. Increase awareness of programs available for youth through outreach to schools <ol style="list-style-type: none"> a. Target a minimum of three (3) visits to each high school and potentially 1-4 visits per month to colleges within the region. This includes 5 high schools and 3 college campuses. We typically partner with the Head Start in Business intern to present the youth programs in the local high schools. 	
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- b. While outreaching at all secondary and post-secondary schools, the Youth Program Administrator will promote Starter Company Plus, Summer Company, future labour market needs, NOHFC program, Futurpreneur program, etc.
- c. Continue working in conjunction with Northern College Entrepreneur Centre.
- d. Work with Employment Options to cross educate youth, especially the students taking part in the Youth Jobs Connection program or any program that is mutually beneficial to our clients.

2. Maintain positive reputation of summer company in the region

- a. We were given a quota of 2 students for Summer Company 2017, but our efforts in promoting the program have resulted in 7 participants throughout our region. An 8th student was transferred to the Timmins office as we had no more room.
- b. Encourage post-secondary and secondary students to consider entrepreneurship as a viable option

Francophone

- 1. Continue to connect with Francophone organizations.
- 2. Make presentations when asked to any Francophone group
- 3. Sponsor francophone events

Indigenous / Metis

- 1. Build relationships with Indigenous / Metis communities in the region
 - a. Continue to work building relationship with First Nation satellite office in Temiskaming Shores
 - b. Continue to work with Aboriginal Women groups for presentations throughout the year
- 2. Identify and develop opportunities for entrepreneurship support within Indigenous / Metis communities.

Please explain how you will accomplish the key objectives listed above.

1. Enterprise Temiskaming will remain active with youth to promote formal programs such as Starter Company Plus, Summer Company, and Futurpreneur as well as partnering with educational institutions and community groups to offer less structured support for youth entrepreneurs
2. To properly develop and provide support programs applicable to the needs of Indigenous / Metis communities, Enterprise Temiskaming will continue to establish relationships with leaders and economic development staff in these communities. We will then work in partnership to create appropriate events or workshops.

Strategic Overview

This section should outline what key objectives and activities the SBEC will accomplish. There should be a clear linkage to how these key objectives and activities support the regional overview and assessment referred to in the previous section, including work through the Ontario Network of Entrepreneurs (ONE) members' collaboration and coordination of activities.

It is important that the SBECs show how they are helping build capacity in their regions – including how their activities complement those of other key industries, economic development in the area, community stakeholders, and other ONE members.

Enterprise Temiskaming is focused on providing support to start-up and small enterprises during their initial years of development and operation. Entrepreneurs are provided with easy access to business consulting services and information covering management, marketing, technology and financing.

Enterprise Temiskaming will provide professional and confidential support and advisory service to new and existing small businesses and potential entrepreneurs.

- Free consultations and business plan review with a qualified business consultant.
- Up-to-date, leading-edge information that's yours for the taking - booklets, pamphlets, brochures, and articles - all geared to the needs of the entrepreneur.
- Access to current resource materials.
- Workshops and seminars.
- Guidance on licenses, permits, business registration, regulations and other forms and documents required to start and build a business.
- Information on patents, copyright and trademarks.
- Mentoring and networking opportunities.
- Internet and computer access for business research and planning.

Under the guidance of the Ministry of Northern Development and Mines and the direction of the Ministry of Economic Development and Growth, Enterprise Temiskaming operates within the territorial limits of the provincial electoral District of Timiskaming, with an office and resource library located within the City Hall of the City of Temiskaming Shores. A temporary space is located in Kirkland Lake at the

Northern College of Applied Arts and Technology, as well as at the Teck Centennial local library in Kirkland Lake. Enterprise Temiskaming will continue to provide outreach services to the major communities and members of Indigenous / Metis persons while continuing promoting youth entrepreneur programs within the District of Timiskaming boundaries.

3. COMMUNITY PARTNERS

Describe existing community relationships; including sponsors, and organizations and groups that the SBEC works with and how they will support the SBEC in accomplishing stated goals.

- *Plans to improve or leverage relationships with community groups and organizations, including those groups supporting Youth, Youth Facing Multiple Barriers, and/or in High Needs Areas and other groups such as: Francophone, Aboriginal, and Recent Immigrants.*
- *Work done on behalf of, or requested by, municipality or non-profit board [the grant agreement Recipient] and the potential impacts to the SBEC,*
- *Collaborative and coordinated work with other ONE members, and*
- *Description of how the SBEC maintains a distinct image as a provincial organization to its clients while working in partnership with other organizations (signage, defined workspace, etc.).*

Enterprise Temiskaming currently operates under the guidance of a number of core partners, and with support of a number of corporate and community partners.

The core partners of Enterprise Temiskaming are:

- **Ministry of Northern Development and Mines**– Provided funding of \$80,000 for the 2016/2017 term, and provides guidance for the Enterprise Centre.
- **Ministry of Economic Development and Growth** – Addresses program deliverables, and provides funding for the Starter Company Plus program, as well as for the Summer Company program.
- **City of Temiskaming Shores**- The city is the regional signatory partner with MNDM for program delivery on an annual basis and provides for SBEC services. Enterprise Temiskaming will continue to assist the City of Temiskaming Shores with its' business licensing delivery. The city provides office space within the City Hall. Office administration and resources shall be available when required. The estimated contribution by the City for in-kind services to Enterprise Temiskaming and Starter Company program for 2017 is estimated at \$29,999.61.

The community/corporate partners of Enterprise Temiskaming are currently:

- **Futurpreneur** – Offers financial assistance with youths up to the age of 39.
- **Northern College – Kirkland Lake Campus** – will have location 1 day a month which assists in covering the northern part of the district.
- **The Centennial Teck Library – Kirkland Lake** – will have location 3 days a month which assists in covering the northern part of the district.
- **The Temiskaming Shores & Area Chamber of Commerce** is continuing to promote our services and we keep in close contact with them to offer events such as Business-2-Business networking sessions.

- **Canada-Ontario Business Service Centre** (COBSC) is a partner established through an agreement with M.S.B.E. and a valuable source of business resources.
- **Tench-McDiarmid Insurance Brokers** has been a Gold Sponsor (\$1,000 per year) since April 2013.
- **Grant Thornton** agreed to be a Silver Sponsor (\$750) in 2017-2018.

Sponsorship letters have been sent out for the next 3 years of sponsorship. A follow-up will be made in the upcoming months to speak to possible sponsors. Sponsors provide information for insurance related questions and assist when possible for information presentations.

- **Collège Boréal and Northern College in South Temiskaming** assisting with outreach table within facilities.
- **Employment Options in Temiskaming Shores and Kirkland Lake** – assisting with information development and directing potential SBEC clients
- **Réseau M** – assisting with possible mentorship program.
- **Northern College Entrepreneurship Program** - assisting with promotion of Enterprise Temiskaming.

In addition to the existing partnership network, Enterprise Temiskaming is actively engaging the Kirkland and District Chamber of Commerce, the Town of Kirkland Lake, the South Temiskaming and Kirkland Lake Community Futures Development Corporation, and other local groups to promote the interests of small business.

In specific relation to the Community Futures Development Corporations, of which there are two in the region, Enterprise Temiskaming is engaged in the following partnering activities:

Kirkland District Community Development Corporation:

- Enterprise Temiskaming reports general business consultations and creation metrics regarding Kirkland Lake activities
- Assists with workshops / events
- Assists financial demands and promotion

South Temiskaming Community Futures Development Corporation:

- Enterprise Temiskaming reports general business consultations and creation metrics regarding Temiskaming Shores and area activities
- Assists with workshops / events
- Assists financial demands and promotion
- Teams up for school presentations

4. PARTNERSHIP COMMUNICATIONS

Describe how your Centre maintains good visibility and communication/results reporting with your local government, partners and other sponsors and describe any plans for improvement.

CORE PARTNER COMMUNICATION

Day to day activities are recorded for the business consultant's needs and support documents, and metrics are reported directly to the City of Temiskaming Shores. Monthly reports are processed through the web portal to the ministry by ECR.

Informally, Enterprise Temiskaming maintains its communication and visibility with the City of Temiskaming Shores through its relationship with the City's Corporate Services. Result reporting is available to the Director of Corporate Services, as opposed to previous years, where all reporting was done to the Director of Community Growth and Planning. This position has been abolished and we are currently adapting to the new changes. Updates on the Centre's progress and opportunities are relayed to the City Manager, Mayor and Council quarterly.

COMMUNITY/CORPORATE PARTNER COMMUNICATION

As community partners for the district, efforts are being made to provide regional specific reporting for the North and the South district to the CFDCs, City of Temiskaming Shores and Kirkland Lake.

5. ONTARIO VISUAL IDENTITY

Describe how your SBEC applies the Ontario visual identity guidelines, such as use of the Trillium logo, use of the ONE brand logo etc. and maintains a distinct image as a provincial organization to its clients while working in partnership with other organizations (signage, defined workspace, website etc).

Enterprise Temiskaming uses the Ontario Trillium visual identity to identify the Ministry as a core partner of the Enterprise Temiskaming SBEC. The Ontario Trillium is featured prominently on the Enterprise Temiskaming vehicle and on the website. It is also featured in the Enterprise Temiskaming Powerpoint template in the upper-left-hand corner. The Ontario trillium is not featured in small paid advertising. In news releases and descriptions for press, the Ontario government is always mentioned as a core partner of the program. The ONE network has been incorporated into various produced materials.

6. ECONOMIC IMPACT

Explain how you track economic impact figures, i.e. jobs created, businesses started, businesses expanded, etc. Explain the tool you currently use to track client activity, i.e. customer and contract management software, telephone follow-up, survey, etc. and how reports are communicated to partners. Briefly describe how well this approach has worked for the SBEC and partners.

Economic Impact is tracked and recorded on a daily basis. The Centre utilizes a Client Introduction form that identifies the client contact information, business stage, business sector, youth program eligibility and client needs. Follow up on business start-ups, expansions, and job creation is tracked by direct contact with clients, where available. This information is not considered to be a complete record. All appropriate information is inputted into the Ministry online reporting database

(ECR). All of our client information is now being transferred into soft copy form in order to facilitate the organization of various files and folders.

BUSINESS ACTIVITY FOR 2016/2017

The data capture guidelines from MEDG in the ECR reporting screen allow for a better outlook of business activities. For example, booking appointments are not inquiries; all inquiries or consultations must be specific to the SBEC activities for clients.

24 Businesses started		2016/2017 Target = 23
2 Businesses expanded		2016/2017 Target = 1
62 Jobs created		2016/2017 Target = 25

Projections for 2017-2018 were established according to 2016-2017 actual data. Enterprise Temiskaming has increased inquiries and awareness of service with the new outreach locations, although the months of June to December presented a challenge with all the unexpected staff changes, and several unforeseen circumstances.

BUSINESS OPERATIONS

Briefly describe the business operations of your SBEC to support the strategic focus and objectives including any decisions since your 2013/14 annual business plan.

- Outline/update the organizational structure, including all reporting relationships;
- Ensure that there are clear and accountable monitoring of activities and reporting mechanisms within the organization and to government; and
- Outline the engagement and communication mechanisms used to ensure stakeholder engagement.

Identify any barriers or possible risks to successfully delivering on the plan and include what steps are being undertaken to address these risks.

The current location is not a “center”; it is only an office within the City Hall. It is not currently possible to guarantee that a person arriving in the main lobby will have the opportunity to contact with the Business Consultant. At times “walk-ins” may need to call for an appointment because there is only one person staffing the office. This means, the consultant could be in an appointment, away from the office, on a call, etc.

The center is using an Excel Worksheet modified from another center to capture all information required within the ECR reporting system and client notes. Along with the ECR reporting tool created, the center uses a paper tracking working document called the Client Introduction document that the client completes. This document becomes our manual working document. It will now also be inputted into soft copy format for ease of filing and organizing.

Clients that request to be on our email distribution list must have requested this on our Client Introduction sheet which requires them to sign.

Most significant barrier is that the district is considered a High Needs area with additional barriers, including: travel/distance, difficulties accessing secondary students through the schools (gaining headway), Quebec/Ontario interprovincial operational sales challenges including licensing), multi-agency differential in service boundaries (Fed/Prov), and others.

The other barrier is the limited resources and time available to deliver full program in all areas combined with all the reporting needs from the municipal, provincial, boards, partners, etc. Time restriction to service the clients is becoming narrow with the additional reporting / preparation with additional staff while demand to service is increasing. Currently work week with the City is a 35 hour work week (70 hours bi-weekly). Staff works on a Flex Schedule, but can only accumulate up to 70hrs/year, which is not a lot considering that events like the Farm Show require an additional 18 hours of work in a one week period.

7. CLIENT MARKETING AND OUTREACH

How do you market/advertise your Centre's services? For example, media types (including social media, scheduling, virtual kiosks, etc. Include outreach plans and schedules, outreach statistics, number of visits, number of attendees/people contacted, formal marketing/advertising campaigns, free media and outreach programs. Include outreach to municipal councils, Aboriginal, community groups, youth organizations etc. as suitable for the community.

Due to limited financial resources, the Centre focuses marketing efforts on low-cost promotion, or specific high return promotions. The Centre's marketing and outreach activities focus on a few key areas:

- **Community Networking**

With much of the region's population centered in a few small towns/cities, face-to-face networking with community leaders continues to improve SBEC awareness. The most common is from previous clients, CFDCs, Employment Options, Chamber of Commerce, Service Ontario, and Service Canada. Additionally, common referral of clients comes as a result of personal networking by Centre staff and activities promoted throughout region.

Networking activities are focused on community leaders and "connectors" such as:

- Chambers of commerce
- Business Improvement Association (BIA) (New Liskeard)
- Political representatives
- Economic Development professionals and institutions
- Lawyers
- Insurance Agents
- Banks
- Real Estate Agents
- Municipal employees
- Teachers/school administrators
- Insurance brokers

- Local radio stations
- Local papers
- **Selected Advertisement**
The Centre does, on occasion, pay for targeted advertisement, often in conjunction with existing community partners on a specific workshop/seminar.
- **Branded Vehicle**
The Centre operates and maintains a branded vehicle, which is made visible within the community to aid in brand recognition in the serviced communities. The partnership agreement with Tri-Town Toyota, which began in March 2013 has come to an end. After having gone through an RFP process, a new 3-year contract has been presented to the Advisory Board as well as to Council. The motion has been carried and the new vehicle (2017 Rav4) contract will commence on May 31st, 2017.
- **Trade Show and Information Fairs**
Enterprise Temiskaming will continue to be a participant in Trade Shows/Career Fairs whenever possible. These gatherings have traditionally offered an opportunity to create visibility within a high traffic area.
 - Earlton Farm Show
 - Employment Options/Northern College
 - Festival Committee in Kirkland Lake
 - Frosh Week events (Northern College KL and Temiskaming Shores)
 - B&B Feeds (Northern College Entrepreneurship Program)
 - FNETB events
 - Others events that would deem beneficial for Enterprise Temiskaming to participate in
- **Linkages**
 - Establish, maintain, and improve contacts with all relevant business organizations - e.g. Municipal, Federal, Provincial levels of government, Financial Institutions, Chambers of Commerce, Schools and Boards, Tourist Associations, Economic Development Agencies, Agricultural Associations, and Social Entrepreneurship programs.
 - Participate in relevant speaking engagements at conferences, workshops, trade fairs, and events as required.
 - Represent Enterprise Temiskaming, and promote MNDM and MEDG at local events
 - Maintain regular visits to municipalities within the District of Timiskaming for scheduled meetings with clients, and liaison with municipal, federal, provincial and other agencies involved in small business and entrepreneurship.
 - Participate in MNDM team meetings upon request, and Small Business & Entrepreneurship activities, teleconferences, and training events.
 - Network with emerging and existing entrepreneurs, private sector stakeholders and Chamber of Commerce members.
 - Increase partnership for info sharing with the FNETB as well as Réseau M.

8. EVENTS

Describe your Centre's events planned related to: E-Business, Bridges to Better Business, Women, Aboriginal, Francophone, accessibility etc. in the table below.

E-Business and Bridges to Better Business events are strongly encouraged to be offered by SBECs on a yearly basis. Women (on/around March 8th - International Women's Day), Aboriginal, Francophone, Youth, and Accessibility events are offered by SBECs where appropriate for the community.

		Expected Numbers
Planned Events		
	1. E-Business	1 event in 2017 & 2018
	2. Bridges to Better Business	2 event series in October 2017 & 2018
	3. Women	2 events in March 2017 & 2018
	4. Aboriginal	1 event in 2017 & 2018
	5. Francophone	2 events in 2017 & 2018
	6. Youth	1 event in 2017 & 2018
	7. Accessibility	

Please explain how you will execute the events listed above (including date/time ranges for planned events).

Insert brief description here.

The events that are created from this SBEC are derived from feedback from current workshop/seminar participants. At the end of most events, through our survey, we ask what other topics would be of interest. The centre keeps a list of these suggestions. Using these topics as a guide, available funds, and partners, we look for ways to capture participants, be cost conscious, and bring useful and usable information to the general business public. Topics range from Insurance, Customer Service, Marketing & Branding, Succession Planning, Financial Literacy, Funding/Grant options, Accounting knowledge, and business/personal values exercises.

9. HUMAN RESOURCES

List the SBEC's current staff levels (full-time and part-time), roles and responsibilities and any projected changes over the period of the three year business plan.

Enterprise Temiskaming is currently staffed by one full time contract employee, employed by the City of Temiskaming Shores under the title "Manager/Business Consultant", and one full time contract employee, employed by the City of Temiskaming Shores under the title "Youth Programs Administrator".

It is the role of the Director of Corporate Services at the City of Temiskaming Shores to ensure compliance of Enterprise Temiskaming to all contractual terms as per the Ministry agreement. Continuing education about the program will have to be done, in order for personnel at the City to better understand Enterprise Temiskaming and its mandates.

Day to day operations of Enterprise Temiskaming, including client consultations, event coordination, attending meetings/conferences/forums, and regular reporting is coordinated by the Enterprise Temiskaming Manager/Business Consultant.

This fiscal term the Centre has renewed the position of Youth Program Administrator through the Starter Company Plus program funded by MEDG. This individual will focus on assisting in developing and delivering youth services/programs throughout the District of Timiskaming. Activities will include:

- Spending one day a month at Northern College – Kirkland Lake Campus
- Spending three days per month at the Teck Centennial Library – Kirkland Lake
- Spending one day a month at Northern College – Haileybury Campus
- Spending one day a month at College Boréal – New Liskeard Campus (closing)
- Spending one day a month at Employment Options - New Liskeard
- Developing relationships with local high schools for presentations/fairs on future needs in the area in conjunction with Far North East Training Board and Employment Options
- Promoting Starter Company Plus and other youth initiatives, such as Summer Company, and Make Your Pitch
- Assist in delivering the Starter Company Plus program
- Coordinate Starter Company Plus education sessions
- Assist with the frame working of new projects

PROFESSIONAL DEVELOPMENT

Enterprise Temiskaming will pursue relevant and valuable opportunities as they arise.

10. BILINGUAL SERVICES (for SBECs in officially designated bilingual areas)

If you are in a designated bilingual area explain how you ensure that clients can receive services in either official language and that the SBEC complies with the French Language Services Act (FLSA).

- Bilingual resource materials are being developed and most are currently available, and promoted through Enterprise Temiskaming.
- Presentations to the area Francophone school boards are currently administered through Enterprise Temiskaming in both official languages.
- French language consultations are available at both Enterprise Temiskaming office locations
- Bilingual Signage is complete in both official languages
- Bilingual Website is complete in both official languages
- Bilingual Informational Guides are complete in both official languages
- Staff is fluently bilingual; both written and spoken
- Out of Office messages (email and phone) are in both official languages

11. ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

Describe how your Centre complies with Accessibility for Ontarians with Disabilities Act (AODA) regulations, including training for existing and future SBEC employees. If you are not fully in compliance, describe your plans to achieve compliance including timelines.

The offices of Enterprise Temiskaming are located within the City Hall which is in compliance with regulations. Enterprise Temiskaming website designer/update provider has confirmed it complies with AODA requirements.

Staff will participate in training offered by the City of Temiskaming Shores in accordance with the Integrated Accessibility Standards Regulation and other training offered by the province.

12. BUDGET

Using the following table, provide a two-year income statement for your Centre. If you have a budget surplus you must explain how the surplus funds will be spent over the next two years.

This is an Excel template; you will need to double click on the table to input your budget or complete using the excel file attached and paste into this section.

Small Business Enterprise Centre (SBEC) Agreement Budget												
Enterprise Temiskaming, District of Timiskaming												
Organization Name:												
	Yr 4 (2017/18)				Yr 5 (2018/19)				PROJECT TOTALS			
	MNDM	Other Source*	In-Kind Contributions	Total Yr 1	MNDM	Other Source*	In-Kind Contributions	Total Yr 2	MEDTE/MRI	Other Source*	In-Kind Contributions	Grand Total
Expenses by Source												
Staffing Expenses												
- Manager-Business Consultant	\$44,558			\$44,558	\$45,856			\$45,856	\$90,414	\$0	\$0	\$90,414
- 20% Youth Program Administrator/10%internship	\$7,098			\$7,098	\$7,200			\$7,200	\$14,298	\$0	\$0	\$14,298
- Salary overhead expenses / intership	\$5,669			\$5,669	\$5,819			\$5,819	\$11,488	\$0	\$0	\$11,488
Add rows for additional positions									\$0	\$0	\$0	\$0
Sub-Total	\$57,325	\$0	\$0	\$57,325	\$58,875	\$0	\$0	\$58,875	\$116,200	\$0	\$0	\$116,200
Benefits Expenses												
Sub-Total	\$2,100	\$0	\$0	\$2,100	\$2,100	\$0	\$0	\$2,100	\$4,200	\$0	\$0	\$4,200
Program Expenses												
- Travel	\$9,500			\$9,500	\$9,500			\$9,500	\$19,000	\$0	\$0	\$19,000
- Moving (if applicable)									\$0	\$0	\$0	\$0
- Events (complete a separate row for each event that will be organized)									\$0	\$0	\$0	\$0
E-Business	\$500	\$500		\$1,000	\$500	\$500		\$1,000	\$1,000	\$1,000	\$0	\$2,000
Bridges to Better Business	\$2,400	\$1,000	\$1,050	\$4,450	\$2,400	\$1,000	\$1,050	\$4,450	\$4,800	\$2,000	\$2,100	\$8,900
Women's	\$4,345	\$2,250	\$1,400	\$7,995	\$4,345	\$2,250	\$1,400	\$7,995	\$8,690	\$4,500	\$2,800	\$15,990
Aboriginal	\$1,000	\$500	\$400	\$1,900	\$1,000	\$500	\$400	\$1,900	\$2,000	\$1,000	\$800	\$3,800
Francophone	\$1,000	\$500	\$400	\$1,900	\$1,000	\$500	\$400	\$1,900	\$2,000	\$1,000	\$800	\$3,800
-Earlton Farm Show	\$255	\$0	\$0	\$255	\$255	\$0	\$0	\$255	\$510	\$0	\$0	\$510
-Summer Company Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-Refreshment / Discretionary	\$2,000	\$0	\$0	\$2,000	\$2,000	\$0	\$0	\$2,000	\$4,000	\$0	\$0	\$4,000
-Advertising and Sponsorship	\$14,000	\$0	\$0	\$14,000	\$14,000	\$0	\$0	\$14,000	\$28,000	\$0	\$0	\$28,000
-Other Events	\$750	\$0	\$0	\$750	\$750	\$0	\$0	\$750	\$1,500	\$0	\$0	\$1,500
Add rows for additional cost items									\$0	\$0	\$0	\$0
Sub-Total	\$35,750	\$4,750	\$3,250	\$43,750	\$35,750	\$4,750	\$3,250	\$43,750	\$71,500	\$9,500	\$6,500	\$87,500
Eligible HST				\$0				\$0	\$0	\$0	\$0	\$0
Administrative												
(no more than 10% of total costs)									\$0	\$0	\$0	\$0
- Audit					\$2,500				\$2,500	\$0	\$0	\$2,500
-Memberships	\$1,000			\$1,000	\$1,000			\$1,000	\$2,000	\$0	\$0	\$2,000
-Training/Courses	\$1,500			\$1,500	\$1,500			\$1,500	\$3,000	\$0	\$0	\$3,000
-Office Supplies	\$3,000			\$3,000	\$3,500			\$3,500	\$6,500	\$0	\$0	\$6,500
-Postage	\$50			\$50	\$50			\$50	\$100	\$0	\$0	\$100
- Telephone and Internet	\$725			\$725	\$800			\$800	\$1,525	\$0	\$0	\$1,525
- City Staff Administrative services			\$24,731	\$24,731			\$24,931	\$24,931	\$0	\$0	\$49,662	\$49,662
- City Office expenses			\$5,269	\$5,269			\$5,469	\$5,469	\$0	\$0	\$10,738	\$10,738
Add rows for additional cost items									\$0	\$0	\$0	\$0
Sub-Total	\$6,275	\$0	\$30,000	\$36,275	\$9,350	\$0	\$30,400	\$37,250	\$15,625	\$0	\$60,400	\$76,025
Total Expenses	\$101,450	\$4,750	\$33,250	\$139,450	\$106,075	\$4,750	\$33,650	\$141,975	\$207,525	\$9,500	\$66,900	\$283,925
Total Requested MNDM Funding 2017/2018 + 2018/2019												Partnership +Reserves +other sources +In-kind
TOTAL PROJECT COST												\$104,925

13. CLIENT SERVICE STANDARDS

Explain whether the SBEC has client service standards for wait times, etc. in place and how those standards were arrived at (i.e. Municipal or Provincial). How do you ensure client service expectations are being met? If you do not have client service standards, include a plan to create standards that will meet client expectations.

- *Clients entering the office should wait no longer than ten minutes to speak to a staff member and have general questions answered.*
- *Clients should wait no longer than one week for a general consultation with an SBEC consultant and no longer than two weeks if they submit material in advance for the consultant's review.*

Enterprise Temiskaming does not currently measure itself against client service standards using any Customer Relationship Management tool or database.

However, Centre staff makes every reasonable effort to abide by ministry service standards, using tools such as mobile email, when the office is unattended due to outreach activities.

General practices are as follows:

- Clients visiting the office are greeted immediately by the City's administration staff and directed to the Enterprise Temiskaming Office. If office staff are unavailable for consultations, contact is made to book for the next, mutually agreeable, time.
- Maintain 24hr call back/email back for general inquiries
- Provide up-to-date, pertinent literature & hand-outs

REMINDER

Record your annual business plan forecast in the Enterprise Centre Reporting (ECR) system once they have been approved by the Ministry's staff lead Regional Advisor.

Enterprise Temiskaming
General Operations Surplus/Deficit Analysis

Year	Revenues	Expenses	City Expense	Surplus/ (Deficit)	Reserve Balance	
2004	\$ 30,750.00	\$ 40,303.93		-\$9,553.93	-\$9,553.93	
2005	\$ 45,000.00	\$ 35,262.54		\$9,737.46	\$183.53	
2006	\$ 33,750.00	\$ 33,266.57		\$483.43	\$666.96	
2007	\$ 49,750.00	\$ 52,870.78	\$ 9,376.52	\$6,255.74	\$6,922.70	
2008	\$ 60,000.00	\$ 68,362.41	\$ 10,292.01	\$1,929.60	\$8,852.30	
2009	\$ 56,750.00	\$ 76,899.78	\$ 11,372.72	-\$8,777.06	\$75.24	
2010	\$ 90,477.07	\$ 93,299.74	\$ 8,363.49	\$5,540.82	\$5,616.06	
2011	\$ 80,000.00	\$ 79,040.02	\$ 4,934.99	\$5,894.97	\$11,511.03	
2012	\$ 15,000.00	\$ 12,166.09		\$2,833.91	\$14,344.94	Jan - Mar
2012	\$ 65,000.00	\$ 50,194.50		\$14,805.50	\$29,150.44	Apr - Dec
2013	\$ 17,000.00	\$ 24,850.14		-\$7,850.14	\$21,300.30	Jan - Mar
2013	\$ 92,831.90	\$ 89,795.81		\$3,036.09	\$24,336.39	Apr - Dec
2014	\$ 19,081.82	\$ 18,650.01		\$431.81	\$24,768.20	Jan - Mar
2014	\$ 69,450.00	\$ 71,774.53		-\$2,324.53	\$22,443.67	Apr - Dec
2015	\$ 22,150.00	\$ 20,047.44		\$2,102.56	\$24,546.23	Jan - Mar
2015	\$ 67,437.50	\$ 66,820.06		\$617.44	\$25,163.67	Apr - Dec
2016		\$ 16,663.64		-\$16,663.64	\$8,500.03	Jan - Mar
2016	\$ 80,000.00	\$ 61,934.22		\$18,065.78	\$26,565.81	Apr - Dec
2017	\$ 20,000.00	\$ 20,809.08		-\$809.08	\$25,756.73	Jan - Mar

Surplus as at:	31-Mar-12	31-Dec-12	31-Mar-13	31-Dec-13	31-Mar-14	31-Dec-14	31-Mar-15	31-Dec-15	31-Mar-16	31-Dec-16	31-Mar-17
Enterprise Temiskaming	\$14,344.94	\$29,150.44	\$21,300.30	\$24,336.39	\$24,768.20	\$22,443.67	\$24,546.23	\$25,163.67	\$8,500.03	\$26,565.81	\$25,756.73
Summer Company	\$7,610.30	\$6,968.71	\$12,210.24	\$13,865.17	\$20,595.58	\$18,782.19	\$25,349.90	\$22,272.60	\$22,272.60	\$25,685.08	\$24,557.77
Events	\$2,022.23	\$6,320.17	\$7,455.71	\$10,056.73	\$6,203.57	\$4,774.22	\$990.00	-\$956.42	-\$1,970.08	\$4,050.81	\$4,356.48
Starter Company	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,113.30	\$56,221.05	\$32,032.61	\$28,438.31	\$28,438.31	\$16,795.48
Total Surplus	\$23,977.47	\$42,439.32	\$40,966.25	\$48,258.29	\$51,567.35	\$90,113.38	\$107,107.18	\$78,512.46	\$57,240.86	\$84,740.01	\$71,466.46

THE CITY OF TEMISKAMING SHORES JANUARY - JUNE 2017 YEAR-TO-DATE CAPITAL FINANCIAL REPORT

Distribution List

Mayor and Council

Chris Oslund, City Manager

Tim Uttley, Fire Chief

Dave Treen, Municipal Clerk

Doug Walsh, Director of Public Works

Tammie Caldwell, Director of Leisure Services

Kelly Conlin, Director of Corporate Services (A)

Finance Department Contact:
Laura-Lee MacLeod, Treasurer

06-Jul-17

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- 2.0 Capital Summary
 - 2.1 Analysis - Capital Projects
 - 2.2 General Capital Revenues & Expenditures
 - 2.3 Waterfront Development Project
 - 2.5 Environmental Capital Revenues & Expenditures

SUMMARY - CAPITAL
Revenues and Expenditures
as at June 2017

	2017 YTD			%
	Actual	Total Budget	Variance B/(W)	
CAPITAL				
Revenues				
Capital - General	755.0	4,203.2	(3,448.2)	-82.0%
Capital - Environmental	3,021.2	8,721.0	(5,699.8)	-65.4%
Total Revenues	3,776.2	12,924.2	(9,148.0)	-70.8%
Expenditures				
Capital - General	1,570.0	4,203.2	2,633.2	62.6%
Capital - Environmental	3,443.5	8,721.0	5,277.5	60.5%
Total Expenditures	5,013.5	12,924.2	7,910.7	61.2%
Net Position Capital	(1,237.3)	0.0	1,237.3	#DIV/0!

2.0 Capital Summary

2.1 Analysis

The City of Temiskaming Shores 2017 Capital projects for both general and environmental is \$12,924.2K. The capital program is comprised of \$4,203.2K of general capital and \$8,721.0K of environmental capital.

The 2017 Capital project budget consists of 44 projects, 36 in general and 8 in environmental.

General Capital Projects:

15 projects have been completed, 15 are currently in progress and 2 projects have been cancelled.

The Dymond Hall Accessibility Project was added to the Capital Projects.

The remaining funds in the Golf Course Road project which was cancelled have been reallocated to the Dymond Hall Accessibility Project.

The Snow Blower Upgrades project has been cancelled and the funds reallocated to the Dymond Hall Accessibility Project.

Environmental Capital Projects:

1 project has been completed and 7 projects are underway.

The Dixon Watermain Replacement Project was added to the Capital Projects.

GENERAL CAPITAL
Revenues & Expenditures
as at June 2017

Department	Project	2017			%	G	Y	R
		Actual	Budget	Variance B/(W)				
REVENUES:	Transfer from Operations	0.0	715.2	(715.2)				
	Transfer from Reserves	0.0	215.1	(215.1)				
	Financing - fleet	0.0	773.0	(773.0)				
	Financing - transit	617.0	712.0	(95.0)				
	Partnership - Keith Subdivision	0.0	57.2	(57.2)				
	Federal Gas Tax	0.0	713.1	(713.1)				
	Provincial Transit Funding	0.0	258.0	(258.0)				
	OMCIP Funding (STATO Trail)	0.0	162.5	(162.5)				
	STATO Partnership (STATO Trail)	0.0	63.0	(63.0)				
	Dymond Firemen's Park Funding	0.0	27.9	(27.9)				
	BIA Partnership - Downtown Infrastructure	0.0	12.0	(12.0)				
	ARTEM Partnership - Downtown Infrastructure	49.5	48.5	1.0				
	Provincial Funding - Downtown Infrastructure	0.0	59.5	(59.5)				
	Canada 150 Funding - NL Library	0.0	57.4	(57.4)				
	Waterfront Development Funding (P&F)	88.5	328.8	(240.3)				
Total Revenues		755.0	4,203.2	(3,448.2)				
EXPENDITURES:								
Corporate Services:	Computer Hardware - Plotter	12.0	12.0	0.0	100%	x		
	Municipal Drain - Peter's Road	0.0	26.0	26.0		x		
	Vadim ERP	59.3	100.0	40.7	50%	x		
Property Mtnce:	Dymond Hall Accessibility Project	3.4	50.0	46.6	25%	x		
	PFC Mechanical Room Engineering	5.2	40.0	34.8	65%	x		
	View Street Complex Upgrades	2.9	10.0	7.1	100%	x		
	NL Library Building Improvements	5.1	115.3	110.2		x		
	Hlby Marina Breakwall Upgrades	20.3	25.0	4.7	100%	x		
	Downtown NL Infrastructure Upgrades	64.1	120.0	55.9	75%	x		
	NL Cemetery Vault Upgrades	0.0	6.5	6.5				
Public Works:	2017 Roads Program	0.0	854.6	854.6	50%	x		
	Golf Course Road Bridge Repairs	0.0	0.0	0.0				x
	MR Compliance Software	7.2	11.5	4.3	25%	x		
	Reflectometer	16.0	16.0	0.0	100%	x		
	Intersection Control Cameras (2)	0.0	50.0	50.0				
	NL Landfill Site Expansion	5.1	100.0	94.9	10%	x		
Transit:	Transit Buses (2)	869.7	970.0	100.3	100%	x		
Fleet:	Plow Trucks (2)	0.0	550.0	550.0	75%	x		
	3/4 Ton Regular Cab Pick-up	32.9	40.0	7.1	100%	x		
	1/2 Ton Regular Cab Pick-up	29.0	32.0	3.0	100%	x		
	1/2 Ton Crew Cab Pick-up with Cap	36.3	35.0	-1.3	100%	x		
	Pumper Tanker (2018 Delivery)	0.0	0.0	0.0			x	
	1/2 Ton Regular Cab Pick-up with Cap	35.9	45.0	9.1	100%	x		
	1/2 Ton Crew Cab Pick-up with Tonneau Cover	35.8	40.0	4.2	100%	x		
	SUV Lease Buyouts	30.6	31.0	0.4	100%	x		
	Snow Blower Upgrades	0.0	0.0	0.0				x
Recreation:	PFC Floor Replacement	0.0	20.0	20.0	100%	x		
	Squash Court #2 Floor	0.0	12.0	12.0	100%	x		
	STATO Trail	0.0	392.2	392.2	25%	x		
	Dymond Firemen's Park	0.0	55.8	55.8				
	NL Arena Compressor Room Electrical	29.9	33.0	3.1	50%	x		
	NL Arena Spectator Heating	0.0	10.0	10.0	80%	x		
	NL Arena Floor Machine	0.0	7.5	7.5	100%	x		
	Bucke Park Chalet Windows & Doors	18.5	20.0	1.5	50%	x		
	Bucke Park Playground Equipment	7.5	7.5	0.0	100%	x		
	Waterfront Development	243.3	365.3	122.0		x		
Total Expenditures		1,570.0	4,203.2	2,633.2				

2.3

WATERFRONT DEVELOPMENT PROJECT
as at June 2017

Project	Total Budget	2016 Actual	2017		Variance B/(W)	%			
			YTD Actual	Budget			G	Y	R
Waterfront Stabilization & Beautification	737.4	672.1	60.8	65.3	4.5	90%	X		
Boardwalk Demolition, Replacement & Lighting	371.1	371.1		0.0	0.0				
Accessible Landscaping	254.3	254.3		0.0	0.0				
Farmer's Market	300.0	0.0	182.5	300.0	117.5	75%	X		
Spurline Building Renovations	35.1	35.1		0.0	0.0				
Bucke Park Water and Septic Upgrades	90.6	90.6		0.0	0.0				
Professional Services (Engineering)	74.7	74.7		0.0	0.0				
Marina Refurbishment and Electrical Upgrades	358.8	358.8		0.0	0.0				
2,222.0	1,856.7	243.3	365.3	122.0					

2.4

ENVIRONMENTAL CAPITAL
Revenues & Expenditures
as at June 2017
(\$K)

	2017			%	G	Y	R
	Actual	Budget	Variance B/(W)				
REVENUES:							
Transfer from Operations	0.0	248.3	(248.3)				
Financing - North Cobalt Water Stabilization	274.3	266.7	7.6				
Financing - TS Infrastructure (Gray Rd)	1,167.1	3,642.1	(2,475.0)				
Financing - NL WTP Upgrades	0.0	549.0	(549.0)				
Financing - Hlby WTP MCC Replacement	0.0	300.0	(300.0)				
Funding - North Cobalt Water Stabilization	0.0	258.3	(258.3)				
Funding - TS Infrastructure (Gray Rd)	1,579.8	2,957.9	(1,378.1)				
Funding - NL WTP Upgrades	0.0	498.7	(498.7)				
Total Revenues	3,021.2	8,721.0	(5,451.5)				
EXPENDITURES:							
TS Infrastructure Upgrades (Gray Rd)	3,113.3	6,600.0	3,486.7	60.0%	x		
NL Lagoon Blower Upgrades	0.0	95.0	95.0	90.0%	x		
Hlby WTP MCC Replacement	0.0	300.0	300.0	75.0%	x		
NL WTP Upgrades	0.0	1,065.0	1,065.0	10.0%	x		
North Cobalt Water Stabilization	310.6	525.0	214.4	75.0%	x		
Albert Street Engineering	13.6	75.0	61.4	50.0%	x		
Plotter	6.0	6.0	0.0	100.0%	x		
Dixon Street Watermain Replacement	0.0	55.0	55.0	25.0%	x		
Total Expenditures	3,443.5	8,721.0	5,222.5				

Memo

To: Mayor and Council
From: Shelly Zubyck, Director of Corporate Services
Date: July 11, 2017
Subject: Brokerage Services for the provision of Municipal Insurance

Mayor and Council:

On June 20, 2017 Council passed Resolution No. 2017-265 directing staff to prepare the necessary by-law to enter into an agreement with BFL Canada Ltd., brokered by Tench-MacDiarmid Insurance Brokers Ltd., for Municipal Insurance and Risk Management Services for a premium of \$202,833 plus applicable taxes to be presented for consideration at the July 11, 2017 Regular Council meeting.

Staff was later informed by the Broker that the quoted price of \$202,833 included a deductible of \$25,000 applicable to all liability, property and owned automobile coverages. Currently, the City's deductibles are \$25,000 for liability coverages and \$5,000 for property and owned automobile.

Staff is recommending the City remain with the current deductibles at a price of \$218,193 plus applicable taxes. This amount will still result in a savings of \$50,492 to the 2017 Municipal Budget.

The draft by-law has been amended to reflect this recommendation.

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Shelly Zubyck
Director of Corporate Services

Christopher W. Oslund
City Manager

Memo

To: Mayor and Council
From: Laura-Lee MacLeod, Treasurer
Date: July 11, 2017
Subject: Capital Project Addition – Dymond Hall Accessibility Upgrades

Mayor and Council:

In January 2017, staff received confirmation that the application to Human Resources and Skills Development Canada under the Enabling Accessibility Fund was successful for upgrades at Riverside Place. Since the date of the original application the Farmer's Market permanent location was chosen to be Riverside Place, therefore any upgrades to the RSP would qualify under the Waterfront Development Project.

HRSDC was contacted to determine if the funding could be directed to another similar project, being the Dymond Hall. On February 7, 2017, Administrative Report CGP-002-2017 was presented to Council to partner with HRSDC for the Enabling Accessibility project at the Dymond Hall (Resolution No. 2017-031).

On April 4, 2017, Council passed By-law 2017-052 entering to an agreement with HRSDC for the project at Dymond Hall. During the preparation of the final budget, presented to Council for consideration at the April 18, 2017 council meeting, the project was inadvertently missed and as such is not an approved project in the 2017 capital budget envelope.

As the City has entered into a funding agreement the recommendation is to add the Dymond Hall Accessibility Upgrades project to the 2017 capital budget envelope. The City's portion of the project, \$50,000, will be financed as follows:

\$30,000 Golf Course Road Bridge Repairs (previously cancelled)

\$20,000 Snow Blower Upgrades (recommending to cancel as per discussion with Manager of Physical Assets)

The Treasurer respectfully requests that Council consider the following resolution:

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 020-2017-CS;

That Council directs the Treasurer to add the Dymond Hall Accessibility Upgrades project to the 2017 Capital Budget Envelope;

That Council directs the Treasurer to reallocate the remaining funds in the Golf Course Road Bridge Repairs project to the Dymond Hall Accessibility Upgrades project;

That Council approves the cancellation of the Snow Blower Upgrades projects and directs the Treasurer to reallocate the budget to the Dymond Hall Accessibility Upgrades project.

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



Industry Canada

FedNor

19 Lisgar Street
Suite 307
Sudbury, Ontario
P3E 3L4

Industrie Canada

FedNor

19, rue Lisgar
Bureau 307
Sudbury (Ontario)
P3E 3L4

JUN 23 2017

Project Number: 851-809405

His Worship Carman Kidd
Mayor
The Corporation of the City of Temiskaming Shores
325 Farr Drive, P.O. Box 2050
Haileybury ON P0J 1K0

Dear Mayor Kidd:

**Re: Northern Ontario Mining Showcase pavilion
Amendment Number: 1**

As a result of your request dated June 16, 2017, FedNor is prepared to amend our Contribution agreement of August 31, 2016 as follows:

Delete: Annex 1 THE PROJECT - STATEMENT OF WORK

Project Costs and Financing:

<u>Project Costs:</u>		<u>Financing:</u>	
Eligible Costs		FedNor	\$485,000
- Supported	\$485,000	Other Federal	
- Not Supported	\$40,000	Provincial	
Ineligible Costs		Municipal	
		Financial Institution	
		Recipient	\$40,000
		Other	
Total	\$525,000		\$525,000

	<u>Supported</u>	<u>Not Supported</u>	<u>Total</u>
<u>Eligible Costs:</u>			
Venue rental	\$220,000	\$40,000	\$260,000
Staging, AV, furniture, parking, Internet, etc.	\$167,000		\$167,000
Professional services	\$42,000		\$42,000
Marketing/promotion and translation	\$40,000		\$40,000
Committee travel	\$16,000		\$16,000
TOTAL ELIGIBLE COSTS	\$485,000	\$40,000	\$525,000
<u>Ineligible Costs:</u>			
TOTAL INELIGIBLE COSTS			
TOTAL PROJECT COSTS			\$525,000

Substitute: Annex 1 THE PROJECT - STATEMENT OF WORK

Project Costs and Financing:

<u>Project Costs:</u>		<u>Financing:</u>	
Eligible Costs		FedNor	\$485,000
- Supported	\$485,000	Other Federal	
- Not Supported	\$40,000	Provincial	
Ineligible Costs		Municipal	
		Financial Institution	
		Recipient	\$40,000
		Other	
Total	\$525,000		\$525,000

	<u>Supported</u>	<u>Not Supported</u>	<u>Total</u>
<u>Eligible Costs:</u>			
Venue rental	\$229,508	\$40,000	\$269,508
Staging, AV, furniture, parking, Internet, etc.	\$145,546		\$145,546
Professional services	\$55,459		\$55,459
Marketing/promotion and translation	\$40,067		\$40,067
Committee travel	\$14,420		\$14,420
TOTAL ELIGIBLE COSTS	\$485,000	\$40,000	\$525,000
<u>Ineligible Costs:</u>			
TOTAL INELIGIBLE COSTS			
TOTAL PROJECT COSTS			\$525,000

All other terms and conditions of our Contribution agreement remain unchanged.

This amendment is open for acceptance for a period of 30 days following the date on the first page, after which it will be null and void. This amendment shall be effective the date the duplicate copy of this amendment, unconditionally accepted and duly executed by the Recipient, is received by FedNor.

If further information is required, please contact Denise Deschamps toll-free at 1-877-333-6673 ext. 3276 or 705-471-3276 in our North Bay office.

Yours sincerely,

Aime J. Dimatteo
Director General
FedNor

The Corporation of the City of Temiskaming Shores

Project Number: 851-809405

Amendment Number: 1

The foregoing is hereby accepted this _____ day of _____, _____.

Per: _____
Signature of Recipient

Title

Per: _____
Signature of Recipient

Title

Subject: Lease Agreement with 2344 Royal
Canadian Army Cadet Corps (RCAA)

Report No.: CS-031-2017
Agenda Date: July 11, 2017

Attachments

Appendix 01: Draft Lease Agreement

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-031-2017; and
2. That Council directs staff to prepare the necessary by-law to enter into a lease agreement with 2344 Royal Canadian Army Cadet Corps for renting space in various City facilities for a three (3) year term commencing September 1, 2017 to August 31, 2020 at a rate of \$250 per month for consideration at the August 8, 2017 Regular Council meeting.

Background

The Cadet Program is the largest federally-sponsored youth program in Canada. Locally, the average enrollment is 30 cadets annually.

The 2344 Royal Canadian Army Cadet Corps (RCAA) has been renting space in various City facilities since 2009 under an agreement through By-law No. 2014-114, as amended which expires on August 31st, 2017. The Cadets would like to continue under the same terms and conditions.

Analysis

A draft lease agreement between the City and RCAA is attached as Appendix 01. The term of the agreement is three (3) years effective September 1, 2017 to August 31, 2020.

As the cooperation from the City has directly attributed to the success of this program, staff is recommending the rental rate remain at \$250 per month.

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

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Shelly Zubycck, CHRP
Director of Corporate Services

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2017-000

Being a by-law to enter into an agreement with 2344 Royal Canadian Army Cadet Corps (RCACC) for the use of space in various municipal facilities for the purpose of a Cadet Program

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-031-2017 at the July 11, 2017 Regular Council meeting and directed staff to prepare the necessary by-law to enter into a lease agreement with 2344 Royal Canadian Army Cadets for use of space in various municipal facilities for the purpose of the a Cadet Program for consideration at the August 8, 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 the Mayor and Clerk be authorized to enter into an Agreement with 2344 Royal Canadian Army Cadet Corps (RCAA) for the use of space in various municipal facilities for the purpose of a Cadet Program for the period covering September 1, 2017 to August 31, 2020, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 8th day of August, 2017.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2017-000

Lease Agreement between

The Corporation of the City of Temiskaming Shores

and

2344 Royal Canadian Army Cadets

For the use of space in various municipal facilities for the
purpose of a Cadet Program

The Corporation of the City of Temiskaming Shores

- and -

2344 Royal Canadian Army Cadet Corps (RCACC)

LEASE

Shelly Zubycck
Director of Corporate Services
The Corporation of the City of Temiskaming Shores
P.O. Box 2050
Haileybury, Ontario
P0J 1K0

THIS LEASE made this 8th day of July, 2017.

between:

The City of Temiskaming Shores

hereinafter called the “Landlord”

-and-

2344 Royal Canadian Army Cadet Corps (RCACC)

hereinafter called the “Tenant”

Whereas the Applicant is desirous of renting premises owned by the City of Temiskaming Shores at various municipal facilities from September 1st 2017 to August 31st, 2020, for the purpose of a Cadet Program.

And whereas it is necessary and desirous to establish certain guidelines and rules for the purpose of the rental of the aforesaid premises;

And whereas it is understood that the Commanding Office and/or Training Officer hereby undertake and agree to be responsible for compliance with all requirements under the Agreement;

And whereas the parties hereto have agreed to enter into this Lease.

1. Leased Premises

The Landlord hereby demises and leases to the Tenant parts of various municipal facilities containing rentable space as described herein all located within the City of Temiskaming Shores being hereinafter called the "premises".

The Landlord agrees to rent to the Tenant premises owned by the Landlord in accordance to the following:

- a) Use of the **New Liskeard Community Hall, including boardroom (old council chambers)**, every Tuesday from 6:30 pm to 9:30 pm, September 1st through June 30th, with the following exceptions:
 - No use of the Community Hall (all) during the Temiskaming Music Festival and
 - No Use of the boardroom (once per month) during the **Minor Hockey Executive** meetings.

- b) Use of the **New Liskeard Community Hall, including boardroom (old Council Chambers)**, every Sunday from 9:00 am to 12:30 pm, November 1st through March 30th; for biathlon and marksmanship training. Should the hall be rented on the Saturday evening, the Cadet Program fully understands that the facility will not be cleaned prior to the Sunday morning rental.

- c) Use of the **New Liskeard Community Hall, hall only**, every Thursday from 7:00 pm-9:00 pm, October 1st through November 11th, and February 1st through May 15th; for Remembrance Day Honour Guard training and drill team training.
- d) Use of the **New Liskeard Community Hall, excluding the hall if a paid rental may be obtained**, on the Friday and Saturday of the Thanksgiving weekend, from 5:00 pm to 9:30 pm and 8:00 am to 3:00 pm respectively; for one of our primary fundraising activity.
- e) Use of the **New Liskeard Community Hall, excluding the hall if a paid rental may be obtained**, on the Saturday of the Easter weekend, from 8:00 am to 3:00 pm; for the other primary fundraising activity.
- f) Use of the Riverside Place (if prior bookings are not made) during the “Temiskaming Festival of Music” and any other occasions where scheduling conflicts arise between 2344 RCACC and other users of the **Community Hall**.
- g) Use of the **Don Shepherdson Memorial Arena, arena floor & lobby**, for the last two Tuesdays in May and the first Tuesday in June from 6:30 pm to 9:30 pm; and the first or second Saturday in June from 9:00 am to 10:00 pm; for an Annual Ceremonial Review and practices. To be confirmed by no later than January 31st of the same year.
- h) Use of the **New Liskeard Community Hall** for other activities, on an as needed basis, booked in advance, subject to availability.
- i) Exclusive use of the **administrative offices** located to the left (north east corner) of the **New Liskeard Community Hall**, for office and storage.
- j) Use of additional storage space within the **New Liskeard Community Hall**, as agreed upon, (i.e. **Under the Stage**)
- k) The ability to use the **Halls only**, as an indoor rifle range, in accordance to Cadet’s Canada and the Department of National Defense regulations.

2. Term

To hold the premises for a term commencing on September 1, 2017, to August 31, 2020.

3. Rent

The Tenant shall pay the Landlord Two Hundred and Fifty Dollars (\$250) plus applicable taxes per month for the rental of the Premises payable annually in advance on September 1st of each year.

4. Tenants Covenants

- a) **Rent** – to pay rent;

- b) **Insurance** - To provide General Liability Insurance for coverage of all areas under this lease in the joint names of the Tenant and the City of Temiskaming Shores with the limits of not less than (\$2,000,000) **two million dollars (Canadian)**, inclusive per occurrence for bodily injury, death or damage for property including loss of use thereof, with property deductible of five hundred dollars (\$500). Proof of insurance must be supplied to the Landlord prior to occupying the facilities and thereafter to provide proof of insurance on each anniversary of the date of occupation; and, to provide proof of insurance forthwith upon request by the City at any time.
- c) **Cost of repair where Tenant at fault** - that if the building including the premises, boilers, engines, pipes and other apparatus (or any of them) used for the purpose of heating or air conditioning the building, or if the water pipes, drainage pipes, electric lighting or other equipment of the building or the roof or outside walls of the building get out of repair or become damaged or destroyed through the negligence, carelessness or misuse of the Tenant, his servants, agents, employees or anyone permitted by him to be in the building (or through him or them in any way stopping up or injuring the heating apparatus, water pipes, drainage pipes, or other equipment or part of the building) the expense of any necessary repairs, replacements or alterations shall be paid by the Tenant to the Landlord forthwith on demand;
- d) **Assigning or subletting** - not to assign, sublet or part with possession of any part of the premises without leave of the Landlord, which leave shall not be unreasonably withheld, and which leave shall not be required in the event of a sublease to add any personnel to the group comprising the Tenant or to a management corporation which may be incorporated by the Tenant;
- e) **Entry by Landlord** - to permit the Landlord or its agents to enter upon the premises at any time and from time to time for the purpose of inspecting and making repairs, alterations or improvements to the premises or to the building, and the Tenant shall not be entitled to compensation for any inconvenience, nuisance, or discomfort occasioned thereby; provided that the Landlord shall give reasonable advance notice to avoid inconvenience to the Tenant, given the private and confidential nature of the profession of the Tenant;
- f) **Indemnity** - to indemnify and save harmless the Landlord against and from any and all claims by or on behalf of any person or persons, firm or firms, or corporation or corporations arising from the conduct or any work, by or through any act of negligence of the Tenant or any assignee, subtenant, agent, contractor, servants, employee or licensee of the Tenant;
- g) **Alterations** - not to make or erect in or to the premises any installation, alteration, addition, or partition without submitting plans and specifications to the Tenant and obtaining the Tenant's prior written consent (in each instance); such work shall if the Tenant so elects, be performed by employees of or contractors designated by the Tenant; in the absence of such election, such work may be performed with the Tenant's consent in writing (given prior to letting of contract) by contractors

engaged by the Landlord but in each case only under written contract approved in writing by the Tenant and subject to all conditions which the Tenant may impose; the Landlord shall submit to the Tenant or the Landlord's contractors (as the case may be), when due the costs of all such work and of all materials, labour and services involved therein and of all decoration and all changes in the building, its equipment or services, necessitated thereby; provided, that it is at this time understood by the Tenant that certain equipment is to be installed and to be placed at convenient places as designated by the Landlord; and

- h) **Use of Building** - the Tenant shall not allow the building and/or property to be used for any purpose other than to carry on a Cadet Program.

5. Landlord's Covenants

The Landlord covenants with the Tenant;

- a) **Quiet enjoyment** - for the quiet enjoyment;
- b) **Taxes** - to pay all taxes and rates, municipal, parliamentary or otherwise, levied against the premises or the Tenant on account thereof;
- c) **Electricity and water** - to pay for the electricity and water supplied to the premises;
- d) **Structural soundness** - to keep the premises, common areas and parking lot structurally sound and to look after any structural defects which may arise.

6. Provisos

Provided always and it is hereby agreed as follows:

- a) **Fixtures** - The Landlord may remove his fixtures, but all installations, alterations, additions, partitions and fixtures except trade or Landlord's fixtures in or upon the premises, whether placed there by the Landlord or by the Tenant, shall be the Tenant's property without compensation therefore to the Landlord and shall not be removed from the premises at any time (either during or after the term);
- b) **Fire** - In case of damage to the premises by fire, lightning or tempest, rent shall cease until the premises are rebuilt; and the Tenant, instead of re-building or making the premises fit for the purpose of the Landlord, may at its option terminate this lease on giving to the Landlord within thirty days after such fire, lightning or tempest, notice in writing of its intention (so to do) and thereupon rent and any other payments for which the Landlord is liable under this lease shall be apportioned and paid to the date of such fire, lightning or tempest, and the Landlord shall immediately deliver up possession of the premises to the Tenant;
- c) **Damage to property** - The Tenant shall not be liable nor responsible in any way for any loss of or damage or injury to any property belonging to the Landlord or to the employees of the Landlord or to any other person while in the building or in the

yard of the building unless such loss, damage or injury shall be caused by the negligence of the Tenant or its employees, servants or agents for any damage to any such property caused by steam, water, rain or snow which may leak into, issue or flow from any part of the building or from the water, steam or drainage of the building or from any other place or quarter nor for any damage caused by or attributable to the condition or arrangement of any electric or other wiring omitted by any other Landlord;

- d) **Impossibility of performance** - It is understood and agreed that whenever and to the extent that the Tenant shall be unable to fulfill, or shall be delayed or restricted in fulfilling any obligation hereunder for the supply or provision of any service or utility or the doing of any work or the making of any repairs because it is unable to obtain the material, goods, equipment, service, utility or labour required to enable it to fulfill such obligations or by reason of any statute, law or order-in-council or any regulation or order passed or made pursuant thereto or by reason of the order or direction of any administrator, controller or board, or any government department or officer or other authority, or by reason of not being able to obtain any permission or authority required thereby, or by reason of any other cause beyond its control whether of the foregoing character or not, the Tenant shall be relieved from the fulfillment of such obligation and the Landlord shall not be entitled to compensation for any inconvenience, nuisance or discomfort thereby occasioned;
- e) **Default of Landlord** - If the rent reserved or any part thereof shall not be paid on the day appointed for payment, whether lawfully demanded or not, or in case of breach or non-observance or non-performance of any of the covenants or agreements or rules or regulations herein contained or referred to on the part of the Landlord to be observed and performed, or in case the premises shall be vacated or remain unoccupied or in case the term shall be taken in execution or attachment for any cause whatsoever, (and in every such case) the Tenant shall be entitled thereafter to enter (into and) upon the premises (or any part thereof in the name of the whole) and the same to (have again), repossess and enjoy as of its former estate, anything herein contained to the contrary notwithstanding;
- f) **Bankruptcy of Landlord** - In case without the written consent of the Tenant the premises shall remain vacant or not used for the period of fifteen days or be used by any other person than the Landlord or for any other purpose than that for which they were let or in case the term or any of the goods and chattels of the Landlord shall at any time be seized in execution or attachment by any creditor of the Landlord or if the Landlord shall make any assignment for the benefit of creditors or any bulk sale of any act (now or hereafter in force) for bankrupt or insolvent debtors (or if the Landlord is a company any order shall be made for the winding up of the Landlord), then in any such case this lease shall at the option of the Tenant cease and terminate and the term shall immediately become forfeited and void and the current month's rent and the next ensuing three month's rent shall immediately become due and payable and the Tenant may re- enter and take possession of the premises as though the Landlord or other occupant (or occupants) of the premises was (or were) holding over after the expiration of the term without any right whatever;

- g) **Distress** - The Landlord waives and renounces the benefit of any present or future statute taking away or limiting the Tenant's right of distress, and covenants and agrees that notwithstanding any such statute none of the goods and chattels of the Landlord on the premises at any time during the term shall be exempt from levy by distress for rent in arrears;
- h) **Right of re-entry** - On the Tenant's becoming entitled to re-enter the premises under any of the provisions of this lease, the Tenant in addition to all other rights may do so as the agent of the Landlord, using force if necessary, without being liable for any prosecution therefore, and may re-let the premises as agent of the Landlord, and receive the rent therefore, and as agent of the Landlord may take possession of any furniture or other property on the premises and sell the same at a public or private sale without notice and apply the proceeds of such sale and any rent derived from re-letting the premises upon account of rent under this lease, and the Landlord shall be liable to the Tenant for any deficiency;
- i) **Right of termination by the Landlord** - The lease may be terminated for any valid operational reason;
- j) **Right of termination by the Tenant** - On the Tenant's becoming entitled to re-enter the premises under any of the provisions of this lease, the Tenant, in addition to all other rights, shall have the right to terminate this lease forthwith by leaving upon the premises notice in writing of its intention, and thereupon rent and any other payments for which the Landlord is liable under this lease shall be computed, apportioned and paid in full to the date of such termination, and the Landlord shall immediately deliver up possession of the Premises to the Tenant, and the Tenant may re-enter and take possession of the premises;
- k) **Right of Renewal** – The Tenant shall have the right, if not otherwise in default, of renewing the lease. Terms and conditions to be negotiated at signing. The Tenant shall be required to give written notice of his intention to renew the lease on or before the 1st day of June prior to the commencement of the renewal term.

At the end of the term of this agreement and where a new agreement has not been entered into the Tenant may continue to occupy the facility on a month to month basis under the same terms as were previously agreed to until such time the terms are renegotiated, unless the Landlord gives notice to vacate in writing. Such notice shall be a minimum of sixty (60) days.

- l) **Notice** – All communications in writing between the parties, or between them and the Engineer shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or

suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Landlord:

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

Attn.: Director of Corporate Services

7. Headings

The headings in this lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this lease or any provisions hereof.

8. Effect of Lease

This lease and everything herein contained, shall extend to and bind and may be taken advantage of by the heirs, executors, administrators, successors and assigns, as the case may be, of each (and every) of the parties hereto, and where there is more than one Landlord or there is a female party or a corporation, the provisions hereof shall be read with all grammatical changes thereby rendered necessary and all covenants shall be deemed joint and several.

Remainder of Page left blank intentionally

In witness whereof the Party of the First Part has hereunto affixed its corporate seal attested by the hands of its duly authorized officers, and the Party of the Second Part has hereunto set its hand and seal by execution under seal by each and every individual comprising the Party of the Second Part.

Signed and Sealed in)
the presence of)

2344 Royal Canadian Army Cadets Corps

Signing Authority

Name: _____

Title: _____

Witness

Print Name: _____

Title: _____

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

Subject: Project Award – STATO Trail Extension
(Highway 65 East / Grant Drive)

Report No.: PW-023-017
Agenda Date: July 11, 2017

Attachments

Appendix 01: Request for Proposal - RS-RFP-002-2017

Appendix 02: RFP Results / Evaluations

Appendix 03: Financial Analysis

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-023-2017;
2. That Council acknowledges the review of the results of Request For Proposal RS-RFP-002-2017, attached to this report as Appendix 02 and confirms that the 2017 STATO Trail Extension (Highway 65 East / Grant Drive and Laurette Street) be completed as defined in the Request for Proposal;
3. That as outlined in Section 6 of the City's Procurement Policy (By-law No. 2017-015), Council approves the award of the 2017 STATO Trail Extension (Highway 65 East / Grant Drive and Laurette Street) contract to *Miller Paving Limited* at a cost of \$404,930 plus applicable taxes; and
4. That Council directs staff to prepare the necessary by-law and agreement for consideration at the July 11, 2017 Regular Council meeting.

Background

Dating back to 2005 the South Temiskaming Active Travel Organization has been active in the planning of a 19.7 kilometre activity trail that would link the all communities within the City of Temiskaming Shores from North Cobalt to Dymond Township. Through continuous fund raising efforts and with the assistance of senior level government funding, portions of the Trail has been constructed and is being used by cyclists and pedestrians, both young and old.

The Ontario Municipal Cycling Infrastructure Program (OMCIP) has approved funding for the City of Temiskaming Shores to extend the Trail along Highway 65 East and Grant Drive. The proposed location would extend from the intersection of Armstrong Street and Hwy 65E to an easement (recently acquired by the City) approximately 375 metres eastward and then northward to Wilson Drive. The funding application and approval also included an extension from the Laurette Street / Crystal Cres. intersection, northward to terminate in the Dymond Recreation Park (Park).

The remaining work in the Dymond area consists of the construction of approximately 0.98 kilometres of a 2.8 to 3.0 metre wide asphalt surfaced active trail by excavating the area beneath the proposed Trail, placing, grading and compacting 950 mm of granular materials and placing 50 mm of Hot Laid Asphalt and the extension of a large diameter culvert as well as the construction of a widening to accommodate the 120 metre long, 3.0 metre wide extension into the Park.

Due to the uncertainty of the cost to complete the entire work planned for 2017, the original Request for Tender, RS-RFT-001-2017, did not include the extension into the Park. Three (3) responses to the original Request for Tender, staff were unable to confirm the capability of contractor that provided the low tender estimate nor the sub-contractors that the contractor was proposing to use to complete the work.

At the Regular Council Meeting held on June 6th, 2017 Council received supplemental Administrative Report PW-010-01-2017 for review and consideration and confirmed the following by resolution;

1. That Council for the City of Temiskaming Shores acknowledges receipt of Supplementary Administrative Report No. PW-010-01-2017 particularly Appendix 02 being the Results of the Tender Opening and Appendix 03 being the original Administrative Report No. PW-010-2017; and
2. As per Request For Tender, RS-RFT-001-2017, Section 9, *Cancellation of Contract*, Council wishes to exercises it's right to discontinue this Tender process and not move forward with the awarding of this contract; and
3. That Council directs Staff to prepare issue a Request for Proposals that also includes the additional work to be completed on the STATO Trail, on Laurette Street from Crystal Cres. to Dymond Recreation Park (Ball Fields), to complete this portion of the Trail into the Dymond area; and
4. That an Administration Report and the necessary by-law and agreement for the completion of the said works be presented for Council's consideration at the Regular Council Meeting to be held on July 11th, 2017.

Municipal staff prepared **Appendix 01 - RS-RFP-002-2017** and released the RFP with a submission deadline of 2:00 p.m. local time on Tuesday, July 4, 2017.

Analysis

Two (2) submissions were received in response to RS-RFP-002-2017. The proposals were reviewed and evaluated in accordance to the evaluation criteria set out in RS-RFP-002-2017. **Appendix 02 – Evaluations of Submissions** presents the details of the evaluation of the proposals and are summarized as follows:

Firm	Evaluation Score						Total	Fees Excl. taxes
	Expertise	Staff	Schedule	Knowledge	Value Added	Fees	Score	
Miller Paving	171	72	103	45	75	450	916	\$404,903.00
Demora Const.	130	59	94	40	75	360	758	\$ 419,706.50

Fees exclude HST.

The process for obtaining competitive pricing was in keeping with the City's Procurement Policy (By-Law 2017-015).

Relevant Policy / Legislation / City By-Law

- Resolution No. 2016-430, dated August 25, 2016 (Authorization to enter into an Agreement with MTO under OMCIP Program)
- By-Law No. 2016 -141, Agreement with MTO under OMCIP Program
- 2017 Recreational Services Capital Budget
- By-Law No. 2017-015, Procurement Policy, Section 10.4 Request for Proposals

Asset Management Plan Reference

Section 6.7.1.7 Extension of Sidewalks/ Walkways/ Activity Trails

Consultation / Communication

- Memo No. 005-2016-RS - August 25, 2016 (Confirmation of OMCIP funding)
- Verbal update on the planned 2017 extension was provided to Waterfront Development / STATO Trail Committee at the meeting held on November 15, 2016.
- PW Committee Meetings – February 23 & March 16, 2017
- Admin Report PW-010-2017 submitted to Council on May 16, 2017.
- Memo 012-2017-PW submitted to Council on May 30, 2017.
- Admin Report PW-010-01-2017 submitted to Council on June 6, 2017.
- PW Committee Meetings – July 6, 2017.
- Admin Report PW-023-2017 submitted to Council on July 11, 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

Attached as Appendix 3 is a financial analysis of the Project including a revised budget breakdown. The total approved Project Budget for 2017 was \$392,175. While the proposed work (\$412,030 including non-refundable HST) exceeds the total estimated project budget by approximately \$20,000 - the City's contribution of \$166,632 will remain within the budget allocation and the additional funds will be invoiced to STATO to represent the 50/50 cost sharing agreement.

In order to comply with the terms of the OMCIP Funding Agreement and receive the balance of the funding, the work associated with the 2017 STATO Trail Extension must be completed by August 31, 2017.

It is expected that staffing and equipment requirements on this project will be very minimal and include verification of field layout, periodic contract inspection / administration and quality assurance functions and duties.

Alternatives

None

Submission

Prepared by:

Reviewed and submitted by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

G. Douglas Walsh, CET
Director of Public Works

Tammie Caldwell
Director of Recreation Services

Christopher W. Oslund
City Manager



Dymond
Haileybury
New Liskeard

Discover a whole new Ontario • Découvrez un tout nouvel Ontario

City of Temiskaming Shores
Request for Proposal
RS-RFP-002-2017
"2017 STATO Trail Extension"

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



Objective

The City of Temiskaming Shores wishes to acquire the services of a qualified and experienced contractor for the construction / extension of the STATO Trail, as described herein, within the City.

Submission

To receive consideration, Proposals must be submitted on the attached forms and in an envelope plainly marked submitted to the following address:

City of Temiskaming Shores

P.O Box 2050, 325 Farr Drive

Haileybury, Ontario POJ 1K0

Attention: Dave Treen, Municipal Clerk "RS-RFP-002-2017 "2017 STATO Trail Extension""

The closing date for the submission of Proposals will be at **2:00 pm local time on**

Tuesday July 4th, 2017

Opening of the Proposals will take place on the same day at 2:05 p.m. at the Municipal Office at 325 Farr Drive, Haileybury, ON.

Documents may be obtained from the City of Temiskaming Shores, Public Works Division at 200 Lakeshore Road, New Liskeard, ON POJ 1P0 (705) 647-6220

- Proposals shall be in ink, late submissions will not be accepted;
- Proposals by fax or photo copy will not be accepted;
- Incomplete Proposals will not be accepted;
- The City reserves the right to accept or reject any or all Proposals;
- The lowest priced Proposal will not necessarily be accepted;
- The City reserves the right to enter into negotiations with a Contractor and any changes to the proposal that are acceptable to both parties will be binding;
- The terms and conditions included in the Proposals shall be valid for 30 (thirty) days from submission date.

Questions

Any questions or concerns with respect to the Proposal document and contents are to be directed to:

Douglas Walsh

Director of Public Works

City of Temiskaming Shores

325 Farr Drive

Temiskaming Shores, ON POJ 1K0

Phone: (705) 672-3363 ext. 4126 Fax: (705) 672-2911 Email: dwalsh@temiskamingshores.ca



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Definitions

Addendum - means a written order issued from the City that clarifies, changes the scope or specifications of the Work/ Commodity prior to commencement and during the solicitation process.

Agreement - A negotiated and usually legally enforceable understanding between two or more legally competent parties. An agreement typically documents in writing the give-and-take of a negotiated settlement.

A.O.D.A. – Accessibility for Ontarians with Disabilities Act. 2005

Approval Authority – means the authority delegated by the City to a person designated to occupy a position to approve on its behalf one or more procurement functions within the plan-to-pay cycle up to specified dollar limits subject to applicable legislation, regulations and procedures in effect at such time.

Award - means the notification to a Proponent of acceptance of a Proposal, Proposal or Proposal that brings contract into existence.

Bid – means a Proposal, Quotation or Proposal submitted in response to a solicitation from a providing authority. A Bid covers the response to any of the three principal methods of soliciting Bids, i.e., Request for Proposal, Request for Proposal and Request for Quotation.

Bid Document – a Proposal, Proposal, Quotation or other document that states the City's desire to procure and Proponent's offer to provide to the City the goods or services defined in the specifications or scope of work.

Bid Price - a price offered for a good or service by a potential Buyer or a price offered by a potential Provider to perform/ provide a specific job or commodity.

Bid Protest – means the dispute raised against the methods employed or decisions made by a contracting authority in the administration of a Proposal, Proposal or Quotation process.

Budget - means an amount approved by Council for operating expenses or capital projects.

Certificate of Insurance - means a certified document issued by an insurance company licensed to operate by the Province of Ontario, certifying that the Contractor, Respondent or Proponent is insured in accordance with the City's requirements.

Change Order - means a written order issued from the City that changes the scope or specifications of the Work.

City – The Corporation of the City of Temiskaming Shores.



Competitive Procurement – means a set of procedures for developing a procurement contract through a Bidding or Proposal process. The intent is to solicit fair, impartial, competitive Bids.

Conflict of Interest – means a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the professional's judgment is likely to be compromised.

Contract - means an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. It is essential to the creation of a contract that the parties intend that their agreement shall have legal consequences and be legally enforceable.

The essential elements of a contract are an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract; a mutual identity of consent or consensus ad idem; legality of purpose; and sufficient certainty of terms.

Contract Documents - means the Request for Bid document (RFP, RFQ, RFT), any addenda, the Contract as issued by the City and the successful Proponent's submission.

Evaluation Criteria - means a benchmark, standard or yardstick against which accomplishment, conformance, performance and suitability of an individual, alternative, activity, product or plan is measured to select the best supplier through a competitive process. Criteria may be qualitative or quantitative in nature.

Goods and/or Services - set out in the Bid document, including goods, services or equipment, where applicable, and defined in the specifications or scope of work.

L.S. – means Lump Sum

Material Safety Data Sheets (MSDS) - means Material Safety Data Sheets that must be submitted by the successful Contractor/Proponent/ Vendor for all hazardous materials, including an index of chemical compounds, with details of properties, handling details, precautions and first-aid procedures.

O. H. & S. – means Occupational Health & Safety Act. 2010

Provider/ Vendor/ Contractor - means a person or Company that submits a Bid.

Rate - the monetary remuneration requested as compensation for all equipment, labour, apparatus, operating costs including permits, and insurance, operation required for the successful completion of requirements specified.

Request for Proposal (RFP) - means a document used to request suppliers to supply solutions for the delivery of complex products or services or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.



Request for Proposal (RFP) – means a written submission and offer, received from a Contractor in response to a public invitation to provide goods and/or services based on an approved Proposal format of the City, and containing terms and conditions.

Request for Quotation (RFQ) - means a written submission and offer, received from a Contractor in response to a public invitation to provide goods and/or services based on an approved Quotation format of the City, and containing terms and conditions.

Specifications – detailed and exact non-restrictive written descriptions, instructions and drawings defining the Goods or Services requested in the Bid Document.

Submission - means information submitted by a Proponent in response to this Request.

Successful Proponent/Contractor/Vendor/Contractor - means the person, partnership or corporation, (e.g., a Contractor/Consultant/Vendor) and any employee, agent, representative or officer, or sub-contractor/supplier/sub-consultant thereof, that has been successful in the award of a Request for Bids/ Proposal and thereby agrees to supply the goods and/or services under the terms of the Request and is undertaking the Work as identified in the Agreement.

WHMIS - means Workplace Hazardous Materials Information System.

Work/Project - means the goods and/or services supplied by the successful Proponent pursuant to the Contract, and includes all labour, materials, equipment, and any other items, which are required to execute the Contract.

W.S.I.B. – means Workplace Safety and Insurance Board



General Description

The Corporation of the City of Temiskaming Shores, hereinafter referred to as the "City", invites Proposals from qualified Contractors for the the construction / extension of the STATO Trail, along Highway 65 East, Grant Drive Extension easement and along Laurette Road Extension into the Dymond Recreation Park, as per the specifications described herein. The work is to be completed in its entirety by **August 31st, 2017**.

Clarification

It is the Contractor's responsibility to clarify any details in question before submitting a Proposal. All official correspondence in regards to the specifications should be directed to and will be issued by the Director of Public Works or his designate for The Corporation of the City of Temiskaming Shores. The City will assume no responsibility for oral instruction or suggestion. Errors, omissions or ambiguities discovered in the contents of this Request for Proposal should be submitted, in detail to: Douglas Walsh – Director of Public Works, 325 Farr Drive, Haileybury, ON P0J 1K0 (705) 672-3363. Ext. 4126

Acceptance or Rejection of Proposals

The submission of Proposals does not obligate the City to accept any proposal or to proceed further with the acquisition. The City may, in its sole discretion, elect not to proceed with the acquisition in whole or in part and may elect not to accept any or all proposal components for any reason or to cancel the acquisition without any obligation whatsoever to Contractors.

Should the City not receive any Proposals satisfactory to it for any reason, it may, in its sole and absolute discretion, revise the RFP documents or negotiate a Contract for the whole or any part of the acquisition with any of the Contractors or the lowest compliant.

Proposals which are informal, incomplete, contain qualifying conditions or otherwise fail to comply with the requirements of the RFP documents or are otherwise irregular in anyway, may at the sole and absolute discretion of the City, be declared invalid and rejected.

The City retains the separate right to accept or waive irregularities if, in the City's sole discretion, such irregularities are of a minor or technical nature or, where practicable to do so, the City may, as a condition of RFP acceptance, request a Contractor to correct a minor or technical irregularity with no change to the Proposal price.

The determination of what is, or is not, a minor or technical irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity of a Proposal, shall be at the City's sole and absolute discretion.

Contractors expressly waive any and all rights to make any claim against the City for any matter arising from the City exercising its rights as stated in these General Terms and Conditions.



The City reserves the right to review and discuss with any Contractor, the Proposal submitted by that Contractor. The City reserves the right to negotiate with the Contractor, any reasonable changes or additions to the Agreement that the Contractor may propose. Negotiated changes or additions to the Agreement proposed by the Contractor will be included in the Agreement in the form of an Addendum, and will take precedence over the RFP document and the Agreement proposed by the Contractor. If such changes or additions cannot be negotiated, the City in its sole discretion may approach another Contractor for the supply of the goods or service.

Award

Proposals that comply with the terms, conditions and specifications as outlined in this request will be evaluated on the basis of:

	<i>Weight</i>	Points	Total
<u>Qualifications, Expertise and Performance on Similar Projects (20%)</u>			
Past ability to successfully complete projects within timelines and budgets.	8	10	80
Stability and reputation of firm.	3	10	30
Qualifications of technical support staff.	4	10	40
Qualifications of senior staff/project manager.	5	10	50
<u>Proposed Project Manager and Team (8%)</u>			
Past experience in directing/involvement with similar projects.	5	10	50
Understanding of proposed project.	3	10	30
<u>Completeness and Schedule (12%)</u>			
Availability of key staff.	5	10	50
Methodology and Schedule.	5	10	50
Quality Control / Assurance program.	2	10	20
<u>Knowledge of City regarding the Project (5%)</u>			
Members of the team must be familiar with the City's infrastructure.	5	10	50
<u>Value Added Services (10%)</u>			
Approach proposed to complete the work assignment to benefit the City.	5	10	50
Utilization of all tools and resources available to the Consultant.	5	10	50
<u>Estimated Fees and Disbursements (45%)</u>			
Cost estimates are evaluated for completeness and lowest is scored 10 points, next 8 points, etc. If more than 5 proposals, then only 5 lowest bids are to receive points, and the remaining higher bids will be given 0.25 points. Prices within a small differential will be scored equal.	45	10	450
Total Score			1000



The City reserves the right to reject any or all Proposals for reasonable cause and to accept any Proposal if considered in the best interest of the City. The lowest or any proposal not necessarily accepted.

The City reserves the right to review and discuss with any Contractor, the Proposal submitted by that Contractor. The City reserves the right to negotiate with the Contractor, any reasonable changes or additions to the Agreement that the Contractor may propose. Negotiated changes or additions to the Agreement proposed by the Contractor will be included in the Agreement in the form of an Addendum, and will take precedence over the Proposal document and the Agreement proposed by the Contractor. If such changes or additions cannot be negotiated, the City in its sole discretion may approach another Contractor for the supply of equipment.

Any award on this Proposal is conditional upon the Successful Contractor entering into an Agreement to supply the goods and/or services as required by this Proposal, within such time period as is satisfactory to the City. Failing this, the City reserves the right to cancel the award and then re- award this Proposal in whole or in part to any other Contractor, without any liability to the Successful Contractor, or to cancel this Proposal in its entirety.

The Successful Contractor shall execute any documentation, drafted in accordance with the terms of the Successful Contractor's Proposal and any subsequent negotiations, within seven (7) days of the date of notification of the Successful Contractors selection.

Respondents not initially selected as the Successful Contractor hereby commit themselves, subject to notification by the City to execute documentation as aforesaid up to sixty (60) days following the date of opening of their Proposals.

This request for Proposal is without any guarantee respecting the volume of business to be obtained from the City.

Proposal

- Proposals shall be in ink, late Proposals will not be accepted;
- Proposals by fax will not be accepted;
- Photo copies will not be accepted;
- Partial Proposals are not accepted;
- The City reserves the right to accept or reject any or all Proposals;
- The lowest Proposal will not necessarily be accepted;
- The City reserves the right to enter into negotiations with a supplier and any changes to the Proposal that are acceptable to both parties will be binding.
- Form of Proposal and/or Addendum(s) must be completed in ink or by typewriter/electric print.

Line item and total contract price must be clearly indicated. The Proposal must not be restricted by a statement added to the Proposal form or by a covering letter, or by alterations to the Proposal form, as supplied by the City of Temiskaming Shores unless otherwise provided herein. Submissions or adjustments by telegram, fax or letter will not be accepted.



H.S.T. Tax will be applicable to the supply of labour and equipment.

The Proposal must be signed in the space provided on the form, with the signature of the Contractor or responsible official of the firm submitting the proposal. If a joint Proposal is submitted, it must be signed and addressed on behalf of both of the Contractors.

The Successful Contractor shall be notified by means of written purchase order/ agreement of the acceptance of his/her Proposal.

Original Proposal Documents

It is to be understood that all terms and conditions, specifications, drawings, plans, all Proposal clauses, and the complete Proposal containing all documents as originally issued by and posted in the Public Works Division of the City shall constitute the Proposal request. Any Proposals received that have clauses or any wording or figures, statistics, numbers, quantities or any other items that have been changed or altered in any way shall be rejected and not accepted by the City.

Firm Prices

Proposals submitted and prices offered shall be irrevocable and open for acceptance for a period of not less than thirty (30) days.

All prices shall be inclusive of all costs such as but not limited to the cost of the goods/ services, overhead and profit, shipping and any other costs which should be known but net of taxes. Taxes on the total costs should be shown separately.

All prices shall be F.O.B. delivered and applied to job location as specified.

The City makes no allowance for an increase of individual or total prices offered for the duration of the agreement.

Any or all Proposals Exceed Approved Budget

In the event that any or all Proposals exceed the approved budget, and staff is not prepared to seek additional funding, the Approval Authority may, opt for one of the following:

- a) Approach the lowest Contractor to seek options to change the requirements and obtain a corresponding price change for the reduced requirements;
- b) Approach the top three Contractors to seek options to change the requirements and obtain a corresponding price change from each for the reduced requirements; or
- c) Advise all Contractors that the Bid solicitation process will be cancelled, and a review of the requirements will be undertaken and that a new Bid solicitation may be issued later.



Legal Claims and Damages

The City of Temiskaming Shores reserves the right not to accept a response from any person or corporation which includes any non-arms length corporation and all related corporations thereto who, or which, has a claim or instituted a legal proceeding against the City or against whom the City has a claim or instituted a legal proceeding with respect to any previous contracts, bid/proposal submissions or business transactions who is listed as either the Proponent or Subcontractor or any vendor within the submitted responses.

Also, a Contractor, by submitting a Proposal, agrees that it will not claim damages, by any means, in respect to any matter relating to the Proposal, the Bidding and evaluation process or any subsequent procurement process, if any, resulting from this proposal.

Removal from Contractors List

The City reserves the right to remove from its list of Contractors, for a period of 2 years, the name of any Contractor who fails to execute or accept a contract or purchase order or for unsatisfactory performance on any previous or current contract held with the City. See schedule "D".

Time is of the Essence

The City shall have the right to cancel at any time any contract or any part of any contract resulting from this Proposal in respect to the goods, materials, articles, equipment, work or services, covered thereby, not delivered or performed by the specified time in the written document, without incurring any liability whatsoever in respect hereto.

Change/Amendment

At any time prior to the closing date and time, or the final award of the contract, the City reserves the right to alter, delete, amend or add to, in whole or in part, any of the terms, conditions, procedures, requirements and provisions of this Proposal, in which case, a formal Addendum specifying the same in detail will be issued.

Agreement in Writing Only

No verbal arrangement or agreement, relating to the goods, materials, articles, equipment, work or services, specified or called for under this Proposal, will be considered binding, and every notice, advice or other communication pertaining thereto, must be in writing and signed by a duly authorized person.



Error & Correction

The City will make all necessary corrections to any Proposal which is in error through addition or extension; the corrected value prevailing.

Any erasures, alterations or cross-outs must be initialed in ink by the Contractor. Failure to do so may result in the rejection of the Contractor's Proposal by the City.

Standards and Legislation

The Successful Contractor may be required to provide written documentation that all materials or equipment offered in a Contractor's Proposal meet all applicable Municipal, Provincial and Federal Government standards, legislation and laws.

Municipal Conflict of Interest Act

Contracts in which a member of Council has an interest of which disclosure is required under the Municipal Conflict of Interest Act R.S.O. 1990, as amended, are voidable at the instance of the City before the expiration of two years from the date of authorization if such member fails to make such disclosure at the prescribed time.

Lobbying Restrictions

Suppliers, Contractors, their staff members, or anyone involved in preparing Bids shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcome of the purchasing process or subsequent Award. This restriction extends to all of the City's staff and members of Council.

The City may reject any Proposal by a Supplier or Contractor that engages in such lobbying, without further consideration, and may terminate that Supplier/ Contractors right to continue in the purchasing process.

During a RFP Solicitation process, all communications shall be made through the named party within the competition document. No Supplier/ Contractor or person acting on behalf of a Supplier/ Contractors or group thereof, shall contact any elected official, consultant or any employee of the City to attempt to seek information or to influence the Award.

Elected officials shall refer any inquiries about a Bid Solicitation process to the named party within the competition document.

Accessibility for Ontarians with Disabilities Act. (AODA) Compliance

The Contractor shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the Regulations thereunder with regard to the provision of its goods or services contemplated



herein to persons with disabilities. Without limitation, if applicable, pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005, the Contractor shall ensure that all of its employees, agents, volunteers, or others for whom it is at law responsible, receive training about the provision of its goods and services to persons with disabilities. The Contractor acknowledges that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the City of Temiskaming Shores must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services. The Contractor shall submit SCHEDULE "B" within as proof of compliance.

Health and Safety Requirements (O.H. & S.)

The Contractor's attention is drawn to the provisions of the Occupational Health & Safety Act 2010. The Contractor shall be considered the "Constructor" under the terms and conditions of this Act.

Workplace Safety and Insurance Board (WSIB)

Note: Effective January 01, 2013 The Province of Ontario introduced and passed legislative Bill 119 as an amendment to the Workplace Safety and Insurance Act, 1997 - S.O. 1997, CHAPTER 16, Schedule A. The new rules state the Contractor must register with WSIB and obtain a clearance certificate prior to any work. If they do not have a clearance certificate, the principal may refuse entry to the job site until they have one. It will be an offence for a contractor to perform construction work for a principal without a valid clearance in place. A copy of the required clearance certificate must be attached to the Contractor's submission. Failure to do so may result in non-award of the contract. The City retains the right to hire any additional equipment and Operators as is deemed necessary at its sole discretion for such cause. The Contractor shall have no right of appeal whatsoever due to non-compliance.

Clarification and more information can be obtained at Workplace Safety and Insurance Board

1-800-387-0750 or 416-344-1000 or www.BeRegisteredBeReady.ca

The onus is on the Contractor to comply with all applicable local and territorial standards and regulations, in effect and applicable by law in Ontario, Canada.

The Contractor must remain in good standing with the Worker's Compensation Board throughout the duration of the Contract. The Contractor clearly understands and agrees that neither he/she or anyone hired by him/her is covered by the City of Temiskaming Shores under the Workers Compensation Act, and the Contractor shall be responsible for and pay all dues and assessments payable under the Worker's Compensation Act., the Unemployment Insurance Act, or any other Act, whether Provincial or Federal, in respect of himself/herself, his/her employees and operations, and shall furnish the City with satisfactory evidence that he/she has complied with the provisions of such Act. If the Contractor shall fail to do so, the City or Members shall have the right to withhold payment for such sum or sums of money due to the Contractor as may be required to cover such default and the City or Members shall have the right to make such payment.



Traffic control and traffic control flagging personnel if required, shall be in accordance with Ontario Traffic Manual Book 7 "Temporary Conditions" dated March 2001 or any subsequent and updated releases.

Municipal Freedom of Information and Protection of Privacy Act

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and will only be used to make a decision concerning the acceptance of this Proposal. The name of the successful Contractor and total price will be made public. All other information contained in this document will be confidentially viewed by Council if necessary and appropriate staff. This Proposal document is received in confidence save and except the name of the Proposal and the total Proposal amount. However, the successful Proposal will be made public and will form part of the accepting by-law and/or Proposal.

Failure to comply with all Proposal Terms

Failure to comply with all terms, specifications, requirements, conditions and general provisions of this Proposal, to the satisfaction of the City, shall be just cause for the cancellation of the contract award. The City shall then have the right to award this contract to any other Contractor or to re-issue the Proposal. The City shall assess against the defaulting Contractor any damages whatsoever as a result of failure to comply.

Goods, Materials and Equipment Suitable for Use

The Contractor warrants that any goods, materials, articles or equipment to be supplied under or pursuant to any official order or contract based on this Proposal, that is or are to be made or used for a particular purpose, will be fit and suitable for that purpose.

Payment Terms

The normal payment term offered by the City is net 30 days from receipt of Invoice. Payment terms shall only be modified at the sole discretion of the City to take advantage of discounts for prompt payment or for other terms that shall be deemed to be in the best interests of the City. The Contractor agrees that the City shall be entitled to the discount stated herein if payment of invoices for the goods specified or called for in or under this Proposal, is made within the period specified herein after receipt and acceptance of such goods or services by the City.

Unless otherwise indicated herein, invoices are payable in Canadian Funds at the City of Temiskaming Shores, Canada, and includes Harmonized Sales Tax or any other applicable taxes.



Proposal Preparation Costs

All costs and expenses incurred by the respondent relating to its proposal will be borne by the respondent. The City is not liable to pay for such costs and expenses, or to reimburse or to compensate the respondent in any manner whatsoever for such costs and expenses under any circumstances, including the rejection of any or all proposals or the cancellation of this RFP.

Notification to Contractors

Any notice that the City may be required or desired to give to the Contractor shall for all purposes be deemed to have been sufficiently and properly given if forwarded by registered mail, courier or fax and addressed to the Contractor at the address shown for the Contractor on his submission, and shall irrefutably be presumed to have been received by the Contractor on the third day following such delivery of notice.

Influence

No person, company, corporation or organization shall attempt in any way, either in private or in public, to influence the outcome of any City purchasing or disposal process. The Bid, Proposal or Proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Protection of the City

The Successful Contractor shall at all times well and truly save, defend, keep harmless and fully indemnify the City and its servants, employees and agents, from and against all actions, suits, claims, demands, loss, costs, charges, damages and expense, brought or made against or incurred by the City, its servants, employees or agents, in any way relating to goods, materials, articles or equipment, supplied pursuant to this Proposal.

Adherence to Requirements

The Contractor is requested to adhere strictly to all requirements and complete all sections of this Proposal Request including all appendices and Addendums. Failure to do so may be sufficient cause for rejection of the Contractor's submission.



Harmonized Sales Tax

Pricing shall exclude Harmonized Sales Tax (HST) or any other applicable taxes but will be considered extra.

Withdrawal of Proposals

Companies will be permitted to withdraw their Proposal, unopened after it has been deposited, if such a request is received by the Director of Public Works or his designate in writing, prior to the time specified for the closing of Proposals.

Unenforceable Provisions

Should any provision of this document be deemed unenforceable by a court of law, all other provisions shall remain in effect.

Force Majeure

It is understood and agreed that the contractor shall not be held liable for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other cause not within the control of the Provider and which by the exercise of reasonable diligence, the Provider is unable to prevent. Should the performance of any contract be delayed or prevented herein set forth, the Provider agrees to give immediate written notice and explanation of the cause and probable duration of any such delay and to provide written notice as to when Contract obligations resume. In any case, such delay shall not exceed the length of time of the interruption/disruption.

Conflict Resolution

This Agreement is based upon mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, both parties, with a commitment to honesty and integrity, agree to the following:

- That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfill its obligations; and that each will cooperate in the common endeavor of the contract.
- All Parties to this Agreement shall attempt to resolve all claims, disputes and other matters in question arising out of or relating to this Agreement or breach thereof first through negotiations between the Contractor or representative and the Member or representative by means of discussions built around mutual understanding and respect.



- Failing resolution by negotiations, all claims, disputes and other matters in question shall attempt to be resolved through mediation, under the guidance of a qualified mediator.
- Failing resolution by mediation, all claims, disputes and other matters in question shall be referred to arbitration.
- No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either the City or the Vendor.
- The Award of the arbitrator shall be final and binding upon the parties.
- The provisions of the *Arbitration Act, 1991 S.O. 1991, Chapter 17* shall apply.

Scope of the Work

At the Contractors earliest opportunity (following anticipated Award at the July 4th, 2017 Regular Meeting of Council) and weather permitting, complete the construction / extension of the STATO Trail , as described in Appendix A, shall be carried out using the following Specifications;

Granular "A" - 150 mm compacted depth (Supplied by Contractor)
Granular "B" Type 2 – 800 mm compacted depth (Supplied by Contractor)
Hot Mix Asphalt to be SuperPave 12.5 (Supplied by Contractor)
Rate of Application to be 50mm depth - Compacted

Application rate testing will be carried out by the contractor if requested by owner at no additional cost. Contractor to supply all equipment required for application rate testing.

Excavation, base preparation and grading will be completed by the Contractor.

Final rolling after base is graded to be carried out by the contractor using a vibratory roller prior to the Hot Mix Asphalt.

The Contractor shall commence work as soon as possible after the work has been awarded by the City and shall endeavor to complete all work by **August 31st, 2017**, weather permitting. Note: Due to site location and traffic volumes in some locations, it may be necessary to perform these tasks early on any given week day, (weekends included) in order to accomplish the work within the shortest possible time frame.

The Contractor shall provide protection as required to ensure the quality of the work and prevent damage by traffic. The protection equipment shall be so positioned to maintain a safe, uninterrupted movement of traffic. Caution lights must be affixed, or fitted into barriers used during linear meters of dusk or darkness, as per Traffic Control Manual for Roadway Work Operations – Ministry of Transportation Book 7.

The Contractor shall furnish all equipment, tools, safety devices, labour and supervision required to perform the specified work. The Contractor will carry out the work in accordance with the Ministry of Transportation Traffic Control Manual for Roadway Work Operations 1981.

The minimum requirements are as follows:



- (a) "Road Work", TC-2A, signs must be placed for both directions of traffic.
- (b) Minimum "Traffic Cone" weight is 70 cm.
- (c) Two "Flaggers" will be required at any time that two lanes of traffic cannot be safely detoured around the work site. The only exception will be for low traffic volume, local streets where flagging may not be required at the discretion of the Manager of Operations for Public Works.
- (d) All Contractor's employees working on or directly adjacent to the traveled roadway must wear approved safety clothing as specified in Book 7.

The Contractor shall be held responsible for any damage as the result of their performance of the work described herein. The Contractor undertakes and agrees to comply with all orders or other regulations in force on the site where the work is to be performed relating to safety. The Contractor must adhere to all safety rules, regulations and labour codes in effect in all jurisdictions where the work is to be performed.

Guarantee Period

It is the responsibility of the Contractor to ensure the area is suitable for the work to be completed as required. The Contractor shall guarantee materials and workmanship for a period of twelve (12) months from the date of acceptance of the work by the Director of Public Works. The Contractor shall make good in a permanent manner, to the satisfaction of the Director any and all damage or injury to the works during the guarantee period. Should the Contractor fail to make necessary repairs as directed by the Director then the Director, at his option, may do so and the entire costs, charges and expenses so incurred will be paid for by the Contractor.

Failure to Complete the Work

In the event that the Contractor fails to carry out the terms and requirements of the task in a manner satisfactory to the City, The City, in its sole and absolute discretion, shall have the right to terminate the said contract at any time, upon written notice to the Contractor. The Contractor shall not be entitled to any damages whatsoever by reason of the termination of the agreement as aforementioned, nor shall the Contractor be entitled to make any claim under the said agreement, except for any paint applied prior to the termination of the agreement and only when it has been determined that the application was done effectively and in accordance with proper methods. . If this agreement is so terminated, the City reserves the right to declare the Contractor ineligible to bid on any Municipal work for a 24 month period following default.



Regular Hours of Work

The City accepts no responsibility for the timing of the work process for circumstances beyond its control. The Contractor shall not be entitled to any damages whatsoever by reason of the early termination, nor extended termination of the work process.

All contracted maintenance equipment must be at the assigned route and be ready to engage in operations at a time specified by the Transportation/ Road Supervisor or his designate. For safety reasons, regular hours of work shall be considered as day light hours. No work shall continue after dark nor shall commence prior to sunrise.

Term of the Agreement

The term of the 2017 STATO Trail Extension Agreement shall be for a period ending no later than September 1st, 2017 which does not include the guarantee period required under the terms of the Agreement but is implied within this document as 12 months following substantial completion of the intended work.

Extension of Agreement or Purchase Order

The term of the Agreement or purchase order will end on or about **September 1st, 2017 for the completion of the work**. It is understood that the guarantee period is not included in the intended completion of work and, therefore, there will be no extension provided to this Agreement for the completion.

Basis of payment

Final payment will be made for actual material supplied and/or applied to each specific location and further proven by weight measurements by calibrated scale method or field measurements, provided by the Contractor and verified by the City.

The Contractor agrees to submit monthly invoices identifying the location and quantity of the work completed to date at the various locations described herein.

All payments will be for the actual work performed within the scope of the agreement or in excess thereof. Payment shall be full compensation for all equipment, labour (including overtime costs) and materials (not specifically supplied by the City) for the performance of the work.

The Contractor is responsible for the payment of wages of any employees hired by him/her and when requested, shall furnish evidence to the satisfaction to the City that these wages have been paid in full. The City reserves the right to withhold payment for such sum or sums of money due to the Contractor as may be required to cover such default in addition to holding the Contractor responsible for any loss or damage the City may suffer as a result of such default.



Insurance

The Contractor shall provide proof of motor vehicle liability insurance having limits of not less than **\$5,000,000** inclusive per occurrence for bodily injury, death and damage to property. The Contractor shall provide proof of general liability insurance having limits of not less than **\$5,000,000** inclusive per occurrence for bodily injury, death and damage to property and including the City as an additional insured and containing a cross liability clause.

Indemnity

The Contractor agrees to indemnify and save harmless the City from any claim or demand arising as a result of the performance or non-performance of this Contract by the Contractor, and without limiting the generality of the foregoing. The Contractor agrees to indemnify and save harmless the City from any claim or demand arising after the expiry of any reasonable time limit fixed by the City for the completion of the work.

Documentation Required

The Successful Contractor shall be notified in writing of the acceptance of his/her Proposal, and shall be bound to supply the required documentation within seven (7) days of notification. Upon satisfactory delivery of required documentation a purchase order/ agreement will be issued. The Contractor must provide the following documentation to the City prior to commencement of work;

- Proof of insurance Coverage in the form of a Certificate of Insurance as issued by the Insurance Company or a certified copy of the Insurance Policy.
- Evidence of compliance with the Ontario Highway Traffic Act, section 483 (periodic mandatory commercial vehicle inspection (P.M.C.V.I.) or dump vehicle inspection.
- A Certificate of good standing from the Workplace Safety & Insurance Board.

Subcontractors

The Contractor hereby understands and agrees that any or all Subcontractors hired to perform within the scope of this Proposal are subject to all terms and conditions stated within and the Principle Contractor shall be held accountable.

The Contractor shall submit a list of all proposed Subcontractors (See Schedule "A") which the Contractor may propose to use to perform work under the Agreement and the division or section of Contract Work to be completed by each Subcontractor. **This shall include any suppliers of granular materials or hot mix asphalt to be used on the project.**

The Contractor shall ensure that all Subcontractors selected and named have experience in the subcontracted work described within the Proposal documents, and that they will execute their work with competence and within the required time frame.



The Contractor shall ensure that all Subcontractors shall be actively engaged in work of the type described and shall be able to show proof upon request by the City, of previous work of similar nature performed by them.

The Contractor shall not show "Own Forces" in their list of proposed Subcontractors, except where the Contractor's intent is to employ the Contractor's own qualified on-staff personnel to perform such work.

The Contractor shall not indicate "TBD" (To Be Determined) or "TBA" (To Be Announced) or similar wording and shall not indicate multiple choices of Subcontractor names for any Subcontractor category in their list of proposed Subcontractors. One Subcontractor name shall be indicated for each Subcontractor category.

No names, either of Subcontractors or "Own Forces" may be changed after submission of the list of proposed Subcontractors unless prior written approval is received from the City. Such approval will only be considered after receipt by the Owner of a written request for the change by the Contractor with a full explanation of the reasons for the requested change and a letter from the previously named Subcontractor agreeing to withdraw its bid with no consequences to the City.

The City reserves the right to reject a proposed Subcontractor for reasonable cause. Upon such rejection, the Contractor will be required to propose an alternate Subcontractor and to identify any resulting change to the Bid Price. This change can affect the status of the low Bid, and may result in a different Bid becoming low.

Within Schedule "A" attached, should the Contractor indicate "N/A" (not applicable), "None", "Own Forces" or imply by either non completion or omission of this form, that no Sub-Contractor will be used in the execution of this agreement, It is then understood that the City will make no allowance for, nor shall any Sub-Contractors be allowed to perform any part of this agreement.

Safety

The Contractor's attention is drawn to the provisions of the Occupational Health & Safety Act 2010. The Contractor shall be considered the "Constructor" under the terms and conditions of this agreement. Certificates of good standing from the Workplace Safety & Insurance Board will be required before commencement of work and before final payment is made.

The Contractor and employees will carry out the work in accordance with the Ministry of Transportation Traffic Control Manual for Roadway Work Operations 2001.

If at any time during the duration of the contract either the equipment or personnel are operating in an unsafe manner, the Transportation Supervisor or his designate shall have the right to suspend the operation and have the equipment and the operator removed from the job site.

The Contractor shall report promptly to the City's Transportation Supervisor, giving full details in writing of all accidents in connection with the performance of the work, which results in property damage, death or injury.



Termination

The Contractor agrees that where, in the opinion of the City, the Contractor fails to satisfactorily perform any of the Contractor's obligations under this agreement, and the City may at their own discretion, give written notice to the Contractor, terminating the agreement.

The Contractor agrees that the City may without liability terminate this entire agreement at any time on one (1) day written notice to the Contractor as a result of changes in the City's requirements for vehicles, or changes in the availability of funds for vehicles.

In the event the City must terminate this agreement or shorten the rental period of any of the equipment, the City agrees to pay the Contractor, for the rental period up to and including the date of termination.

Performance evaluation

The Successful Contractor agrees that the results of a performance evaluation (see SCHEDULE "D") will be considered for any future awards, and will have a direct impact and influence in the selection of Successful Contractors on future awards. Documented poor performance may result in disqualification from Bidding on any one type of project or all projects for a period of 2 years.

Documented poor performance may result in disqualification of the Contractor's submission for this Proposal.

Delivery Information

The prices stated in this Proposal cover the goods, materials, fuels, insurance, articles or equipment, referred to herein, being delivered F.O.B. destination as specified within, fuel, insurance, freight, express, duty and all other charges prepaid, unless otherwise indicated herein.

Quantities/ Locations

The quantities listed herein are for estimating purposes only. The City makes no guarantee as to exact lengths or widths provided and therefore reserves the right to revise locations / lengths as the situation warrants and payment will be made for actual areas surface treated. The Contractor shall provide invoices based on actual measurements by means of calibrated measuring device, subject to scrutiny, confirmation and acceptance by the City.

Should an additional tax or duty or any variation in any tax or duty, become directly applicable to goods, materials, articles or equipment, specified or called for in this Proposal, subsequent to its submission by the Contractor and before the delivery of the goods, materials, articles or equipment pursuant to an official order issued by the City the appropriate increase or decrease in the price of



such goods, material, articles or equipment, shall be made to compensate for such changes as of the effective date thereof.

Unless otherwise stated, all goods, materials, articles or equipment supplied pursuant to this condition shall be subject to inspection by the City at the point of unloading.

The Contractor agrees that the goods, materials, articles, equipment specified or called for in or under this Proposal, will be delivered within the period set out herein as the guaranteed period of delivery or completion after receipt of an official order therefore.



Contract Specifications

SCHEDULE OF PROVISION, PLANS, STANDARD DRAWINGS, SPECIFICATIONS AND GENERAL CONDITIONS

The work specified in this Contract will be performed in strict accordance with the following Provisions, Plans, Specifications and Conditions for **PWO-RFP 006-2017**

A) NON-STANDARD SPECIAL PROVISIONS:

- 1) OPERATIONAL CONSTRAINTS
- 2) HOT MIX PAVING TREATMENT AND WARRANTY CLAUSE

B) SPECIAL PROVISIONS:

- 1) PROTECTION OF PUBLIC TRAFFIC
- 2) LIQUIDATED DAMAGES

C) PLANS:

- 1) SEE APPENDIX B

D) STANDARD DRAWINGS:

N/A

E) SUPPLEMENTAL SPECIFICATION:

N/A

F) STANDARD SPECIFICATIONS:

ITEM	SPECIFICATION	EDITION
Aggregates	OPSS.1010	April 2004
Sub base, Base, Shoulder	OPSS.314	November 2004
Grading	OPSS.206	November 2000
Construction Spec's for Compacting	OPSS.501	November 2005
HMA Aggregates	OPSS.1103	November 2006
Material Specifications for HMA	OPSS.1150	November 2002
Construction Specifications for HMA	OPSS.310	April 2008
Performance Grade Asphalt Cement	OPSS.MUNI.1101	November 2002
Specifications for Dust Suppressants	OPSS.506	November 2005

G) GENERAL CONDITIONS:

- 1) MTO GENERAL CONDITIONS OF CONTRACT, APRIL 2003

The City reserves the right to have materials tested on an intermittent and/or ongoing basis to ensure adherence to specifications.



A) NON-STANDARD SPECIAL PROVISIONS – PWO-RFP-006-2017

PWO-RFP-006-2017 - OPERATIONAL CONSTRAINTS

1.0 URBAN INFRASTRUCTURE

The Contractor shall devise and utilize a method of covering and/or protecting all sanitary and storm sewer structures such as catch basins and manholes and water valve boxes from the hot mix paving operation.

Upon completion of the paving operation, the Contractor will be responsible for ensuring that any curb and gutter systems and sidewalk areas are free from surface treatment debris.

PWO-RFP-006-2017 - HOT MIX PAVING TREATMENT AND WARRANTY CLAUSE

1.0 DESCRIPTION

The Contractor shall provide a single lift of Hot Mix Pavement in accordance with contract provisions, and warrant the work for 12 months.

2.0 MATERIAL REQUIREMENTS

2.1 Asphalt Binder

The Contractor shall issue a Certificate of Compliance that the Hot Mix Aggregates conforms to OPSS 1103, as determined by an approved laboratory in Ontario's inter-laboratory correlation program. Asphalt cement shall conform to OPSS 1101.

2.2 Aggregates

The Contractor shall issue a Certificate of Compliance that the material conforms to OPSS 1010, as determined by an approved laboratory in Ontario's inter-laboratory correlation program.

Granular Sub-base Aggregates shall be Granular "B"

Granular Base Aggregates shall be Granular "A"

2.3 Design

The Contractor shall design the type of asphalt binder and aggregate and their application rate to ensure satisfactory performance.

3.0 GRADE AND DRAINAGE PREPARATION

When the grade/drainage has not been prepared by the Contractor, deficiencies that may affect the warranty should be pointed out to the City prior to the start of the placement of Hot Mix Pavement, allowing sufficient time for these to be corrected.



4.0 CONSTRUCTION CRITERIA

The completed surface course shall be free of flushing, streaking or loss of cover aggregate (including delamination) as described by the Ministry of Transportation of Ontario's, Manual for Condition Rating of Surface Treated Pavement (SP-021).

5.0 WARRANTY REQUIREMENTS

5.1 Warranty Period

The warranty shall begin on the date of the completion of the work. The warranty will end 12 months from the start of the warranty period. Any repair work shall be completed prior to the end of the warranty period.

5.2 Letter of Credit

Prior to final payment and release of holdback, the Owner shall receive from the Contractor an irrevocable Letter of Credit (format as per Section 5.2.1) from a Canadian Chartered Bank equal to ten (10) percent of the contract amount in Canadian currency.

The Letter of Credit shall be in effect for 12 months from the date of the last working day of the Contract.

5.3 Draws on the Letter of Credit

The City will inform the Contractor by registered letter any time within the first eleven months of the warranty period of the need for repairs/replacements. When pavement condition is a safety concern, the Contractor must, within 14 calendar days of receipt of the above letter, and in all other cases, no later than 14 calendar days prior to the warranty expiration date, have completed the repairs/replacements.

If the repairs/replacements are not completed within the time frame specified above or are unsatisfactory, the Townships may draw on and up to the aggregate total of the Letter of Credit referred to in Section 5.2 to apply to repair of the work. Alternatively, the Township may be receptive to receive an extension of the Letter of Credit to allow the Contractor to carry out further repairs and/or replacements.

The City shall have full and sufficient authorization and direction to make the aforesaid draws.

5.4 Completion of Warranty Period

The Final Acceptance Document for this contract will not be issued until all of the performance requirements as per Section 6.0 and including any repairs for the 12-month warranty are satisfied. At this time, the Letter of Credit will be returned to the Contractor.



6.0 PERFORMANCE REQUIREMENTS

Any materials used in repair/replacement Hot Mix pavements shall be consistent with those originally specified in the Contract. The use of alternate aggregates, meeting the requirements of OPSS 304 and OPSS 1003 in the repairs/replacement surface treatments, shall be approved by the City.

Snowplow damage shall be excluded as a cause for warranty repair/replacement.

A distress survey shall be completed by the City prior to the end of the 12-month warranty period. The results of both surveys will be sent to the Contractor.

The City will determine the types of distress, their severity, their extent and the exact dimensions of any warranty repairs/replacement.

All repair/replacement areas shall not have transverse or longitudinal ripples of 6 mm or more as measured with a 3 metre straight edge.

7.0 MEASUREMENT FOR PAYMENT

7.1 Excavation

Final payment will be made for the actual length, width and depth (as specified in the attached documents) calculated and provided by the contractor and verified by the City. Payment shall be full compensation for all equipment, labour (including overtime costs) including the hauling, disposal / placement, grading and compaction of the material.

7.2 Granular "A"

Final payment will be made for actual material applied to each specific location and further proven by weight measurements by calibrated scale method, provided by the Contractor and verified by the City. Payment shall be full compensation for all equipment, labour (including overtime costs) and supply of materials (not specifically supplied by the City) including the hauling, placement, grading and compaction of the material.

7.3 Granular "B"

Final payment will be made for actual material applied to each specific location and further proven by weight measurements by calibrated scale method, provided by the Contractor and verified by the City. Payment shall be full compensation for all equipment, labour (including overtime costs) and supply of materials (not specifically supplied by the City) including the hauling, placement, grading and compaction of the material.



7.5 Hot Mix Asphalt

Final payment will be made for actual material applied to each specific location and further proven by weight measurements by calibrated scale method, provided by the Contractor and verified by the City. Payment shall be full compensation for all equipment, labour (including overtime costs) and supply of materials (not specifically supplied by the City) including the hauling, placement, grading and compaction of the material.

7.6 Placement of Asphalt Markings

Final payment will be made for actual material applied, as provided by the Contractor and verified by the City. Payment shall be full compensation for all materials, equipment and labour (including overtime costs) for the placement of the markings.

7.7 Placement of CSP Culverts

Final payment will be made for actual material supplied, as provided by the Contractor and verified by the City. Payment shall be full compensation for all materials, equipment and labour (including overtime costs) for the placement / installation of the culverts.



B) SPECIAL PROVISIONS – PWO-RFP-006-2017

PWO-RFP-006-2017 - PROTECTION OF PUBLIC TRAFFIC - SP No. 100F08 April 2003

1.0 RESTRICTIONS ON CONSTRUCTION OPERATIONS

The use of construction accesses, shoulder closures and the loading and unloading of materials and construction equipment onto and from the traveled portion of the highway shall not be carried out during the following periods:

Sunday – All Day

All Canadian Statutory and Civic Holidays – All Day

2.0 LOCATION AND STORAGE OF MATERIALS AND EQUIPMENT

Materials shall not be stored within 4 m of the traveled portion of any roadway. Equipment shall not be stored within 4 m of the traveled portion of any roadway.

Notwithstanding the foregoing, the Contractor shall, at the Contractor's expense, remove any vehicle, equipment or material which, in the opinion of the City constitutes a traffic hazard or obstruction to maintenance operations.

3.0 DELIVERY AND TRUCKING

The Contractor shall plan and schedule the routes of vehicles transporting all materials to, from or within the job, so that vehicular movements are accomplished with minimum interference and interruptions to traffic in accordance with the section entitled "Restrictions on Construction Operations".

PWO-RFP-006-2017 - LIQUIDATED DAMAGES - SP No. 100F10 April 2003

1.0 FIXED COMPLETION DATE AND CHANGES

1.1 Time

Time shall be the essence of this Contract.

1.2. Progress of the Work and Time for Completion

The Contractor shall complete this Contract in its entirety by **August 31st, 2017**.

If this time limit above specified is not sufficient to permit completion of the Work by the Contractor working a normal number of hours each day or week on a single daylight shift basis, it is expected that additional and/or augmented daylight and night shifts will be required throughout the life of the Contract to the extent deemed necessary by the Contractor to ensure that the Work will be completed within the time limit specified. Any additional costs occasioned



by compliance with these provisions will be considered to be included in the prices bid for the various items of work and no additional compensation will be allowed therefore.

1.3. Liquidated Damages

It is agreed by the parties to the Contract that in case all the Work called for under the Contract is not finished or completed within the date of completion specified aforementioned or as extended in accordance with subsection GC3.07, Extension of Contract Time, of MTO General Conditions of Contract, April 2003, a loss or damage will be sustained by the Owner. Since it is and will be impracticable and extremely difficult to ascertain and determine the actual loss or damage which the Owner will suffer in the event of and by reason of such delay, the parties hereto agree that the Contractor will pay to the Owner the sum of **\$ 500.00** as liquidated damages for each and every calendar day's delay in finishing the work beyond the date of completion prescribed. It is agreed that this amount is an estimate of the actual loss or damage to the Owners that will accrue during the period in excess of the prescribed date of completion.



APPENDIX A

- 1) Highway 65 East (Armstrong Street to Grant Drive Extension easement)

Highway 65 East – 390 metres at 3.0 metre width

Excavation as required. Supply, place, grade and compact 800 mm of Granular "B" and 150 mm of Granular "A", place 50 mm of SuperPave 12.5 (Contractor to provide all material, equipment and labour)

- 2) Grant Drive Extension (Highway 65 East to Wilson Drive)

Grant Drive Extension – 500 metres at 2.8 metre width

Excavation as required. Supply, place, grade and compact 800 mm of Granular "B" and 150 mm of Granular "A", place 50 mm of SuperPave 12.5 (Contractor to provide all material, equipment and labour)

- 3) Laurette Street Extension (Crystal Cres. to Dymond Recreation Park)

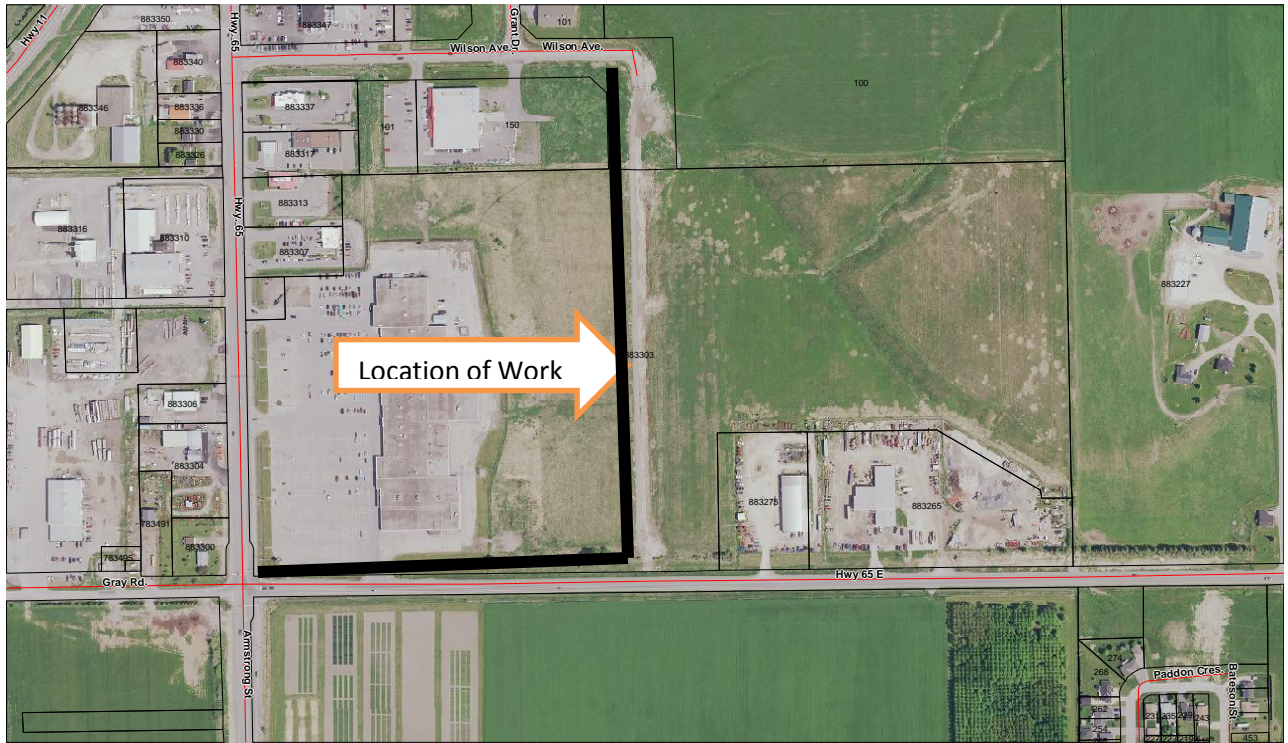
Laurette Street – Crystal Cres to Dymond Recreation Park - 100 metres at 2.5 metre width

Extend existing CSP Culvert (Inlet side), place and compact excavated material from STATO Trail Extension Project to widen roadway platform. Widen existing roadway to accommodate 2.5m wide trail using a minimum of 800 mm Granular "B" and 150 mm of Granular "B" material and place 50 mm of Superpave 12.5 (Contractor to provide all material, equipment and labour)

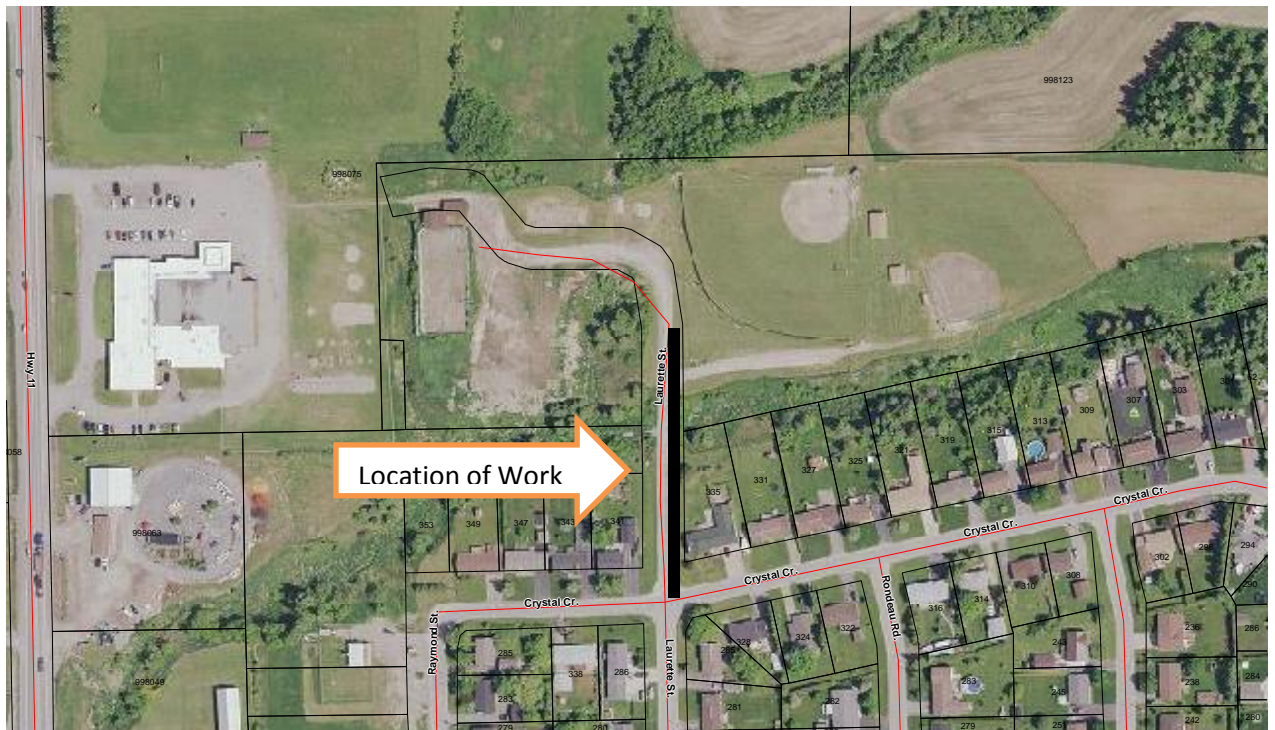


APPENDIX B

1) Highway 65 East – Grant Drive Extension



2) Laurette Street





Form of Proposal

Each FORM OF PROPOSAL should contain the legal name under which the Contractor carries on business, telephone number and fax number, as well the name or names of appropriate contact personnel which the City may consult regarding the Proposal.

I/We, the undersigned, have carefully examined the attached documents and conditions of the Proposal. I/We understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labour, apparatus and documentation as are required to satisfy this Proposal.

NOTE: All portions of "Form of Proposal" must be accurately and completely filled out.

Final payment will be made for actual linear meters applied and further proven by a calibrated measuring device provided by the Contractor and incorporated into the zone striping equipment and forming part of the operation process.



Section 1 – Highway 65 East / Grant Drive Extension

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.		Highway 65 East / Grant Drive Extension		
1.1	2900 m3	Excavation / Grading of clay base material		
1.2	5500 t	Granular “B” Type 2 (Supply, grade and compact 800 mm thickness)		
1.3	1150 t	Granular “A” (Supply, grade and compact 150 mm thickness)		
1.4	435 t	Hot Laid Asphalt (Supply, place and compact 50 mm thickness)		
1.5	18 m	Conc. Barrier Curb (Traffic Island)		
1.6(a)	6 m	Install 400 mmm CSP Culvert		
1.6(b)	6 m	Install 1000 mmm CSP Culvert		
1.7(a)	15 ea.	Painted Cycle Symbols		
1.7(b)	50 m	Painted Dashed Lane Marker		
			SUB TOTAL	
			H.S.T.	
			TOTAL	



Section 2 – Laurette Street Extension

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2		Laurette Street Extension		
2.1	6.0 m	Install 1800 CSP Culvert Extension		
2.2	250m3	Excavation / Grading of clay base material (Trail Extension)		
2.3	2900 m3	Grade and compact clay base material for platform widening at culvert extension.		
2.4	500 t	Granular “B” Type 2 (Supply, grade and compact 800 mm thickness)		
2.5	100 t	Granular “A” (Supply, grade and compact 150 mm thickness)		
2.6	40 t	Hot Laid Asphalt (Supply, place and compact 50 mm thickness)		
2.7	Lump Sum	Guide Rail		
2.8(a)	2ea.	Painted Cycle Symbols		
2.8(b)	100 m	Painted Solid Lane Marker		
2.8©	46 m	Painted Dashed Lane Marker		
			SUB TOTAL	
			H.S.T.	
			TOTAL	

Page 3 of 8 to be submitted



I/We _____ offer to supply the requirements stated within.

the corresponding total cost of \$ _____ Tax included.

I/We hold the prices valid for 30 (thirty) days from submission date.

I/We will deliver the required services / equipment within _____ calendar days from receiving a signed order. (Weather permitting)

The specifications have been read over and agreed to this ____ day of _____ 2017

Company Name	Contact name (please print)
Mailing Address	Title
Postal Code	Authorizing signature “I have the authority to bind the company/corporation/partnership.”
Telephone	Fax
Cell Phone if possible	Email



City of Temiskaming Shores
RS-RFP-002-2017
“2017 STATO Trail Extension”

Non Collusion Affidavit

I/ We _____ the undersigned, am fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Bid.

Such Bid is genuine and is not a collusive or sham Bid.

Neither the Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Contractor, firm or person to submit a collective or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Contractor, firm or person to fix the price or prices in the attached Bid or of any other Contractor, or to fix any overhead, profit or cost element of the Bid price or the price of any Contractor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed Bid.

The price or prices quoted in the attached Bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The Bid, Proposal or Proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at _____ this _____ day of _____, 2017

Signed _____

Company Name _____

Title _____



**City of Temiskaming Shores
RS-RFP-002-2017
“2017 STATO Trail Extension”**

Conflict of Interest Declaration

Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company’s quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no *(strike out inapplicable portion)* knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at _____ this _____ day of _____, 2017.

Firm Name _____

Contractor’s Authorization Official _____

Title _____

Signature _____

Page 6 of 8 to be submitted



**City of Temiskaming Shores
RS-RFP-002-2017
“2017 STATO Trail Extension”**

SCHEDULE “A” - LIST OF PROPOSED SUB-CONTRACTORS

A list of Sub-Contractors that the Contractor proposes to employ in completing the required work outlined in this Proposal **must be included** in the Proposal documents submitted.

Name	Address	WSIB Certificate Number (copy attached)

I / We verify that the information provided above is accurate and that the individuals are qualified, experienced operators capable of completing the work outlined in this Proposal document.

Signed by Company Official

Printed

Signed

Page 7 of 8 to be submitted



Schedule “B”

Accessibility for Ontarians with Disabilities Act, 2005 Compliance Agreement

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: _____ Company Name: _____

Phone Number: _____ Address: _____

I, _____, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*.

I, _____, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario’s Customer Service is available at www.gov.on.ca/mcss/serve-ability/splash.html.

Date: _____



Schedule “C” - MAILING LABEL

PLEASE FIRMLY AFFIX THIS LABEL TO YOUR SUBMISSION ENVELOPE FOR PROPER PROPOSAL IDENTIFICATION.

THE CITY IS NOT RESPONSIBLE FOR MISSING OR LOST SUBMISSIONS OR ANY SUBMISSIONS NOT

Company Name _____	FOR CITY USE ONLY
Mailing Address _____	Date Received _____
_____	Time (Local time) _____
Postal Code _____	Received by (initials) _____

City of Temiskaming Shores
P.O Box 2050
325 Farr Drive
Haileybury, Ontario P0J 1K0
Attention: Dave Treen, Municipal Clerk
RS-RFP-002-2017 “2017 STATO Trail Extension”

BEARING THIS IDENTIFYING LABEL.





City of Temiskaming Shores
RS-RFP-002-2017
"2017 STATO Trail Extension"

Schedule "D" - Performance Evaluation (for City Use only)

Vendor's Name		Telephone	
Address		Postal Code	
Vendor's Representative			
Contract Description: RS-RFP-002-2017 2017 STATO Trail Extension			
Awarded Contract Value		Actual Contract Value	
Cost Centre	District/Region/Branch	City Contact Person; Douglas Walsh	Division; Public Works
Scheduled Start; Date of Individual Council Resolution	Actual Start;	Scheduled Completion; August 31 st , 2017	Actual Completion

Performance Rating

O-Outstanding G-Good F-Fair P-Poor	Rate	Comments
1. Quality of Work Performed		
2. Ability of Employees used for work		
3. Scheduling and Coordination		
4. Availability of Equipment and Employees		
5. Equipment/Procurement & Delivery		
6. Condition and Suitability of Equipment		
7. Cooperation of Municipality and Employees		



8. Cooperation with outside Agencies		
9. Conformity to Pertinent Acts and Regulations		
10. Safety (Overall)		
11. Quality of Supervision		
12. General Housekeeping		
13. Responses to Unplanned Changes		
14. Other (Specify)		
Causes for Delays (if any)		
Liquidated Damages (itemize)		

*

Future Recommendations: Provider recommended for future work	Yes	No (explain)
Comments:		
Department Director	Date	
Title	Project Coordinator	
Company Representative		

* To be completed at the end of the service period

Document Title: **RS-RFP-002-2017 "2017 STATO Trail Extension"**

Closing Date: **July 4, 2017**

Closing Time: **2:00 p.m.**

Department: **Recreation/Public Works**

Opening Time: 2:00 pm.

Submission Pricing

Bidder: DEMORA CONSTRUCTION

Hwy 65 E / Grant Dr.:	345,267.50
HST:	44,884.78
Sub-Total:	390,152.28
Laurette St.:	74,439.00
HST:	9,677.07
Sub-Total:	84,116.07
Total (incl. HST):	474,268.35

Bidder:

Hwy 65 E / Grant Dr.:	
HST:	
Sub-Total:	
Laurette St.:	
HST:	
Sub-Total:	
Total (incl. HST):	

Bidder: MILLER PAVING






Hwy 65 E / Grant Dr.:	328,675.00
HST:	42,727.75
Sub-Total:	371,402.75
Laurette St.:	76,255.00
HST:	9,913.15
Sub-Total:	86,168.15
Total (incl. HST):	457,570.90

Bidder:

Hwy 65 E / Grant Dr.:	
HST:	
Sub-Total:	
Laurette St.:	
HST:	
Sub-Total:	
Total (incl. HST):	

Note: Since this is a Request for Proposal all submissions are required to be evaluated based on a set of pre-determined evaluation criteria. All offered prices are offers only and subject to scrutiny. All proponents whether successful or not will be notified of results, in writing at a later date.

Attendees:

Print Name	Representing	Signature
Matt McDonald	Demora Construction	
Dan McDonald	Miller Paving	
Dan Wazsa	C of TS	
DAVE TREEN	C of T. SHORES	
LINDA MCKNIGHT	C of TS.	

Request for Proposal Evaluation
 RS-RFP-002-2017
 2017 STATO Trail Extension
 EVALUATION - Miller Paving Ltd.

CATEGORY	COMMENTS	Total
QUALIFICATIONS, EXPERTISE AND PERFORMANCE ON SIMILAR PROJECTS (20%)		
Past ability to successfully complete projects within timelines & budget;	2016 STATO Trail Extension & 2014, 15 & 16 Roads Programs	72
Stability and reputation of firm;	Long standing Company (100+ years) with long local existence	27
Qualifications of technical support staff;	CET's, EIT's & P.Eng	32
Qualifications of senior staff/project manager	Senior Project Manager and experienced staff	40
PROPOSED PROJECT MANAGER AND TEAM (8%)		
Past experience directing or involvement with similar projects;	Lengthy list of projects and clients	45
Understanding of proposed project.	Re-statement of project description from RFP document. Firm has worked the area previously and is familiar with the City's requirements.	27
COMPLETENESS AND SCHEDULE (12%)		
Availability of key staff;	Local Staff available at moments notice	40
Methodology and Schedule,	Schedule denotes a fast start-up of the project, with completion of August 31, 2017.	45
Quality Control / Assurance program	Lab & Testing available internally. Experienced field staff.	18
KNOWLEDGE OF CITY REGARDING THE PROJECT (5%)		
Members of team must be familiar with the City's infrastructure, and have a working knowledge of the area surveying environment.	Firm has completed assignments for the City in the past.	45
VALUE ADDED SERVICES (10%)		
Approach proposed to complete the work assignment to benefit the City & funding partners(s).	Schedule work so as provide least disruption to public and local traffic.	40
Utilization of all tools and resources available to the Contractor.	Schedule work so as provide least disruption to public and local traffic. Local expertise and materials	35
ESTIMATED FEES AND DISPERSEMENTS (45%)		
Cost estimates	\$404,930 + Applicable Taxes	450
Total:		916

Request for Proposal Evaluation
 RS-RFP-002-2017
 2017 STATO Trail Extension
 EVALUATION - Demora Construction Ltd.

CATEGORY	COMMENTS	Total
QUALIFICATIONS, EXPERTISE AND PERFORMANCE ON SIMILAR PROJECTS (20%)		
Past ability to successfully complete projects within timelines & budget;	Misc Paving / Patching Projects	48
Stability and reputation of firm;	Relatively new Company (3+ years) with local existence	18
Qualifications of technical support staff;	CET's, Project Managers	24
Qualifications of senior staff/project manager;	Senior Project Manager and experienced staff	40
PROPOSED PROJECT MANAGER AND TEAM (8%)		
Past experience directing or involvement with similar projects;	Moderate list of projects and clients	35
Understanding of proposed project.	Firm has worked the area previously and is familiar with the City's requirements	24
COMPLETENESS AND SCHEDULE (12%)		
Availability of key staff;	Local Staff available at moments notice	40
Methodology and Schedule;	Fast start-up of the project, with completion of August 31, 2017.	40
Quality Control / Assurance program.	Lab & Testing available externally. Experienced field staff	14
KNOWLEDGE OF CITY REGARDING THE PROJECT (5%)		
Members of team must be familiar with the City's infrastructure, and have a working knowledge of the area surveying environment.	Firm has completed assignments for the City in the past.	40
VALUE ADDED SERVICES (10%)		
Approach proposed to complete the work assignment to benefit the City & funding partners(s).	Schedule work so as provide least disruption to public and local traffic.	40
Utilization of all tools and resources available to the Contractor.	Schedule work so as provide least disruption to public and local traffic. Local expertise and materials	35
ESTIMATED FEES AND DISPERSEMENTS (45%)		
Cost estimates	\$419,706.50 + Applicable Taxes	360
Total:		758

STATO Project Analysis (2016-2017)

Expenditures:

new construction	OTF	149,964.18
new construction	OMCIP	243,957.34
Lakeshore Relocation	City	<u>167,904.07</u>

Total Expenditures - 2016 **561,825.59**

Revenues:

Ontario Trillium Fund	149,964.18
OMCIP	162,500.00
City	167,904.07
STATO Group	<u>81,457.34</u>

Total Revenues - 2016 **561,825.59**

Project Summary:

	Original Budget	Revised Budget	Actual	Remaining
OTF	150,000	150,000	150,000	-
OMCIP	325,000	325,000	325,000	-
CITY	144,500	165,500	-	165,500
STATO Group	144,500	165,500	81,500	84,000
Relocation	190,000	168,000	168,000	-
Eligible Funding	<u>954,000</u>	<u>974,000</u>	<u>724,500</u>	<u>249,500</u>

2017 Project Budget: 392,175

Tender Results 412,030

2017 Budget Shortfall - 19,855

Subject: FCM Funding Application Submission
- LAS Roads Assessment Survey

Report No.: PW-025-2017
Agenda Date: July 11, 2017

Attachments

Appendix 01: FCM “*Municipal Asset Management Program: Funding*” – App Guide

Appendix 02: LAS / Streetscan Roads Assessment Brochure

Appendix 03: LAS / Roads Assessment Survey proposal

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-025-2017, more specifically Appendix 01 - FCM “*Municipal Asset Management Program: Funding Offer*” Application Guide and Appendix 03 - LAS Roads Assessment Survey proposal for all bituminous treated roads in Temiskaming Shores;
2. That Council for the City of Temiskaming Shores considers that with the recent posting of the proposed *Municipal Asset Management Planning Regulation*, which will see much more prescriptive requirements within the City’s Asset Management Plan, a comprehensive Roads Assessment Survey and Needs Study is required;
3. That Council for the City of Temiskaming Shores commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance our asset management program:
 - Mobile Sensing Roads Data Collection;
 - Roads Assessment Data Processing;
 - Pavement Management Plan utilizing a GIS based software analytics platform.
4. That Council for the City of Temiskaming Shores directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for a Road Needs Assessment; and
5. That Council for the City of Temiskaming Shores commits up to \$15,000 from the 2017 Operating Budget towards the cost of this initiative.

Background

On May 9, 2017 a \$50 million dollar initiative, Municipal Asset management Program (MAMP) was announced by the Government of Canada and is to be delivered by the Federation of Canadian Municipalities.

Through the Municipal Asset Management Program, municipalities will be able to

access grants to fund activities such as asset management needs or risk assessments; asset management plans, policies and strategies; data collection and reporting; asset management training and organizational development; and knowledge transfer, development and sharing.

In applying asset management best practices, municipalities can determine which infrastructure projects deliver the most value for money, while improving the long-term performance of physical assets. A municipality's asset management approach considers the needs of citizens, the resources available and the lifecycle of physical assets such as roads, bridges, facilities and systems.

The application process will be accessible all year round to cities and communities across the country. Details about the program and funding opportunities are available online: FCM's Municipal Asset Management Program.

On May 31st, staff met with representatives from LAS and Streetscan for a detailed demonstration of the LAS Roads Assessment Survey. A Webex presentation was also carried out for the Public Works Committee at the July 6th meeting.

Analysis

Based on the information provided in the FCM MAMP Application Guide, and as noted above, there are a number of areas related to Asset Management Plans eligible for funding under the Program.

LAS and Streetscan have confirmed that the work that is carried out in the Roads Assessment Survey is eligible for funding and have been working with other municipalities in the province to gather information on paved roadways which will be used in Road Needs Studies as well as Asset management Plans on a go forward basis. The information gathered will provide comparisons, evaluations and recommendations on prioritizing future roadway work, complete with estimates.

While there are many options available through the survey process, the collection of roadway surface information, including pavement markings as well as pedestrian facilities (sidewalks, crosswalks and signalization) are the most important and most time consuming for staff to gather in the field.

As indicated on the attached proposal (Appendix 02), the work includes all currently bituminous surfaced roadways surveyed in detail with 80% (to a maximum of \$50,000) of the cost being eligible for funding under the MAMP.

The application process is on-going at this time, and within five (5) days of submission applicants receive acknowledgement and project expenditures after that date will be eligible for funding. Following the evaluation of the application, and within two (2) months of the submission date, a decision on the funding will be provided. The recipient will then receive an Agreement which is to be returned within four (4) weeks. Following

the submission of a Final Project Report, funds will be disbursed.

The last Roads Needs Study completed in New Liskeard was prior to amalgamation and no further work has been completed on this asset. The public Works staff has initiated the process to gather information in conjunction with Municipal Data Works related to surface type and length and width, however, a detailed analysis of the surface and sub-surface conditions and roadside drainage has not yet been started.

Relevant Policy / Legislation / City By-Law

- 2017 Public Works Operations and Capital Budgets
- Proposed *Municipal Asset Management Planning Regulation* (currently posted on the EBR on May 25th, 2017)

Asset Management Plan Reference

The proposed work will be used to update the following;

- Section 4 - State of the Local Infrastructure,
- Section 4.5 - Roads Network (Inventory, Condition Profile and Report Card)
- Section 5 - Desired Levels of Service
- Section 5.4 Data Collection (Roadways, Bridges and Traffic Control Lighting)
- Section 6.2 Non-Infrastructure Solutions (Data Collection , Management and Software)
- Section 6.3 Operation and Maintenance Activities, and
- Section 6.4 Renewal, Rehabilitation and Replacement Activities

in accordance with the above noted proposed regulation, which will be required prior to January 1st, 2020.

Consultation / Communication

- Staff attendance at AMO presentation - “AMP Level of Service” Workshop, May 24th, 2017
- LAS / Streetscan Presentation to City Staff – May 31st, 2017
- Presentation and discussion with Public Works Committee on July 6th, 2017.
- Admin. Report PW-025-2017, Regular Council Meeting, July 11th, 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

The existing inventory of bituminous surfaced roadways and sidewalks provides sufficient detail for an accurate estimate to complete the work recommended in the Survey. All information gathering and interpretation will be completed by LAS / Streetscan, with continued access to the data for future review during planning and budget deliberations. Staffing implications related to this matter would be limited to normal administrative functions and duties.

Although this work had not been identified in the 2017 budget process, the completion of the survey and interpretation of the data will assist in the 2018 budget process and beyond, as well as fulfilling a requirement of the next draft of the City's Asset Management Plan.

There are sufficient funds within the Public Works Operating Budget to complete the project.

Alternatives

Council may decline the opportunity to submit an application for funding to the Federation of Canadian Municipalities – Municipal Asset Management Program for the project being recommended.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Municipal
**Asset
Management**
Program:
Funding Offer

Application Guide

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The Municipal Asset Management Program is a new five-year, \$50-million program designed to help municipalities make informed decisions about infrastructure investment. The program is offered by the Federation of Canadian Municipalities and funded by the Government of Canada.



Program summary

The Municipal Asset Management Program (MAMP) is a five-year, \$50-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The program offers grant funding (the subject of this guide) as well as training and capacity-building activities to increase skills within municipalities and local governments to sustainably maintain their asset management programs now and in the future. For more information on training and capacity-building activities, visit our website at fcm.ca/assetmanagementprogram.

This funding offer is open to all municipal governments in Canada. It focuses on building strong asset management foundations by supporting activities that incorporate asset management into daily practices. Subject to funding availability, applications will be accepted on a continuous basis until June 2020. All projects must be completed and final reports submitted by March 31, 2021.

This guide outlines everything you need to know to submit an application and **must be read in its entirety before completing or submitting an application.**



1 Eligible activities

1.1 What activities are eligible?

ELIGIBLE ACTIVITIES	EXAMPLES
Asset management assessments	<ul style="list-style-type: none"> Asset management needs assessments or risk assessments.
Asset management plans, policies and strategies	<ul style="list-style-type: none"> Development of asset management strategies, policies or plans, or asset risk management plans.
Data collection and reporting	<ul style="list-style-type: none"> Asset condition assessments. Data collection to establish and track levels of service. Data collection on existing assets (e.g. type of asset, location, costs to operate and maintain, future costs to replace). Long-term financial modelling to support asset management decisions. Improvements to data reporting (e.g. introduce a “state of infrastructure” report).
Training and organizational development	<ul style="list-style-type: none"> Asset management training for staff or elected officials. Establishment of an asset management committee (e.g. develop terms of reference, facilitate discussion). Clarification of asset management roles and responsibilities across the organization (e.g. modify job descriptions). Adoption of new asset management systems or processes (e.g. paying for internal or external resources to lead organizational change).
Knowledge transfer	<ul style="list-style-type: none"> Contributions to communities of practice, conferences and peer-to-peer learning opportunities (e.g. staff time spent developing materials to share or giving presentations). Supporting a peer community in its asset management work (e.g. staff time spent mentoring another municipality). Developing or adapting frameworks, tools, training or approaches for use in your organization.

INELIGIBLE ACTIVITIES
<ul style="list-style-type: none"> Any activity or effort that would be conducted in the normal course of business not related to the improvement of asset management practices (for example, normal repairs, operating and maintenance expenses, etc.). Staff time not directly associated with eligible asset-management-related deliverables. Staff time spent participating in training or learning events. Regular operation and maintenance expenses. Collection and organization of data for the sole purpose of meeting PS-3150 requirements. Development of a software program.

Note: The Municipal Asset Management Program strives to be flexible in funding projects that improve municipal decision-making related to infrastructure. If you do not see your project listed as an eligible activity, please call and discuss with one of our project officers.

1.2 What costs are eligible?

COST CATEGORY	ELIGIBLE COSTS	INELIGIBLE COSTS
Pre-project approval	Eligible costs incurred after the date that FCM has confirmed receipt of your application.	<ul style="list-style-type: none"> • Any cost incurred prior to FCM's receipt of the application. • Cost of developing this proposal or application.
Administrative and overhead costs	Administrative costs that are directly related to and have been incurred in support of the project, such as: <ul style="list-style-type: none"> • telecommunications charges • printing or photocopying • acquisition of documents used exclusively for the project • document translation • shipping, transportation and courier charges • design and production of communication products to promote project outcomes and benefits to the public 	General overhead costs incurred in the ordinary course of business, such as: <ul style="list-style-type: none"> • office space, real estate fees, supplies • financing charges and interest payments • promotional items • permits or certifications • advertising, website development, general education materials or costs to disseminate communications products • hospitality expenses (food and drink, alcohol, entertainment, music, etc.)
Staff salaries	Direct cost (no overhead or benefits) of staff time spent engaged in eligible activities. <i>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</i>	<ul style="list-style-type: none"> • Costs related to ongoing or other business activities and not specifically required for the project. • Staff wages while receiving training or attending learning events.
Capital costs	Software related to asset management. <i>Note: FCM's contribution to this expense may not exceed 50% of FCM's total contribution to the project.</i>	Any other capital cost or amortization expense.

COST CATEGORY	ELIGIBLE COSTS	INELIGIBLE COSTS
Equipment, supplies and consumables	Direct costs related to the use of existing or rented equipment (e.g. fuel, operating and maintenance costs) and materials or consumables required to support eligible activities.	Any equipment costs not directly required for the project.
Consultants and subcontractors	Fees for professional or technical consultants and contractors, incurred in support of eligible activities. <i>Note: Invoices must be sufficiently detailed to enable verification of cost eligibility and level of effort.</i>	<ul style="list-style-type: none"> • Consulting or contractor costs for ongoing or other business and not specifically required for the project. • Legal fees.
Travel and accommodation	Travel and associated expenses for you, your partners and consultants, to the extent that the travel and accommodation rates comply with the National Joint Council Travel Directive, and to the extent that such travel is necessary to conduct the initiative. (www.njc-cnm.gc.ca/directive/d10/en)	Any travel costs not directly required for the project and any travel expense that is not paid in accordance with the National Joint Council Travel Directive.
Training and reference materials	Costs associated with attending training sessions (provided externally) or bringing training in-house. Costs associated with accessing reference materials such as standards, templates and toolkits.	Membership fees or dues.
Taxes	The portion of taxes for which your organization is not otherwise eligible for rebate.	The portion of provincial/ harmonized sales tax and Goods and Services Tax for which your organization is eligible for rebate, and any other costs eligible for rebates.

2 Who can apply

This funding offer is intended to support Canadian municipal governments and eligible municipal partners. Eligible applicants are defined as:

1. Municipal governments (e.g. towns, cities, regions, districts, etc., and local boards thereof)

OR

2. Municipal partners applying in association with a municipal government

A municipal partner is one of the following entities:

- a. a municipal corporation
- b. a regional, provincial or territorial organization delivering municipal services
- c. an indigenous community
 - *Certain indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.*
- e. a not-for-profit organization with a focus on municipal services

Municipal partners need to apply for funding in association with a municipal government and must demonstrate municipal commitment to the project by providing a letter of support.

Please note that private sector entities are **not eligible as** municipal partners; however, such entities may be subcontracted by an eligible recipient to provide services toward eligible activities.

3 Funding and project scope

3.1 Contributions

The maximum MAMP contribution to a project is \$50,000. However, the average contribution is expected to be approximately \$35,000, and no funding request is too small. The contribution shall represent no more than 80 per cent of the eligible project cost (see eligible costs in Section 1.2). Other government funding, such as funding from the capacity-building category of the Gas Tax Fund or other programs, can be stacked to cover 100 per cent of the project costs.

3.2 Project length

The project start date (the date from which FCM recognizes eligible costs) can be on, or after, the date that FCM acknowledges receipt of the completed application.

The project end date cannot be more than 11 months from the date that FCM approves your project for funding. See Section 6.3 for details on the application approval timeline.

Eligible costs incurred between the date that FCM receives your completed application and the signature of a contract between the applicant and FCM are incurred at the applicant's risk. FCM is not obligated to fund any costs incurred until a contract is in place.

Final reports MUST be satisfactorily received within 30 days of project completion. Project extensions will not be permitted, so it is recommended that projects be reasonably achievable within 11 months of the project approval date.

4 When to apply

FCM accepts applications for MAMP projects year-round on a continuous basis; however, applications are batched and reviewed on a monthly basis. Subject to funding availability, applications will be accepted until June 30, 2020.

Recipients may only apply for one project in any fiscal year (April–March). Applications for follow-on projects in other years may be submitted, subject to availability of funding. However, FCM will give preference to first-time applicants, to ensure maximum reach across Canada.

5 How to apply

5.1 What is required to complete an application?

A completed application is comprised of three or four documents:

1. completed application form
2. completed workplan and budget (Excel worksheet)
3. resolution from council, band council or board of directors
4. signed letter of support (if applicable)

We recommend following these steps to ensure that you have all the information needed for a complete application:

Step 1: Verify eligibility

Ensure that you are an eligible applicant — either a municipal government or a municipal partner. Complete Part A of the application form (Part A: Applicant information). If you are not a municipal government, ensure that you have the support of your partner municipal government.

Step 2: Download all documents

Download the **application form**, the **workplan and budget template**, the **sample resolution** and the **sample letter of support** (if applicable). You will also need to download the **Asset Management Readiness Scale** for your reference as you complete your application form.

Step 3: Complete self-assessment using the Asset Management Readiness Scale

The Asset Management Readiness Scale is a tool that organizations can use to assess the current state of their asset management practices and their progress over time. The scale is also used to track the proposed outcomes and tangible benefits of a project.

To conduct a self-assessment, gather an appropriate cross-functional group of individuals in your organization to conduct an assessment of your organization's current state of asset management. Evaluate your organization's status in each of the five "competencies" identified in the scale. Document your results and input your readiness levels and notes directly into Part B of the application form.

The “notes” column of the self-assessment table (found in Part B of the application form) is an important and mandatory part of your application. These notes describe why you assigned each readiness level and will be used by peer reviewers to determine the significance and feasibility of your project.

TIP: It is important to provide notes to support each of your self-assessed readiness levels.

Select a readiness level if you feel you have completed the outcomes associated with that level. For example, if your organization is still working on the outcomes in Level 2, you would select Level 1 to indicate that you have **completed** Level 1. There is a “Pre-level 1” option in case your organization has not yet completed all the outcomes for Level 1.

Step 4: Identify proposed activities

Based on your organization’s current state and drawing from the list of eligible activities in Section 1.1 of this guide, identify the activities that you feel are appropriate for your organization, given your current needs and priorities. Keep the timeline in mind and propose what is doable **within 11 months**. Be conservative in your planning, as **extensions will not be granted**.

Step 5: Identify “desired future state” on the Asset Management Readiness Scale

With your proposed activities in mind, go back to the Asset Management Readiness Scale. Assuming that the project is successfully completed, how would your organization progress on the readiness scale? It is possible that some activities will move your organization forward in more than one competency.

Input your anticipated readiness scores into the Outcomes section of the application form (the Desired Future State column in the Outcomes table).

Upon completion of the project, you will use these “desired future state” levels to see whether the objectives of the project were achieved. **Note: A project will be considered successful if you advance at least one readiness level in at least one competency on the readiness scale.**



Step 6: Complete the remaining questions in the project description section of the application form

Complete Part C of the application form (Part C: Project description). This includes:

- A working title and a high-level description of the project, which will be used to publicly describe the project should your application be approved.
- One to three high-level activities, along with the major deliverables that you will provide to FCM to demonstrate the completion of each activity.
- A description of how the activities and outcomes of the project will improve your asset management capacity.
- Information about the human resources who will be used to deliver the project. In the workplan and budget template, you will be asked to identify the human resources required for each task. In the application form, please provide specifics about the internal and external human resources to be used and their experience. If you have collected quotes for externally sourced human resources, please provide this information in the application form.
- Information on how your proposed project fits within the approach being implemented within your province or territory.
- One to three challenges or risks you anticipate during the project and how you plan to mitigate these challenges.

Step 7: Complete workplan and budget template

Complete the workplan and budget template by inputting a minimum of one, and a maximum of three, high-level activities into the template, and identifying the major tasks and costs associated with completing each activity. These activities must match the activities listed in Part C of the application form.

Use the workplan and budget template to identify a project start date and project end date — ensuring that your proposed project can be completed in an 11-month period.

Identify all sources of funding in the “sources of funding” tab.

Step 8: Pass a resolution in support of your project

Use the sample resolution provided, or draft your own resolution that meets the criteria identified in the sample resolution document. Have it passed by council, band council, or your board of directors.

Step 9: If you are a municipal partner, draft a letter of support and have it signed

Use the sample letter of support provided, or draft your own letter that meets the criteria identified in the sample letter of support document. Have it signed by the appropriate individuals. If you are a municipal government, a partnership letter is not required.

Step 10: Attach documents and submit application

Attach the completed workplan and budget template, the passed resolution and the signed letter of support (if applicable) to the application form and send it to: programs@fcm.ca.

If you have any questions about how to complete this application, please call one of our advisors at 1-877-997-9986 or email us at programs@fcm.ca.

5.2 Project initiation

Project costs are eligible **after** the date on which FCM notifies applicants in writing that their completed application has been received. However, FCM is not obligated to pay for any costs incurred in the absence of a signed contract or costs incurred prior to the date the completed application was received.

5.3 Disbursements

Funds will be disbursed when the recipient satisfactorily delivers a completed final report that includes the following:

1. A summary of the completed project, documenting the outcomes and knowledge developed, the impacts of the project on infrastructure-related decision-making within the organization and on the broader community, and lessons learned.
2. An updated self-assessment using the Asset Management Readiness Scale, identifying progress achieved.
3. A summary of the actual eligible project costs, accompanied by an attestation from an officer of the organization.

Templates for reporting against the requirements noted above are provided in the contract and must be used, without exception.

6 Application review timeline and approval process

6.1 Application confirmation

Within **five business days** of sending your application to FCM, you will receive an email from FCM confirming that your application has been received and screened according to initial screening criteria (see Section 7.1). Please contact FCM at programs@fcm.ca if you have not received a response confirming receipt of your application within five business days.

6.2 Evaluation and scoring process

Evaluation of the application consists of an initial screening and an independent technical review, as described in Section 7. FCM will approve or deny applications based on the technical review score.

6.3 Application decision timeline

FCM is committed to informing you of the results of your application within **two months** from the date we receive the **completed** application form and associated documents.

6.4 Funding process

Should your project be approved, you will receive a funding notification letter and a contract which must be signed and returned to FCM within four weeks. Contracts that are not returned signed by the funding recipient by the deadline stated in the contract will be considered null and void, and funding may be re-allocated.

Note: Exception for applicants in Quebec

In general, municipalities in Quebec must obtain authorization from the Government of Quebec before entering into an agreement with another government in Canada. This is based on the Act respecting the Ministère du Conseil exécutif (chapter M-30). Because this process can take up to two months, FCM will allow additional time for Quebec applicants to return signed contracts.

Quebec municipalities that apply to FCM's Municipal Asset Management Program follow the steps of the Government of Quebec's chapter M-30 process:

1. Submit an application for funding to the FCM program.
2. Once the project has been approved by FCM, send a request for an authorization order to the Ministère des Affaires municipales et de l'Occupation du territoire (MAMOT).
3. Send the following documents to MAMOT:
 - the draft funding contract or agreement with FCM
 - the resolution of your municipal council concerning the project
4. MAMOT will issue a decision approximately two months after receiving the application and information.

For questions regarding this process, please contact MAMOT:

Ministère des Affaires municipales et de l'Occupation du territoire
Fonds municipal vert
10, rue Pierre-Olivier-Chauveau
Québec, QC G1R 4J3
Tel.: 418-691-2015, ext. 3407 or 3053
Fax: 418-691-2070
Email: fondsverts@mamot.gouv.qc.ca

7 Application evaluation

7.1 Initial screening (eligibility criteria)

Applications will initially be screened for consistency with the following basic criteria:

- Is the applicant an eligible recipient?
- Is all documentation complete, including a resolution in support of the project?
- Is the application requesting the lesser of \$50,000 and 80 per cent of eligible project costs?
- Is the source identified for the balance of funding required to complete the project?
- Is there enough information to indicate that the proposed activities and costs are eligible?

If the application passes the initial screening, the applicant will receive confirmation that it is acceptable for further evaluation. If the application is not acceptable, FCM will contact the applicant to provide feedback on the missing elements and, wherever possible, permit re-submission of the application in a timely manner.

7.2 Peer review evaluation (technical assessment)

A technical committee of peer reviewers will assess the applications based on standards outlined in an evaluation guide.

In general, peer reviewers will evaluate applications based on the following considerations:

- The appropriateness of the eligible activities selected to improve the state of asset management in the organization, based on the current state of readiness identified using the Asset Management Readiness Scale.
- The significance of the improvements to furthering asset management, both in the organization and, where possible, as a contribution to the asset management community in Canada.
- The appropriateness of the identified levels of effort, human and financial resources and value for money, based on the eligible activities proposed.
- The anticipated impacts of the proposed improvements on the behaviours, relationships, policies and daily practices in the organization.



7.3 Evaluation system

The peer reviewers will evaluate the applications using the criteria and point system in Table 1.

Table 1: Evaluation criteria and points

EVALUATION CRITERIA	POINTS
Documentation of self-assessed readiness level	20
Appropriateness of activities	20
Human and financial resources	10
Significance of anticipated asset management improvements	30
Workplan and budget	20
TOTAL	100

7.4 Evaluation criteria

The evaluation criteria will consider the relative impact and proposed benefit of the project. The peer reviewers will evaluate the criteria based on the following considerations:

- Documentation of self-assessed readiness level (20%): To evaluate the degree of asset management improvement proposed in the application, the peer reviewers need baseline information – an accurate description of the current level of asset management in the organization. The peer reviewers will evaluate the significance and feasibility of the proposed project based on the organization’s self-assessment and the associated rationale. The evaluation will consider how adequately the applicant has described the organization’s current level of asset management, using the notes column in the self-assessment table found in Part B.
- Appropriateness of activities (20%): The application must address an area of asset management with significant potential for improvement. The peer reviewers will evaluate the appropriateness of the proposed activities in addressing a priority area for improvement identified in the self-assessment.
- Human and financial resources (10%): For the proposed activities to be successful, the application must identify sufficient and appropriate human and financial resources. Applications will consider the appropriateness of the human and financial resources assigned to the project. Human resources can be external (consultants) or internal (staff).
- Significance of anticipated improvements (30%): The goal of the Municipal Asset Management Program is to support improved asset management at the municipal level, resulting in better evidence-based decision-making for infrastructure investments. Therefore, the main consideration in the evaluation of applications is the degree that the proposed project will improve asset management. Highest-ranked projects will improve multiple areas of asset management and move the organization up multiple levels from its current state of readiness to the desired end state (based on the self-assessment). However, minor improvements in a single area may be significant and receive funding. Projects that raise the level of asset management and demonstrate leadership and mentorship of other local governments will also receive recognition in the evaluation.

- Workplan and budget (20%): The evaluation will consider how complete and appropriate the workplan and budget are relative to the project scope. The evaluation will also consider whether other sources of funding needed for the project can be obtained and whether or not the budget represents good value.

7.5 Re-submission of applications

Wherever an application is deemed unsuitable for funding, the applicant will be given the opportunity to receive feedback on the reasons for denial of funding. While decisions are final, FCM will work with the applicant to address gaps in promising applications so that those applications can be re-submitted — provided that funding was not denied for eligibility reasons. An application that has addressed the feedback provided by FCM may be re-submitted again (once) in the same fiscal year.

8 Intellectual property

The Municipal Asset Management Program retains copyrights to the project description and the final report. With the recipient's consent, FCM may share other documents developed as a result of this funding program that will benefit the broader municipal asset management community. Intellectual property (IP) developed by the recipient(s) as a result of this funding program will be owned by the recipient(s). Background IP (patents, copyright, software) and any third-party technology rights remain with the original owner(s).

9 Audit requirements

Funding recipients are responsible for maintaining records associated with funded activities for six years. All recipients could be subject to audit by FCM or the program funder (Infrastructure Canada) for up to six years following the disbursement of funds. Of particular note, labour and consulting costs must be documented in a manner that meets audit standards for verification of eligibility of activity and level of effort (e.g. timesheets).



Subscribe to our e-bulletin to receive up-to-date information on FCM programs:

fcm.ca/fcmgreen

or visit our website:

fcm.ca/assetmanagementfunding



Roads Assessment Service

StreetScan has partnered with LAS to provide Ontario municipalities with pavement inspection and management services that are fast and affordable. StreetScan's vans are equipped with innovative patented sensing technologies (acoustic, radar, optical) to detect surface and subsurface roadway defects without interrupting traffic flow.

Step 1: Data Collection and Processing

Data is collected using StreetScan's proprietary pavement inspection van (ScanVan) as shown below, which utilizes multiple sensor technologies to measure an ePCI (equivalent pavement condition index). The system provides seamless data coverage over the sensor's scan area at speeds up to 55mph. Using an automated process, measurements from the multiple sensors are used in proprietary decision-fusion algorithm to create an ePCI value for a segment of road. Data collected by the ScanVan is geo-located using an IMU-enabled GPS system combined with a digital optical encoder embedded in the rear two wheels.



Dynamic Tire Pressure Sensor



Directional Microphone



Surface Radar



Surface Camera

(Continued on reverse)

Step 2: Data Visualization and Maintenance Planning



Up-to-date pavement condition information is captured via StreetScan's secure web-based application that empowers municipal decision-makers to **make better informed strategic decisions** with their repair budgets.

Better data► **better planning**► **better decisions**► **lower costs**

- ✓ **Project ePCI (Pavement Condition Index):** use a data driven deterioration model that accounts for the occurrence of extreme weather events to visualize road conditions with varying funding levels.
- ✓ **Identify Optimal Repairs :** determine the most effective treatments ranging from slurry seal to an overlay to a full removal and reconstruction for each road segment. With this tool, municipalities can customize the cost of each repair method, choose to exclude certain unwanted repairs from the suggestion results, and generate results for the whole network or, by drawing an area on the map, just for the selected area.
- ✓ **Prioritize Repairs:** prioritize repair operations based on available municipal budget funding. In the tool, municipal staff can change the default priorities and impose various constraints, for example, streets to be included in the results, and interactively change the priorities and observe the projected impact on the network's performance.
- ✓ **Long Term Planning:** schedule long term maintenance schemes based on your goals. Municipalities define a target ePCI to reach after a defined number of years and the system will generate the estimated budget required based on the current and predicted pavement conditions.

Settings are interactive and fully customizable, allowing municipal decision makers to:

- ✓ Change default priorities and the repair decision trees to fit their preferences.
- ✓ Change the settings to see the effect of different decisions.

For additional information, contact

Michelle Hjort: 416-997-0169 michelle.hjort@streetscan.com

Tanner Watt: 416-971-9856 x356 tswatt@amo.on.ca

Pricing Overview – LAS Pavement Management Service
July 2017

Data Collection & Processing	Unit Cost	158 Lane km
ScanVan Data Collection	\$80	\$12,640
Data Processing	\$70	\$11,060
Enhanced Visualization Package	\$20	\$3,160
Pavement Markings (per 110 CL km)	\$100	\$11,000
Pedestrian Facilities (per 110 CL km)	\$60	\$6,600
Pavement Management Plan	Fixed	\$3,000
Travel Cost (discounts available)	Fixed	\$1,700
Data Collection & Processing Total		\$49,160
Software		
Annual Software License	Fixed	\$1,500
Annual Data Hosting & Support	\$18	\$2,844
Software One Year Subtotal		\$4,344
Software Total (x three year subscription)		\$13,032
Total		
Total Pavement Management Costs		\$62,192
FCM MAMP Grant		(\$49,754)
Total Cost Net FCM Grant		\$12,438

The Corporation of the City of Temiskaming Shores

By-law No. 2017-091

**Being a by-law to enter into a Municipal Insurance Agreement
with BFL Canada Ltd., brokered by Tench-MacDiarmid
Insurance Brokers Ltd. - July 1, 2017 to June 30, 2020**

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. CS-030-2017 at the June 30, 2017 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with BFL Canada Ltd.; brokered by Tench-MacDiarmid Insurance Brokers Ltd. to provide Municipal Insurance and Risk Management Services for a premium of \$202,833 plus applicable taxes for consideration at the July 11, 2017 Regular Council meeting;

And whereas Council considered Memo No. 019-2017-CS at the July 11, 2017 Regular Council meeting and directed staff to modify and prepare the necessary by-law to enter into an agreement with BFL Canada Ltd.; brokered by Tench-MacDiarmid Insurance Brokers Ltd. to provide Municipal Insurance and Risk Management Services for a premium of \$218,193 plus applicable taxes for consideration at the July 11, 2017;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council agrees to enter into a Municipal Insurance Program with BFL Canada Ltd. brokered by Tench-MacDiarmid Insurance Brokers Ltd. for Municipal Insurance and Risk Management Services for a premium of \$218,193 plus applicable taxes for a term commencing July 1, 2017 and expiring June 30, 2020, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.

Read a first, second and third time and finally passed this 11th day of July, 2017.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule “A” to

By-law No. 2017-000

Agreement between

City of Temiskaming Shores

and

**BFL Canada Ltd., brokered by Tench-MacDiarmid Insurance
Brokers Ltd.**

for Municipal Insurance and Risk Management Services

**Schedule “A” was too large to attach; if
desired a complete copy can be reviewed by
contacting the Clerk’s Office**

The Corporation of the City of Temiskaming Shores

By-law No. 2017-092

**Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision
476 Amwell Street – Roll No. 54-18-030-003-058.00**

Whereas Section 50(4) of the Planning Act, R.S.P. 1990, c.P.13, as amended authorizes the Council of a municipality to designate by by-law, a plan of subdivision, or any part thereof, that has been registered for eight (8) years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subdivision control;

And whereas the property owner has requested that the following properties be merged on title: Lots 3, 4, and 5, Plan M-13 N.B., Parcels 2619 NND and 12878 SST;

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

1. That the lands hereinafter described shall be deemed not to be a lot or block on a Registered Plan of Subdivision for the purposes of Section 50(4) of the Planning Act R.S.O. 1990, c.P.13, as amended and as generally illustrated on Schedule "A" attached hereto and forming part of this by-law.
2. That the lands are described as:
 - a) Parcel 2619 NND, Plan M-13 N.B., Lot 3;
 - b) Parcel 12878 SST, Plan M-13 N.B., Lot 4;
 - c) Parcel 12878 SST, Plan M-13 N.B., Lot 5;
3. That in accordance with Section 50(28) of the Planning Act, R.S.O. 1990, c.P.13, as amended, a certified copy or duplicate of this by-law shall be registered by the Clerk of the Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
4. That in accordance with Section 50(29) of the Planning Act, R.S.O. 1990, c.P.13, as amended, Council shall give notice of the passing of the by-law within 30 days of the passing to the owner of land to which the by-law applies.
5. That in accordance with Section 50(30) of the Planning Act R.S.O. 1990, c.P.13, as amended, Council shall hear in person or by an agent any person to whom a notice was sent, who within twenty days of the mailing of the notice gives notice to the Clerk of The Corporation of the City of Temiskaming Shores that the person desires to make representations respecting the amendment or repeal of the by-law.
6. That the Mayor and Clerk are authorized to sign all necessary documents in connection with this by-law.

7. That this by-law shall not be effective until a certified copy or duplicate of this by-law is registered by the Clerk of The Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
8. That the passing of this by-law shall be subject to the provisions of the Planning Act.
9. 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 11th day of July, 2017.

Mayor – Carman Kidd

Clerk – David B. Treen

Schedule “A”

City of Temiskaming Shores



476 Amwell Street

The Corporation of the City of Temiskaming Shores

By-law No. 2017-093

Being a by-law to amend By-law No. 2016-154 being a by-law to enter into an agreement with Her Majesty the Queen in Right of Canada as represented by the Ministry of Industry – FedNor for the Northern Ontario Pavilion at the 2017 PDAC Event – Amendment No. 1

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Council considered Memo No. 021-2017-CS at the July 11, 2017 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2016-154 to include Amendment No. 1 for consideration at the July 11, 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 Schedule "A" to By-law No. 2016-154, as amended be hereby further amended by Agreement No. 1, a copy of which is hereto attached as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make 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 11th, day of July, 2017.

Mayor – Carman Kidd

Clerk – David B. Treen



Industry Canada

FedNor

19 Lisgar Street
Suite 307
Sudbury, Ontario
P3E 3L4

Industrie Canada

FedNor

19, rue Lisgar
Bureau 307
Sudbury (Ontario)
P3E 3L4

JUN 23 2017

Project Number: 851-809405

His Worship Carman Kidd
Mayor
The Corporation of the City of Temiskaming Shores
325 Farr Drive, P.O. Box 2050
Haileybury ON P0J 1K0

Dear Mayor Kidd:

**Re: Northern Ontario Mining Showcase pavilion
Amendment Number: 1**

As a result of your request dated June 16, 2017, FedNor is prepared to amend our Contribution agreement of August 31, 2016 as follows:

Delete: Annex 1 THE PROJECT - STATEMENT OF WORK

Project Costs and Financing:

<u>Project Costs:</u>		<u>Financing:</u>	
Eligible Costs		FedNor	\$485,000
- Supported	\$485,000	Other Federal	
- Not Supported	\$40,000	Provincial	
Ineligible Costs		Municipal	
		Financial Institution	
		Recipient	\$40,000
		Other	
Total	<u>\$525,000</u>		<u>\$525,000</u>

	<u>Supported</u>	<u>Not Supported</u>	<u>Total</u>
<u>Eligible Costs:</u>			
Venue rental	\$220,000	\$40,000	\$260,000
Staging, AV, furniture, parking, Internet, etc.	\$167,000		\$167,000
Professional services	\$42,000		\$42,000
Marketing/promotion and translation	\$40,000		\$40,000
Committee travel	\$16,000		\$16,000
TOTAL ELIGIBLE COSTS	<u>\$485,000</u>	<u>\$40,000</u>	<u>\$525,000</u>
<u>Ineligible Costs:</u>			
TOTAL INELIGIBLE COSTS			
TOTAL PROJECT COSTS			<u>\$525,000</u>

Substitute: Annex 1 THE PROJECT - STATEMENT OF WORK

Project Costs and Financing:

<u>Project Costs:</u>		<u>Financing:</u>	
Eligible Costs		FedNor	\$485,000
- Supported	\$485,000	Other Federal	
- Not Supported	\$40,000	Provincial	
Ineligible Costs		Municipal	
		Financial Institution	
		Recipient	\$40,000
		Other	
Total	\$525,000		\$525,000

	<u>Supported</u>	<u>Not Supported</u>	<u>Total</u>
<u>Eligible Costs:</u>			
Venue rental	\$229,508	\$40,000	\$269,508
Staging, AV, furniture, parking, Internet, etc.	\$145,546		\$145,546
Professional services	\$55,459		\$55,459
Marketing/promotion and translation	\$40,067		\$40,067
Committee travel	\$14,420		\$14,420
TOTAL ELIGIBLE COSTS	\$485,000	\$40,000	\$525,000
<u>Ineligible Costs:</u>			
TOTAL INELIGIBLE COSTS			
TOTAL PROJECT COSTS			\$525,000

All other terms and conditions of our Contribution agreement remain unchanged.

This amendment is open for acceptance for a period of 30 days following the date on the first page, after which it will be null and void. This amendment shall be effective the date the duplicate copy of this amendment, unconditionally accepted and duly executed by the Recipient, is received by FedNor.

If further information is required, please contact Denise Deschamps toll-free at 1-877-333-6673 ext. 3276 or 705-471-3276 in our North Bay office.

Yours sincerely,

Aime J. Dimatteo
Director General
FedNor

The Corporation of the City of Temiskaming Shores

Project Number: 851-809405

Amendment Number: 1

The foregoing is hereby accepted this _____ day of _____, _____.

Per: _____
Signature of Recipient

Title

Per: _____
Signature of Recipient

Title

The Corporation of the City of Temiskaming Shores

By-law No. 2017-094

Being a by-law to enter into an agreement with Miller Paving Limited for the 2017 STATO Trail Extension for Highway 65E/Grant Drive and Laurette Street

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-023-2017 at the July 11, 2017 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Miller Paving Limited for the 2017 STATO Trail Extension (Highway 65E/Grant Drive and Laurette Street) for consideration at the July 11, 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 Council authorizes the entering into an agreement with Miller Paving for the 2017 STATO Trail Extension (Highway 65E/Grant Drive and Laurette Street) in the amount of \$404,930.00 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 11th day of July, 2017.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2017-094

Agreement between

The Corporation of the City of Temiskaming Shores

and

Miller Paving Limited

for the 2017 STATO Trail Extension (Highway 65E/Grant
Drive and Laurette Street)

This agreement made in duplicate this 11th day of July, 2017.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called "the Owner")

and

Miller Paving Limited
(hereinafter called "the Contractor")

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Documents entitled:

**Corporation of the City of Temiskaming Shores
2017 STATO Trail Extension (Highway 65E/Grant
Drive and Laurette Street and outlined in
Administrative Report No. PW-023-2017**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents as itemized in Appendix 01 – Form of Agreement, a copy of which is hereto attached and forming part of this agreement; and
- c) Complete, as certified by the Director, all the work by **September 30th, 2017.**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid **Four Hundred and Four Thousand - Nine Hundred and Thirty Dollars and Zero Cents (\$404,930.00) plus applicable taxes** subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

All communications in writing between the parties, or between them and the Engineer shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication

where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

Miller Paving Limited
P.O. Box 248
704024 Rockley Road
New Liskeard, Ontario
P0J 1P0

The Owner:

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

The Director:

The Director of Public Works
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

Remainder of page left blank intentionally

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

Contractor's Seal)

Miller Paving Limited

Estimating Manager – Britt Herd

Witness Signature

Name: _____

Title: _____

**Corporation of the City of
Temiskaming Shores**

Municipal Seal)

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to

By-law No. 2017-094

Form of Agreement

FORM OF PROPOSAL
2017 STATO Trail Extension
City of Temiskaming Shores



Prepared For
City of Temiskaming Shores
P.O Box 2050
325 Farr Drive
Haileybury, ON
POJ 1K0

Attention: Doug Walsh, Director of Public Works
Dave Treen, Municipal Clerk

Respectfully Submitted By
Miller Paving Limited
704024 Rockley Road
P.O Box 248
New Liskeard, ON
POJ 1P0
705-647-4331
705-647-3611 Fax
Contact: Britt Herd



2017 STATO Trail Extension Understanding and Scope of Work

Miller Paving Limited (Miller) is pleased to submit the following proposal to the City of Temiskaming Shores (City) for the 2017 STATO Trail Extension RS-RFP-002-2017.

Our understanding of the scope of work is as follows:

1) Highway 65 East (Armstrong Street to Grant Drive Extension easement)

Highway 65 East – 390 metres at 3.0 metre width

Excavation as required. Supply, place, grade and compact 800 mm of Granular "B" and 150 mm of Granular "A", place 50 mm of SuperPave 12.5

2) Grant Drive Extension (Highway 65 East to Wilson Drive)

Grant Drive Extension – 500 metres at 2.8 metre width

Excavation as required. Supply, place, grade and compact 800 mm of Granular "B" and 150 mm of Granular "A", place 50 mm of SuperPave 12.5

3) Laurette Street Extension (Crystal Cres. to Dymond Recreation Park)

Laurette Street – Crystal Cres to Dymond Recreation Park - 100 metres at 2.5 metre width

Extend existing CSP Culvert (Inlet side), place and compact excavated material from STATO Trail Extension Project to widen roadway platform. Widen existing roadway to accommodate 2.5m wide trail using a minimum of 800 mm Granular "B" and 150 mm of Granular "B" material and place 50 mm of Superpave 12.5

Work shall begin at the earliest opportunity and as weather permits, with the understanding that the completion date for the proposed work is August 31, 2017.

Qualifications, Expertise and Performance on Similar Projects:

Miller is celebrating its 100th anniversary this year and therefore the origins of Miller date back to 1917, when it was founded as A.E. Jupp Construction. Ownership changed in 1940, formally changing the name to Miller Paving Limited. Since its formation, Miller's reputation was solidified in the road building industry by participating in many major projects during the great road building boom of the mid-20th century, including the Alaska Highway. Miller is one of the largest privately held construction companies in Canada, and can provide the City, as required, all the financial requirements (Performance, Maintenance, Labour & Material Bonds; Letters of Credit) that it requires to undertake this project. In addition to financial security Miller shall provide the minimum insurance protection required of the proposal.

Locally, in 1990, Miller purchased JM Grant Contractors, along with the JM Grant asphalt and concrete plants, which are located in the former Township of Dymond, and is now part of the City of Temiskaming Shores. Miller has since relocated much of their operations to the old MTO building on Rockley Road (in the former Township of Dymond), but still operates the original JM Grant concrete plant at the old site. The Rockley Road location is the headquarters for Miller in Northern Ontario, covering construction and maintenance across the vast geography of the Northeastern and Northwestern regions of Ontario.

Miller's success is based on time-proven construction methods and innovative technology, backed by vast technical and financial resources. With over 250 local employees available from the Rockley Road operation we take great pride in building and supporting our local urban and rural infrastructure across the Temiskaming Shores area.

Miller has gained extensive experience in road, bridge and heavy civil construction projects by working closely with all of our clients, no matter how big the budget may be. Our primary clients are the provincial



and municipal governments of Ontario. Locally, in Temiskaming Shores, and throughout northeastern Ontario we have initiated a hands on approach with municipalities discussing asset and preservation management for their roads network. One of our objectives is to use the technical and financial resources of Miller to offer the smaller municipalities some flexibility when it comes to preserving their existing roads and streets. Current successes with this approach include the Township of Coleman, City of Temiskaming Shores, Town of Kirkland Lake, Town of Latchford, and the Township of Matachewan. We have performed roadwork similar to the work proposed for each of the above municipalities, and performed similar work for other northern municipalities under a conventional design-bid-build tender process.

As with all projects and owner/client relationships we are focused on customer satisfaction and we constantly strive to complete all of our projects on budget and schedule. We understand that the construction window in northeastern region is short, and we work closely with each municipality to ensure the work is completed in a timely manner and prior to the approach of inclement weather.

Miller offers a diverse array of products and services, including a strong technical staff with the experience and background to construct and supply products and services to the construction industry. In 2017, Miller opened a state of the art asphalt mix design and research facility and aggregate laboratory at the Rockley Road location, where we will process and develop our own hot mix pavement designs and provide quality control for our construction teams. This laboratory, along with our portable laboratory trailers, will sample and test all types of aggregate for the construction industry. All of our laboratories participate in the Canadian Council of Independent Laboratories (CCIL) correlation program, including our staff. Our quality control staff are also certified for nuclear gauge compaction testing, and ACI plastic concrete testing. Our sister company, McAsphalt Industries, will supply the asphalt cement and tack coat for all of our projects, and is ISO certified (ISO 9001/14001).

The Miller division located at Rockley Road is the headquarters for Northern Ontario, and this division is led by Jean-Pierre Breton, P.Eng, who is the Vice-President of Northern Operations. The Manager of Estimating of Northern Operations is Britt Herd, who has lived and worked in the Temiskaming Shores region for the past 43 years.

Together Jean-Pierre and Britt have over 40 years of construction experience in the civil construction industry specifically Northern Ontario and both have committed to delivering a quality product and service to the people of the North.

Jean-Pierre Breton has the task of coordinating seven (7) Miller divisions within the Northern Group, including Miller Minerals in Haileybury, and the Rockley Road office in the former township of Dymond. Mr. Breton plans, directs, and coordinates the activities of all Miller operations in the Northern region including all specific projects to ensure that goals and objectives of the projects are accomplished within the prescribed time frame and within budget.

With over 20 years in the construction industry Britt has worked on various projects across Northeastern, Eastern and Northwestern Regions including the management of the northern structural and surface treatment divisions. As a member of the construction team he is responsible for estimating and managing construction projects that range in the millions of dollars annually. Britt has formalized meetings and connected with numerous Municipalities and First Nation communities across northeastern and northwestern Ontario developing road network asset and budget plans and implementing construction activities, all with the goal of providing the best one-stop service to the client, on time and on budget.



Proposed Project Team:

Miller has worked extensively in the City of Temiskaming Shores and is fully aware and understands the proposal requirements of RS-RFP-002-2017 "2017 STATO Trail Extension", in particular the Scope of the Work and Appendix A. This work is similar in nature to work that was completed in the past five (5) years within the City limits, all by the current project team.

Britt Herd will serve as the Project Manager for this proposal and understands the requirements of the proposal quite clearly. Britt has extensive knowledge of STATO trail system, and is capable of offering alternative construction techniques if required. Britt has worked with the City on developing a long term roads program that involves preservation management processes and reconstruction work in all areas of the City, on an as required basis.

Ryan Cote and Charlie Peddie will be the supervisors on site, and are extensively involved with scheduling the work and crews. Together they have over 35 years of experience in the civil construction industry; with their team of trained personnel they will surpass all requirements of the scope of work including quality control and traffic control. Additionally, both Ryan and Charlie are very familiar working with the City's key personnel who will be responsible for overseeing this project. This excellent working relationship will ensure that Miller meets and exceeds the specifications and expectations required by the proposal.

Britt, Ryan and Charlie have all worked on various municipality projects including the City of Timmins, City of Kirkland Lake, City of Temiskaming Shores, Township of Matachewan, and Township of Coleman roads programs.

Completeness and Schedule:

All of the key staff are available for this proposal, and will be available for the duration of the project. Miller has worked closely with City staff over the past few years working on similar roads programs and are aware of local schedules and also the anticipated completion date of August 31th, 2017. Miller shall be cognizant of any summer functions such as the Craft Beer Festival in Haileybury and be prepared to schedule the work around such events, as necessary.

Miller operates under a Quality Management System (QMS), and our quality control laboratories operate under the ISO banner. Under QMS, Miller is responsible for providing a quality product or service to a client, utilizing a series of systems and checklists that enable us to manufacture and place products for the construction industry that meet or exceed the owner's specifications and expectations. Our internal network of aggregate processing plants, quality control labs, quality control staff, asphalt plants, and placement equipment allow the Quality Management System to thrive and produce a quality end result. Third party correlations of our quality control laboratories measure the performance of each lab and the individuals operating the laboratory, providing confidence to both the owner/client and contractor.

Knowledge of City's Infrastructure:

Miller has performed a variety of the City's infrastructure projects, in all three towns that make up Temiskaming Shores, and has worked closely with the Director of Public Works Doug Walsh and Transportation Services Superintendent James Sheppard to ensure that these projects were a success. Miller has the existing infrastructure, all within the City limits, to ensure that all products including asphalt, aggregate and concrete can be delivered in a timely manner, and as required for any project. Miller has reviewed the extensive list of roads and highways that make up the City of Temiskaming Shores, and working with Mr. Walsh, has offered suggestions on reconstruction, preservation options and new construction techniques throughout the City, in attempts to improve and extend the life of the existing overall infrastructure.



Value Added Services:

Miller was instrumental in the planning and development of the 2014 to 2016 City Roads Program. Miller worked closely with Mr. Walsh and City Manager Mr. Chris Oslund to develop a program that exceeded expectations, met budget, and was completed within timelines (ie. completion before Bikers Reunion). Our extensive resource and technical base allow the Miller team to offer the City "one stop shopping" for design, planning, budgeting, construction, and quality assurance. By providing all these services Miller is able to combine all aspects of design and construction and offer value to the City that otherwise may have been outsourced to a third party.

Miller intends to expedite and schedule the project to provide the least disruption to the public and business owners, within or near the construction zones. This will benefit, both, the City and Miller, limiting interaction and disruption of the traveling public as well as business owners.

Miller, through its different construction divisions, will source supplies and materials locally, and provide work to as many local labourers as is deemed possible, based on the work contained in the RFP, providing additional revenue to the community as a whole.

Health and Safety

At Miller, safety is our top priority when it comes to ensuring the success of a project. Safety of the worker and of the road user will be a prime consideration during all stages of construction. All field work will be carried out in accordance with Miller's 2017 Health and Safety Manual, which includes utilizing the Ontario Traffic Manual Book 7 Temporary Conditions for managing construction zone roadwork. Our Health and Safety policy has established policies and procedures that are used extensively to train our workers, subcontractors and anyone entering the work zone which is under our care and control. Staff members are also fully trained and tested in all required aspects of safety training based on their roles and responsibilities. Miller's key objectives on projects are: ensuring workers are protected, targeting no lost-time injuries or medical aids, safety of all personnel present on-site, protection of the traveling public within project work zones, and ensuring that all of our safety policies and safe practices are followed at all times.

Summary of Estimated Fees and Disbursements:

The form of proposal and pricing structure as supplied by the City follows on the next eight (8) pages.



Form of Proposal

Each FORM OF PROPOSAL should contain the legal name under which the Contractor carries on business, telephone number and fax number, as well the name or names of appropriate contact personnel which the City may consult regarding the Proposal.

I/We, the undersigned, have carefully examined the attached documents and conditions of the Proposal. I/We understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labour, apparatus and documentation as are required to satisfy this Proposal.

NOTE: All portions of "Form of Proposal" must be accurately and completely filled out.

Final payment will be made for actual linear meters applied and further proven by a calibrated measuring device provided by the Contractor and incorporated into the zone striper equipment and forming part of the operation process.

Page 1 of 8 to be submitted



Section 1 - Highway 65 East / Grant Drive Extension

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.		Highway 65 East / Grant Drive Extension		
1.1	2900 m3	Excavation / Grading of clay base material	\$17.50	\$50,750.00
1.2	5500 t	Granular "B" Type 2 (Supply, grade and compact 800 mm thickness)	\$20.00	\$110,000.00
1.3	1150 t	Granular "A" (Supply, grade and compact 150 mm thickness)	\$26.00	\$29,900.00
1.4	435 t	Hot Laid Asphalt (Supply, place and compact 50 mm thickness)	\$280.00	\$121,800.00
1.5	18 m	Conc. Barrier Curb (Traffic Island)	\$350.00	\$6,300.00
1.6(a)	6 m	Install 400 mmm CSP Culvert	\$550.00	\$3,300.00
1.6(b)	6 m	Install 1000 mmm CSP Culvert	\$750.00	\$4,500.00
1.7(a)	15 ea.	Painted Cycle Symbols	\$125.00	\$1,875.00
1.7(b)	50 m	Painted Dashed Lane Marker	\$5.00	\$250.00
			SUB TOTAL	\$328,675.00
			H.S.T.	\$42,727.75
			TOTAL	\$371,402.75



Section 2 - Laurette Street Extension

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2		Laurette Street Extension		
2.1	6.0 m	Install 1800 CSP Culvert Extension	\$1,600.00	\$9,600.00
2.2	250m3	Excavation / Grading of clay base material (Trail Extension)	\$17.50	\$4,375.00
2.3	2900 m3	Grade and compact clay base material for platform widening at culvert extension.	\$10.00	\$29,000.00
2.4	500 t	Granular "B" Type 2 (Supply, grade and compact 800 mm thickness)	\$20.00	\$10,000.00
2.5	100 t	Granular "A" (Supply, grade and compact 150 mm thickness)	\$26.00	\$2,600.00
2.6	40 t	Hot Laid Asphalt (Supply, place and compact 50 mm thickness)	\$280.00	\$11,200.00
2.7	Lump Sum	Guide Rail	\$8,500.00	\$8,500.00
2.8(a)	2ea.	Painted Cycle Symbols	\$125.00	\$250.00
2.8(b)	100 m	Painted Solid Lane Marker	\$5.00	\$500.00
2.8©	46 m	Painted Dashed Lane Marker	\$5.00	\$230.00
			SUB TOTAL	\$76,255.00
			H.S.T.	\$9,913.15
			TOTAL	\$86,168.15

I/We Miller Paving Limited offer to supply the requirements stated within.

the corresponding total cost of \$ 457,570.90 Tax included.

I/We hold the prices valid for 30 (thirty) days from submission date.

I/We will deliver the required services / equipment within 10 calendar days from receiving a signed order. (Weather permitting)

The specifications have been read over and agreed to this 4th day of July 2017

Company Name Miller Paving Limited	Contact name (please print) Britt Herd
Mailing Address 704024 Rockley Road P.O Box 248 New Liskeard, ON	Title Manager, Estimating - Northern Group
Postal Code P0J 1P0	Authorizing signature  "I have the authority to bind the company/corporation/partnership."
Telephone 705-647-4331	Fax 705-647-3611
Cell Phone if possible 705-648-5428	Email britt.herd@millergroup.ca



City of Temiskaming Shores
RS-RFP-002-2017
"2017 STATO Trail Extension"

Non Collusion Affidavit

I/ We Miller Paving Limited Britt Herd the undersigned, am fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Bid.

Such Bid is genuine and is not a collusive or sham Bid.

Neither the Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Contractor, firm or person to submit a collective or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Contractor, firm or person to fix the price or prices in the attached Bid or of any other Contractor, or to fix any overhead, profit or cost element of the Bid price or the price of any Contractor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed Bid.

The price or prices quoted in the attached Bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The Bid, Proposal or Proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at New Liskeard this 4th day of July, 2017

Signed 

Company Name Miller Paving Limited

Title Manager, Estimating - Northern Group

**City of Temiskaming Shores
RS-RFP-002-2017
"2017 STATO Trail Extension"**

Conflict of Interest Declaration

Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no *(strike out inapplicable portion)* knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at New Liskeard this 4th day of July, 2017.

Firm Name

Miller Paving Limited

Contractor's Authorization Official



Title

Manager, Estimating - Northern Group

Signature

Page 6 of 8 to be submitted

**City of Temiskaming Shores
RS-RFP-002-2017
"2017 STATO Trail Extension"**

SCHEDULE "A" - LIST OF PROPOSED SUB-CONTRACTORS

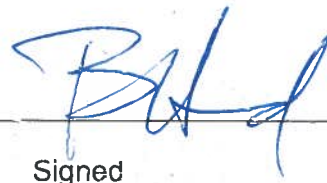
A list of Sub-Contractors that the Contractor proposes to employ in completing the required work outlined in this Proposal **must be included** in the Proposal documents submitted.

Name	Address	WSIB Certificate Number (copy attached)

I / We verify that the information provided above is accurate and that the individuals are qualified, experienced operators capable of completing the work outlined in this Proposal document.

Signed by Company Official

Britt Herd



Printed

Signed

Page 7 of 8 to be submitted



Schedule "B"

Accessibility for Ontarians with Disabilities Act, 2005 Compliance Agreement

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: Britt Herd Company Name: Miller Paving Limited

Phone Number: 705-647-4331 Address: 704024 Rockley Road New Liskeard, ON P0J 1P0

I, Britt Herd, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*.

I, _____, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario's Customer Service is available at www.gov.on.ca/mcss/serve-ability/splash.html.

Date: July 4, 2017

The Corporation of the City of Temiskaming Shores

By-law No. 2017-095

**Being a by-law to confirm certain proceedings of Council of
The Corporation of the City of Temiskaming Shores for its
Regular meeting held on July 11, 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 **July 11, 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 11th day of July, 2017.

Mayor – Carman Kidd

Clerk – David B. Treen