



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, May 15, 2018
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 – May 1, 2018

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

8. **Question and Answer Period**

9. **Presentations / Delegations**

- a) Norm Paterson – St. Paul & St. John Anglican Church

Re: New Church Hall – Request for Support

- b) Chris Oslund, City Manager and Laura-Lee MacLeod, Treasurer

Re: 2017 Operating and Capital Reports

10. **Communications**

- a) Michael Jacek, Senior Advisor – Association of Municipalities Ontario

Re: Update – Canada-Ontario Bilateral Agreement Signed for the National Housing Strategy

Reference: Referred to Directors and the Planner

- b) Marg Arthur & Lesley Simms, Volunteers – Community Cancer Centre

Re: Thank You – Community Cancer Care moving to Timiskaming Hospital

Reference: Received for Information

- c) Kim Peters, BIA Coordinator – New Liskeard Business Improvement Area

Re: Request for Road Closure – Summerfest (June 29 & 30, 2018)

Reference: Referred to Director of Public Works

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

Re: Ontario Community Infrastructure Fund (OCIF) Top Up – City eligible to apply for up to \$1,346,946

Reference: Referred to Senior Staff

- e) The Honourable Marie-France Lalonde, Minister of Community Safety & Correctional Services

Re: Mandatory Firefighter Certification, Community Risk Assessments and Public Reporting

Reference: Received for information

- f) Kim Allen, Volunteer – Community Volunteer Income Tax Program

Re: Thank You letter – use of municipal Facilities

Reference: Received for information

Draft Motion

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10. f) 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 Timiskaming Health Unit Board of Health meeting held on February 7, 2018;
- b) Quarter One 2018 Timiskaming Health Unit Report to the Board of Health;
- c) 2017 Audited Financial Statements for the Timiskaming Health Unit; and

- d) Minutes of the Temiskaming Shores Accessibility Advisory Committee meeting held on April 25, 2018.

12. Committees of Council – Internal Departments

Draft Motion

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

- a) Minutes of the Public Works Committee meeting held on April 19, 2018;
- b) Minutes of the Building Maintenance Committee meeting held on April 19, 2018;
- c) Minutes of the Protection to Persons and Property Committee meeting held on April 19, 2018; and

13. Reports by Members of Council

14. Notice of Motions

15. New Business

a) Support – Offering School Property to Municipalities

Whereas municipalities continue to discuss the ongoing issue of school closures throughout Ontario; and

Whereas school closures in many cases result in properties that are left vacant and unused for substantial periods of time resulting in properties that become eyesores for the affected communities; and

Whereas the affected municipality, that may be interest in acquiring the property must purchase these properties at fair market value and then may need to spend further taxpayer dollars in order to retrofit and/or remediate the building(s) on these properties; and

Whereas these properties were already developed into schools using taxpayer dollars and taxpayers should not have to “re-purchase” these properties at fair market value.

Now therefore the Council of the City of Temiskaming Shores hereby petitions the Province to amend current legislation such that subsequent to any school closure the said property be offered to the associated municipality at a nominal fee (\$2) for the intent of developing and/or sustaining these properties for the betterment of the community; and

Furthermore that a copy of this resolution be forwarded to Premier Kathleen Wynne; Indira Naidoo-Harris, Minister of Education; and the Association of Municipalities Ontario.

b) Administrative Report No. PW-029-2018 – Supply of Winter Sand

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PPP-029-2018;

That as outlined in the City’s *Procurement Policy*, Council approves the award of the award of the 2018 Supply, Mix and Stockpile of Winter Sand contract to *A. Miron Topsoil Ltd.* at unit prices of \$7.63 per tonne plus applicable taxes for the Dymond and New Liskeard Yards and \$6.43 per tonne plus applicable taxes for the Haileybury Yard and to Remix Existing Stockpiles at a unit price of \$6.43 per tonne plus applicable taxes, for the 2018–19 and 2019–20 winter operations seasons; and

That Council directs staff to prepare the necessary by-law and agreement for consideration at the May 15, 2018 Regular Council meeting.

c) Administrative Report No. PW-030-2018 – Supply of Bulk Coarse Highway Salt

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PPP-030-2018;

That Council approves the award of the 2018-19, 2019-20 and 2020-21 Supply and Delivery of Bulk Coarse Highway Salt contract to *K & S Windsor Salt Ltd.* in the amount of \$ 112.00 per tonne plus HST; and

That Council directs Staff to prepare the necessary by-law and agreement for consideration at the May 15, 2018 Regular Council meeting.

d) Administrative Report No. PW-031-2018 – STREETSCAN Proposal for Sidewalks

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-031-2018 and more specifically Appendix 01 being the STREETSCAN proposal for the completion of the Sidewalks Assessment Survey for all sidewalks in Temiskaming Shores;

That Council for the City of Temiskaming Shores acknowledges that the completion of the Sidewalks Assessment Survey is an important step to ensuring compliance with the current Maintenance Standards, most recently updated by the Ministry of Transportation;

That Council is committed to ensuring that all municipal assets are accurately inventoried, with condition status, levels of service and a strategy to maintain the asset is included in the City's Asset Management Plan;

That Council approves the commitment of up to \$8,500 from the 2018 Public Works Operations Budget towards the cost of this initiative; and

That Council directs staff to prepare the necessary by-law and agreement for consideration at the June 5, 2018 Regular Council meeting.

e) Administrative Report No. PW-032-2018 – North Cobalt Water Stabilization Project

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-032-2018 and more specifically Appendix 01 being the quotation provided by Spec & Sons Mechanical Contractors to complete the work associated with the North Cobalt Water Stabilization Project;

That as outlined in Section 10 of the City's *Procurement Policy*, Council agrees to waive the tendering procedure for the completion of the North

Cobalt Water Stabilization Project based on the justification as outlined in Appendix 02; and

That as outlined in Section 6 of the City's *Procurement Policy*, Council approves the award to complete the North Cobalt Water Stabilization Project to Spec and Sons Mechanical Contractors in the amount of \$ 58,246 plus applicable taxes.

f) Administrative Report No. PW-033-2018 – Climate Change Innovation Program

Draft Motion

Be it resolved that That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-033-2018 and more specifically Appendix 01 being the Federation of Canadian Municipalities, "*Climate Change Innovation Program: Staff Grants*" Application Guide and Appendix 02 being the proposed contribution allocation for applying partners;

That Council directs staff to work with representatives from the area Townships interested in partnering with the City to prepare an application for a Staff grant opportunity from the Federation of Canadian Municipalities' "*Climate Change Innovation Program*"; and

That Council commits up to \$28,000 as the City's contribution towards the cost of this initiative over a two year period.

g) Memo No. 020-2018-CS – Amendment to By-law No. 2017-046 – Winter Maintenance Agreement with Ministry of Transportation – Extension to June 2022

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 020-2018-CS; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2017-046 to extend the Winter Maintenance agreement with the Ministry of Transportation to June 15, 2022 for consideration at the May 15, 2018 Regular Council meeting.

h) Administrative Report No. CS-014-2018 – Telecommunication Tower Agreements with Bell Mobility (Dawson Point & Morissette Drive)

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-014-2018; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2010-037, as amended being a land lease agreement with Bell Mobility for the Morissette Communication Tower extending the term for four (4) years commencing the 1st day of August, 2018 and terminating on the 31st day of December, 2022 at a lease rate of \$7,500/year for consideration at the May 15, 2018 Regular Council meeting; and

That Council directs staff to prepare the necessary by-law to repeal By-law No. 2013-125 and enter into a new agreement with Bell Mobility for City of Temiskaming Shores' Communications Equipment on their Dawson Point tower for a four (4) year term commencing the 1st day of August, 2018 and terminating on the 31st day of December, 2022 at a rate of \$2,500/year for consideration at the May 15, 2018 Regular Council meeting.

i) Memo No. 021-2018-CS – City Hall Administrative Offices – Christmas Holiday Closure (December 24-28, 2018)

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 021-2018-CS; and

That Council approves the closure of City Hall Administrative Offices on Monday, December 24, 2018; Thursday, December 27, 2018; and Friday, December 28, 2018.

j) Administrative Report No. CS-015-2018 – Physician Recruitment

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-015-2018; and

That Council directs staff to transfer funds from the Great West Life Reserve and the Municipal Insurance Reserve to the Physician Recruitment and Retention Reserve representing a financial commitment of two (2) years at \$36,500 per year.

k) Administrative Report No. CS-016-2018 – New Liskeard Business Improvement Area – Petition to Repeal By-law

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-016-2018; and

That Council directs staff to prepare the necessary by-law to Repeal By-law No. 2531 and disband the New Liskeard Business Improvement Area for consideration at the June 19, 2018 Regular Council meeting.

Or

That Council agrees to retain the New Liskeard Business Improvement Area and encourages the Board of Management to continue working with its members and property owners to oversee the improvement, beautification and maintenance of the BIA and to promote the area as a business/shopping district.

16. By-laws

Draft Motion

Be it resolved that:

By-law No. 2018-084 Being a by-law to enter into an agreement with A. Miron Topsoil Ltd for the supply, mixing and stockpiling of Winter Sand at various location within the City of Temiskaming Shores

By-law No. 2018-085 Being a by-law to enter into an agreement with K & S Windsor Salt Ltd. for the supply and delivery of Bulk Coarse Highway Salt at various location within the City of Temiskaming Shores

By-law No. 2018-086 Being a by-law to amend By-law No. 2017-046 (Winter Maintenance Agreement with the Province of Ontario (Ministry of Transportation Ontario) – Highway 11B (Coleman Twp.) and Mowat Landing Road

By-law No. 2018-087 Being a by-law to amend By-law No. 2010-037 being a by-law to authorize the Lease of Land to NorthernTel Limited Partnership (now Bell Mobility Inc.)

By-law No. 2018-088 Being a by-law to enter into a Licence Renewal Agreement with Bell Mobility Inc. to house City of Temiskaming Shores' Communication Equipment on the Dawson Point Tower

be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that:

By-law No. 2018-000 being a by-law to regulate Property Standards for property within the municipality;

By-law No. 2018-084;

By-law No. 2018-085;

By-law No. 2018-086;

By-law No. 2018-087; and

By-law No. 2018-088;

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, June 5, 2018 at 6:00 p.m.
- b) Regular – Tuesday, June 19, 2018 at 6:00 p.m.

18. Question and Answer Period

19. **Closed Session**

20. **Confirming By-law**

Draft Motion

Be it resolved that By-law No. 2018-089 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 **May 1, 2018** be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that By-law No. 2018-089 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, May 1, 2018
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 Jessie Foley, Patricia Hewitt, Doug Jelly, Jeff Laferriere, Mike McArthur and Danny Whalen

Present: Christopher W. Oslund, City Manager
David B. Treen, Municipal Clerk
Doug Walsh, Director of Public Works
Tammie Caldwell, Director of Recreation
Shelly Zubyck, Director of Corporate Services
Tim Uttley, Fire Chief
Laura Lee MacLeod, Treasurer
James Franks, Economic Development Officer

Regrets:

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

Members of the Public Present: 1

3. Review of Revisions or Deletions to Agenda

Additions:

Under Item 15 – New Business add:

- k) Administrative Report No. CS-013-2018 – 2018 Tax Ratios

4. Approval of Agenda

Resolution No. 2018-222

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

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

Carried

5. Disclosure of Pecuniary Interest and General Nature

None

6. Review and adoption of Council Minutes

Resolution No. 2018-223

Moved by: Councillor Jelly

Seconded by: Councillor Foley

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

- a) Regular meeting of Council – April 17, 2018.

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) Laurie Miller, Director – Ministry of Municipal Affairs
Re: Update on Inclusionary Zoning – Affordable Housing
Reference: Referred to the Planner

- b) Tammy Fowkes, Deputy Clerk – Town Amherstburg
Re: Support – School Closures
Reference: Received for Information

- c) Art Booth, Assistant Deputy Fire Marshall – Ministry of Community Safety and Correctional Services
Re: 2018 Municipal / NFPP Fire Protection Profile Packages
Reference: Referred to the Fire Chief

- d) Association of Municipalities Ontario – Communications
Re: 2018-2020 AMO Board of Directors Call for Nominations
Reference: Received for Information

- e) Claire Hendrikx, Executive Director – The Timiskaming Foundation
Re: 2017 Annual Report
Reference: Received for Information (Full Report in Clerk’s Office)

- f) Andréanne Denis, Communications Manager – Canadian Mental Health Association
Re: Proclamation – May 7th to 13th, 2018 “Mental Health Week”
Reference: Motion to be presented under New Business

- g) Monique Chartrand, Executive Director – Victim Services of Temiskaming & District

Re: Proclamation – May 27th to June 2nd, 2018 “Victim and Survivors of Crime Awareness Week”

Reference: Motion to be presented under New Business

- h) Krista Adams, Acting Director – Ministry of Transportation

Re: Province wide cycling network / long-term Implementation Plan

Reference: Referred to the Director of Recreation Services

- i) Honourable Dipika Dameria, Minister of Senior Affairs

Re: Seniors Community Grant (SCG) Program – Funding of \$8,800

Reference: Referred to New Business (Administrative Report RS-008-2018)

- j) Yvan Baker, MPP Parliamentary Assistant - Ministry of Finance

Re: 2018 ROMA Delegation – OMPF Funding Formula

Reference: Received for Information

Resolution No. 2018-224

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

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

Carried

11. Committees of Council – Community and Regional

Resolution No. 2018-225

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

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

- a) Minutes of the Temiskaming Shores Public Library Board meeting held on March 21, 2018;
- b) Minutes of the Emergency Management Program Committee meeting held on March 29, 2018;
- c) Minutes of the Temiskaming Shores Accessibility Advisory Committee meeting held on March 14, 2018;
- d) Minutes of the Age Friendly Community Committee meeting held on December 11, 2017;
- e) Minutes of the Age Friendly Community Committee meeting held on February 12, 2018;
- f) Minutes of the Age Friendly Community Committee meeting held on March 12, 2018; and
- g) Minutes of the City of Temiskaming Shores Committee of Adjustment meeting held on March 28, 2018.

Carried

12. Committees of Council – Internal Departments

None

13. Reports by Members of Council

Councillor Jelly reported on the following:

- DTSSAB: At the last meeting the housing project in Dymond has been approved and the contractor selected is Rivard Bros.

Councillor Whalen reported on the following:

- FONOM: Confirmation from the Premier and a verbal confirmation of Doug Ford's office that they will be in attendance and are awaiting on confirmation that Andrea Horwath will be in attendance.

Mayor Kidd reported on the following:

- NEOPWO: Attended the Manager’s Forum as part of the North Eastern Ontario Public Works Organization in Timmins. Some excellent sessions including one in regards to the legalization of Cannabis and how it will impact business and how to deal with employees.

The Health Unit is also hosting an expert panel on Cannabis tomorrow night at the Dymond Hall commencing at 7 p.m.

14. Notice of Motions

None

15. New Business

a) **Request for Proclamation – Canadian Mental Health Association**

Resolution No. 2018-226

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Whereas the Canadian Mental Health Association Cochrane-Timiskaming Branch is involved in this year’s Mental Health Week by participating in the Five Ways to Wellbeing campaign; and

Whereas Mental Health Week is an opportunity to increase public awareness of mental health as well as reduce the stigma related to mental illness in our community; and

Whereas Mental Health Week provides an opportunity to help create a community where everyone belongs and where everyone has the opportunity to live a happy and fulfilling life.

Now therefore be it resolved that Council hereby proclaims May 7th to 13th, 2018 as “**Mental Health Week**” in the City of Temiskaming Shores.

Carried

b) **Request for Proclamation – Victim Services of Temiskaming & District**

Resolution No. 2018-227

Moved by: Councillor Jelly

Seconded by: Councillor Hewitt

Whereas Temiskaming & District VCARS is a member of the Ontario Network of Victim Service Providers; and

Whereas Victim Services provide a wide variety of services including immediate assistance to victims of violent crime to lessen the impact of the event and increase a victim's safety; and

Whereas the theme of the 2018 Victims and Survivors of Crime Awareness Week is ***Transforming the Culture together***; and

Whereas Council for the City of Temiskaming Shores recognizes not only the victims of crime but also the many individuals who are a part of the various organizations that assist the victims to deal with the aftermath and to rebuild their lives.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby proclaims May 27th to June 2nd, 2018 as ***“Victims and Survivors of Crime Awareness Week”*** in the City of Temiskaming Shores.

Carried

c) Administrative Report No. PW-025-2018 – Increase in Contingency – Temiskaming Shores Infrastructure Project – Phase 1

Resolution No. 2018-228

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-025-2018;

That Council agrees to increase the value of the contract (contingency portion) with Pedersen Construction (2013) Inc. for the Temiskaming Shores Infrastructure Project – Phase 1 by \$140,000; and

That Council directs Staff to prepare the necessary by-law to amend By-law No. 2016-165 for Council's consideration at the May 1, 2018 Regular Council meeting.

Carried

d) Administrative Report No. PW-026-2018 – 2018 Roadway Resurfacing Program

Resolution No. 2018-229

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-026-2018 particularly Appendix 02 - Proposed 2018 Roadway Resurfacing Program prepared in consultation with *Miller Paving Limited*; and

That Council directs staff to prepare the necessary by-law and agreement with Miller Paving Limited for the 2018 Roadway Resurfacing Program on various roadway sections in Temiskaming Shores at an upset limit of \$1,031,840 plus applicable taxes for consideration at the May 1, 2018 Regular Council meeting.

Carried

e) Administrative Report No. RS-005-2018 – CRCS Recreation – Design, Supply and Installation of a Splash Pad

Resolution No. 2018-230

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. RS-005-2018; and

That Council approves the selection CRCS Recreation for the design, supply and installation of a splash pad and directs the Splash Pad Committee to commence design and cost analysis of the project.

Carried

f) Administrative Report No. RS-008-2018 – Seniors Community Grant - Transportation

Resolution No. 2018-231

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. RS-008-2018; and

That Council direct staff to prepare the necessary by-law to enter into an Ontario Transfer Agreement with the Her Majesty the Queen in Right of Ontario as represented by the Minister Responsible for Seniors Affairs under the Seniors Community Grant Program in the amount of \$8,800 to assist in the provision of accessible transportation to existing community events for older adults in Temiskaming Shores and area for consideration at the May 1, 2018 Regular Council meeting.

Carried

g) Administrative Report No. CGP-012-2018 – 2017 Annual Building and Statistics Report

Resolution No. 2018-232

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. CGP-012-2018 more specifically Appendix 01 – 2017 Annual Report – Building Permit Fees and Appendix 02 – Building Permit Statistics Report 2013-2017 for information purposes; and

That Council directs staff to post the 2017 Annual Report – Building Permit Fees on the City’s website, and to make the report available to persons or organizations in accordance with the Ontario Building Code.

Carried

h) Administrative Report No. CGP-013-2018 – Adoption of a new Property Standards By-law (Interior Inspections)

Resolution No. 2018-233

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CGP-013-2018;

That Council directs staff to prepare the necessary by-law for the adoption of a Property Standards By-law for consideration of Provisional Approval (1st and 2nd reading) at the May 1, 2018 Regular Council meeting; and

That Council directs staff to host a public meeting on May 9, 2018 to permit review of the draft Property Standards By-law prior to consideration of 3rd reading anticipated for the May 15, 2018 Regular Council meeting.

Carried

i) Proclamation - Emergency Preparedness Week 2018

Resolution No. 2018-234

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Whereas Emergency Preparedness Week is an annual event that takes place each year during the first full week of May to increase public

awareness and educate residents on personal preparedness for disasters and emergencies; and

Whereas the City of Temiskaming Shores through the Office of the Fire Marshal and Emergency Management and all our Emergency Management Partners, assists the City of Temiskaming Shores to identify community risks, mitigate those risks, prepare for, respond to, and recover from disasters and emergencies; and

Whereas the City of Temiskaming Shores is doing everything it can to prepare for disasters, and realizes residents also have an important role to play in ensuring their own safety during an emergency; and

Whereas emergency preparedness is a shared responsibility and all individuals can reduce the risk we face by better understanding what could happen and learning how to better prepare ourselves, our families and our community; and

Whereas each individual must understand the risks inherent to where we live and work and undertake actions that reduce those risks in an effort to limit the extent to which an emergency may affect us.

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby proclaims the week of May 6th to 12th, 2018 to be ***“Emergency Preparedness Week”*** in the City of Temiskaming Shores and encourages all citizens to participate in educational activities during Emergency Preparedness Week.

Carried

j) Administrative Report No. PPP-003-2018 – SCBA Replacement

Resolution No. 2018-235

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-003-2018;

That Council directs staff to prepare the necessary by-law and agreement with M&L Supply for the supply and delivery of Self Contained Breathing Apparatus (SCBA) for the Temiskaming Shores Fire Department at an upset amount of \$260,967.50 plus applicable taxes for consideration at the May 1, 2018 Regular Council meeting.

Carried

Note: *The Treasurer provided the budget presentation under Item 16 a) at this point in the meeting prior to consideration of Administrative Report No. CS-013-2018 – 2018 Tax Ratios as well Council adopted of By-law No. 2018-075.*

k) Administrative Report No. CS-013-2018 – 2018 Tax Ratios

Resolution No. 2018-238

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-013-2018; and

That Council directs staff to prepare the necessary by-laws utilizing the Revenue Neutral Tax Ratios for 2018 for Council consideration at the May 1, 2018 Regular Council meeting.

Carried

16. By-laws

Presentation – 2018 Municipal Budget

Treasurer Laura-Lee MacLeod made a presentation of the final draft of the 2018 Municipal Budget. Laura outlined what had been approved in principal in December 2017. The budget in principal approved a tax levy increase of 2.21%.

Since the adoption in principal, staff has received DTSSAB, Health Unit, OPP budgets as well as some capital considerations which have been incorporated into the final draft. Based on a variety of factors including new growth assessment we were able to increase our transfer to capital to \$949,000.

Based on discussions with the Corporate Services Committee last week various Tax Levy alternatives were considered and the committee recommended to move forward with a tax levy of 2.21% which allows an increase in the transfer to capital and thus reducing our future borrowing needs.

The general capital was reduced to around \$4.14 M down approximately \$1.2 M; added the DTSSAB housing costs, added SCBA acquisitions, roads program seen a reduction from \$2.8 M to just under \$1.1 M; addition of Traffic Impact Study; addition of the acquisition of a portion of ARIO property (STATO Trail); increase to PFC upgrades to \$1 M and inclusion of engineering for NL Community Hall accessibility upgrades. Fleet was reduced from \$1.2 M down to \$1.16 M and the addition of a motor replacement in one of the transit buses. Under Environmental Capital there has been an increase from just over \$300 K to \$625 K.

Based on an average house of \$200 K with a 4% water/sewer increase that resident will see an overall increase of \$38.83 (1.06%) even though Council has approved a 2.21% Tax Levy increase.

Resolution No. 2018-236

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that By-law No. 2018-075 being a by-law to adopt the 2018 Municipal Budget for the City of Temiskaming Shores be hereby introduced and given first and second reading.

Carried

Resolution No. 2018-237

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that By-law No. 2018-075 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

Resolution No. 2018-239

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that:

By-law No. 2018-076 Being a by-law to establish Tax Ratios for 2018

By-law No. 2018-077 Being a by-law to provide for the adoption of 2018 Tax Rates for Municipal and School purposes and to further provide penalty and interest payment in default

By-law No. 2018-078 Being a by-law to amend By-law No. 2016-165 (Agreement with Pedersen Construction Inc. for Infrastructure Upgrades – Gray Road Project)

By-law No. 2018-079 Being a by-law to authorize the execution of a funding agreement between Her Majesty the Queen in Right of

Ontario as represented by the Ministry of Senior Affairs
under the Seniors Community Grant Program

By-law No. 2018-080 Being a by-law to enter into an agreement with Miller Paving Limited for the 2018 Roadway Surfacing Program within the City of Temiskaming

By-law No. 2018-081 Being a by-law to regulate Property Standards for property within the municipality

By-law No. 2018-082 Being a by-law to enter into an agreement with M & L Supply (Fire & Safety) for the supply and delivery of Self-Contained Breathing Apparatus for the Temiskaming Shores Fire Department

be hereby introduced and given first and second reading.

Carried

Resolution No. 2018-240

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that:

By-law No. 2018-076;

By-law No. 2018-077;

By-law No. 2018-078;

By-law No. 2018-079;

By-law No. 2018-080; and

By-law No. 2018-082;

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, May 15, 2018 at 6:00 p.m.

- b) Regular – Tuesday, June 5, 2018 at 6:00 p.m.

18. Question and Answer Period

City Manager, Chris Oslund outlined that the voting for the BIA closed last Friday; however someone may have mailed in their vote on Friday and based on the mail delivery system we may not receive the ballots until this week. Thus staff will wait to the end of this week and a report will be provided on the results at the May 15, 2018 Regular Council meeting.

19. Closed Session

Resolution No. 2018-241

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that Council agrees to convene in Closed Session at 6:58 p.m. to discuss the following matters:

- a) **Adoption of the April 3, 2018 – Closed Session Minutes**
- b) **Under Section 239 (2) (c) of the Municipal Act, 2001 – potential disposition of land – presentation by developer**
- c) **Under Section 239 (2) (c) of the Municipal Act, 2001 – a potential disposition of land – Lot 25 – Dymond Industrial Park**

Carried

Resolution No. 2018-242

Moved by: Councillor Jelly

Seconded by: Councillor Hewitt

Be it resolved that Council agrees to rise with report from Closed Session at 8:08 p.m.

Carried

Matters from Closed Session

- a) **Adoption of the April 3, 2018 – Closed Session Minutes**

Resolution No. 2018-243

Moved by: Councillor McArthur
Seconded by: Councillor Foley

Be it resolved that Council approves the April 3, 2018 Closed Session Minutes as printed.

Carried

b) Under Section 239 (2) (c) of the Municipal Act, 2001 – a potential disposition of land – Lot 25 – Dymond Industrial Park

Resolution No. 2018-244

Moved by: Councillor Foley
Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores hereby authorizes the execution of a Memorandum of Understanding between the City of Temiskaming Shores and CannAssist Group Inc.

Carried

Recorded Vote

For Motion

Councillor Foley
Councillor Jelly
Councillor Laferriere
Councillor McArthur
Councillor Whalen
Mayor Kidd

Against Motion

Councillor Hewitt

c) Under Section 239 (2) (c) of the Municipal Act, 2001 – potential disposition of land – presentation by developer

Council provided direction to staff in closed session.

20. Confirming By-law

Resolution No. 2018-245

Moved by: Councillor Jelly
Seconded by: Councillor Foley

Be it resolved that By-law No. 2018-083 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 **May 1, 2018** be hereby introduced and given first and second reading.

Carried

Resolution No. 2018-246

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that By-law No. 2018-083 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2018-247

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that City Council adjourns at 8:10 p.m.

Carried

Mayor – Carman Kidd

Clerk – David B. Treen

April 30, 2018

Canada-Ontario Bilateral Agreement Signed for the National Housing Strategy

AMO welcomes today's news that the federal and provincial governments signed a bilateral agreement to implement the National Housing Strategy in Ontario. An overarching national strategy with an Ontario agreement presents the opportunity for all orders of government to proactively work towards supporting Ontarians to meet their immediate needs and future housing hopes.

Key highlights of the agreement are:

- Over ten years, more than \$4.2 billion of investment will protect, renew, and expand social and community housing, and support Ontario's priorities related to housing repair, construction, and affordability.
- The governments of Canada and Ontario will work together on the design and implementation of a new Canada Housing Benefit in Ontario.
- Long-term and predictable funding will start April 1, 2019.

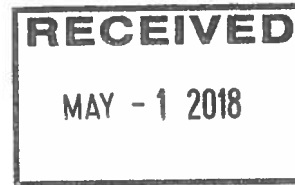
AMO will analyze the impact of this agreement once more details are known, providing members with updates. Further information and clarification is needed on the particulars and next steps, especially how municipal governments in Ontario will be engaged with the implementation.

AMO looks forward to working with both the federal and provincial governments to highlight municipal priorities to guide federal-provincial investments in Ontario. There is much at stake to ensuring the success of this vitally important initiative to facilitate housing stability and prosperity for the residents and communities in Ontario.

For more information, see the National Housing Strategy, [A Place to Call Home](#), on the Government of Canada website and the [news release](#) by the Canada and Mortgage Housing Corporation (CMHC). See also the Government of Ontario's [statement](#).

Michael Jacek
Senior Advisor
mjacek@amo.on.ca
416-971-9856 Ext. 329

P.O. Box 994
New Liskeard Ontario
P0J 1P0
April 30, 2018



Mayor Carman Kidd and Council
City of Temiskaming Shores
Box 2050
Haileybury, Ontario
P0J 1K0

Dear Mayor Kidd and Council:

We want to thank you for providing us with a very nice, comfortable and welcoming space to continue providing services to people suffering from a cancer diagnosis and their families for the past five years.

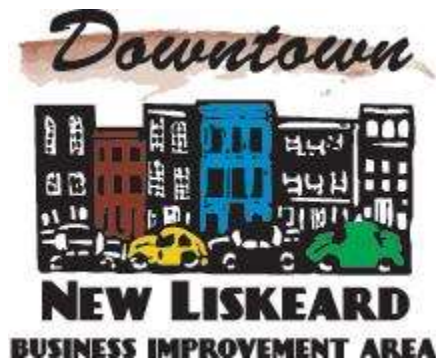
We have really appreciated your generosity without which we would have been unable to continue with our program when the hospital asked us to vacate the premises.

We have now been invited to return to the hospital and if the room is ready for us to move in, we hope to do this by the end of May.

Sincerely,

A handwritten signature in cursive script that reads "Marg Arthur".

Marg Arthur, Lesley Simms, Volunteers and Board members.
Community Cancer Care



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

Wednesday May 2, 2018

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

RE: PERMISSION FOR ROAD CLOSURE FOR SUMMERFEST, June 29 and June 30 2018

Dear Mayor Kidd,

The New Liskeard BIA is in the process of planning our annual Summerfest Event in the downtown area for Friday, June 29, and Saturday June 30, 2018. We are asking the Corporation of the City of Temiskaming Shores for permission to close Whitewood Avenue from Paget Street to May Street and Armstrong Street from Church Street to Cedar Avenue from the hours of **6:00 a.m. on June 29 until 6:00 p.m. on June 30** to accommodate our celebration.

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

Sincerely

Kim Peters
BIA Coordinator

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

Ministry of Agriculture,
Food and Rural Affairs

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



4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 519-826-3419
Fax: 519-826-3398

4^e étage
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tél. : 519-826-3419
Télec. : 519-826-3398

Dear Chief Administrative Officer, Clerk or Treasurer

As part of the largest infrastructure investment in Ontario's history, the province 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, which includes providing communities like yours with more stable, predictable and bankable OCIF formula funding.

I am pleased to inform you that we are now accepting proposals for the 2018 intake of OCIF Top-Up Application funding. This intake will provide approximately \$100 million to help communities address larger critical infrastructure projects. **The City of Temiskaming Shores is eligible to apply for up to \$1,346,946.** I ask that you share this information with your council as appropriate.

Your community may submit one project proposal, either individually or in partnership with another community. The deadline for submitting proposals for the OCIF Top-Up Application intake is Tuesday August 28, 2018 at 5 p.m. Eastern Daylight Time.

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 and funding need will also be considered as part of this process. The 2018 program guidelines have been revised to provide additional information on the technical assessment process for each project category.

To consult the program guidelines please visit: www.ontario.ca/municipalinfrastructure. The application form will be made available on this website shortly. Should you have any questions about the application process or your project proposal, please contact your project analyst Joseph Dubonnet at (519) 826-4164 or via email at Joseph.Dubonnet@ontario.ca.

With the municipal elections scheduled to take place on October 22, 2018 and the restrictions placed on municipal council in accordance with section 275 of the *Municipal Act, 2001*, you are encouraged to submit your application as early as possible to mitigate potential constraints in advance of or following a potential municipal election.

Sincerely,

A handwritten signature in blue ink that reads "Brent Kennedy".

Brent Kennedy
Director, Rural Programs Branch



Office of the Minister

Bureau de la ministre

25 Grosvenor Street
18th Floor
Toronto ON M7A 1Y6
Tel: 416-325-0408
MCSCS.Feedback@ontario.ca

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MCSCS.Feedback@ontario.ca

May 8, 2018

As Minister of Community Safety and Correctional Services, it is my responsibility to ensure that the framework for the delivery of municipal fire services meets the needs and circumstances of the communities they serve across the province.

Ontario's firefighters – both career and volunteer – are among the best in the world. Our government is committed to the safety of our firefighters and of the communities they serve. An important part of my responsibilities is to work with municipalities to identify and address emerging gaps and challenges related to the delivery of fire protection services.

The ministry established the Fire Safety Technical Table (the Table) in January 2017 to provide recommendations on the enhancement of fire safety in Ontario.

The Table meets on a monthly basis and includes municipal representation (the Association of Municipalities of Ontario and the Town of Aurora), representatives from firefighter associations and representatives from career, composite, and volunteer fire departments.

I want to thank the members of the Table for their dedication and for their work with my ministry on the development of three new fire safety regulations under the *Fire Protection and Prevention Act (FPPA)*. The regulations relate to:

- Certification of firefighters
- Risk assessments to inform the delivery of fire protection services
- Public reporting on fire department response times

These regulations respond to a number of coroner's inquest recommendations, enhance the consistency of fire safety across the province, increase transparency and accountability, and ensure that fire protection services meet the unique needs of communities.

The regulations were posted for comment on the regulatory registry in early 2018, and a great deal of valuable commentary was received. A number of changes have been made to reflect the thoughtful feedback.

I want to thank municipalities for their participation in this process and I am pleased to provide an update on the outcome of the regulatory consultation.

Mandatory Certification

The mandatory certification of firefighters, based on internationally recognized National Fire Protection Association (NFPA) standards, is a key step forward in building safer communities.

I want to emphasize that mandatory certification for four firefighter roles – including basic fire suppression – would only apply to new hires.

As such, the majority of existing suppression firefighters in Ontario – including those that work in volunteer departments – will not need to certify to maintain their jobs in their current positions. To progress to more senior positions in the fire service, certification would be required.

Some fire services in Ontario already train to NFPA standards – and over 80 have already begun certifying their firefighters. Province-wide certification would help ensure firefighters have a consistent level of knowledge and skill to safely provide fire protection services.

We recognize that some municipalities may require more time to comply with the mandatory certification of their firefighters. In response to feedback from the public posting of this regulation, we are delaying the in-force date for several roles to July 1st, 2019 and for others to January 1, 2020 and January 1, 2021.

For firefighters who have made best efforts to complete the certification in 24 months but were not able to do so, we are allowing an additional 12 months for completion, if the extension is approved by the Fire Marshal. This program would allow firefighters to work while completing their training and certification.

The internship program will also be expanded to include in-service fire instructors and fire inspectors for an initial 6-month internship. These participants will also benefit from a potential 6-month extension, if the extension is approved by the Fire Marshal. Firefighters who are certified and deemed-to-be certified (i.e., grandfathered) will have the ability to supervise firefighters in the internship program.

We believe the training and certification process for fire services across the province should be convenient and straightforward – particularly for small and rural municipalities who may face challenges in recruiting new volunteer firefighters.

We also recognize that firefighters will need a straightforward way to access testing services – and we will provide an online testing system that will be available free of charge. Where high-speed internet is not available, paper testing will continue to be available to fire services, also free of charge.

To ensure any challenges small or rural fire services may have adapting to the new requirements are mitigated, we will work with these municipalities to assess their current state of readiness and we will provide funding to cover all additional costs associated with this initiative.

In collaboration with our partners, MCSCS will be setting up an implementation table with a specific focus on small and rural communities to address their unique challenges throughout the implementation process.

Community Risk Assessments

Most communities undertake a risk assessment of some sort to help inform local decisions on the provision of fire protection services.

This regulation requires that all municipalities undertake a standardized risk assessment that will be used to inform the development of municipal fire protection services. A full risk assessment must be conducted every five years, with monitoring and reviewing conducted annually.

Undertaking a risk assessment will ensure that the delivery of fire protection services, including the development of public education and fire prevention programs, are based on consideration of key profiles of the community.

Public Reporting

Fire services across Ontario report their response times to the Office of the Fire Marshal and Emergency Management (OFMEM) using varying definitions. The result is inconsistent data that may be misinterpreted. There is no requirement to share this data with municipal governments or to make the information public. The public reporting regulation will create consistent reporting, and will increase transparency and accountability by providing the public with a clear understanding of what they can expect from the fire department in terms of response times.

This regulation is consistent with the Ontario Government's "open-by-default" approach to data sharing, and it is in line with the public's expectation that key information be available about their fire services.

Conclusion

My most important priority as Minister is the safety and security of every Ontarian. That is why we are requiring firefighters to certify, fire departments to develop risk assessments, and fire department response time data to be publicly reported – it will help to improve community safety across our province.

We will work closely with communities to ensure a smooth transition to the new regulations that will begin to come into force on July 1, 2019.

I want to thank all of our partners who worked with us on these regulations, and the municipal governments who submitted comments to the public registry.

If you have further questions about next steps, please contact mcscsinput@ontario.ca.

Warm regards,



Marie-France Lalonde
Minister

Fire Protection and Prevention Act Regulations

Narrative

Ontario is committed to the safety of both firefighters, and the public. That is why it's critical that the framework for the delivery of fire services across the province meets the needs and circumstances of communities they serve.

Following recommendations from multiple coroner's inquests, the Ministry of Community Safety and Correctional Services (MCSCS) formed a Fire Safety Technical Table (the Table) to provide recommendations on enhancing fire service delivery in Ontario. The Table includes municipal representation from the Association of Municipalities of Ontario (AMO), the Town of Aurora, fire associations and representatives from career, composite and volunteer fire departments from both urban and rural communities.

To date, the work of the Table has been informing the development of regulations related to mandatory certification of firefighters, community risk assessments to inform the delivery of fire protection services, and public reporting of fire department response times.

In regards to mandatory certification, currently, under the Occupational Health and Safety Act, employers must provide information, instruction and supervision to a worker to protect their health or safety. Ontario voluntarily adopted National Fire Protection Association (NFPA) standards in 2013/14, although certification is not yet mandatory. NFPA uses codes and standards that are considered best practice, evidence based and are used throughout North America.

More than 80 fire departments (a mix of urban/rural, large/small, professional/composite and volunteer) are already voluntarily certifying to the NFPA standards and many are training to the NFPA standards, but not yet certifying.

Under the new regulation, certification for four firefighter roles – including basic fire suppression – would only apply to new hires. As such, the majority of existing suppression firefighters in Ontario will not need to certify to maintain their jobs in their current positions. Those seeking to advance to a higher rank (e.g., Fire Officer) would be required to certify.

Firefighters who need to be certified will be able to work under the supervision of another certified firefighter, via an internship program, while they complete their training. They will have up to two years (with the potential of a one-year extension, with the approval of the Fire Marshal) to complete their certification.

Firefighters not certified before being hired by a fire department would need to be enrolled in the two year internship program. Firefighters seeking to certify to NFPA 1001 Levels 1 and 2 (exterior and interior attack), would be required to train approximately 3 hours a week to achieve certification if the firefighter is enrolled in the two year internship program.

Those who have previously trained to the former Ontario standards may be eligible to have their previous knowledge or experience qualify them for alternative compliance to certification

(i.e., grandfathering). In these instances, fire chiefs would need to attest that training has been received by the firefighter and provide documentation, upon request.

The earliest that any part of the regulation comes into force is July 2019, with other parts coming in force in 2020 and 2021.

The government of Ontario will work closely with the Table and municipalities, especially those who represent small, northern and rural areas, to identify specific challenges and seek their input in developing an implementation model that would best address their needs in order to ensure successful implementation.

Clause-by-Clause Explanation

Mandatory Certification Regulation under the *Fire Protection and Prevention Act, 1997*

Regulation Section Affected	Provision	Description
Definitions		
1.	<p>Definition</p> <p>1. In this Regulation, “NFPA” means the National Fire Protection Association.</p>	In the regulation, “NFPA” means the National Fire Protection Association.
Mandatory Certification		
2.(1)	<p>Mandatory certification</p> <p>2. (1) Every municipality, and every fire department in a territory without municipal organization, must ensure that its firefighters perform a fire protection service set out in Table 1 only if,</p> <p style="margin-left: 40px;">(a) the firefighter performing the fire protection service is certified to the corresponding certification standard set out in that Table; or</p> <p style="margin-left: 40px;">(b) this Regulation provides that the certification standard referred to in clause (a) does not apply with respect to the firefighter.</p>	<p>A municipality is responsible for ensuring its firefighters that perform fire protection services are certified except where a firefighter is grandfathered or is enrolled in an internship program.</p> <p>In an area where there is no local government, the fire department is responsible for</p>

Regulation Section Affected	Provision	Description
		ensuring its firefighters that perform fire protection services are certified except where a firefighter is grandfathered or is enrolled in an internship program.
2.(2)	Who provides certifications (2) The certification must be provided by the Fire Marshal.	The Office of the Fire Marshal and Emergency Management (OFMEM) is responsible for knowledge and skills testing and issuing certificates to firefighters.
Intern firefighters		
3.(1)	Intern firefighters 3. (1) A certification standard does not apply with respect to a firefighter who, <ul style="list-style-type: none"> (a) is enrolled in an internship program approved by the Fire Marshal; and (b) is operating under the supervision of a firefighter certified to that standard; and (c) has, <ul style="list-style-type: none"> (i) been a firefighter for no more than 24 months, or 	If a firefighter is performing a role in the internship program under the supervision of a certified firefighter and has not been a firefighter for more than two years, the intern firefighter does not have to be certified. The intern firefighter must be supervised by another firefighter who is certified to the appropriate NFPA standard. (e.g., if an intern is training to become a Public Educator, their supervisor must be

Regulation Section Affected	Provision	Description
	(ii) been in the internship program for no more than six months, if the internship program is to train to be a fire instructor or to train to be a fire inspector.	<p>certified as a Public Educator [NFPA 1035]).</p> <p>An intern firefighter can also be an existing firefighter who is training to become a Fire Instructor or Fire Inspector. These individuals have six months to become certified.</p>
3.(2)	<p>Extension of time</p> <p>(2) If a firefighter did their best to fulfil the requirements of the internship program but did not fulfil the requirements, the Fire Marshal must grant them an extension of a further,</p> <p>(a) 12 months; or</p> <p>(b) 6 months, if the internship program is to train to be a fire instructor or to train to be a fire inspector.</p>	<p>OFMEM will grant an extension of 12 months to an intern firefighter if they have made their best efforts to achieve certification within the two year internship period but were unable to do so.</p> <p>OFMEM will grant an extension of six months to an intern firefighter who has made their best efforts to achieve certification to become a Fire Instructor or Fire Inspector within the six month internship period but were unable to do so.</p>

Regulation Section Affected	Provision	Description
Transition		
4.(1)	<p>Transition</p> <p>4. (1) A certification standard set out in item 1, 2, 3, or 4 of Table 1 does not apply with respect to a firefighter who,</p> <ul style="list-style-type: none"> (a) became a firefighter before July 1, 2019; and (b) performed the fire protection service that the standard corresponds to before July 1, 2019 	<p>This section states that mandatory certification for Public Educators, Suppression Firefighters (interior and exterior) and Pump Operators will be implemented on a go-forward basis for newly hired firefighters.</p> <p>Firefighters in the roles of Public Educator, Suppression Firefighter (both interior and exterior attack) and Pump Operators hired after July 1, 2019 will have to be certified. Existing firefighters hired before July 1, 2019 in these roles do not have to be certified.</p>
4.(2)	<p>Same, technical rescue</p> <p>(2) The certification standard set out in item 5.1 of Table 1 does not apply with respect to a firefighter who,</p> <ul style="list-style-type: none"> (a) became a firefighter before January 1, 2021; and 	<p>Firefighters in the role of a Technical Rescuer hired after January 1, 2021 will have to be certified.</p> <p>Existing firefighters hired before January 1, 2021 in the</p>

Regulation Section Affected	Provision	Description
	(b) performed the fire protection service that the standard corresponds to before January 1, 2021.	role of Technical Rescuer <u>do not</u> have to be certified.
4.(3)	<p>Letter of compliance</p> <p>(3) A certification standard set out in item 1, 2 or 3 of Table 1 does not apply with respect to a firefighter that both of the following criteria apply to:</p> <ol style="list-style-type: none"> 1. The firefighter became a firefighter before July 1, 2019. 2. The firefighter’s fire chief was given permission by the Fire Marshal to issue the firefighter a Letter of Compliance with NFPA Standards respecting the relevant standard under Fire Marshal’s Communiqué 2014-04, “Transition to NFPA Professional Qualifications Standards: Grandfathering Policy”, which is dated January 2014 and available on a website of the Government of Ontario. 	<p>This section speaks to firefighters that have been grandfathered.</p> <p>Firefighters in the roles of Public Educator and Suppression Firefighter (both interior and exterior attack) <u>do not</u> have to be certified if they were hired before July 1, 2019 and have been grandfathered to the appropriate NFPA standard.</p>
4.(4)	<p>Earlier version of standard</p> <p>(4) A certification standard does not apply with respect to a firefighter who, prior to July 1, 2019, was certified to an earlier version of that standard.</p>	Firefighters who, before July 1, 2019 are certified to an earlier version of an NFPA standard <u>do not</u> need to re-certify to the newer editions of the standard.
4.(5)	<p>Deemed certification for the purpose of supervising interns</p> <p>(5) If subsection (3) or (4) provides that a certification standard does not apply with respect to a firefighter, that firefighter is deemed to be certified to that standard for the purpose of clause 3 (1) (b).</p>	A firefighter who has been grandfathered or holds certification to an earlier version of the appropriate NFPA standard may supervise intern firefighters.

Regulation Section Affected	Provision	Description																		
Amendments																				
5.(1)	Amendments (1) Subsection 4 (3) of this Regulation is amended by striking out “item 1, 2 or 3” in the portion before paragraph 1 and substituting “item 1, 1.3, 2, 3, 5 or 6”.	As of January 1, 2020, Fire Inspectors, Fire Officers and Fire Instructors will need to be certified unless they were hired before July 1, 2019 and received grandfathering to appropriate NFPA standard.																		
5.(2)	(2) Table 1 to this Regulation is amended by adding the following items: <table border="1" data-bbox="409 722 1417 1141"> <tr> <td data-bbox="409 722 489 800">1.1</td> <td data-bbox="489 722 800 800">Dispatch fire department resources (personnel and equipment)</td> <td data-bbox="800 722 1417 800">NFPA 1061, “Professional Qualifications for Public Safety Telecommunications Personnel”, 2014 Edition, Level I</td> </tr> <tr> <td data-bbox="409 800 489 852">1.2</td> <td data-bbox="489 800 800 852">Fire investigation activities</td> <td data-bbox="800 800 1417 852">NFPA 1033, “Standard for Professional Qualifications for Fire Investigator”, 2014 Edition</td> </tr> <tr> <td data-bbox="409 852 489 930">1.3</td> <td data-bbox="489 852 800 930">Fire prevention inspections or plans examination activities</td> <td data-bbox="800 852 1417 930">NFPA 1031, “Standard for Professional Qualifications for Fire Inspector and Plan Examiner”, 2014 Edition, Level I</td> </tr> <tr> <td data-bbox="409 930 489 1034">3.1</td> <td data-bbox="489 930 800 1034">Hazardous materials response at the Technician Level</td> <td data-bbox="800 930 1417 1034">NFPA 1072, “Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications”, 2017 Edition</td> </tr> <tr> <td data-bbox="409 1034 489 1086">5.</td> <td data-bbox="489 1034 800 1086">Supervise other firefighters</td> <td data-bbox="800 1034 1417 1086">NFPA 1021, “Standard for Fire Officer Professional Qualifications”, 2014 Edition, Level I</td> </tr> <tr> <td data-bbox="409 1086 489 1141">6.</td> <td data-bbox="489 1086 800 1141">Training courses for fire protection services</td> <td data-bbox="800 1086 1417 1141">NFPA 1041, “Standard for Fire Service Instructor Professional Qualifications”, 2012 Edition, Level I</td> </tr> </table>	1.1	Dispatch fire department resources (personnel and equipment)	NFPA 1061, “Professional Qualifications for Public Safety Telecommunications Personnel”, 2014 Edition, Level I	1.2	Fire investigation activities	NFPA 1033, “Standard for Professional Qualifications for Fire Investigator”, 2014 Edition	1.3	Fire prevention inspections or plans examination activities	NFPA 1031, “Standard for Professional Qualifications for Fire Inspector and Plan Examiner”, 2014 Edition, Level I	3.1	Hazardous materials response at the Technician Level	NFPA 1072, “Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications”, 2017 Edition	5.	Supervise other firefighters	NFPA 1021, “Standard for Fire Officer Professional Qualifications”, 2014 Edition, Level I	6.	Training courses for fire protection services	NFPA 1041, “Standard for Fire Service Instructor Professional Qualifications”, 2012 Edition, Level I	As of January 1, 2020, Table 1, which outlines the roles that require certification, will be amended to include Fire Dispatchers, Fire Investigators, Fire Inspectors, Hazardous Materials Personnel (Technician), Fire Officers, and Fire Instructors.
1.1	Dispatch fire department resources (personnel and equipment)	NFPA 1061, “Professional Qualifications for Public Safety Telecommunications Personnel”, 2014 Edition, Level I																		
1.2	Fire investigation activities	NFPA 1033, “Standard for Professional Qualifications for Fire Investigator”, 2014 Edition																		
1.3	Fire prevention inspections or plans examination activities	NFPA 1031, “Standard for Professional Qualifications for Fire Inspector and Plan Examiner”, 2014 Edition, Level I																		
3.1	Hazardous materials response at the Technician Level	NFPA 1072, “Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications”, 2017 Edition																		
5.	Supervise other firefighters	NFPA 1021, “Standard for Fire Officer Professional Qualifications”, 2014 Edition, Level I																		
6.	Training courses for fire protection services	NFPA 1041, “Standard for Fire Service Instructor Professional Qualifications”, 2012 Edition, Level I																		
5.(3)	(3) Table 1 to this Regulation is amended by adding the following item: <table border="1" data-bbox="409 1180 1417 1416"> <tr> <td data-bbox="409 1180 489 1416">5.1</td> <td data-bbox="489 1180 800 1416"> Technical rescue activities, but only the following technical rescue activities: <ol style="list-style-type: none"> 1. Confined space rescue 2. Ice rescue 3. Rope rescue 4. Surface water rescue 5. Swift water rescue </td> <td data-bbox="800 1180 1417 1416">NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2017 Edition</td> </tr> </table>	5.1	Technical rescue activities, but only the following technical rescue activities: <ol style="list-style-type: none"> 1. Confined space rescue 2. Ice rescue 3. Rope rescue 4. Surface water rescue 5. Swift water rescue 	NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2017 Edition	On January 1, 2021, Table 1, which outlines the roles that require certification, will be amended to include Technical Rescuers who perform these seven specific rescue activities need to be certified.															
5.1	Technical rescue activities, but only the following technical rescue activities: <ol style="list-style-type: none"> 1. Confined space rescue 2. Ice rescue 3. Rope rescue 4. Surface water rescue 5. Swift water rescue 	NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2017 Edition																		

Regulation Section Affected	Provision		Description
	6. Trench rescue 7. Vehicle rescue		
Commencement			
6. (1)	Commencement 6. (1) Subject to subsections (2) and (3), this Regulation comes into force on July 1, 2019.		<p>On July 1, 2019, Sections 1 to 4 and Table 1 of the regulation come into force.</p> <p>On July 1, 2019, newly hired firefighters in the roles of Public Educator, Suppression Firefighter (interior and exterior attack) and Pump Operator will need to be certified.</p>
6. (2)	(2) Subsections 5 (1) and (2) come into force on January 1, 2020.		<p>On January 1, 2020 subsection 5(1) and Table 1 are amended with respect to adding the firefighter roles that are eligible for grandfathering and require certification: Fire Inspector, Fire Officer and Fire Instructor.</p> <p>On January 1, 2020 existing firefighters in the roles of Fire Dispatchers, Fire Investigators and Hazardous Materials Personnel (Technician) will need to be certified.</p>

Regulation Section Affected	Provision	Description
		Grandfathered Fire Inspectors, Fire Officers and Fire Instructors will not need to be certified.
6. (3)	(3) Subsections 4 (2) and 5 (3) come into force on January 1, 2021.	On January 1, 2021, subsection 4 (2) and Table 1 are amended so that Technical Rescuers performing seven specific rescue activities will need to be certified, unless they performed these specific rescue activities before January 1, 2021.

Clause-by-Clause Explanation

Public Reports Regulation under the *Fire Protection and Prevention Act, 1997*

Regulation Section Affected	Provision	Description
Definitions		
1.	<p>Definition</p> <p>1. In this Regulation,</p> <p>“PSAP” is short for public safety answering point, which means a call centre responsible for answering calls to 9-1-1 for police, firefighting and ambulance services.</p>	<p>In the regulation, “PSAP” is short for public safety answering point, which means a call centre responsible for answering calls to 9-1-1 for police, firefighting and ambulance services.</p>
Preparation of public reports		
2.(1)	<p>Preparation of public reports</p> <p>Fire Marshal sends fire department the information</p> <p>2. (1) The Fire Marshal must give every fire department the information required by Schedule 1, based on the information the Fire Marshal has received through reports under subsection 11 (2) of the Act.</p>	<p>Fire departments must time stamp information through the Standard Incident Reporting system to the Office of the Fire Marshal and Emergency Management (OFMEM).</p> <p>OFMEM will then provide calculated response times to fire departments.</p>
2.(2)	<p>Fire department prepares the public report</p> <p>(2) Every fire department must prepare a public report setting out,</p>	<p>Using the calculated response time data from OFMEM, fire departments will prepare a public report.</p>

Regulation Section Affected	Provision	Description
	<p>(a) the information required by Schedule 1; and</p> <p>(b) any other information the fire department chooses to include.</p>	<p>This report will include all response times set out in Schedule 1. Fire departments may include any other information, including explanatory language that will help the public understand the factors that may have impacted the department's response times.</p>
2.(3)	<p>Fire department may use Fire Marshal's data</p> <p>(3) The fire department may use the information required by Schedule 1 that the Fire Marshal provided to prepare their public report, or may carry out their own calculations respecting the same time period.</p>	<p>A fire department may choose to calculate their own response time data in their public report instead of relying on OFMEM to conduct and provide calculations.</p>
Dissemination of public reports		
3.(1)	<p>Dissemination of public reports</p> <p>From fire department to Fire Marshal</p> <p>3. (1) Every fire department must give their public report to the Fire Marshal no later than 180 days after the Fire Marshal gives the fire department the information.</p>	<p>After the fire department receives their calculated response time data from OFMEM or does their own calculations, the fire department will have six months to provide their public report to the OFMEM.</p>
3.(2)	<p>From fire department to municipality</p> <p>(2) Every fire department that is authorized to provide fire protection services by a municipality must give their public report to the municipal council before giving its public report to the Fire Marshal.</p>	<p>Before a fire department submits their public report to OFMEM, they must submit the report to their municipal council.</p>
3.(3)	<p>From fire department to group of municipalities</p> <p>(3) Every fire department that is authorized to provide fire protection services by a group of municipalities must</p>	<p>If a fire department provides services to more than one municipality (e.g., through an automatic or mutual aid agreement),</p>

Regulation Section Affected	Provision	Description
	give their public report to the municipal council of each municipality in the group of municipalities before giving their public report to the Fire Marshal.	the fire department must submit the public report to each municipal council for which they provide services.
3.(4)	Fire Marshal makes public (4) The Fire Marshal may make the public report available to the public.	OFMEM may make the public report available to the public (e.g., on its website)
Clarification		
4.	Clarification 4. For greater certainty, this Regulation does not imply that firefighters have authority to perform acts that the <i>Regulated Health Professions Act, 1991</i> does not permit them to perform.	The Regulated Health Professions Act (RHPA) provides authority for firefighters to perform “controlled acts” in response to medical emergencies in specific instances. The purpose of this provision is to clarify that the regulation does not authorize firefighters to provide any medical services that would not be permitted under the RHPA.
Commencement		
5.	Commencement 5. This Regulation comes into force on the later of January 1, 2020 and the day it is filed.	The regulation comes into force on January 1, 2020.

Regulation Section Affected	Provision				Description
<p>SCHEDULE 1 REQUIRED INFORMATION CAREER FIREFIGHTERS</p>					
<p>1. (1)</p>	<p>1. (1) The public report must set out the following information respecting incidents in which the first fire department unit that arrives on the scene does not include a volunteer firefighter:</p> <p>1. For each standard set out in the following Table,</p> <p style="margin-left: 40px;">i. the percentage value of how often the fire department achieves that standard for the corresponding time interval, and</p> <p style="margin-left: 40px;">ii. the corresponding benchmark percentage value for how often the fire department should achieve or exceed that standard.</p> <p>2. For each time interval set out in the following Table that does not have a corresponding standard, the time interval value that the fire department achieves or exceeds 90% of the time.</p>				<p>In instances, where the first fire truck on scene only includes career firefighters, the fire department must include response time benchmark data as outlined in Schedule 1 (e.g., turnout time of 80 seconds for fire and special operations) and the percentage of time the fire department achieved the benchmark (e.g., turnout time benchmark of 90%).</p> <p>Where a response time does not have a benchmark, the first fire truck that only includes career firefighters will report the response time that they met or exceeded 90% of the time.</p>
<p>Table</p>	<p>Item</p>	<p>Column 1 Time interval</p>	<p>Column 2 Standard</p>	<p>Column 3 Benchmark</p>	<p>Definitions of each item are as follows:</p> <p>1. Alarm transfer time: The time the call the PSAP is in receipt of the alarm from the time that the alarm is first</p>
	<p>1.</p>	<p>Alarm transfer time: The time interval from the receipt of the emergency alarm at the PSAP until the alarm is first received at the fire department communication centre</p>	<p>30 seconds</p>	<p>95%</p>	

Regulation Section Affected	Provision				Description
	2.	Alarm answering time: The time interval that begins when the alarm is received at the fire department communication centre and ends when the alarm is acknowledged at the communication centre	15 seconds	95%	<p>received at the communication or dispatch centre</p> <p>2. Alarm answering time: The time the call is received at the communication or dispatch centre from the time the alarm is acknowledged by the communication or dispatch centre</p> <p>3. Alarm processing time: The time the call is initially received by the communication or dispatch centre from the first time facilities/units are notified of the emergency by the communication or dispatch centre</p> <p>4. Alarm handling time: The time the alarm is received at the PSAP from the beginning time that emergency facilities/unit(s) have information transmitted to them</p> <p>5. Turnout time: The time the call is received by the facilities/unit from the time that the unit leaves the station</p> <p>6. Travel time: The time the unit(s) leaves the station from the time that the first unit arrives on scene</p> <p>7. Initiating action/intervention time: The time between when the fire department first arrives on the scene and when they begin to respond to the emergency</p>
	3.	Alarm processing time: The time interval from when the alarm is acknowledged at the fire department communication centre until response information begins to be transmitted via voice or electronic means to fire department facilities and fire department units	<p>64 seconds for calls other than the following calls; and</p> <p>90 seconds for the following calls:</p> <ol style="list-style-type: none"> 1. Calls requiring emergency medical dispatch questioning and pre-arrival medical instructions 2. Calls requiring language translation 3. Calls requiring the use of a TTY/TDD device or audio/video relay services 4. Calls of criminal activity that require information vital to emergency responder safety prior to dispatching units 5. Hazardous material incidents 6. Technical rescue 7. Calls that require determining the 	90%	

Regulation Section Affected	Provision				Description
			location of the alarm due to insufficient information 8. Calls received by text message		8. Total response time: The time the call is initially received by the PSAP from the time the first unit arrives on scene
	4.	Alarm handling time: The time interval from the receipt of the alarm at the PSAP until the beginning of the transmittal of the response information via voice or electronic means to fire department facilities or the fire department units in the field	No standard; set out the time interval value that the fire department achieves or exceeds 90% of the time	No benchmark	
	5.	Turnout time: The time interval that begins when the fire department facilities and fire department units notification process begins by either an audible alarm or visual annunciation or both and ends at the beginning point of travel time	80 seconds for fire and special operations; 60 seconds for emergency medical services	90%	
	6.	Travel time: The time interval that begins when a fire department unit is en route to the incident and ends when the fire department unit arrives at the scene	240 seconds for fire suppression; 240 seconds for the arrival of a unit with a first responder with an automatic external defibrillator or higher level capability no standard for other services	90%	
	7.	Initiating action/intervention time: The time interval from when a fire department unit arrives on the scene to the initiation of emergency mitigation	No standard; set out the time interval value that the fire department achieves or exceeds 90% of the time	No benchmark	
	8.	Total response time: The time interval from the receipt of the alarm at the PSAP to when the first	No standard; set out the time interval value that the fire	No benchmark	

Regulation Section Affected	Provision			Description
		fire department unit is initiating action or intervening to control the incident	department achieves or exceeds 90% of the time	
1. (2)	(2) The public report does not have to set out information for items 1, 2, 3, 4 and 8 if the information is not available from the fire department's records.			If a fire department does not have information for alarm transfer time, alarm answering time, alarm processing time, alarm handling time, or total response time, then this information does not need to be included in the public report.
<p>SCHEDULE 1 REQUIRED INFORMATION VOLUNTEER FIREFIGHTERS</p>				
2. (1)	<p>2. (1) The public report must set out the following information respecting incidents in which the first fire department unit that arrives on the scene includes at least one volunteer firefighter:</p> <p style="padding-left: 40px;">1. For each time interval set out in the following Table, the time interval value that the fire department achieves or exceeds 90% of the time.</p>			In instances, where the first fire truck on scene has at least one volunteer firefighter, the fire department will include the response time that they met or exceeded 90% of the time in their public report.
Table	Item	Column 1 Time interval		<p>Definitions of each item are as follows:</p> <p>1. Alarm transfer time: The time the call the PSAP is in receipt of the alarm from the time that the alarm is first received at the communication or dispatch centre</p>
	1.	Alarm transfer time: The time interval from the receipt of the emergency alarm at the PSAP until the alarm is first received at the fire department communication centre		
	2.	Alarm answering time: The time interval that begins when the alarm is received at the fire department communication centre and ends when the alarm is acknowledged at the communication centre		
	3.	Alarm processing time: The time interval from when the alarm is acknowledged at the fire department communication centre until response information begins to be transmitted via voice or electronic		

Regulation Section Affected	Provision	Description
	<p>means to fire department facilities and fire department units</p> <p>4. Alarm handling time: The time interval from the receipt of the alarm at the PSAP until the beginning of the transmittal of the response information via voice or electronic means to fire department facilities or the fire department units in the field</p> <p>5. Turnout time: The time interval that begins when the fire department facilities and fire department units notification process begins by either an audible alarm or visual annunciation or both and ends at the beginning point of travel time</p> <p>6. Travel time: The time interval that begins when a fire department unit is en route to the incident and ends when the fire department unit arrives at the scene</p> <p>7. Initiating action/intervention time: The time interval from when a fire department unit arrives on the scene to the initiation of emergency mitigation</p> <p>8. Total response time: The time interval from the receipt of the alarm at the PSAP to when the first fire department unit is initiating action or intervening to control the incident</p>	<p>2. Alarm answering time: The time the call is received at the communication or dispatch centre from the time the alarm is acknowledged by the communication or dispatch centre</p> <p>3. Alarm processing time: The time the call is initially received by the communication or dispatch centre from the first time facilities/units are notified of the emergency by the communication or dispatch centre</p> <p>4. Alarm handling time: The time the alarm is received at the PSAP from the beginning time that emergency facilities/unit(s) have information transmitted to them</p> <p>5. Turnout time: The time the call is received by the facilities/unit from the time that the unit leaves the station</p> <p>6. Travel time: The time the unit(s) leaves the station from the time that the first unit arrives on scene</p> <p>7. Initiating action/intervention time: The time between when the fire department first arrives on the scene and when they begin to respond to the emergency</p>

Regulation Section Affected	Provision	Description
		8. Total response time: The time the call is initially received by the PSAP from the time the first unit arrives on scene
2. (2)	(2) The public report does not have to set out information for items 1, 2, 3, 4 and 8 if the information is not available from the fire department's records.	If a fire department does not have information for alarm transfer time, alarm answering time, alarm processing time, alarm handling time, or total response time then this information does not need to be included in the public report.

Clause-by-Clause Explanation

Community Risk Assessments Regulation under the *Fire Protection and Prevention Act, 1997*

Regulation Section Affected	Provision	Description
Mandatory Use		
1.	<p>Mandatory use</p> <p>1. Every municipality, and every fire department in a territory without municipal organization, must,</p> <p>(a) complete and review a community risk assessment as provided by this Regulation; and</p> <p>(b) use its community risk assessment to inform decisions about the provision of fire protection services.</p>	<p>A municipality is responsible for completing a community risk assessment and using the completed assessment to make evidence-based decisions on the provision of fire protection services in their community.</p> <p>In an area where there is no local government, the fire department is responsible for completing a community risk assessment and using the completed assessment to make evidence-based decisions on the provision of fire protection services in their community.</p>

Regulation Section Affected	Provision	Description
What it is		
2. (1)	What it is 2. (1) A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services.	An explanation of what is a community risk assessment in the regulation.
Mandatory profiles		
2. (2)	Mandatory profiles (2) A community risk assessment must include consideration of the mandatory profiles listed in Schedule 1.	Schedule 1 lists all of the factors within a community that a municipality must consider when identifying and categorizing risks.
Form		
2. (3)	Form (3) A community risk assessment must be in the form, if any, that the Fire Marshal provides or approves.	If OFMEM provides a community risk assessment template a municipality or fire department in an area where there is no local government must use the template provided. A municipality or fire department in an area where there is no local government that uses another risk assessment process can be approved by OFMEM provided the mandatory profiles outlined in Schedule 1 are included.
When to complete (at least every five years)		
3. (1)	When to complete (at least every five years) 3. (1) The municipality or fire department must complete a community risk assessment no later than five years after the day its previous community risk assessment was completed.	Municipalities or fire departments in areas with where there is no local government must complete a risk assessment every five years.

Regulation Section Affected	Provision	Description
New municipality or fire department		
3. (2)	New municipality or fire department (2) If a municipality, or a fire department in a territory without municipal organization, comes into existence, the municipality or fire department must complete a community risk assessment no later than two years after the day it comes into existence	If a new municipality or fire department in an area where there is no local government is created after the regulation comes into force, they must complete their first community risk assessment within two years.
Transition		
3. (3)	Transition (3) A municipality that exists on July 1, 2019, or a fire department in a territory without municipal organization that exists on July 1, 2019, must complete a community risk assessment no later than July 1, 2024.	A municipality or fire department in an area where there is no local government has five years to complete its community risk assessment when the regulation comes into force on July 1, 2019. As a result, the first community risk assessment will not need to be in place until July 1, 2024.
Revocation		
3. (4)	Revocation (4) Subsection (3) and this subsection are revoked on July 1, 2025	The ‘transition’ item in the regulation will be removed on July 1, 2025, as municipalities or fire departments in areas where there is no local government will have completed a risk assessment.
When to review (at least every year)		
4. (1)	When to review (at least every year)	Risk assessments must be reviewed annually within the five year period.

Regulation Section Affected	Provision	Description
	<p>4. (1) The municipality or fire department must complete a review of its community risk assessment no later than 12 months after,</p> <p>(a) the day its community risk assessment was completed; and</p> <p>(b) the day its previous review was completed.</p>	
Other reviews		
4. (2)	<p>Other reviews</p> <p>(2) The municipality or fire department must also review its community risk assessment whenever necessary.</p>	Risk assessments must be reviewed whenever necessary.
Revisions		
4. (3)	<p>Revisions</p> <p>(3) The municipality or fire department must revise its community risk assessment if it is necessary to reflect,</p> <p>(a) any significant changes in the mandatory profiles;</p> <p>(b) any other significant matters arising from the review.</p>	Municipalities and or fire departments in an area where there is no local government must revise its risk assessment if there are any significant changes to the mandatory profiles or another significant change in the community
New assessment instead of review		
4. (4)	<p>New assessment instead of review</p> <p>(4) The municipality or fire department does not have to review its community risk assessment if it expects to complete a new community risk assessment on or before the day it would complete the review.</p>	If a municipality or fire department plans to complete a new risk assessment before the five years is up, then an annual review is not required.
Commencement		
5.	<p>Commencement</p> <p>5. This Regulation comes into force on the later of July 1, 2019 and the day it is filed.</p>	The regulation comes into force July 1, 2019.

Regulation Section Affected	Provision	Description
SCHEDULE 1 MANDATORY PROFILES		
Schedule 1	1. Geographic profile: The physical features of the community, including the nature and placement of features such as highways, waterways, railways, canyons, bridges, landforms and wildland-urban interfaces.	Physical features of the community may present inherent risks or potentially have an impact on fire department access or response time.
Schedule 1	2. Building stock profile: The types of buildings in the community, the uses of the buildings in the community, the number of buildings of each type, the number of buildings of each use and any building-related risks known to the fire department.	Potential fire risks associated with different types or uses of buildings given their prevalence in the community and the presence or absence of fire safety systems and equipment at time of construction.
Schedule 1	3. Critical infrastructure profile: The capabilities and limitations of critical infrastructure, including electricity distribution, water distribution, telecommunications, hospitals and airports.	Presence/availability and capacity of infrastructure elements that could have a significant impact on such things as dispatch, communications, suppression operations, overall health care or transportation for the community if compromised, or that may present unique fire risks by virtue of their size or design.
Schedule 1	4. Demographic profile: The composition of the community's population, respecting matters relevant to the community, such as population size and dispersion, age, gender, cultural background, level of education, socioeconomic make-up, and transient population.	Characteristics of the population in the community in order to tailor delivery of fire protection services including public education and fire prevention programs.
Schedule 1	5. Hazard profile: The hazards in the community, including natural hazards, hazards caused by humans, and technological hazards.	Hazards, to which fire departments may be expected to respond, that may have a significant impact on the

Regulation Section Affected	Provision	Description
		community. Examples of natural hazards would include floods, forest fires or earthquakes; human caused hazards would include such things as chemical or biological attacks, or other terrorist activity; and technological hazards would include such things as industrial pollution, nuclear or hazardous materials incidents.
Schedule 1	6. Public safety response profile: The types of incidents responded to by other entities in the community, and those entities' response capabilities.	Other public safety response agencies (such as police/ambulance/rescue) that might be tasked to or able to assist in the some capacity to the response to emergencies or in mitigating the impact of emergencies to which the fire department responds.
Schedule 1	7. Community services profile: The types of services provided by other entities in the community, and those entities' service capabilities.	Presence or absence and potential abilities of other agencies, organizations, or associations to provide services that may assist in mitigating the impact of emergencies to which the fire department responds.
Schedule 1	8. Economic profile: The economic sectors affecting the community that are critical to its financial sustainability.	Economic drivers in the community that have significant influence on the ability of the community to provide or maintain service levels.

Regulation Section Affected	Provision	Description
<p>Schedule 1</p>	<p>9. Past loss and event history profile: The community's past emergency response experience, including the following analysis:</p> <ol style="list-style-type: none"> 1. The number and types of emergency responses, injuries, deaths and dollar losses. 2. Comparison of the community's fire loss statistics with provincial fire loss statistics. <p>Note: Each profile is to be interpreted as extending only to matters relevant to fire protection services.</p>	<p>Evaluation of previous response data to identify circumstances and behaviours that will inform decisions on fire protection services delivery including public fire safety education and inspection programs.</p>

Questions & Answers

Fire Safety Regulations

General

1. What are the new regulations that the ministry developed under the Fire Protection and Prevention Act (FPPA)?

- The ministry has developed three new regulations under the FPPA that relate to:
 - Certification of firefighters;
 - Community risk assessments to inform the delivery of fire protection services; and,
 - Public reporting on fire department response times.

2. What is the Fire Safety Technical Table (the Table)?

- The Table was established in January 2017 to identify policy gaps and challenges, and to provide recommendations to the ministry to modernize fire service delivery in Ontario.
- The Table includes municipal representation from the Association of Municipalities of Ontario (AMO), the Town of Aurora, fire associations and representatives from career, composite and volunteer fire departments from both urban and rural communities.
- The initial focus of the Table has been to inform the development of recommendations for the ministry on firefighter certification, conducting community risk assessments, public reporting of fire-related data, and other matters of collective interest.

3. Why does the government need the advice of a technical table?

- The FPPA is over 20 years old, which means there is a need to address emerging gaps and challenges related to the delivery of fire safety in Ontario, including a lack of mandatory standards related to firefighter training and certification.
- The ministry established the Table to seek input from knowledgeable stakeholders, including firefighter associations, fire departments and municipalities. The advice received from stakeholders complements the existing technical expertise of the Office of the Fire Marshal and Emergency Management (OFMEM), allowing the ministry to take into account municipal and local concerns when addressing various challenges.

4. Who has been consulted on these regulations?

- In addition to consultations with the Table and partner ministries, the proposals were posted on the regulatory registry for public comment in early 2018 – approximately 400 comments were received.

5. When would the regulations come into force?

- Mandatory certification: July 1, 2019, with some sections coming into force on January 1, 2020 and January 1, 2021.
- Community risk assessment: July 1, 2019.
- Public reporting: January 1, 2020.

Questions & Answers

Fire Safety Regulations

6. Do these regulations apply to fire services that operate in unincorporated territories where the province has jurisdiction?

- Yes, the regulatory requirements will apply to unincorporated territories as well as municipalities.

Mandatory Certification

1. Why is the ministry mandating that firefighters be certified?

- Numerous coroner's inquests have identified and/or recommended the need to implement mandatory certification of firefighters/fire services personnel.
- The Occupational Health and Safety Act requires employers to provide information, instruction and supervision to a worker to protect the health or safety of the worker; however there is no mandatory requirement to train to a specific standard.
- To increase public and firefighter safety by ensuring firefighters delivering fire protection services are trained and certified to National Fire Protection Association (NFPA) standards – which are best practice, internationally regarded and evidence based.

2. Why is the government using NFPA standards?

- NFPA is a body that creates and maintains consensus-based standards and codes for usage and adoption by local governments. These codes and standards are considered best practice, evidence based and are used throughout North America.
- NFPA standards are regularly reviewed and updated based on the latest information, with input from multiple sectors, including fire services, health care facilities, manufacturers, architects/engineers and others.

3. Which NFPA standards will firefighters have to certify to?

- Mandatory certification requirements will be implemented for the following firefighter roles:

Firefighter Roles and NFPA Standard	Available for Grandfathering	In-Force Date
Newly Hired Firefighters		
Suppression firefighters: NFPA 1001	Yes	July 1, 2019
Pump Operators: NFPA 1002	No	July 1, 2019
Technical Rescuers: NFPA 1006 (for 7 chapters)	No	January 1, 2021
Fire Educators: NFPA 1035	Yes	July 1, 2019
Newly Hired and Existing Firefighters		
Fire Officers: NFPA 1021	Yes	January 1, 2020
Fire Inspectors: NFPA 1031	Yes	January 1, 2020
Fire Investigators: NFPA 1033	No	January 1, 2020
Fire Instructors: NFPA 1041	Yes	January 1, 2020
Fire Dispatchers: NFPA 1061	No	January 1, 2020
Hazardous Materials Personnel: NFPA 1072	No	January 1, 2020

Questions & Answers

Fire Safety Regulations

4. Why are some mandatory certification requirements only applicable to new hires while others are applicable to existing firefighters?

- Based on discussions with the Table, concern was raised that a number of fire service roles are exposed to increased risk, both for the individuals performing these roles and the municipalities themselves and therefore all firefighters in these roles should be certified.

5. If a municipality has a mutual aid agreement with another jurisdiction or First Nation department who will be responsible for ensuring the firefighters are certified?

- Firefighters from other provinces, territories, countries outside Canada and First Nation fire departments will not be required to certify to NFPA standards.
- The certification regulation applies to municipalities and fire departments in unorganized territories. As such, all firefighters employed by or appointed to a fire department within these areas must be certified.

Grandfathering

6. What does grandfathering mean?

- The grandfathering program allows existing firefighters to achieve alternative compliance with specific NFPA standards based on knowledge or experience gained to December 31, 2015.
- Grandfathering has been re-opened to all fire departments in Ontario using the same requirements as the previous program in 2013/14.

7. What will be required for grandfathering?

- The grandfathering program allows existing firefighters to achieve alternative compliance with specific NFPA standards based on knowledge or experience gained to December 31, 2015.
- Grandfathering has been re-opened to all fire departments in Ontario using the same requirements as the previous program in 2013/14.
- Firefighters who wish to take advantage of grandfathering must submit an application through their fire department by September 30, 2018. Each firefighter's application must be signed by their Fire Chief, confirming the information provided is valid and that supporting documentation is available for audit. Supporting documentation includes proof of completion of Ontario Fire College courses or programs and training or in-service records.
- OFMEM maintains a repository of Northern Fire Protection Program (NFPP) firefighter training records. OFMEM will support NFPP fire departments through the grandfathering process by providing, upon request, individual firefighter training records to the department.
- Applications are reviewed and approved by the OFMEM. Fire departments will receive a list of successful applicants. Successful applicants may request a Letter of Compliance

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Fire Safety Regulations

from their department. Fire Chiefs have the authority to sign the Letter of Compliance with NFPA Standards for their firefighters.

- Existing firefighters who do not submit an application prior to September 30, 2018 will be required to complete the necessary training and testing to achieve certification where required by the regulation (e.g., fire inspectors, fire instructors).

8. How many fire services personnel were grandfathered when the program was offered in 2013/14?

- When Ontario decided to voluntarily adopt NFPA standards in 2013/14, a voluntary grandfathering program was offered that allowed fire service personnel to gain an entry point into the certification system based on knowledge or experience for:
 - Suppression Firefighters (NFPA 1001)
 - Fire Officers (NFPA 1021)
 - Fire Inspector (NFPA 1031)
 - Fire Educators (NFPA 1035)
 - Fire Instructors (NFPA 1041)
- When the grandfathering program was first offered, the ministry received over 17,000 applications from over 350 fire services.
- Approximately 66% (i.e., 11,500) of applicants applied for and were grandfathered for two or more levels of NFPA standards based on knowledge or experience.

9. If a firefighter has been grandfathered prior to the regulation coming into force and moves to another fire department, is their grandfathering still valid?

- Yes. Grandfathering is assigned to the individual, so it would remain with them even if they move to a new department.

10. Why are all NFPA standards outlined for mandatory certification not available for grandfathering?

- Grandfathering is not available for all positions as there were no Ontario based programs in place for some positions before Ontario endorsed NFPA certification standards in 2013/14.

11. If training records are not available, could Fire Chiefs swear an oath to say somebody has completed the necessary skills and training?

- No. Training information/records or calls for service records are needed to substantiate eligibility for grandfathering. This information should already be in the firefighters' training and calls for service records that fire departments are required to maintain.

12. How much time will it take a Fire Chief to grandfather each firefighter in their department?

- Time for a Fire Chief or designate to complete the application to grandfather each firefighter in his/her department would vary as the review of training or calls to service records would be required in order to substantiate a firefighter's eligibility.

Questions & Answers

Fire Safety Regulations

- The training and calls for service information needed to substantiate eligibility for grandfathering should already be in the firefighters' records maintained by the fire department.

13. Who will be responsible for grandfathering firefighters in the fire departments that operate in unorganized territories?

- Fire Chiefs appointed to NFPP departments would be responsible.
- The ministry understands that some NFPP fire departments may face issues with locating and compiling the necessary records for their firefighters.
- For these cases, OFMEM would provide, upon request, individual firefighter training records or calls for service records to the department.

Internship Program

14. What does “internship” mean, as outlined in the regulation?

- The internship program would allow municipalities/fire departments to hire new uncertified individuals who would have up to 24 months, with the potential of an additional 12 months upon approval of the Fire Marshal, to become certified.
- Firefighters seeking employment as either a Fire Instructor or Fire Inspector may enter into the internship program for a period of six months (with an additional six months upon approval of the Fire Marshal) to allow them to train and become certified.
- The ministry will work with the sector and appropriate stakeholders to determine the criteria for the internship program, including acceptable duties an intern may perform under direct supervision by a qualified individual before the regulation comes into force.

Training and Testing

15. What is mandatory certification going to cost municipalities?

- Since 2013/14, many fire services have been voluntarily training to NFPA standards. There are also a number of fire departments that have voluntarily been certifying their firefighters.
- Additional costs to municipalities for mandatory certification primarily relate to training materials (i.e., study manuals) and staff compensation. This would include the potential need to pay a firefighter to take training offsite if it is not delivered in-house or for a volunteer firefighter to take time off work and attend in-house or offsite training.
- Fire departments that are training to NFPA standards would likely already have training materials.

16. How much will it cost a new recruit to become a volunteer firefighter?

- The cost for a new recruit to become certified is dependent on the level of service provided by the municipality and the location of training. As such, costs will vary.
- The cost for a new volunteer recruit to be certified to NFPA 1001, Levels I and II (exterior and interior attack) at the Ontario Fire College, would be \$130 if the recruit enrolls in the 2-Part “Recruit” (which is a blend of in-class and online learning) delivery model. It would

Questions & Answers

Fire Safety Regulations

cost \$325 if the recruit enrolls in the 5-Part (which is only in-class learning) delivery model.

- Costs for training at Regional Training Centres or at a College of Applied Arts and Technology/Private Career College may vary and, in some circumstances, be more costly than what is charged at the Ontario Fire College.
- In addition, there may be costs for travel and staff compensation; however, these would vary depending on the distance travelled and whether the municipality/fire department provides staff compensation.

17. How will the ministry support fire departments with training and certification?

- Ontario specific training course content produced by the Ontario Fire College will continue to be made available online and free of charge, while other instructor material through third party publishers is made available at a nominal cost (\$75-125 for study manuals that can be shared amongst students).
- Online knowledge testing will be made available at no charge which would reduce municipal travel expenses.
- The ministry will work with the Table and municipalities, especially those who represent small, northern and rural areas, to identify specific challenges and seek their input in developing an implementation model that would best address their needs in order to ensure successful implementation.

18. How will the fire departments that operate in unorganized territories be supported?

- Fire departments that operate in the unorganized territories are part of the NFPP.
- OFMEM, having oversight for the NFPP, would support the NFPP Fire Chiefs with the implementation of the regulations, including covering related costs as appropriate.

19. When will training content be made available to fire services?

- Content for fire services that choose to deliver in-house training to their firefighters is currently available online through recognized third-party publishers and through OFMEM for Ontario specific content.

20. When will online testing be made available?

- The ministry is currently working to help ensure that online testing is made available before requirements come into force July 1, 2019.

21. Will the requirement to certify to NFPA standards mean that firefighters train for incidents that they may not be dealing with in their community?

- No. Firefighters will not have to certify to NFPA standards for roles that they do not perform in their community.
- Municipalities set levels of service and provide fire protection services in accordance with their needs and circumstances.

Questions & Answers

Fire Safety Regulations

22. Would firefighters be required to re-train and pass a certification test every time a new edition of an NFPA standard is issued?

- No. However, it would be recommended that fire departments and firefighters review and train to any new edition of an NFPA standard to stay current in their field.

23. How many hours will it take a new recruit in a northern/rural area with no high-rise/urban issues to become certified as a volunteer firefighter?

- A new volunteer recruit would have an opportunity to spread these hours over a period of two years, or three upon approval of the Fire Marshal, if they enrol in the internship program (which will likely be the case if they are not certified before being hired).
- A new recruit training to NFPA 1001 Level 1 (exterior attack) would have to complete approximately 225 hours of training.
 - If the new recruit is enrolled in the internship program which provides 24 months, this would equate to approximately two hours of training per week with 52 weeks per year (or approximately nine and a half hours a month) over the course of a two year period.
 - Should this new recruit obtain an extension by the Fire Marshal to be an intern for an additional 12 months on top of the 24 months, this would equate to approximately one and a half hours of training per week with 52 weeks per year (or approximately six and a quarter hours a month) over the course of a three year period.
- An additional 90 hours of training is required should a recruit want to be certified to NFPA 1001 Level 1 and Level 2 (interior attack).
 - If the new recruit is enrolled in the internship program, this would equate to approximately three hours of training per week with 52 weeks per year (or approximately 13 hours a month) over the course of a two year period.
 - Should this new recruit obtain an extension by the Fire Marshal to be an intern for an additional 12 months on top of the 24 months, this would equate to approximately two hours per week with 52 weeks per year (or approximately nine hours a month) over the course of a three year period.

24. Would volunteer firefighters be expected to travel for training/testing? If so, who would be expected to cover these costs for fire departments in unorganized territories?

- In some instances, volunteer firefighters may have to travel for training and testing.
- The ministry will work with municipalities to minimize impacts such as reducing travel to take training and certification so that fire services who wish to train their firefighters locally will be able to do so.
- We will work with the Table and municipalities, especially those who represent small, northern and rural areas, to identify specific challenges and seek their input in developing an implementation model that would best address their needs in order to ensure successful implementation.

Questions & Answers

Fire Safety Regulations

Community Risk Assessments

- 1. Why is the ministry requiring municipalities to conduct mandatory community risk assessments?**
 - Community risk assessments will better ensure fire departments understand the unique needs and circumstances of their communities, including fire risks.
 - This will help municipalities make evidence based decisions on the provision of fire protection services in their communities.

- 2. How is the new community risk assessment different from the risk assessment some municipalities currently complete?**
 - OFMEM has promoted the completion of a simplified risk assessment to inform decisions relating to the provision of fire protection services.
 - OFMEM has found that a large portion of municipalities do complete risk assessments. Although this is occurring, there is no mandatory requirement for them to do so.
 - The new requirements in the community risk assessment regulation build on the existing simplified risk assessments that many municipalities already conduct. This would standardize the process and help ensure a consistent and robust approach to assessing community risk across the province.
 - If a municipality currently conducts an equivalent risk assessment process, the municipality, upon approval from the Fire Marshal, would not be required to complete the risk assessment as set out in the regulation.

- 3. How is the ministry planning to support small and rural municipalities that do not have the resources to complete a more comprehensive assessment?**
 - OFMEM will be providing municipalities with a risk assessment guideline that includes a sample template to assist municipalities in completing the risk assessment.
 - OFMEM will also provide support to small/rural communities who may not be able to complete the risk assessment without assistance.

- 4. When will the template be made available to municipalities and fire services?**
 - The ministry will work with stakeholders on the development of the template which will be available before the regulation comes into force on July 1, 2019.
 - All municipalities will have to complete the new community risk assessment by July 1, 2024.

Public Reporting

- 1. Why is the ministry requiring that municipalities publicly report on their response times?**
 - Under the FPPA, fire departments report information through the completion of a Standard Incident Report (SIR) to the Fire Marshal.

Questions & Answers

Fire Safety Regulations

- Fire departments report response times using varying definitions which results in inconsistent data that may not be properly interpreted.
- Not all fire departments report response times to their municipal councils and where they do, only some departments, typically the larger ones, report this information publicly.
- This regulation will create consistent reporting and increase transparency and accountability by providing the public with a clear understanding of what they can expect from their fire service in terms of their response times.

2. Why does the ministry have different requirements for fire trucks made up of career firefighters and volunteer firefighters?

- The public reporting regulation requirements differ for career and volunteer firefighters to recognize there are differences in the make-up of fire service delivery across Ontario and response times may vary depending on the department type.
- Fire trucks made up of all career firefighters are required to report their response times against benchmarks that have been set out in NFPA.
- Fire trucks made up of at least one volunteer firefighter would only be required to report what their response time is 90 percent of the time. They would not be required to compare these to benchmarks that have been set out in NFPA.

3. What is the process for public reporting?

- Beginning January 1, 2020:
 - Fire departments provide time stamp data to OFMEM through the existing Standard Incident Reporting system.
 - OFMEM will use this information to calculate response times and will then provide calculated response times back to fire departments.
 - Upon receiving calculated response time data, fire departments must prepare a public report. Fire departments must submit their public report to municipal council. This provides fire departments and municipalities the opportunity to explain their response times. Explanatory language will help the public understand the factors that may impact a fire department's response times.
 - Once OFMEM receives public reports from all fire departments, OFMEM will publicly post these reports on its website.

4. What evidence was used to support the response times in the regulation?

- The definitions and benchmarks for response times come from NFPA – an association that creates and maintains industry best practice, evidence based standards and codes internationally.
- NFPA standards are regularly reviewed and updated based on the latest information, with input from multiple sectors, including fire services, health care facilities, manufacturers, architects/engineers and others.

Questions & Answers

Fire Safety Regulations

5. Why has the ministry included medical response times as part of the public reporting regulation?

- Currently, fire departments respond to medical emergency calls. Information from these calls are reported to OFMEM through the SIR system.
- The public reporting regulation requires fire departments to report on their turnout times related to emergency medical services and travel time for a fire department unit with a first responder with an automatic external defibrillator or higher level capability.
- The ministry will be conducting a comprehensive review of the SIR and through this process, will ensure that the capability to report on the medical calls in the regulation are reported and captured accurately by fire departments.
- The public reporting regulation does not imply that firefighters have the authority to perform acts that the *Regulated Health Professions Act, 1991* does not permit them to perform.

437 Amwell St.
P.O. Box 1436
Haileybury, Ontario
P0J 1K0

May 4, 2018

Mayor and Council
City of Temiskaming Shores
P.O. Box 2050
Haileybury, Ontario
P0J 1K0

Re: Community Volunteer Income Tax Program

Dear Mayor and Council:

We would like to take this opportunity to thank the city for the use of the arena lobbies in New Liskeard and Haileybury for this year's tax season. As of today, we have completed over 1050 returns for local residents. This number reflects the continued benefit of this service to the community.

Many thanks to Tammie Caldwell, Paul Allair, and the staff of both arenas for their assistance and courtesy to our volunteers.

Yours sincerely,

Kim Allen
Volunteer
CVITP



MINUTES

Timiskaming Health Unit Board of Health

Regular Meeting held on February 7, 2018 at 6:30 P.M.

Englehart Medical Centre Boardroom

1. The meeting was called to order at 6:40 p.m.

2. **ROLL CALL**

Board of Health Members

Carman Kidd	Chair, Municipal Appointee for Temiskaming Shores
Tony Antoniazzi	Vice-Chair, Municipal Appointee for Town of Kirkland Lake
Mike McArthur	Municipal Appointee for Temiskaming Shores
Jesse Foley	Municipal Appointee for Temiskaming Shores
Sue Cote	Municipal Appointee for Town of Cobalt, Town of Latchford, Municipality of Temagami, and Township of Coleman
Audrey Lacarte	Municipal Appointee for Township of Brethour, Harris, Harley & Casey, Village of Thornloe (<i>Teleconference</i>)
Kimberly Gauthier	Municipal Appointee for Township of Armstrong, Hudson, James, Kerns & Matachewan
Maria Overton	Provincial Appointee
Merrill Bond	Municipal Appointee for Township of Chamberlain, Charlton, Evanturel, Hilliard, Dack & Town of Englehart

Regrets

Vacant	Provincial Appointee
Kathleen Bougie	Municipal Appointee for Township of Larder Lake, McGarry & Gauthier
Jean-Guy Chamaillard	Municipal Appointee for Town of Kirkland Lake

Timiskaming Health Unit Staff Members

Dr. Glenn Corneil	Medical Officer of Health (A)
Randy Winters	Director of Corporate Services, CEO (A)
Kerry Schubert-Mackey	Director of Community Health
Rachelle Cote	Executive Assistant

3. Presentation: **2018 Public Health Budget and Related Programs**
By Randy Winters

4. **ELECTIONS OF OFFICERS/APPOINTMENT OF SUB-COMMITTEES**

Nominations were opened by Mr. Randy Winters.

a. **ELECTION OF CHAIRPERSON**

MOTION #1R-2018

Moved by: Jesse Foley

Seconded by: Tony Antoniazzi

That the Board of Health approves the appointment of Carman Kidd as Chairperson for the Timiskaming Board of Health for year 2018.

CARRIED

b. **ELECTION OF VICE-CHAIR**

MOTION #2R-2018

Moved by: Mike McArthur

Seconded by: Maria Overton

That the Board of Health approves the appointment of Tony Antoniazzi as Vice-Chair for the Timiskaming Board of Health for year 2018.

CARRIED

c. **APPOINTMENT OF AUDITORS**

MOTION #3R-2018

Moved by: Kim Gauthier

Seconded by: Jesse Foley

That the Board of Health approves the appointment of Kemp Elliott & Blair as auditors for the Timiskaming Health Unit for the calendar year of 2018.

CARRIED

d. **APPOINTMENT OF SIGNING OFFICERS**

MOTION #4R-2018

Moved by: Kim Gauthier

Seconded by: Merrill Bond

That the Board of Health approves the appointment of the following individuals for year 2018:

- Carman Kidd, Chair (*ex officio*)
- Mike McArthur
- Jesse Foley
- Tony Antoniazzi
- Randy Winters, Director of Corporate Services

CARRIED

e. **APPOINTMENT OF FINANCE/AUDIT SUB-COMMITTEE****MOTION #5R-2018**

Moved by: Jesse Foley

Seconded by: Merrill Bond

That the Board of Health approves the appointment of the following individuals for year 2018:

- Carman Kidd, Chair (*ex officio*)
- Tony Antoniazzi
- Maria Overton
- Sue Cote
- Medical Officer of Health
- Randy Winters, Director of Corporate Services

CARRIED

f. **APPOINTMENT OF GRIEVANCE/PERSONNEL SUB-COMMITTEE****MOTION #6R-2018**

Moved by: Maria Overton

Seconded by: Sue Cote

That the Board of Health approves the appointment of the following individuals for year 2017:

- Carman Kidd, Chair or Tony Antoniazzi, Vice-Chair (*when Conflict of Interest*)
- Merrill Bond
- Mike McArthur
- Sue Cote
- Jesse Foley
- Medical Officer of Health
- Randy Winters, Director of Corporate Services

CARRIED

g. **APPOINTMENT OF POLICY/PROCEDURE SUB-COMMITTEE****MOTION #7R-2018**

Moved by: Jesse Foley

Seconded by: Merrill Bond

That the Board of Health approves the appointment of the following individuals for year 2017:

- Carman Kidd, Chair (*ex officio*)
- Sue Cote
- Maria Overton
- Kim Gauthier
- Medical Officer of Health
- Rachelle Cote, Executive Assistant

CARRIED

5. **APPROVAL OF AGENDA**

MOTION #8R-2018

Moved by: Maria Overton

Seconded by: Sue Cote

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on February 7, 2018, with the following addition:

- New Business – 11a – 2018 Public Health Budget and Related Program

CARRIED

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

None.

7. **APPROVAL OF MINUTES**

MOTION #9R-2018

Moved by: Merrill Bond

Seconded by: Kim Gauthier

Be it resolved that the Board of Health approves the minutes of its regular meeting held on December 6, 2017, as presented.

CARRIED

8. **BUSINESS ARISING**

None

9. **REPORT OF THE CHIEF EXECUTIVE OFFICER (A)**

Mr. Winters updated the Board on recent discussions and development of the North East Health Unit Collaboration committee. The committee is looking at a shared services model. A request for proposal has been released to engage a consultant. Mr. Winters to inform the Board on progress.

Chair Kidd was approached by Mr. Mike Baker, CEO of Temiskaming Hospital, regarding potential shared services opportunities. Chair Kidd to have further discussions with Mr. Winters and Dr. Corneil in regards to possible options.

10. **MANAGEMENT REPORTS**

The 2017 Q4 Board Report and Staff List was reviewed by the Board for information. Will look into sharing the quarterly reports with the media to hopefully further encourage the public to get more informed of THU services and programs available in the district area.

11. **NEW BUSINESS**

a. **2018 PUBLIC HEALTH BUDGET & RELATED PROGRAMS**
MOTION #10R-2018

Moved by: Kim Gauthier

Seconded by: Tony Antoniazzi

That the Board of Health approves the 2018 Public Health Budget and Related Programs as presented.

b. **2017 FINANCIAL CONTROLS CHECKLIST**
MOTION #11R-2018

Moved by: Glenn Corneil

Seconded by: Mike McArthur

That the Board of Health acknowledges receipt of the 2017 Financial Controls Checklist.

12. **CORRESPONDENCE**

MOTION #12R-2018

Moved by: Merrill Bond

Seconded by: Jesse Foley

The Board of Health acknowledges receipt of the correspondence for information purposes;

- Renfrew County District Health Unit

Resolution regarding any increased obligations arising from the revised Ont. Public Health Standards trigger a commensurate increase in MOHLTC funding.

CARRIED

Audrey Lacarte disconnected from the teleconference line at 7:36 p.m.

13. **IN-CAMERA**

MOTION #13R-2018

Moved by: Mike McArthur

Seconded by: Merrill Bond

Be it resolved that the Board of Health agrees to move in-camera at 7:37 p.m. to discuss the following matters under section 239 (2):

- In-Camera Minutes (December 6, 2017)
- MOH-CEO Recruitment Update
- Provincial Appointee Candidate
- Service Delivery Divestment

CARRIED

14. **RISE AND REPORT**

MOTION #14R-2018

Moved by: Kim Gauthier

Seconded by: Jesse Foley

Be it resolved that the Board of Health agrees to rise with report at 7:44 p.m.

In-Camera Minutes

MOTION #15R-2018

Moved by: Mike McArthur

Seconded by: Merrill Bond

Be it resolved that the Board of Health approves the in-camera minutes of meeting held on December 6, 2017 as presented.

Provincial Appointee Candidate

MOTION #16R-2018

Moved by: Glenn Corneil

Seconded by: Sue Cote

Be it resolved that the Board of Health agrees to recommend to the Public Appointment Secretariat, the appointment of Danielle Belanger-Corbin, as a Public Appointee for the Timiskaming Health Unit.

Service Delivery Divestment

MOTION #17R-2018

Moved by: Jesse Foley

Seconded by: Maria Overton

Be it resolved that the Board of Health approves the divestment of the Elk Lake Nursing Station to the Englehart & District Family Health Team and the Matachewan Nursing Station to the Kirkland Lake & District Family Health Team pending Ministry approval.

CARRIED

15. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on March 7, 2018 at 6:30 p.m. in New Liskeard.

16. **ADJOURNMENT**

MOTION #18R-2018

Moved by: Mike McArthur

Seconded by: Kim Gauthier

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 7:49 p.m.

CARRIED

Report Content

- On Our Radar
- THU in Action - Our Stories
- Upcoming Events
- HR Update

On Our Radar

Hot topics

- **Transparency - Disclosure of Information** - the modernized [Ontario Public Health Standards: Requirements for Programs, Services, and Accountability \(2018\)](#) now have an explicit requirement for Boards of Health to publically disclose results of all inspections or information in accordance with protocols and regulations. The inspection topics range from food and water safety to infection prevention and control to tanning beds and tobacco and electronic cigarette sales and display. Working with the ministry, we will be planning and implementing additional ways to publically disclose the required information.
- **Cannabis legalization and regulation** developments including the final Senate debate and vote June 7, 2018. Public health is working to support our communities through this transition.
- The [Smoke-Free Ontario Act, 2017](#) coming into force on a day to be proclaimed by the Lieutenant Governor. Once in force, the SFOA, 2017 will repeal the existing Smoke-Free Ontario Act and Electronic Cigarettes Act, and replace them with a single legislative framework. The SFOA, 2017 will regulate the sale, supply, use, display, and promotion of tobacco and vapour products, and the smoking and vaping of medical cannabis.

Timiskaming Health Unit in Action

Our people – our stories.

General Report

The first quarter of 2018 was a very busy time as staff responded to the continuous roll out of protocols and guidelines that support implementation of the modernized *Ontario Public Health Standards (OPHS): Requirements for Programs, Services, and Accountability (2018)*. Furthermore, in addition to ongoing planning and program and service delivery, for the first time, all Public Health Programs were required to submit content for our submission of an Annual Service Plan to the Ministry of Health and Long-Term Care. This plan is to communicate our program plans related to budget expenditures and in accordance with the new OPHS and based on local need. This required submitting an overall community assessment summary and describing the needs of the population we serve using most recent available data. Moreover, we were required to describe programs within each

overarching program standard, list program objectives, key stakeholders and partners, indicators of success and related intervention activities and related budget expenditures. In total, over 40 programs were described in the Annual Service Plan template.

In Q1, another edition of [Public Health Matters](#) was developed and circulated to local Health Care Providers which included local data on reportable disease rates.

There was also extensive activity internally as well as with some external partners, to use data to inform program and service delivery as well as healthy public policy dialogue. This included discussions and presentations on poverty and the impact of income and income disparities as a powerful determinant of health.

Chronic Disease Prevention and Well-Being

During Q1, staff continued planning for activities for the upcoming quarters. In addition, we ran a [Winter Sun Safety Campaign](#) targeting outdoor recreationalists and wrapped up implementation of the [Healthy Eating in Recreation Settings](#) project in Temiskaming Shores. In partnership with the City of Temiskaming Shores, this project has resulted in the addition of healthy menu options to the base requirements for those interested in operating any of the canteens within the municipality's recreation facilities. This is a great example of the long-term success that can come from positive partnerships. We are now planning steps to reach out to other operators in the district to explore similar opportunities.

Substance Use and Injury Prevention

We began 2018 with a [Rethink Your Drinking: Cancer campaign](#) to continue building awareness of [Canada's Low-Risk Alcohol Drinking Guidelines](#). We also worked with the City of Temiskaming Shores in applying a public health lens on reviewing and revising their Municipal Alcohol Policy, again emphasizing the importance of standard drink sizes and limiting exposure of alcohol and alcohol marketing to youth.

We partnered with NEOFACS to promote and deliver a local [Safe Talk Suicide Alertness Training](#). High interest led to a second session being scheduled and a third training is being considered due to expression of interest.

With positive Mental Health explicitly listed as a topic in numerous programs standards in the modernized Ontario Public Health Standards, Q1 saw many staff working together to further assess the local situation and plan staff training and other activities to support this in our communities.

With confirmation from the NE LHIN that the 3-year [Stay on Your Feet Project](#), to prevent falls among older adults, will be renewed for a further three years, staff are working to clarify objectives and deliverables and begin planning for the next year's activities in Timiskaming and along with the rest of northeastern Ontario.

Lastly, our efforts in reducing tobacco harms across Timiskaming have continued with, among a variety of other activities, expansion of our Nicotine Replacement Therapy voucher program to a multitude of service providers and of course enforcement activities. During Q1, THU issued 1 charge for smoking in an enclosed workplace, and 16 warnings. 12 of these warnings related to smoking on hospital property.

Healthy Growth and Development

Healthy Babies – Healthy Children (HBHC): The BORN-ISCIS provincial initiative was launched locally in January thanks to a partnership between THU and the Temiskaming Hospital. This initiative enhances the way in which key maternal child screening information moves between hospitals and public health and ensures that the needs of mothers and newborns are met. Public health's HBHC program staff use this screening information to prioritize home visits and supportive community care for women and newborns. Since the launch in January, HBHC staff have noticed a decrease in the amount of missing, incomplete and duplicate screens and strengthened partnership collaboration.

HBHC Protocol (2018): In January, the Ministry of Children and Youth Services released an updated version of the [Healthy Babies Healthy Children Protocol](#). This protocol aligns with the Healthy Growth and Development Program Standard in the modernized Ontario Public Health Standards (2018). A guideline document is currently in development, and focuses on:

- Improving the effectiveness of the response to screening results;
- Introducing streamlined processes focusing on consent and technology;
- Strengthening the program's ability to support the complex needs of some families;
- Streamlining data requirement and focusing on outcome measurement.

School Health

The first months of 2018 involved launching the [Northern Fruit and Vegetable Program](#) in Timiskaming area schools. In addition, the tobacco youth champions at our local secondary schools were very active. THU staff supported them in their efforts to raise awareness amongst their peers and adult allies about the harms of commercial tobacco use and tactics used by the tobacco industry. Staff along with other community partners attended training regarding an innovative "[Weed Out the Risk](#)" educational program to address road safety risks of driving under the influence of marijuana for youth drivers.

Infectious and Communicable Disease Prevention and Control

Influenza/Vaccine Preventable Diseases. Nursing staff and support staff wrapped up influenza immunization season and began to return unused flu vaccines and anticipate wastage numbers. An evaluation of our community flu clinics was completed to examine how we can improve our program in a changing environment with pharmacy involvement of flu vaccine immunization. Timiskaming, like the rest of the country, saw earlier-than-usual arrival of Influenza B, which made for a very busy flu season.

Outbreaks. THU staff have been busy supporting the annual winter spike of institutional outbreaks and continuing to improve the tools that support institutions in managing and mitigating outbreaks. In Q1, there were four daycare *enteric* outbreaks in total. There were eight institutional *respiratory* outbreaks, six of which were in long-term care homes and two were in daycares. Influenza A was the causal agent of three of the outbreaks, Influenza B was identified in two of the outbreaks, respiratory syncytial virus was identified in one of the outbreaks, and the other two were due to an unknown causative agent.

Sexual Health/Harm Reduction. Staff are navigating several changes to the modernized Ontario Public Health Standards (2018), as well as revised guidelines for the management of Hepatitis C. The needle exchange program continues to grow, as well as the naloxone dispensing activities. Timiskaming Health Unit purchased two community sharps disposal bins that will be installed in an accessible outdoor area at our New Liskeard and Kirkland Lake offices in the spring. The Harm Reduction Enhancement Program will see a concentrated effort as a new staff member was welcomed to lead the program. Priorities in the next quarter are to connect with and engage partners in assessing the local context and priorities for action as part of a community overdose response plan or drug strategy, as well as to set-up Naloxone distribution to fire departments and eligible community agencies and developing an early warning surveillance system.

Environmental Health & Emergency Preparedness

Food Safety. With new regulations and protocols coming into effect July 1, 2018, there are many new practices the environmental health team are looking at. One particular item of focus is interpreting and assessing the impact of the requirement for certified food handlers on site at all food premises during every hour of operation. We anticipate an increased need for local food handler training and are planning to deliver more courses. A communication summarizing the main changes in the regulations was developed and sent to all food premises, which also included a schedule of food handler courses we are offering in 2018.

Safe Water. Along with safe food regulation changes there are also many within safe water. One item that is on the forefront is the safety requirements for recreational camps, and specifically the lifeguard requirements. Review is underway to determine if operators meet the new requirements or if additional training needs to be held.

Rabies (Infectious and Communicable Diseases). Another item that had been worked on in the first quarter is a communication piece to Veterinarians in our district. It summarized changes to the rabies regulation and protocol, which included reporting requirements for them, along with information for the public in regards to pet vaccination requirements. Although Veterinarians are not responsible to enforce these regulations, public health will work with them in partnership as they have a face to face relationship with the target client group.



Upcoming Events

The following list contains *some* of the upcoming events and opportunities that THU staff are participating in or supporting.

- **April 17-19-21** – Food Handler Courses
- **May** – NE Youth Tobacco Champion Summit
- **May 2** – Weeding Out the Facts: A Community Discussion About Youth Marijuana Use
- **May 7** – Emergency Preparedness Week, Mental Health Awareness Week.
- **May 10** – Food Handler Course
- **May 10** – alpha Fitness Challenge
- **May 17** – THU celebration of National Nurses Week (week of May 7)
- **May 31** – World No Tobacco Day
- **June** – Safe Kids Week
- **June 5** – Food Handler Course
- **June 21** – [National Indigenous Peoples Day](#)

Human Resource Update

The comings and goings of our colleagues



New Staff:

- Family Home Visitor – New Liskeard - Contract (*March 2018-March 2019*)
- Public Health Nurse – New Liskeard – Contract (*Apr.2018 – Sept.2018*)
- Public Health Dietitian – New Liskeard – Contract Extension (*Apr.2018-Sept.2018*)
- Public Health Inspection – District – Contract (*Apr.2018-September 2018*)

Resignation:

- Research-Analyst-Policy-Planning – New Liskeard - Contract (*Feb 2018*)

Current Vacancies:

- MOH-CEO – New Liskeard - Permanent

Report contributors: Randy Winters –Acting Chief Executive Officer/Director of Corporate Services , Kerry Schubert-Mackey –Director of Community Health, Program Managers; Ryan Peters , Angie Manners, Erin Cowan (CNO), Amanda Mongeon. Executive Assistant: Rachelle Cote.

TIMISKAMING HEALTH UNIT
AUDITED FINANCIAL STATEMENTS
DECEMBER 31, 2017

TIMISKAMING HEALTH UNIT

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FOR THE YEAR ENDED DECEMBER 31, 2017

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Pages 15 to 19	Schedule 1 – Mandatory Programs
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Page 21	Schedule 3 – Small Drinking Water Systems Program
Page 22	Schedule 4 – Healthy Babies/Healthy Children Programs
Page 23	Schedule 5 – Early Years and Childcare Service Program
Page 24	Schedule 6 – Unorganized Territories Program
Page 25	Schedule 7 – Infection Control Programs
Page 26	Schedule 8 – Smoke Free Ontario Programs
Page 27	Schedule 9 – Immunization Programs – Influenza, Meningococcal, HPV and MMR
Page 28	Schedule 10 – Chief Nursing Officer Program
Page 29	Schedule 11 – Panorama Program
Page 30	Schedule 12 – Healthy Smiles Ontario Program
Page 31	Schedule 13 – Social Determinants of Health Nurses Program
Page 32	Schedule 14 – Fair Start Program
Page 33	Schedule 15 – Enhanced Food Safety and Enhanced Safe Water Programs
Page 34	Schedule 16 – Diabetes Prevention Program
Page 35	Schedule 17 – MOH/AMOH Compensation Initiative Program
Page 36	Schedule 18 – Needle Exchange Initiative Program
Page 37	Schedule 19 – Needle Exchange Initiative Program – One-Time
Page 38	Schedule 20 – Northern Fruit and Vegetable Program
Page 39	Schedule 21 – Healthy Menu Choices Program
Page 40	Schedule 22 – Harm Reduction Program
Page 41	Schedule 23 – Smoke-Free Ontario Smoking Cessation Program One-Time

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of the Timiskaming Health Unit are the responsibility of the Timiskaming Health Unit's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of The Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in Note 2 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Timiskaming Health Unit's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by Management.

The Board and/or the audit committee meets with Management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Kemp Elliott & Blair LLP, independent external auditors appointed by the Timiskaming Health Unit. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Timiskaming Health Unit's financial statements.



Chairperson



Chief Executive Officer (A)
Director of Corporate Services

INDEPENDENT AUDITORS' REPORT

To the Members of the Board of Health of the Timiskaming Health Unit

We have audited the accompanying financial statements of TIMISKAMING HEALTH UNIT which comprise the statement of financial position as at December 31, 2017 and the statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of TIMISKAMING HEALTH UNIT as at December 31, 2017, and the results of its operations, change in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Kemp Elliott & Blair LLP

Kemp Elliott & Blair LLP

Chartered Professional Accountants

Licensed Public Accountants
New Liskeard, Ontario
April 25, 2018

TIMISKAMING HEALTH UNIT
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2017

	<u>2017</u>	<u>2016</u>
FINANCIAL ASSETS		
Cash – note 6	\$ 2,069,923	\$ 1,981,059
Accounts receivable – note 7	123,272	144,082
Due from Province of Ontario – note 10	<u>32,684</u>	<u>139,676</u>
	<u>2,225,879</u>	<u>2,264,817</u>
LIABILITIES		
Accounts payable and accrued liabilities – note 8	425,401	497,081
Due to Province of Ontario – note 10	213,240	89,547
Deferred revenue – note 9	4,363	58,126
Retirement benefit liability – note 12	<u>312,210</u>	<u>292,706</u>
	<u>955,214</u>	<u>937,460</u>
Commitments – note 11		
NET FINANCIAL ASSETS	1,270,665	1,327,357
NON-FINANCIAL ASSETS		
Tangible capital assets – note 16	100,909	190,126
Prepaid expenses	<u>59,532</u>	<u>41,835</u>
	<u>160,441</u>	<u>231,961</u>
ACCUMULATED SURPLUS – note 13	<u>\$ 1,431,106</u>	<u>\$ 1,559,318</u>

Approved on behalf of the Board:



Chairperson



Chief Executive Officer (A)/ Director of Corp. Services

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Municipal Funded Programs (Sch 1 - Sch 3)	Other Programs (Sch 5 - Sch 23)	Actual 2017	Budget 2017	Actual 2016
REVENUES					
Province of Ontario	\$ 2,881,700	\$ 2,343,757	\$ 5,225,457	\$ 5,219,993	\$ 5,116,677
Province of Ontario – One-time	-	87,411	87,411	131,986	114,085
Municipalities (Sch. 1, pg. 19)	908,654	-	908,654	1,236,011	1,287,731
DTSSAB – One time	-	6,753	6,753	-	47,349
Sundry revenue	-	-	-	-	2,475
Offset revenue	114,458	500	114,958	-	96,082
Interest	13,190	-	13,190	-	3,588
Total revenues	3,918,002	2,438,421	6,356,423	6,587,990	6,667,987
EXPENDITURES					
Salaries and wages	2,234,357	1,513,250	3,747,607	4,270,213	4,070,633
Fringe benefits	616,355	357,539	973,894	1,068,728	1,054,630
Fees for service	330,133	40,440	370,573	243,583	307,705
Travel	64,501	38,931	103,432	99,974	83,208
Materials and supplies	267,969	54,188	322,157	236,164	283,393
Administrative	219,112	199,173	418,285	483,910	385,532
Rent and utilities	448,100	-	448,100	471,700	427,660
Amortization	120,953	-	120,953	-	192,564
One-time expenditures	-	-	-	-	7,168
	4,301,480	2,203,521	6,505,001	6,874,272	6,812,493
Allocated to other programs	(281,283)	-	(281,283)	(286,282)	(253,214)
Total expenditures	4,020,197	2,203,521	6,223,718	6,587,990	6,559,279
Annual surplus (deficit) before provincial settlements	(102,195)	234,900	132,705	-	108,708
Provincial settlements	16,551	241,998	258,549	-	74,637
Annual surplus (deficit)	\$ (118,746)	\$ (7,098)	(125,844)	-	34,071
Accumulated surplus, beginning of year			1,559,318	1,559,318	1,519,046
Change in accounting estimate – note 15			(2,368)	-	6,201
Accumulated surplus, end of year – note 13			\$ 1,431,106	\$ 1,559,318	\$ 1,559,318

The accompanying notes form an integral part of these financial statements

TIMISKAMING HEALTH UNIT
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
Annual surplus (deficit)	\$ (125,844)	\$ -	\$ 34,071
Acquisition of tangible capital assets	(31,736)	-	(54,992)
Amortization of tangible capital assets	120,953	-	192,564
	<u>89,217</u>	<u>-</u>	<u>137,572</u>
Consumption (acquisition) of prepaid expenses	<u>(17,697)</u>	<u>-</u>	<u>1,398</u>
Increase (decrease) in net financial assets	(54,324)	-	173,041
Net financial assets, beginning of year	1,327,357	1,327,357	1,148,115
Change in accounting estimate – note 15	<u>(2,368)</u>	<u>-</u>	<u>6,201</u>
Net financial assets, end of year	\$ 1,270,665	\$ 1,327,357	\$ 1,327,357

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2017

	2017	2016
Operating activities		
Annual surplus (deficit)	\$ (125,844)	\$ 34,071
Change in accounting estimate	(2,368)	6,201
Charges not affecting cash - Amortization	120,953	192,564
	<u>(7,259)</u>	<u>232,836</u>
Net change in non-cash working capital items –		
Accounts receivable	20,810	96,544
Due from Province of Ontario	106,992	(53,946)
Accounts payable and accrued liabilities	(71,680)	(63,696)
Prepaid expenses	(17,697)	1,398
Due to Province of Ontario	123,693	6,434
Deferred revenue	(53,763)	(17,413)
Retirement benefit liability	19,504	7,208
	<u>127,859</u>	<u>(23,471)</u>
Cash provided by operating activities	<u>120,600</u>	<u>209,365</u>
Capital activities		
Acquisition of tangible capital assets	(31,736)	(54,992)
Cash used for capital activities	<u>(31,736)</u>	<u>(54,992)</u>
Increase in cash	88,864	154,373
Cash, beginning of year	<u>1,981,059</u>	<u>1,826,686</u>
Cash, end of year	<u>\$ 2,069,923</u>	<u>\$ 1,981,059</u>
Represented by		
Cash	<u>\$ 2,069,923</u>	<u>\$ 1,981,059</u>

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

1. **Nature of operations**

The Timiskaming Health Unit offers public health services to the District of Timiskaming through a variety of programs. There are full-time offices in Kirkland Lake, Temiskaming Shores, and Englehart, Ontario and nursing stations in Matachewan and Elk Lake, Ontario.

In May 2006, the Ministry of Health and Long-Term Care released "The Final Report of the Capacity Review Committee". Recommendation #29 in the Report recommends the amalgamation of the Porcupine Health Unit and the Timiskaming Health Unit "...for the purpose of achieving critical mass and strengthening public health". While the Report states that this reconfiguration should take place as quickly as possible, it does not provide a specific deadline for the achievement of the amalgamation. In the meantime, the Timiskaming Health Unit continues to operate as a separate entity.

2. **Significant accounting policies**

The financial statements of the Timiskaming Health Unit ("the Health Unit") are the representations of management and have been prepared in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Professional Accountants. The more significant of the accounting policies are summarized below.

(a) **Non-financial assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus (deficit), provides the Change in Net Financial Assets for the year.

(b) **Tangible capital assets**

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

Furniture and equipment	5 years
Leasehold improvements	5 years

Only one-half the normal rate of amortization is taken in the year of acquisition.

The Health Unit has a capitalization threshold of \$5,000. Individual assets of lesser value may be capitalized if they are pooled, or because, collectively, they have significant value, or for operational purposes.

(c) **Government transfers**

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

2. Significant accounting policies (continued)

(d) Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the year. Such estimates include provisions for amounts owed to the Province of Ontario, pay equity and union contract settlements, employee future benefits and various other accrued liabilities, and determination of tangible capital assets historical cost, estimated useful life and related amortization. Actual results could differ from these estimates.

(e) Revenue recognition

The programs administered by the Health Unit are funded primarily by the Province of Ontario in accordance with budget arrangements established by the Ministry of Health and Long Term Care and the Ministry of Children and Youth Services. Operating grants are recorded as revenue in the period to which they relate. Grants approved but not received at the end of an accounting period are accrued. Where a portion of a grant relates to a future period, it is deferred and recognized in that subsequent period. Any excess of program funding over recoverable expenditures is due to the Province of Ontario.

The programs are also funded by twenty-four municipalities from the District of Timiskaming. Contributions for the year were calculated based on the approved cost apportionment formula applied to the Health Unit's budget for the year. Any excess or deficiency of the municipalities' contributions in the year over their respective share of the Health Unit's expenditures is apportioned among the municipalities in the same proportion as the original contributions.

(f) Retirement and other employee future benefits

The Health Unit provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance and health care benefits, and long term disability benefits. The Health Unit has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, insurance and health care costs trends, disability recovery rates, long term inflation rates and discount rates.

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by employees, such as life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses related to the past service of employees are amortized over the expected average remaining service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for long term disability and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System ("OMERS") pensions, are the employer's contributions due to the plan in the period.

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

2. **Significant accounting policies (continued)**

(iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

(g) **Financial instruments**

(i) **Fair value of financial instruments**

The Health Unit's financial instruments consist of cash, accounts receivable, account payable and accrued liabilities, deferred revenue and amounts due from (to) the Province of Ontario. Unless otherwise noted, it is management's opinion that the Health Unit is not exposed to significant interest or currency risks arising from these financial instruments. The carrying values of the Health Unit's financial instruments approximate their fair values unless otherwise noted.

(ii) **Credit risk**

The Health Unit does not have significant exposure to any individual or party. A large portion of the Health Unit's receivables are due from other levels of government and other Health Unit programs. No allowance for doubtful accounts has been established as at December 31, 2017 as management feels all receivables will be collected.

3. **Programs administered by the Health Unit**

These financial statements do not reflect any revenues or expenditures of the Community Health Centre Programs, Land Control Program, Stay on Your Feet Program, Mental Health Program, Smoking Cessation (RNAO) Program, Well Baby Visit (Best Start) Program and Post-Partum Mood Disorder (Best Start) Program, all of which are administered by the Health Unit. Each program is funded separately and reported upon in separate financial statements.

4. **Self-funded leave plan**

Under the self-funded leave plan, employees have the opportunity to be paid 80% of their salaries over four years. The remaining 20% is accumulated in a bank account to cover 80% of their salaries in the fifth year when they take a year leave of absence. The cash and related liability have been included with cash and accounts payable and accrued liabilities on the Statement of Financial Position.

5. **Interest**

In 2017, interest earned on the surplus account amounted to \$2,425 (2016 \$1,368). This amount is included in interest revenue reported on the Statement of Operations.

6. **Operating line loan agreement**

The Health Unit has entered into an operating line loan agreement with its financial institution. The credit limit for this agreement is \$300,000. Interest is calculated at prime plus 1%. This operating line is utilized from time to time to cover temporary cash shortfalls that may occur during the year.

As at December 31, 2017, the outstanding balance of the operating line was \$nil (2016 \$nil).

7. **Accounts receivable**

Due from associated programs
GST/HST receivable
Municipalities
Sundry

	2017		2016
	\$ 48,873	\$	66,621
	67,397		67,599
	4,418		3,490
	2,584		6,372
	<u>\$ 123,272</u>	<u>\$</u>	<u>144,082</u>

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

8.	Accounts payable and accrued liabilities	<u>2017</u>	<u>2016</u>
	Trade payables and accrued liabilities	\$ 408,914	\$ 480,594
	Due to DTSSAB	<u>16,487</u>	<u>16,487</u>
		<u>\$ 425,401</u>	<u>\$ 497,081</u>
9.	Deferred revenue		
	Ministry of Health and Long-Term Care	<u>2017</u>	<u>2016</u>
	Panorama	\$ -	\$ 20,267
	Electronic Cigarettes Act – base funding	-	6,487
	Smoke-Free Ontario Strategy Expanded Smoking Cessation	-	338
	Northern Fruit and Vegetable	<u>-</u>	<u>20,200</u>
		<u>-</u>	<u>47,292</u>
	District of Timiskaming Social Services Administration Board		
	Fair Start program	<u>-</u>	<u>6,753</u>
	Other Sources		
	Tobacco Free Timiskaming Coalition	2,461	2,461
	Prevent Alcohol & Risk Related Trauma in Youth program	<u>1,902</u>	<u>1,620</u>
		<u>4,363</u>	<u>4,081</u>
		<u>\$ 4,363</u>	<u>\$ 58,126</u>

During the year, the Health Unit incurred expenditures for the Ministry of Health and Long-Term Care programs in the January to March period totalling \$40,805 and set up \$6,487 as Due to Province for unspent funds.

During the year, the Health Unit spent the remaining funds of \$6,753 for the Fair Start program.

During the year, the Health Unit received funding of \$3,500 for the Other Source programs and incurred expenditures totalling \$3,218. The revenue will be matched against the released expenditures when they are incurred.

TIMISKAMING HEALTH UNIT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017

10. Due from (to) Province of Ontario	Previous years	Current year	2017 Total	2016 Total
Due from Province of Ontario				
Children in Need of Treatment	\$ -	\$ -	\$ -	\$ 1
Infection control	-	-	-	3,262
Smoke Free Ontario	-	-	-	11,315
Immunization programs	-	17,412	17,412	22,754
Panorama	-	-	-	17,199
Healthy Smiles Ontario	-	-	-	20,298
Enhanced Food Safety	-	-	-	1,747
MOH/AMOH Compensation Initiative	30	-	30	-
Needle exchange	-	215	215	-
Needle exchange – One-Time	-	5,906	5,906	-
Northern Fruit and Vegetable	-	-	-	20,200
Healthy Menu Choices	-	1,333	1,333	-
Smoke Free Ontario – One-Time	-	7,788	7,788	-
Capital: Office Relocation	-	-	-	42,900
	<u>30</u>	<u>32,654</u>	<u>32,684</u>	<u>139,676</u>
Due to Province of Ontario				
Mandatory Programs	-	(7,223)	(7,223)	-
Vector-Borne Disease	-	(4,292)	(4,292)	(1,781)
Small Drinking Water Systems	-	(5,036)	(5,036)	(2,173)
Healthy babies/Healthy children programs	-	(5,693)	(5,693)	(16,652)
Early Years and Childcare Service	-	-	-	(2,883)
Unorganized territories	-	(2,178)	(2,178)	(10,891)
Infection control	-	(8,036)	(8,036)	-
Smoke Free Ontario	(5,460)	(14,984)	(20,444)	-
Chief Nursing Officer	-	(2,776)	(2,776)	(313)
Panorama	5,515	(17,811)	(12,296)	-
Healthy Smiles Ontario	-	(18,524)	(18,524)	-
Enhanced Food Safety	-	(3,164)	(3,164)	-
Enhanced Safe Water	-	(134)	(134)	(953)
Diabetes Prevention	(1,190)	(4,483)	(5,673)	(28,666)
Screening Liaison Nurse	-	-	-	(97)
Healthy Communities Fund	-	-	-	(25,138)
Northern Fruit and Vegetables	-	(3,806)	(3,806)	-
Harm Reduction	-	(113,965)	(113,965)	-
	<u>(1,135)</u>	<u>(212,105)</u>	<u>(213,240)</u>	<u>(89,547)</u>
Total due from (to) Province of Ontario	<u>\$ (1,105)</u>	<u>\$ (179,451)</u>	<u>\$ (180,556)</u>	<u>\$ 50,129</u>

The Mandatory Programs, Vector Borne Disease, Children in Need of Treatment and Small Drinking Water Systems programs are funded 75% by the Ministry of Health and Long-Term Care ("the MOHLTC") and 25% by the member municipalities while the One-time, Unorganized Territories, Infection Control, Smoke Free Ontario, Immunization, Chief Nursing Officer, Panorama, Healthy Communities Fund, Healthy Smiles Ontario, Social Determinants of Health Nurses, Enhanced Food Safety, Enhanced Safe Water, Diabetes Prevention, MOH/AMOH Compensation Initiative, Needle Exchange, Northern Fruit and Vegetable, Healthy Menu Choices and Harm Reduction programs are funded 100% by the MOHLTC. The Healthy Babies/Healthy Children, Early Years and Childcare Service and Screening Liaison Nurse programs are funded 100% by the Ministry of Children and Youth Services ("the MCYS").

The previous year's balances outstanding represent amounts owed for settlements in previous years which have not yet been processed by the MOHLTC and/or the MCYS. Provincial funding is subject to historical audit by the Province of Ontario.

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

11. Commitments

Leases

The offices of the Health Unit are located in various leased premises. Minimum annual lease payments of approximately \$308,202 (excluding HST) are required with various expiry dates.

The Health Unit had a 15 year lease agreement with the Temiskaming Hospital which covered to December 31, 2018. The Health Unit discontinued payments on this lease as of August 1, 2012, and at this time it is undeterminable if any further payment will be required.

Information Technology

The Health Unit has entered into a five-year Information Technology agreement for \$7,000 (excluding HST) per month starting in June 2015. The agreement includes server, desktop/notebook, printer and network support, as well as a help desk application and consulting services on IT policies and purchases. The agreement includes an annual percentage increase of 4% per year and allows the Health Unit to terminate the agreement with a one year written notice or one year payment.

Financial Services

The Health Unit entered into a five-year Financial Services agreement based on an hourly rate beginning April 1, 2013 with a provision for an increase in the hourly rate based on the 2014 Cost of Living Rate effective April 1, 2015. This agreement may be terminated at any time by mutual agreement of the parties, after March 31, 2018 with 90 days' notice, or upon default by either party.

12. Retirement and other employee future benefits

(a) Retirement and other employee future benefit liabilities	2017	2016
Accrued employee future benefit obligations	\$ 341,307	\$ 323,852
Unamortized actuarial losses	(29,097)	(31,146)
Employee future benefit liability	\$ 312,210	\$ 292,706
 (b) Retirement and other employee future benefit expenses	 2017	 2016
Current year benefit cost	\$ 48,005	\$ 45,751
Amortization of actuarial gains and losses	2,049	2,049
Interest on accrued benefit obligation	15,431	14,906
Employee future benefits expenses ¹	\$ 65,485	\$ 62,706

¹ Excluding pension contributions to the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan, described below.

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

12. Retirement and other employee future benefits - continued

(c) Retirement benefits

(i) Ontario Municipal Employees Retirement System

All permanent employees of the Health Unit are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Health Unit contributions equal the employee contributions to the plan. During the year ended December 31, 2017, the Health Unit contributed \$379,124 (2016 \$411,096) to the plan. As this is a multi-employer pension plan, these contributions are the Health Unit's pension benefit expenses. No pension liability for this type of plan is included in the Health Unit's financial statements. As of December 31, 2017, OMERS has a funding deficit of \$5.4 billion (2016 \$5.7 billion) and Net Assets Available for Benefits of \$95.2 billion (2016 \$85.4 billion).

(ii) Retirement Life Insurance and Health Care Benefits

The Health Unit continues to provide life insurance and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The Health Unit provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities to this plan are included in the Health Unit's financial statements.

(d) Assumptions

The accrued benefit obligations for employee future benefit plans as at December 31, 2017 are based on actuarial valuations for accounting purposes as at December 31, 2015. These actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are the Health Unit's best estimates of expected rates of:

	2017	2016
Inflation	2%	2%
Wage and salary escalation	3%	3%
Insurance and health care cost escalation	4.71426% for 2017 decreasing to 4% in 2019	5.0714% for 2017 decreasing to 4% in 2019
Dental Care Cost escalation	4%	4%
Discount on accrued benefit obligations	4.75%	4.75%

13. Accumulated surplus

The accumulated surplus is made up of the following:

	2017	2016
Net financial assets		
Operational surplus	\$ 1,270,665	\$ 1,327,357
Non-financial assets		
Investment in tangible capital assets	100,909	190,126
Prepaid expenses	59,532	41,835
	<u>160,441</u>	<u>231,961</u>
Accumulated surplus	<u>\$ 1,431,106</u>	<u>\$ 1,559,318</u>

14. Economic dependence

The continuation of this organization is dependent on funding received from the Ministry of Health and Long-Term Care, the Ministry of Children and Youth Services and the funding municipalities.

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

15. **Change in accounting estimate**

The change in accounting estimate represents adjustments to the amounts set up as payable to the Province of Ontario for some settlements for the 2015 and 2016 fiscal years.

16. **Schedule of tangible capital assets**

	Opening		Ending	Opening	Current	Ending	Net	Net
	Cost	Additions	Cost	Accumulated	Amortization	Accumulated	2017	2016
				Amortization		Amortization		
Furniture and equipment	\$ 828,717	\$ 31,736	\$ 860,453	\$ 724,148	\$ 61,191	\$ 785,339	\$ 75,114	\$ 104,569
Leasehold Improvements	560,770	-	560,770	475,213	59,762	534,975	25,795	85,557
	<u>\$1,389,487</u>	<u>\$ 31,736</u>	<u>\$1,421,223</u>	<u>\$ 1,199,361</u>	<u>\$ 120,953</u>	<u>\$ 1,320,314</u>	<u>\$ 100,909</u>	<u>\$ 190,126</u>

TIMISKAMING HEALTH UNIT

MANDATORY PROGRAMS

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 2,764,800	\$ 2,764,800	\$ 2,764,800
Province of Ontario – One-time	-	-	42,900
Municipalities (Sch. 1, page 19)	869,743	1,197,100	1,248,820
Offset revenue	114,458	-	96,082
Interest	13,190	-	3,588
Total revenues	3,762,191	3,961,900	4,156,190
EXPENDITURES			
Salaries and wages	2,154,387	2,511,595	2,364,406
Fringe benefits	597,763	644,587	659,287
Fees for service	328,923	203,300	254,212
Travel	54,144	31,000	37,754
Materials and supplies	262,158	153,500	216,040
Administrative	191,623	232,500	223,242
Rent and utilities	448,100	471,700	427,660
Amortization	120,953	-	190,877
	4,158,051	4,248,182	4,373,478
Allocated to other programs	(281,283)	(286,282)	(253,214)
Total expenditures	3,876,768	3,961,900	4,120,264
Annual surplus (deficit) before provincial settlement	(114,577)	-	35,926
Provincial settlement	7,223	-	-
Annual surplus (deficit)	\$ (121,800)	\$ -	\$ 35,926

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

MANDATORY PROGRAMS

SCHEDULE OF EXPENDITURES

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
SALARIES AND WAGES			
Nursing	\$ 629,921	\$ 653,424	\$ 675,210
Administration	1,026,621	1,047,877	598,658
Inspection	212,073	215,414	225,170
Medical officer	-	226,331	280,083
Health promoter	145,852	194,879	453,588
Nutritionist	89,980	103,142	106,555
Tobacco enforcement officer	2,317	3,466	-
Epidemiologist	47,623	67,062	25,142
	\$ 2,154,387	\$ 2,511,595	\$ 2,364,406
FRINGE BENEFITS			
Pension	\$ 313,025	\$ 352,828	\$ 341,861
Employment insurance	35,529	37,975	42,473
EHT	43,754	49,783	46,785
WSIB	21,536	24,897	22,332
Group life and health guard	103,986	118,764	112,703
Long-term disability	38,095	60,340	45,520
Other	41,838	-	47,613
	\$ 597,763	\$ 644,587	\$ 659,287
FEES FOR SERVICE			
Legal and audit fees	\$ 28,242	\$ 21,800	\$ 54,167
Board fees	7,090	12,000	9,400
Consultants	288,087	166,500	185,986
Dental	4,054	2,000	(3,614)
Web fees	1,450	1,000	8,273
	\$ 328,923	\$ 203,300	\$ 254,212

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

MANDATORY PROGRAMS

SCHEDULE OF EXPENDITURES (CONT'D)

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
TRAVEL			
Infectious diseases	\$ 7,836	\$ 9,000	\$ 8,309
Family health	18,160	7,500	4,822
Administration	15,977	6,000	10,014
Board	3,024	2,500	2,440
Chronic disease	6,327	5,000	5,287
Inspection	2,820	1,000	6,882
	<u>\$ 54,144</u>	<u>\$ 31,000</u>	<u>\$ 37,754</u>
MATERIALS AND SUPPLIES			
Family health	\$ 236,056	\$ 125,000	\$ 192,570
Infectious diseases	14,034	18,000	12,299
Chronic disease	10,206	8,000	9,233
Inspection	1,862	2,500	1,938
	<u>\$ 262,158</u>	<u>\$ 153,500</u>	<u>\$ 216,040</u>
ADMINISTRATIVE			
Telephone	\$ 34,784	\$ 38,000	\$ 40,735
Office supplies	19,636	22,000	17,108
Staff recruitment	2,575	2,000	1,585
Professional development	16,552	39,000	31,649
Insurance	32,458	35,000	33,807
Equipment rental	18,811	18,000	18,931
Postage	4,264	3,500	5,667
Courier express	9,024	12,000	9,039
Advertising and promotion	21,121	24,500	27,528
Association fees	8,219	8,000	6,585
Website/database maintenance	12,455	16,000	18,202
Bank charges	2,723	2,500	2,666
Miscellaneous	9,001	12,000	9,740
	<u>\$ 191,623</u>	<u>\$ 232,500</u>	<u>\$ 223,242</u>

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

MANDATORY PROGRAMS

SCHEDULE OF EXPENDITURES (CONT'D)

FOR THE YEAR ENDED DECEMBER 31, 2017

RENT AND UTILITIES	Actual 2017	Budget 2017	Actual 2016
NEW LISKEARD			
Rent	\$ 216,770	\$ 223,000	\$ 162,245
Utilities	46,846	50,000	52,397
Janitor and supplies	42,937	43,500	42,913
Office maintenance	6,946	5,000	3,233
	<u>313,499</u>	<u>321,500</u>	<u>260,788</u>
KIRKLAND LAKE			
Rent	80,650	87,000	82,725
Utilities	22,300	30,000	24,840
Janitor and supplies	19,601	20,000	19,344
Office maintenance	3,896	5,000	2,634
	<u>126,447</u>	<u>142,000</u>	<u>129,543</u>
ENGLEHART			
Rent	5,617	5,600	21,813
Utilities	-	-	3,067
Janitor and supplies	2,076	2,100	6,242
Office maintenance	461	500	6,207
	<u>8,154</u>	<u>8,200</u>	<u>37,329</u>
	<u>\$ 448,100</u>	<u>\$ 471,700</u>	<u>\$ 427,660</u>
ALLOCATED COSTS			
March year-end programs	\$ 64,357	\$ 69,357	\$ 99,033
Land Control Program	11,975	11,975	14,510
Other programs	204,951	204,950	139,671
	<u>\$ 281,283</u>	<u>\$ 286,282</u>	<u>\$ 253,214</u>

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

MANDATORY PROGRAMS

SCHEDULE OF MUNICIPAL REVENUES

FOR THE YEAR ENDED DECEMBER 31, 2017

	2017	2016
Temiskaming Shores	\$ 309,556	\$ 438,697
Kirkland Lake	236,688	335,433
Englehart	45,003	63,778
Armstrong	36,311	51,459
Cobalt	33,928	48,082
Temagami	26,497	37,552
Larder Lake	21,836	30,945
McGarry	20,784	29,455
Coleman	18,261	25,879
Charlton/Dack	17,735	25,134
Harley	16,088	22,799
Harris	15,667	22,203
Evanturel	14,020	19,869
Hudson	13,879	19,670
James	12,688	17,981
Casey	12,513	17,733
Latchford	10,830	15,348
Kerns	10,515	14,901
Matachewan	10,094	14,305
Chamberlain	10,024	14,206
Hilliard	6,905	9,785
Gauthier	3,435	4,868
Brethour	2,979	4,222
Thornloe	2,418	3,427
	\$ 908,654	\$ 1,287,731

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

VECTOR-BORNE DISEASE PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 83,500	\$ 83,500	\$ 83,500
Municipalities	27,805	27,805	27,805
Total revenues	<u>111,305</u>	<u>111,305</u>	<u>111,305</u>
EXPENDITURES			
Salaries and wages	58,065	58,434	54,082
Fringe benefits	14,778	15,195	13,859
Fees for service	750	750	750
Travel	7,046	7,998	5,619
Materials and supplies	5,811	7,767	6,082
Administrative	19,161	21,161	22,491
Total expenditures	<u>105,611</u>	<u>111,305</u>	<u>102,883</u>
Annual surplus before provincial settlement	5,694	-	8,422
Provincial settlement	4,292	-	6,338
Annual surplus	<u>\$ 1,402</u>	<u>\$ -</u>	<u>\$ 2,084</u>

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

SMALL DRINKING WATER SYSTEMS PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 33,400	\$ 33,400	\$ 33,400
Municipalities	11,106	11,106	11,106
Total revenues	44,506	44,506	44,506
EXPENDITURES			
Salaries and wages	21,905	19,304	22,952
Fringe benefits	3,814	4,900	3,615
Fees for service	460	460	460
Travel	3,311	9,608	4,446
Administrative	8,328	10,234	9,432
Total expenditures	37,818	44,506	40,905
Annual surplus before provincial settlement	6,688	-	3,601
Provincial settlement	5,036	-	2,721
Annual surplus	\$ 1,652	\$ -	\$ 880

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

HEALTHY BABIES/HEALTHY CHILDREN PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 601,973	\$ 601,973	\$ 601,973
EXPENDITURES			
Salaries and wages	439,418	458,671	446,952
Fringe benefits	109,629	111,637	111,604
Fees for service	5,884	5,880	5,884
Travel	13,719	8,000	10,940
Materials and supplies	7,092	7,409	4,960
Administrative	5,538	10,377	6,386
Total expenditures	581,280	601,974	586,726
Annual surplus (deficit) before provincial settlement	20,693	(1)	15,247
Provincial settlement	20,693	-	15,247
Annual surplus (deficit)	\$ -	\$ (1)	\$ -

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

EARLY YEARS AND CHILDCARE SERVICE PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 102,720	\$ 102,720	\$ 102,720
EXPENDITURES			
Salaries and wages	70,011	70,084	66,906
Fringe benefits	15,707	16,462	15,531
Fees for service	6,750	2,200	4,350
Travel	660	134	356
Materials and supplies	1,956	4,000	1,271
Administrative	10,056	9,840	9,923
Total expenditures	105,140	102,720	98,337
Annual surplus (deficit) before provincial settlement	(2,420)	-	4,383
Provincial settlement	-	-	4,383
Annual surplus (deficit)	\$ (2,420)	\$ -	\$ -

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT
UNORGANIZED TERRITORIES PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 114,800	\$ 114,800	\$ 108,100
EXPENDITURES			
Salaries and wages	66,197	73,296	55,882
Fringe benefits	16,644	16,006	13,560
Fees for service	1,000	1,000	2,989
Travel	525	2,941	4,021
Administrative	21,556	21,556	21,766
Total expenditures	105,922	114,799	98,218
Annual surplus before provincial settlement	8,878	1	9,882
Provincial settlement	8,878	-	9,882
Annual surplus	\$ -	\$ 1	\$ -

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

INFECTION CONTROL PROGRAMS

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Nurse Actual 2017	Infectious Diseases Actual 2017	Actual Total 2017	Budget 2017	Actual Total 2016
REVENUES					
Province of Ontario	\$ 90,100	\$ 111,200	\$ 201,300	\$ 201,300	\$ 201,300
EXPENDITURES					
Salaries and wages	72,303	70,539	142,842	141,803	140,858
Fringe benefits	17,636	8,896	26,532	35,117	26,438
Fees for service	-	1,000	1,000	1,000	1,000
Travel	-	868	868	940	882
Materials and supplies	-	1,665	1,665	2,082	1,189
Administrative	-	20,358	20,358	20,358	24,088
Total expenditures	89,939	103,326	193,265	201,300	194,455
Annual surplus before provincial settlement	161	7,874	8,035	-	6,845
Provincial settlement	161	7,874	8,035	-	6,994
Annual surplus (deficit)	\$ -	\$ -	\$ -	\$ -	\$ (149)

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

SMOKE FREE ONTARIO PROGRAMS

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 302,800	\$ 302,800	\$ 303,138
Province of Ontario – One-time	-	-	8,517
Total revenues	<u>302,800</u>	<u>302,800</u>	<u>311,655</u>
EXPENDITURES			
Salaries and wages	191,785	203,189	207,386
Fringe benefits	48,772	49,105	52,936
Fees for service	2,658	4,000	1,518
Travel	8,593	11,594	9,774
Materials and supplies	5,288	2,535	3,605
Administrative	30,720	32,378	33,872
Total expenditures	<u>287,816</u>	<u>302,801</u>	<u>309,091</u>
Annual surplus (deficit) before provincial settlement	14,984	(1)	2,564
Provincial settlement	14,984	-	2,564
Annual surplus (deficit)	<u>\$ -</u>	<u>\$ (1)</u>	<u>\$ -</u>

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

IMMUNIZATION PROGRAMS

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	FLU Actual 2017	Meningococcal HPV and MMR Actual 2017	Actual Total 2017	Budget 2017	Actual Total 2016
REVENUES					
Province of Ontario	\$ 14,390	\$ 6,749	\$ 21,139	\$ 25,500	\$ 24,878
EXPENDITURES					
Salaries and wages	7,536	1,291	8,827	8,213	12,582
Fringe benefits	1,124	102	1,226	872	1,559
Travel	647	62	709	5,014	708
Materials and supplies	5,194	-	5,194	5,000	4,378
Administrative	8,859	-	8,859	6,401	7,581
Total expenditures	23,360	1,455	24,815	25,500	26,808
Annual surplus (deficit) before provincial settlement	(8,970)	5,294	(3,676)	-	(1,930)
Provincial settlement	-	-	-	-	-
Annual surplus (deficit)	\$ (8,970)	\$ 5,294	\$ (3,676)	\$ -	\$ (1,930)

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

CHIEF NURSING OFFICER PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 121,500	\$ 121,500	\$ 121,500
EXPENDITURES			
Salaries and wages	97,106	99,656	95,259
Fringe benefits	21,618	21,845	23,586
Total expenditures	<u>118,724</u>	<u>121,501</u>	<u>118,845</u>
Annual surplus (deficit) before provincial settlement	2,776	(1)	2,655
Provincial settlement	<u>2,776</u>	-	<u>2,655</u>
Annual surplus (deficit)	<u>\$ -</u>	<u>\$ (1)</u>	<u>\$ -</u>

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

PANORAMA PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario – One-time	\$ 42,333	\$ 57,300	\$ 55,500
EXPENDITURES			
Salaries and wages	13,220	42,887	41,982
Fringe benefits	2,037	10,663	9,171
Fees for service	-	-	644
Travel	1,149	3,750	-
	<u>16,406</u>	<u>57,300</u>	<u>51,797</u>
Annual surplus before provincial settlement	25,927	-	3,703
Provincial settlement	<u>25,927</u>	<u>-</u>	<u>3,703</u>
Annual surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

HEALTHY SMILES ONTARIO PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 344,800	\$ 344,800	\$ 344,800
Sundry revenue	-	-	2,475
	<u>344,800</u>	<u>344,800</u>	<u>347,275</u>
EXPENDITURES			
Salaries and wages	183,331	189,995	251,306
Fringe benefits	51,476	43,935	65,768
Fees for service	-	-	11,332
Travel	3,893	10,798	3,739
Materials and supplies	6,713	10,000	9,290
Administrative	80,863	90,071	4,449
Amortization	-	-	1,687
Total expenditures	<u>326,276</u>	<u>344,799</u>	<u>347,571</u>
Annual surplus (deficit) before provincial settlement	18,524	1	(296)
Provincial settlement	<u>18,524</u>	<u>-</u>	<u>-</u>
Annual surplus (deficit)	<u>\$ -</u>	<u>\$ 1</u>	<u>\$ (296)</u>

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

SOCIAL DETERMINANTS OF HEALTH NURSES PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 180,500	\$ 180,500	\$ 180,500
EXPENDITURES			
Salaries and wages	144,700	143,623	146,297
Fringe benefits	35,819	36,878	35,882
Total expenditures	<u>180,519</u>	<u>180,501</u>	<u>182,179</u>
Annual surplus (deficit) before provincial settlement	(19)	(1)	(1,679)
Provincial settlement	<u>-</u>	<u>-</u>	<u>-</u>
Annual surplus (deficit)	<u>\$ (19)</u>	<u>\$ (1)</u>	<u>\$ (1,679)</u>

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

FAIR START PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
DTSSAB – One-time	\$ 6,753	\$ -	\$ 47,349
EXPENDITURES			
Salaries and wages	3,740	-	22,094
Fringe benefits	-	-	4,014
Fees for service	3,013	-	21,241
Total expenditures	6,753	-	47,349
Annual surplus before DTSSAB settlement	-	-	-
DTSSAB settlement	-	-	-
Annual surplus	\$ -	\$ -	\$ -

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

ENHANCED FOOD SAFETY AND ENHANCED SAFE WATER PROGRAMS

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Enhanced Food Safety Actual 2017	Enhanced Safe Water Actual 2017	Actual Total 2017	Budget 2017	Actual Total 2016
REVENUES					
Province of Ontario	\$ 25,000	\$ 15,500	\$ 40,500	\$ 40,500	\$ 40,500
EXPENDITURES					
Salaries and wages	4,931	10,057	14,988	18,000	19,989
Fringe benefits	492	997	1,489	4,500	2,071
Travel	6,943	922	7,865	4,530	3,224
Materials and supplies	6,777	3,390	10,167	8,470	14,972
Administrative	2,693	-	2,693	5,000	-
Total expenditures	21,836	15,366	37,202	40,500	40,256
Annual surplus before provincial settlement	3,164	134	3,298	-	244
Provincial settlement	3,164	134	3,298	-	953
Annual surplus (deficit)	\$ -	\$ -	\$ -	\$ -	\$ (709)

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

DIABETES PREVENTION PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 150,000	\$ 150,000	\$ 172,422
Offset revenue	500	-	-
	<u>150,500</u>	<u>150,000</u>	<u>172,422</u>
EXPENDITURES			
Salaries and wages	88,276	90,423	90,454
Fringe benefits	22,341	22,562	15,749
Fees for service	8,532	4,411	3,325
Travel	432	1,500	1,745
Materials and supplies	7,906	9,603	19,650
Administrative	18,530	21,500	22,302
Total expenditures	<u>146,017</u>	<u>149,999</u>	<u>153,225</u>
Annual surplus before provincial settlement	4,483	1	19,197
Provincial settlement	4,483	-	19,197
Annual surplus	<u>\$ -</u>	<u>\$ 1</u>	<u>\$ -</u>

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT
MOH/AMOH COMPENSATION INITIATIVE PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ -	\$ -	\$ 31,246
EXPENDITURES			
Salaries and wages	-	-	31,246
Annual surplus	\$ -	\$ -	\$ -

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

NEEDLE EXCHANGE INITIATIVE PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 11,725	\$ 1,900	\$ 1,900
EXPENDITURES			
Materials and supplies	2,115	1,900	1,956
Annual surplus (deficit) before provincial settlement	9,610	-	(56)
Provincial settlement	9,610	-	-
Annual surplus (deficit)	\$ -	\$ -	\$ (56)

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

NEEDLE EXCHANGE INITIATIVE PROGRAM – ONE-TIME

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario – One-time	\$ 5,906	\$ -	\$ -
EXPENDITURES			
Materials and supplies	5,906	-	-
Annual surplus before provincial settlement	-	-	-
Provincial settlement	-	-	-
Annual surplus	\$ -	\$ -	\$ -

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT
NORTHERN FRUIT AND VEGETABLE PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario – One-Time	\$ 27,219	\$ 56,059	\$ -
EXPENDITURES			
Supplies and wages	13,825	19,540	-
Fringe benefits	1,865	4,091	-
Fees for service	-	4,205	-
Travel	518	1,792	-
Materials and supplies	186	23,898	-
Administrative	-	2,534	-
Total expenditures	16,394	56,060	-
Annual surplus (deficit) before provincial settlement	10,825	(1)	-
Provincial settlement	10,825	-	-
Annual surplus (deficit)	\$ -	\$ (1)	\$ -

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

HEALTHY MENU CHOICES PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario – One-time	\$ 1,333	\$ 2,250	\$ -
EXPENDITURES			
Salaries and wages	1,259	1,500	-
Fringe benefits	74	374	-
Materials and supplies	-	375	-
	<u>1,333</u>	<u>2,249</u>	<u>-</u>
Annual surplus before provincial settlement	-	1	-
Provincial settlement	-	-	-
Annual surplus	<u>\$ -</u>	<u>\$ 1</u>	<u>\$ -</u>

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

HARM REDUCTION PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario	\$ 150,000	\$ 150,000	\$ -
EXPENDITURES			
Salaries and wages	33,725	120,000	-
Fringe benefits	2,310	29,999	-
Total expenditures	36,035	149,999	-
Annual surplus before provincial settlement	113,965	1	-
Provincial settlement	113,965	-	-
Annual surplus	\$ -	\$ 1	\$ -

The accompanying notes form an integral part of these financial statements.

TIMISKAMING HEALTH UNIT

SMOKE-FREE ONTARIO SMOKING CESSATION PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2017

	Actual 2017	Budget 2017	Actual 2016
REVENUES			
Province of Ontario – One-Time	\$ 10,620	\$ 16,377	\$ 7,168
EXPENDITURES			
Fees for service	11,603	16,377	7,168
Annual surplus (deficit) before provincial settlement	(983)	-	-
Provincial settlement	-	-	-
Annual surplus (deficit)	\$ (983)	\$ -	\$ -

The accompanying notes form an integral part of these financial statements.



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

Wednesday, April 25, 2018 – 10:30 AM

Haileybury Arena Hall

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

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

MINUTES

1. CALL TO ORDER

- Meeting called to order at 10:32 a.m.

2. ROLL CALL

MEMBERS:

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

CITY STAFF:

- Christopher Oslund, City Manager
- Jennifer Pye, City Planner
- Kelly Conlin, Executive Assistant
- Mitch Lafreniere, Manager of Physical Assets

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- Add – Verbal Update on Capital Projects

4. APPROVAL OF AGENDA

Moved by: Josette Cote
Seconded by: George Depencier

Be it resolved that the agenda for the April 25, 2018 TSAAC meeting be approved as amended.

CARRIED

5. ADOPTION OF PREVIOUS MINUTES

Moved by: Carman Kidd
Seconded by: Bob Hobbs

Be it resolved that The Minutes for the March 15, 2018 TSAAC meeting be approved as printed.

CARRIED

6. DISCLOSURE OF CONFLICT OF INTEREST AND GENERAL NATURE

None

7. DELEGATION/PRESENTATION

None

8. CORRESPONDENCE

None

9. BUSINESS ARISING FROM THE MINUTES

None

10. UNFINISHED BUSINESS

a) Multi-Year Accessibility Plan – Draft 2

Discussion:

A meeting will be scheduled at the end of May and it will focus on the Multi-year plan.

b) Review of Amended Terms of Reference

Discussion:

A report will be presented at an upcoming Council meeting to recommend the changes to the Terms of Reference as per the Committee.

11. NEW BUSINESS

a) Shaver Park (North Cobalt) Playground

Discussion:

The playground equipment at Shaver Park in North Cobalt will be replaced this year. The City is not able to incorporate the rubberized surface into the park at this time, as the budget will not permit both new equipment and rubberized re-surfacing.

b) Riverside Place Accessible Parking (Farmers Market)

Discussion:

The Committee discussed a variety of options surrounding the parking at the Riverside Place during the Farmer's Market. The Committee suggested two on-street accessible spots be added to the south side of Riverside Drive, as the current spots located in the interior loop at Riverside Place are not available while the Farmers Market is running. However, the Committee recommends that the current two spots be maintained as they are used regularly for weddings and other events at Riverside Place. The Committee also supported the idea of making Riverside Drive a one-way street.

Recommendation

Moved by: Josette Cote
Seconded by: Bob Hobbs

Be it resolved that The TSAAC hereby recommends the addition of two on-street accessible parking spots on the south side of Riverside Drive across from the Riverside Place and encourages Council to maintain the two accessible parking spots located in the Riverside Place parking lot; and

That TSAAC supports the recommendation to convert Riverside Drive to a one-way street; and

Further that TSAAC requests that Council consider relocating the trailer dumping station located at Riverside Drive to a more suitable location.

CARRIED

c) Update on 2018 Capital Projects

Discussion:

Mitch Lafreniere provided the Committee with a verbal update on the capital projects budgeted for the Building Maintenance Department in 2018 and how they incorporate or involve accessibility.

12. SCHEDULING OF MEETINGS

Moved by: Janice Labonte
Seconded by: Debbie Despres

Be it resolved that the next regular TSAAC meeting be held on May 30, 2018 at 10:00 a.m. at the Timiskaming Health Unit.

CARRIED

13. ITEMS FOR FUTURE MEETINGS

- Draft two – Multi-year accessibility plan.

14. ADJOURNMENT

Moved by: George Depencier
Seconded by: Bob Hobbs

Be it resolved that the Temiskaming Shores Accessibility Advisory Committee hereby adjourns at 11:40 a.m.

CARRIED

DRAFT

COMMITTEE CHAIR

RECORDER

1. CALL TO ORDER

The meeting was called to order at 8:30 a.m.

2. ROLL CALL

- Mayor Carman Kidd Chris Oslund, City Manager
- Councillor Doug Jelly Councillor Patricia Hewitt
- Doug Walsh, Director of Public Works
- Mitch Lafreniere, Manager of Physical Assets
- Steve Burnett, Technical and Environmental Compliance Coordinator
- Kelly Conlin, Executive Assistant

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

Under New Business: 10.5 - Golf Course Road Bridge Status

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

5. APPROVAL OF AGENDA

Recommendation PW-2018-014

Moved by: Councillor Patricia Hewitt

Be it resolved that:

The Public Works Committee agenda for the April 19, 2018 meeting be approved as amended.

Carried

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PW-2018-015

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee minutes for the March 8, 2018 regular meeting be adopted as presented.

Carried

7. CORRESPONDENCE

- Follow up on Stop Sign Request – Bolger Ave./Cosman Cres.

8. PRESENTATIONS

- 2018 Roads Program Review – Presentation by Miller Paving

Dan MacDonald from Miller Paving presented a work plan for the 2018 Roads Program based on the 2018 Budget. Dan offered options to the City to assist in cost savings and allow for some other problem areas that were not previously included in the program such as Lakeshore Road from Radley Hill North to Beach Blvd.

Recommendation PW-2018-016

Moved by: Councillor Patricia Hewitt

Be it resolved that:

The Public Works Committee hereby supports the 2018 Roads Program as presented with the balance of the budget being focused on Lakeshore Road – Radley Hill North.

Carried

9. UNFINISHED BUSINESS

9.1 WOOD - New Waste Management Capacity

Previous Discussion:

Steve Burnett reported that the contract change work order has been received and an Administrative Report will be presented to Council at the next Council meeting. Steve also noted that the amended EA has to be sent to the Ministry of their approval.

Discussion:

Council recently approved the change work order and the amended EA is still awaiting response from the Ministry.

9.2 Public Works Staff Training

Previous Discussion:

Doug Walsh reported that staff are still awaiting a date for the new WHMIS training. Chris Oslund indicated that he would follow up with Greg Miller as he will be providing the training. Doug also noted that Public Works staff recently completed their first aid training.

Discussion:

The WHMIS training has now been completed. Upcoming still is staff attending the Roads School, as well as, attending information sessions as part of the Northeastern Ontario Public Works Association annual conference in Timmins.

9.3 Public Works Department Update

Previous Discussion:

Doug Walsh provided the following Department Updates:

- Past 3 weeks have been slow for snow removal
- Spring ditching program will begin in the upcoming weeks
- Public Works Clerk position has now been filled
- Blower has been taken out of service
- PW staff recently had a site visit from Ministry of Labour regarding trench safety while repairing a water break.

Discussion:

Regular spring work and maintenance are currently underway. Doug presented a water break summary containing the years 2004-2017 for the Committee's information.

9.4 Full Solid Waste Management Program

Previous Discussion:

Steve Burnett reported that he recently received a call from our processor in North Bay who advised that there is too much contamination in our recycling. In reaction to this, Steve has been running ads in the Speaker, on the radio and on the City's Facebook page with the reminder of what is recyclable and what is not.

The Committee discussed sending one of our PW staff on inspections of the bins, which Steve said could start as early as next week. Following inspections, staff will join together with the City's By-Law Enforcement Officer and start issuing tickets for those who are repeatedly in non-compliance.

Steve also stated that he will have brochures available at the upcoming Home Show in April.

Discussion:

Steve Burnett reported that the City's By-Law Enforcement Officer, along with a PW staff member, completed recycling bin inspections over the last couple weeks for repeat offenders of non-compliance. No charges have been laid relating to the inspections, as there were little to no issue with the bins that were inspected.

Steve also stated that he has not received any updated information related to the Waste Free Ontario Act.

9.5 Drainage issues – Peter's Road

Previous Discussion:

Additional work has been carried out at additional costs. This item will be discussed today at the Corporate Services Committee meeting.

Discussion:

Doug Walsh stated that for the most part, the concerns have been addressed. Ditching along Peter's Rd will begin shortly.

9.6 Closed Roads / Old Roads

Previous Discussion:

No update.

Discussion:

No update

9.7 Water Meters

Previous Discussion:

Data collection training has occurred, work is on going.

Discussion:

No update

9.8 North Cobalt Water Stabilization Project – Update

Previous Discussion:

Schedule C has been approved. Once EXP has modified the design, Steve will be getting quotes to have the work completed.

Discussion:

On-going, awaiting a quote from Spec & Sons.

9.9 Clean Water Wastewater Fund – Update

Previous Discussion:

On-going

Discussion:

On-going

9.10 Temiskaming Shores Infrastructure Upgrades & Gray Road – Update

Previous Discussion:

Steve Burnett reported that the Lannon trunk line is fully operational and everything is working well. Remedial work to continue in the Spring.

Discussion:

The Committee discussed the remedial work that is still to be completed as weather permits. Steve Burnett, with Laura Lee MacLeod reviewed what funds remain for the completion of the project. Steve will be presenting a report to Council requesting additional funds to assist in the completion of the project.

Recommendation PW-2018-017

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby recommends the Change Work Order request for an increase in the amount of \$140,000, specific to the contingency; and further amendment to the overall value of the Temiskaming Shores Infrastructure Project

Carried

9.11 Pronor Development

Previous Discussion:

On-going

Discussion:

Chris Oslund reported that once the development is registered on title, the City will be reimbursing Pro-Nor's deposit of \$56,000, less the legal fees incurred by the City (\$4,300)

9.12 Roads Needs Study

Previous Discussion:

Training on the system is now complete and work is on going.

Discussion:

Project is nearing completion

9.13 Chamber of Commerce parking lot winter maintenance

Previous Discussion:

No update

Discussion:

No update

9.14 Riverside Drive – Parking Request

Previous Discussion:

City staff met in January regarding several areas in the municipality where parking can be an issue. Staff's recommendations for this area specifically was to make this street a one way starting at the intersection at May/Whitewood and east. Another suggestion was to allow parking then on one side of the street only and convert all the spaces in the current Riverside Place parking lot into accessible spots only.

Discussion:

Dave Treen is preparing a report to Council with information on a variety of parking areas in the municipality and amendments to the Traffic By-Law, including the amendment to Riverside Drive. Chris Oslund stated that prior to the report going to Council for consideration, the information regarding the accessible spots will be presented at an upcoming TSAAC meeting.

9.15 Chieftain Dairy Farms Tile Drainage

Previous Discussion:

No update – Letter was reviewed as part of Correspondence.

Discussion:

No Update

9.16 UV System – Haileybury Wastewater plant

Previous Discussion:

The RFP for this project closed on the 27th of February. Three bids were received, all of which were over the \$55,000 budget, as well, there is an additional component of a geotechnical study. Information will be presented at Corporate Services Committee today and further, a report to Council.

Recommendation PW-2018-010

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby supports the additional funds required for the UV system and geotechnical study.

Carried

Discussion:

Council recently approved the increase to the budget as well as the award of work to RV Anderson Associates Ltd.

9.17 PWO-RFP-002-2018: Roadway Rehabilitation Services

Previous Discussion:

Doug Walsh reported that two bids were received, with the successful bidder, Millers being approximately \$200,000 less than the other bidder. Now that the City is aware that no funding will be received, Doug will be scaling back the 2018 Roads program accordingly and will be looking for Council's approval later today on the reduced program.

Discussion:

2018 Roads Program report will be presented at the May 1, 2018 Council meeting.

9.18 PW-RFP-005-2018: Eng. Services – Traffic Impact Study

Previous Discussion:

The RFP closes on March 13, 2018 and a report will be presented at the March 20, 2018 Regular Council Meeting.

Discussion:

The RFP was awarded to Paradigm. Work is on going.

9.19 Street light – Drive in Theatre Rd. (Request from Mr. Breau)

Previous Discussion:

Mitch Lafreniere received a cost from Hydro One for the one street light requested by Mr. Breau. With this estimate, as well as, the estimate from Millers for the installation, Mitch is suggesting the total cost for the light would be approximately \$3,400 (plus taxes). Carman will follow up with Mr. Breau as he had originally indicated that he would cover the cost of the light.

Discussion:

No update

9.20 Beach Gardens

Previous Discussion:

As a result of the presentation that was made by Rivard Brothers at Council, staff has met with EXP and Rivard Brothers for further discussion. Jennifer Pye, City Planner, had outlined what was required from a planning perspective prior to the meeting, and Public Works advised them of what would be required for drainage on the property. Steve Burnett presented an updated drawing of the property with the development.

Discussion:

No update

10. NEW BUSINESS

10.1 2018 Funding Applications

Discussion:

Doug Walsh presented information on upcoming funding opportunities available to the City in regards to updates to the Asset Management Plan and Environmental Plan as well.

Recommendation PW-2018-018

Moved by: Councillor Patricia Hewitt

Be it resolved that:

The Public Works Committee hereby supports the submission of funding applications via the authorized delegation of the City Manger for any applicable funding opportunities.

Carried

10.2 Strategic Plan – Communications Component

Discussion:

Doug Walsh circulated the draft communications component of the Public Works Strategic plan to members of the Committee for their review.

10.3 Public Works Week

Discussion:

Doug Walsh outlined some activities for the upcoming Public Works Week:

- Tuesday May 22nd, 2018

Public Open House – Haileybury Water Treatment Plant

How a Fire Hydrant Works – PW Crew @ HWTP

- Wednesday May 23rd, 2018

Public Works Truck Rodeo (AORS Format)

- Thursday May 24th, 2018

Public Works Committee Meeting – Open to the Public and in the Council Chambers

- Friday May 25th, 2018 - 11:00 a.m. to 1:30 p.m. (BBQ)
Show 'n Shine Day – Equipment at the Public Works Yard 200 Lakeshore Road
Loader, Grader, Backhoe, Snow Plow, Trackless, Sewer Flusher, Tandem (Water
Truck), Snow Blower, Street Sweeper

10.4 Parking Restriction Request – Timiskaming Home Support Event

Discussion:

The Committee reviewed a request from Timiskaming Home Support for a temporary increase to the number of accessible spaces near the Haileybury Arena for an event they are hosting on June 23, 2018.

The Committee suggested notifying Timiskaming Home Support that the City would be willing to provide them with signage to put out for their event, however, there would be enforcement of the additional accessible spots.

10.5 Golf Course Road Bridge Status

Discussion:

Currently, the Consultants are working on a bridge inspection review for weight allowance.

11. NEXT MEETING

The next meeting of the Public Works Committee is scheduled for May 15, 2018 to commence at 8:30 a.m.

12. ADJOURNMENT

Recommendation PW-2018-019

Moved by: Councillor Patricia Hewitt

Be it resolved that:

The Public Works Committee meeting is adjourned at 10:12 a.m.

Carried

DRAFT

1.0 CALL TO ORDER

The meeting was called to order at 12:06 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 type="checkbox"/> Councillor Danny Whalen |
| <input checked="" type="checkbox"/> Doug Walsh, Director of Public Works | |
| <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Physical Assets | |
| <input checked="" type="checkbox"/> Steve Burnett, Technical and Environmental Compliance Coordinator | |
| <input checked="" type="checkbox"/> Kelly Conlin, Executive Assistant | |

3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- None

4.0 ADOPTION OF AGENDA

Recommendation BM-2018-007

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Maintenance Committee Meeting Agenda for the April 18, 2018 meeting be adopted as printed.

Carried

5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation BM-2018-008

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Committee Meeting minutes of March 8, 2018 be adopted as presented.

Carried

6.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

7.0 CORRESPONDENCE

- None

8.0 PRESENTATIONS

- None

9.0 UNFINISHED BUSINESS

9.1 PFC

Discussion:

Council has recently approved the amended budget amount. Project will get underway in the near future.

9.2 Building Division Staff Update

Haileybury Sewer Treatment Plant Fire update

Discussion:

Work is ongoing. Completion is scheduled for the end of May.

9.3 DFO Property Erosion

Discussion:

Mitch has had no response from the MNRF, however, has another contact at the Department of Fisheries and Oceans that he will contact. If required, the Committee stated we will put the MNRF on notice, which will require them to respond.

9.4 New Liskeard Library – Update

Discussion:

Mitch has spoken with Mitchell Architects about setting up a preliminary visit to develop some conceptual drawings that could be reviewed by the Library Building Sub-Committee.

10.0 NEW BUSINESS

10.1 2018 Capital projects – update

- PFC mechanical room
- Sweeper Truck
- Sidewalk Machine
- Pumper Tanker
- Light-duty pick-up trucks
- Water tanks
- Blower Attachment

Discussion:

Mitch provided the Committee with an update in regards to the 2018 Capital projects. Doug Walsh inquired about Northern College and their possible use the equipment that may be surplus.

10.2 Conservation and Demand Management (CDM)/Municipal Energy Plan

Discussion:

Work is underway on the CDM/Energy Plan and there will likely be a draft plan ready prior to Council going lame duck.

10.3 Bucke Park Chalet

Discussion:

Mitch has recently discovered that the floor in the Bucke Park Chalet are rotting. He will conduct a site visit with Clayton, CBO and a structural engineer to determine how to proceed.

10.4 New Liskeard Marina erosion

Discussion:

The rock wall on the south side of the NL Marina is in need of repair. Pedersen will be completing the work very shortly and will be pulling a portion of the boardwalk in order to access the repair area.

11.0 ADMINISTRATIVE REPORTS

- None

12.0 CLOSED SESSION

- None

13.0 NEXT MEETING

The next meeting of the Building Maintenance Committee will be scheduled for: May 17, 2018 at 10:30 a.m.

14.0 ADJOURNMENT

Recommendation BM-2018-009

Moved by Mayor Carman Kidd

Be it resolved that:

The Building Maintenance Committee, be hereby adjourned at 12:42 p.m.

Carried

COMMITTEE CHAIR

RECORDER

1. CALL TO ORDER

Meeting called to order at 1:00 p.m.

2. ROLL CALL

- | | |
|---|---|
| <input checked="" type="checkbox"/> Mayor Carman Kidd | <input checked="" type="checkbox"/> Jennifer Pye, Planner |
| <input checked="" type="checkbox"/> Councillor Mike McArthur | <input checked="" type="checkbox"/> Tim Uttley, Fire Chief |
| <input checked="" type="checkbox"/> Councillor Doug Jelly | <input checked="" type="checkbox"/> Shelly Zubyck, Director of Corporate Services |
| <input checked="" type="checkbox"/> Chris Oslund, City Manager | <input checked="" type="checkbox"/> Kelly Conlin, Executive Assistant |
| <input checked="" type="checkbox"/> Clayton Seymour, Chief Building Official | |
| <input checked="" type="checkbox"/> David Barton, Building Inspector/By-Law Enforcement Officer | |
| <input checked="" type="checkbox"/> Tim Goodyear, By-Law Enforcement Officer | |

*Laura Lee MacLeod attended the meeting for the verbal budget update (9 b.)

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA
Add) Under New Business Item 10 b) – Sign Watcher

4. APPROVAL OF AGENDA

Recommendation PPP-2018-013
Moved by: Councillor Mike McArthur

Be it resolved that:
The Protection to Persons and Property Committee agenda for the April 19, 2018 meeting be approved as amended.

CARRIED

5. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PPP-2018-014
Moved by: Mayor Carman Kidd

Be it resolved that:
The Protection to Persons and Property Committee minutes of the February 22, 2018 meeting be adopted as presented

CARRIED

6. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

7. PRESENTATIONS

- None

8. CORRESPONDENCE

- None

9. FIRE AND EMERGENCY SERVICES

a) Monthly Activity Report

Discussion:

Fire Chief Tim Uttley reviewed the monthly fire report for March 2018. Tim also noted that there has been no update on the status of the new legislation for mandatory training.

b) Budget Update (Verbal)

Discussion:

Chris Oslund and Laura Lee MacLeod provided an update on the SCBA (Breathing Apparatus) replacement being over budget. Tim Uttley has reevaluated and is recommending that a reduced number of apparatus be purchased to fit within the original budget.

Recommendation PPP-2018-015

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee hereby recommends the purchase of the SCBA equipment as presented.

CARRIED

c) Emergency Management Program – 2018 Maintenance Workplan

Discussion:

Tim Uttley presented the 2018 Emergency Management Program workplan. Tim also noted that the annual exercise will be hosted on May 8, 2018.

d) Draft Emergency Preparedness Week Proclamation

Discussion:

Tim Uttley provided the Committee with the upcoming Emergency Preparedness proclamation which will be presented at an upcoming Council meeting.

10. **BUILDING / BY-LAW**

a) Proposed revisions to existing Property Standards By-Law

Discussion:

Clayton Seymour, CBO, spoke to the Committee about the proposed changes to the existing Property standards By-Law. Most of the changes will address interior property standards, which are now the responsibility of the municipality, as of July 2018. The Committee suggested that the Building/By-Law Department host an open house to better inform landlords of the new regulations and what the process will be. Both Dave Barton and Tim Goodyear have taken training on the legislation and will look for additional training opportunities in 2019.

The proposed changes to the By-Law will be presented at an upcoming Council meeting.

Recommendation PPP-2018-016

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee hereby recommends that Council the City of Temiskaming Shores accept the revisions to the existing Property Standards By-Law as presented at the May 1st meeting of Council for 1st and 2nd reading; and further that staff coordinate an public information session.

CARRIED

b) Sign Watcher

Discussion:

Several members of Council and staff received an anonymous email from “sign watcher” in regards to two LED signs in the area, one located on the existing sign post on Hwy 11 B across from the Timiskaming Square and another located at Tri Town Motor Sports. Clayton Seymour advised the Committee that both of the signs were approved/permited signs and met all the regulations required of them.

11. COMMUNITY GROWTH & PLANNING

a) Site Plan Control By-law (Verbal Update)

Discussion:

Jennifer Pye provide the Committee with a verbal update on the Site Plan Control By-Law. She is hopeful to have a draft to present to Council by the end of May.

12. SCHEDULE OF MEETINGS

The next Protection to Persons and Property Committee meeting is scheduled for May 15, 2018 starting at 1:00 PM

13. ADJOURNMENT

Recommendation PPP-2018-017

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee meeting is adjourned at 2:30 p.m.

CARRIED

COMMITTEE CHAIR

RECORDER

Subject: Tender Award -
Supply, Mix and Stockpile Winter Sand

Report No.: PW-029- 2018
Agenda Date: May 15th, 2018

Attachments

Appendix 01: Tender Results

Appendix 02: Draft Agreement

Appendix 03: Form of Tender, Appendix 1 to Agreement

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-029-2018 particularly Appendix 01 being the Tender Results and Appendix 02 being the Draft Agreement and Appendix 03 being the Form of Tender to be added as Appendix 1 to the Agreement;
2. That as outlined in By-law No. 2017-015, *Procurement Policy, Section 6, Approval Authority*, Council approves the award of the 2018 Supply, Mix and Stockpile of Winter Sand contract to *A. Miron Topsoil Ltd.* at unit prices of \$7.63 per tonne plus applicable taxes for the Dymond and New Liskeard Yards and \$6.43 per tonne plus applicable taxes for the Haileybury Yard and to Remix Existing Stockpiles at a unit price of \$6.43 per tonne plus applicable taxes, for the 2018–19 and 2019–20 winter operations seasons; and
3. That Council directs staff to prepare the necessary by-law and agreement for consideration at the May 15, 2018 Regular Council meeting.

Background

Each year the City of Temiskaming Shores procures the services of qualified contractors for the supply, mixing and stockpiling of winter sand at various locations within the City of Temiskaming Shores.

The work generally consists of supplying sand in desired quantities, to the specified locations as and where directed, and mixed with salt at a rate of 4% when stored inside and 5% when stored outside. Bulk road salt is provided by the City. The Contractor is then expected to stockpile the mixed sand where designated by the City.

The Tender documents were prepared and Tender PWO-RFT-007-2018 was distributed to previous and known potential bidders with closing date at 2:00 p.m. on May 8th, 2018.

Analysis

Several tender documents were distributed to known suppliers and two (2) tenders were received by the closing date.

Bidder	Supply and Mix Unit Cost	Re-mix Unit Cost	Tender Amount	HST	Total
Miller Paving Ltd.	\$7.80	\$3.85	\$89,650.00	\$11,654.50	\$101,654.50
A. Miron Topsoil	\$7.63 / \$6.43	\$6.43	\$84,360.00	\$10,966.80	\$95,326.80

Both suppliers have successfully completed similar projects for Temiskaming Shores and throughout Ontario and have demonstrated the ability to complete this work as intended.

The tender was analysed for errors and/or omissions and was found to be correct and complete. The tendering process was in keeping with the City's Purchasing Policy (By-Law 2017-015)

The tendered amount for the intended work is considered to be reasonable and within the approved and allotted budget for winter maintenance.

This report was presented for discussion at the May 15th, 2018 Public Works Committee Meeting.

Relevant Policy / Legislation / City By-Law

- Ontario Regulation 239/02 – Minimum Maintenance Standards
- Temiskaming Shores Winter Operations Plan – by By-law (annually)
- 2018 Public Works Operations Budget
- By-Law No. 2017-015, Procurement Policy, Section 10.3 Request for Tenders

Asset Management Plan Reference

- Section 4.5 - Roadway Network
- Section 4.8 - Sidewalks & Active

Consultation / Communication

- Distribution of Request For Tender – PWO-RFT-007-2018
- PW Committee Meeting – May 15th, 2018
- Admin Report PW-029-2018 submitted to Council on May 5th, 2018.

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

Costs associated with this work are comparable to those obtained for similar work in previous years and have been included in the annual Operating Budget, approved by Council.

Staffing implications related to this matter are limited to normal administrative functions and duties as well as verifying quantities.

Alternatives

No alternatives were considered.

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

Document Title: **PWO-RFT-007-2018 Supply, Mix and Stockpile Winter Sand**

Closing Date: **Tuesday, May 8, 2018**

Closing Time: **2:00 p.m.**

Department: **Public Works**

Opening Time: 2:00 pm

Submission Pricing

Bidder: MILLER PAVING.

Dym PW (1,000 t):	7,800. ⁰⁰
NL PW (5,000 t):	39,000. ⁰⁰
Hlby PW (5,000 t):	39,000. ⁰⁰
Hlby PW (Re-mix):	3,850. ⁰⁰
Sub-Total:	89,650. ⁰⁰
HST:	11,654.50
Total:	101,304.50

Bidder:

Dym PW (1,000 t):	
NL PW (5,000 t):	
Hlby PW (5,000 t):	
Hlby PW (Re-mix):	
Sub-Total:	
HST:	
Total:	

Bidder: A. MEAD TOPSOIL

Dym PW (1,000 t):	7,630. ⁰⁰
NL PW (5,000 t):	38,150. ⁰⁰
Hlby PW (5,000 t):	32,150. ⁰⁰
Hlby PW (Re-mix):	6,430. ⁰⁰
Sub-Total:	84,360. ⁰⁰
HST:	10,966.80
Total:	95,326.80

Bidder:

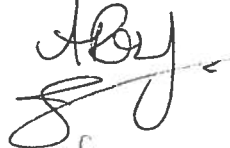
Dym PW (1,000 t):	
NL PW (5,000 t):	
Hlby PW (5,000 t):	
Hlby PW (Re-mix):	
Sub-Total:	
HST:	
Total:	

Note: All offered prices are offers only and subject to scrutiny. Submissions will be reviewed for errors, omissions and accuracy by municipal staff prior to any awarding. All proponents whether successful or not will be notified of results, in writing at a later date.

Attendees:

Print Name
 Ashley Roy
 Utah Latreille
 Laura-Lee Macheed
 LINDA McKNIGHT

Representing
 MILLER PAVING
 City of T. Shores
 city of T.S
 C of TS

Signature

 Jm
 Lm

The Corporation of the City of Temiskaming Shores

By-law No. 2018-000

**Being a by-law to enter into an agreement with
A. Miron Topsoil Ltd.
for the Supply, Mixing and Stockpiling of Winter Sand at various
locations within the City of Temiskaming Shores**

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas the Council of The Corporation of the City of Temiskaming Shores acknowledged receipt of Administrative Report No. PW-029-2018 at the May 15th, 2018 Regular Council Meeting directing staff to prepare the necessary by-law to enter into an agreement with A. Miron Topsoil Ltd. for the Supply, Mixing and Stockpiling of Winter Sand for consideration at the May 15th, 2018 Regular meeting of Council;

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 A. Miron Topsoil Ltd. for the Supply, Mixing and Stockpiling of Winter Sand at unit prices of \$7.63 per tonne plus applicable taxes for the Dymond and New Liskeard Yards and \$6.43 per tonne plus applicable taxes for the Haileybury Yard and to Remix Existing Stockpiles at a unit price of \$6.43 per tonne plus applicable taxes, for the 2018–19 and 2019–20 winter operations seasons, 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 15th day of May, 2018.

Mayor

Clerk



Schedule “A” to

By-law 2018-000

Agreement between

The Corporation of the City of Temiskaming Shores

And

A. Miron Topsoil Ltd.

for the Supply, Mixing and Stockpiling of Winter Sand

This agreement made in duplicate this 15th day of May 2018.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called “the Owner”)

and

A. Miron Topsoil Ltd.
(hereinafter called “the Contractor”)

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Supply, Mix and Stockpile Winter Sand
Tender No. PWO-RFT-007-2018**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents; and
c) Complete, as certified by the Engineer, all the work by **October 21st each year.**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid at a unit price of \$7.63 per tonne plus applicable taxes for the Dymond and New Liskeard Yards and \$6.43 per tonne plus applicable taxes for the Haileybury Yard and to Remix Existing Stockpiles at a unit price of \$6.43 per tonne plus applicable taxes, for the 2018–19 and 2019–20 winter operations seasons, 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:

A copy of each of the Form of Tender, Special Provisions, Item Special Provisions, General Conditions, Specifications, Addenda/Addendum No. 0 to 0 are hereto annexed to this Form of Agreement and together with the plans relating thereto, and listed in the

Specifications, are made a part of this Contract, herein called the Contract Documents, as fully to all intents and purposes as though recited in full herein.

Article IV:

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 post or telegram addressed as follows:

The Contractor: **A. Miron Topsoil Ltd.**
883265 Hwy 65 East
P.O. Box 1377
New Liskeard, Ontario
P0J 1P0

The Owner: **Corporation of the City of
Temiskaming Shores**
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

The Director: **The Director of Public Works
City of Temiskaming Shores**
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)	A. Miron Topsoil Ltd.
the presence of)	
)	
Contractor's Seal)	_____
)	Contractor
)	
)	Corporation of the City of Temiskaming Shores
)	
)	
Municipal Seal)	_____
)	Mayor
)	
)	
)	_____

) Clerk



**City of Temiskaming Shores
PWO-RFT-005-2017
Supply, Mix and Stockpile Winter Sand**

Form of Tender

Each FORM OF TENDER should contain the legal name under which the Bidder 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 Tender.

I/We, the undersigned, have carefully examined the attached documents and conditions of the Tender. 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 Tender.

NOTE: All portions of "Form of Tender" must be accurately and completely filled out.

Section 1

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE PER TONNE *	TOTAL
1	Dymond Public Works Yard, 181 Drive Inn Theatre Road, New Liskeard	1,000	7 ⁶³	\$ 7,630 ⁰⁰
2	New Liskeard Public Works Yard, 200 Lakeshore Drive, New Liskeard	5,000	7 ⁶³	\$ 38,150 ⁰⁰
3	Haileybury Public Works Yard 1 View Street, Haileybury, ON	5,000	6 ⁴³	\$ 32,150 ⁰⁰
4	Haileybury Public Works Yard, 1 View Street Haileybury, ON	1,000 REMIXED EXISTING STOCKPILE	6 ⁴³	\$ 6,430 ⁰⁰
			SUB TOTAL	84,360 ⁰⁰
*Price to be valid for both the 2018/19 and 2019/20 Winter Operations seasons.			H.S.T.	10,966 ⁸⁰
			TOTAL	95,326 ⁸⁰

Page 1 of 6 to be submitted



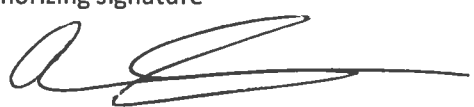
I/We A. Miron Topsoil Ltd offer to supply the requirements stated within for

the corresponding total cost of \$ 95,326⁸⁰ Tax included.

I/We hold the prices valid for 30 (thirty) days from submission date.

I/We will deliver the required material / equipment after September 1st and prior to October 30th, in each year of the Contract.

The specifications have been read over and agreed to this 18th day of April 2018.

Company Name	Contact name (please print)
A. Miron Topsoil Ltd	Aurele Miron
Mailing Address	Title
Box 1377 Newliskard, Ont	President
Postal Code	Authorizing signature
P0J 1P0	 "I have the authority to bind the company/corporation/partnership."
Telephone	Fax
1-705-647-5823	1-705-647-9322
Cell Phone if possible	Email
1-705-647-2564	info@mirontopsoil.com



**City of Temiskaming Shores
PWO-RFT-007-2018
Supply, Mix and Stockpile Winter Sand**

Non Collusion Affidavit

I/ We A. Miron Topsoil Ltd the undersigned, am fully informed respecting the preparation and contents of the attached Tender and of all pertinent circumstances respecting such Bid.

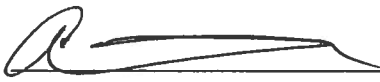
Such Bid is genuine and is not a collusive or sham Bid.

Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed Bid.

The price or prices quoted in the attached Bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The Bid, Tender 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 Temiskaming Shores this 18th day of April, 2018.

Signed 
Company Name A. Miron Topsoil Ltd
Title President



**City of Temiskaming Shores
PWO-RFT-007-2018
Supply, Mix and Stockpile Winter Sand**

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 Temiskaming Shores this 18th day of April, 2018.

Firm Name Amiron Topsoil Ltd

Bidder's Authorization Official Aurele Miron

Title President

Signature 

Page 4 of 6 to be submitted



**City of Temiskaming Shores
PWO-RFT-007-2018
Supply, Mix and Stockpile Winter Sand**

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 Tender must be included in the Tender 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 Tender document.

Signed by Company Official

Printed

Signed

Page 5 of 6 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 A. Miron Topsail Ltd Company Name

Phone Number 705-647-5823 Address

I, A. Miron Topsail Ltd, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*.

I, _____, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario's Customer Service is available at www.gov.on.ca/mcss/serveability/splash.html.

Date: April 18/18

Subject: Supply and Delivery of Bulk Coarse
Highway Salt

Report No.: PW-030-2018
Agenda Date: May 15, 2018

Attachments

Appendix 01: Tender Results

Appendix 02: Draft Agreement

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-030-2018;
2. That Council approves the award of the 2018-19, 2019-20 and 2020-21 Supply and Delivery of Bulk Coarse Highway Salt contract to *K & S Windsor Salt Ltd.* in the amount of \$ 112.00 per tonne plus HST; and
3. That Council directs Staff to prepare the necessary by-law and agreement for consideration at the May 15, 2018 Regular Council meeting.

Background

Each year the City of Temiskaming Shores procures the services of qualified contractors for the supply and delivery of Bulk Coarse Highway Salt to various locations within the City of Temiskaming Shores.

The Tender documents were prepared and Tender PWO-RFT-008-2018 was distributed to previous and known potential bidders with closing date at 2:00 p.m. on May 8th, 2018.

Analysis

At the time of closure only one (1) tender was received from K & S Windsor Salt Ltd. at a unit cost \$112.00 per tonne.

K & S Windsor Salt Ltd were previously known as Windsor Salt and have previously provided bulk product to the City as well as other municipalities throughout Ontario and has demonstrated the ability to complete this work as required.

The tender was analysed for errors and/or omissions and was found to be correct and complete. The tendering process was in keeping with the City's Procurement Policy (By-Law No. 2017-015).

The tendered amount for the intended supply is considered to be reasonable and within the approved and allotted budget for roadway maintenance. (This product will be delivered over the next three Winter Operations seasons commencing in 2018-19.)

Relevant Policy / Legislation / City By-Law

- Ontario Regulation 239/02 – Minimum Maintenance Standards
- Temiskaming Shores Winter Operations Plan – by By-law (annually)
- 2018 Public Works Operations Budget
- By-Law No. 2017-015, Procurement Policy, Section 10.3 Request for Tenders

Asset Management Plan Reference

- Section 4.5 - Roadway Network
- Section 4.8 - Sidewalks & Active

Consultation / Communication

- Distribution of Request For Tender – PWO-RFT-008-2018
- PW Committee Meeting – May 15th, 2018
- Admin Report PW-029-2018 submitted to Council on May 5th, 2018.

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

A total of \$175,000 was included in the 2018 Budget. Costs to date are \$94,829 leaving a balance of \$80,171. It should be noted that the tendered price represents an increase of approximately seven (7) percent over the 2017 pricing.

Estimated quantities required for the remainder of 2018 Winter Operations (mixing and bulk) are 820 tonnes. The cost based on \$112.00/tonne and inclusive of non-refundable HST totals \$93,460.

Staff will monitor the quantities required throughout the remainder of 2018. Ordering of bulk salt is dependent on winter road conditions.

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

Document Title: **PWO-RFT-008-2018 Supply & Delivery of Bulk Roadway Salt**

Closing Date: **Tuesday, May 8, 2018**

Closing Time: **2:00 p.m.**

Department: **Public Works**

Opening Time: 2:04 pm.

Submission Pricing

Bidder: K & S WINDSOR SALT LTD.

Schedule "A" Prior to October 1, 2018	
Dym PW (120 t):	13,440. ⁰⁰
NL PW (240 t):	26,880. ⁰⁰
Hi by PW (300 t):	32,600. ⁰⁰
Schedule "B" as needed basis	
Hi by PW (400 t):	44,800. ⁰⁰
NL PW (400 t):	44,800. ⁰⁰
Sub-Total:	163,520. ⁰⁰
HST:	21,257. ⁶⁰
Total:	184,777. ⁶⁰

Bidder:

Schedule "A" Prior to October 1, 2018	
Dym PW (120 t):	
NL PW (240 t):	
Hi by PW (300 t):	
Schedule "B" as needed basis	
Hi by PW (400 t):	
NL PW (400 t):	
Sub-Total:	
HST:	
Total:	

Bidder:

Schedule "A" Prior to October 1, 2018	
Dym PW (120 t):	
NL PW (240 t):	
Hi by PW (300 t):	
Schedule "B" as needed basis	
Hi by PW (400 t):	
NL PW (400 t):	
Sub-Total:	
HST:	
Total:	

Bidder:

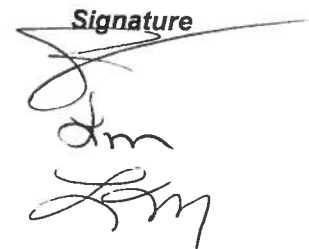
Schedule "A" Prior to October 1, 2018	
Dym PW (120 t):	
NL PW (240 t):	
Hi by PW (300 t):	
Schedule "B" as needed basis	
Hi by PW (400 t):	
NL PW (400 t):	
Sub-Total:	
HST:	
Total:	

Note: All offered prices are offers only and subject to scrutiny. Submissions will be reviewed for errors, omissions and accuracy by municipal staff prior to any awarding. All proponents whether successful or not will be notified of results, in writing at a later date.

Attendees:

Print Name
 M. Teh Lafreniere
 Laura-lee Macneil
 Linda McKnight

Representing
 City of T. Shores
 City of TS
 C of TS

Signature


The Corporation of the City of Temiskaming Shores

By-law No. 2018-000

Being a by-law to enter into an agreement with K & S Windsor Salt Ltd. for the Supply and Delivery of Bulk Course Highway Salt at various locations within the City of Temiskaming Shores

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-030-2018 at the May 5th, 2018 Regular meeting of Council and directed staff to prepare the necessary by-law to enter into an agreement with K & S Windsor Salt Ltd. for the Supply and Delivery Bulk Course Highway Salt for consideration at the May 15th, 2018 Regular meeting of Council;

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 K & S Windsor Salt Ltd. for the Supply and Delivery of Bulk Course Highway Salt at various locations in the City of Temiskaming Shores, in the amount of \$112.00 per tonne plus applicable taxes, commencing in 2018-19 and extending until 2020-21, 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 15th day of May, 2018.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule “A” to

By-law 2018-000

Agreement between

The Corporation of the City of Temiskaming Shores

and

K & S Windsor Salt Ltd.

for the Supply and Delivery of Bulk Course Highway Salt

This agreement made in duplicate this 15th day of May 2018.

Between:

The Corporation of the City of Temiskaming Shores

(hereinafter called "the Owner")

and

K & S Windsor Salt Ltd.

(hereinafter called "the Contractor")

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Supply and Delivery of Bulk Course Highway Salt
Tender No. PWO-RFT-008-2018**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents attached hereto as Appendix 01 and forming part of this agreement; and
- c) Complete, as certified by the Engineer, all the work by **April 30th of each year.**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid **One Hundred and Twelve Dollars and Zero Cents (\$112.00) per tonne 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:

A copy of each of the Form of Tender, Special Provisions, Item Special Provisions, General Conditions, Specifications, Addenda/Addendum No. 0 to 0 are hereto annexed to this Form of Agreement and together with the plans relating thereto, and listed in the Specifications, are made a part of this Contract, herein called the Contract Documents, as fully to all intents and purposes as though recited in full herein.

Article IV:

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 post or telegram addressed as follows:

The Contractor:

K & S Windsor Salt Ltd.
1195 Courtneypark Dr. East
Mississauga, Ontario
L5T 1R1

The Owner:

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

The Director:

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

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

Contractor's Seal)
(if applicable))

Municipal Seal)

K & S Windsor Salt Ltd.

Sales & Marketing Manager – John DeMeo

Witness
Name: _____
Title: _____

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to

By-law No. 2018-000

Form of Agreement



Form of Tender

Each FORM OF TENDER should contain the legal name under which the Bidder 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 Tender.

I/We, the undersigned, have carefully examined the attached documents and conditions of the Tender. 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 Tender.

All prices offered in this tender are firm, irrevocable and open for acceptance by the City for a period of thirty (30) days. The City will not reimburse any Bidder for any cost or expense of any kind incurred in preparation or submission of any response to this Request for tender.

NOTE: All portions of "Form of Tender" must be accurately and completely filled out.

Section 1

Item	Delivery Location	Qty. Tonne	Unit Price. 2018/19	Amount, \$
<i>1460</i> <i>\$ 112.00 per tonne</i>				
Schedule "A" - Bulk Coarse Highway De-icing Salt. TO BE DELIVERED PRIOR TO OCTOBER 01st, 2018 AND IN EACH SUBSEQUENT YEAR. (Quantities are derived based on an average truck loads of +- 40 tonnes)				
1	Dymond Public Works Yard, 181 Drive Inn Theatre Road, New Liskeard ON	120	<i>\$ 112.00</i>	<i>\$13,440.00</i>
2	New Liskeard Public Works Yard, 200 Lakeshore Drive, New Liskeard ON	240	<i>\$ 112.00</i>	<i>\$26,880.00</i>
3	Haileybury Public Works Yard, 1 View Street, Haileybury, ON	300	<i>\$ 112.00</i>	<i>\$33,600.00</i>

This is Page 1 of 6 to be submitted



Schedule "B" - Bulk Coarse Highway De-icing Salt. TO BE DELIVERED AS AND WHEN REQUIRED AS NOTIFIED BY THE MUNICIPALITIES ROAD SUPERINTENDENT OR HIS DESIGNATE IN EACH YEAR OF THE AGREEMENT FOLLOWING THE INTIAL DROP. (Quantities are derived based on an average truck loads of +- 40 tonnes)

Item	Delivery Location	Qty. Tonne	Unit Price. 2018/19	Amount, \$
4	Haileybury Public Works Yard, 1 View Street, Haileybury, ON	400	\$112.00	\$44,800.00
5	New Liskeard Public Works yard, 200 Lakeshore Road, New Liskeard, On	400	\$112.00	\$44,800.00
Sub-Total				\$163,520.00
H.S.T.				\$21,257.60
Total				\$184,777.60

Prices for 2019/20, 2020/21 will be negotiated at the anniversary of the contract. If either of the parties is unable to agree on a fair and reasonable price, in the second or third year, the City reserves the right to re-tender for the supply all materials, labour, supervision, machinery, tools and all other necessary equipment for the supply and delivery of bulk highway road salt as described elsewhere in this document, without claim by the supplier.

Page 2 of 6 to be submitted



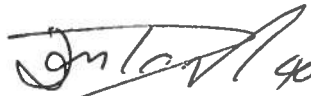
I/We John DeMeo offer to supply the requirements stated within.

the corresponding total cost of \$ 184,777.60 Tax included.

I/We hold the prices valid for 30 (thirty) days from submission date.

I/We will deliver the required material / equipment within 3 to 4 calendar days from receiving a signed order and prior to October 01st 2018 for schedule A.

The specifications have been read over and agreed to this 18 day of April 2018.

Company Name <u>K+S Windsor Salt Ltd.</u>	Contact name (please print) <u>John DeMeo</u>
Mailing Address <u>1195 Courtney Park Dr. E Mississauga, Ontario</u>	Title <u>Sales & Marketing Manager</u>
Postal Code <u>L5T 1R1</u>	Authorizing signature  "I have the authority to bind the company/corporation/partnership."
Telephone <u>905-795-1771</u>	Fax <u>905-565-1551</u>
Cell Phone if possible <u>416-580-0910</u>	Email <u>jdemeo@windsorsalt.com</u>

Page 3 of 6 to be submitted



City of Temiskaming Shores
PWO-RFT-008-2018
Supply and Delivery of Bulk Roadway De-Icing Salt

Non Collusion Affidavit

I, ~~We~~ John De Meo the undersigned, am fully informed respecting the preparation and contents of the attached Tender and of all pertinent circumstances respecting such Bid.

Such Bid is genuine and is not a collusive or sham Bid.

Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed Bid.

The price or prices quoted in the attached Bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The Bid, Tender 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 April this 18 day of April, 2018.
Mississauga

Signed [Signature]
Company Name K+S Windsor Salt Ltd
Title Sales & Marketing Manager



**City of Temiskaming Shores
PWO-RFT-008-2018
Supply and Delivery of Bulk Roadway De-Icing Salt**

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 MISSISSAUGA this 18 day of April, 2018.

Firm Name K+S Windsor Salt Ltd

Bidder's Authorization Official John DeMeo

Title Sales + Marketing Manager

Signature

Page 5 of 6 to be submitted



**City of Temiskaming Shores
PWO-RFT-008-2018
Supply and Delivery of Bulk Roadway De-Icing Salt**

Appendix A

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 KTS Windsor Salt Ltd company Name

Phone Number 905-795-1771 Address 1195 Courtney Park Dr. E
Miss, Ontario

I, John DeMeo, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*.

I, _____, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario's Customer Service is available at www.gov.on.ca/mcss/serveability/splash.html.

Date: Apr. 18, 2018



**City of Temiskaming Shores
PWO-RFT-008-2018
Supply and Delivery of Bulk Roadway De-Icing Salt**

Appendix B - Performance Evaluation (for City Use only)

Vendor's Name		Telephone	
Address		Postal Code	
Vendor's Representative			
Contract Description; PWO-RFT-008-2018 Supply and delivery of highway de-icing salt			
Awarded Contract Value		Actual Contract Value	
Cost Centre 1-4-3291-3470	District/Region/Branch	City Contact Person; Douglas Walsh	Division; Public Works
Scheduled Start; Upon notification	Actual Start;	Scheduled Completion; April 15, 2021	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

Subject: STREETSCAN Proposal
2018 Sidewalk Scans

Report No.:
Agenda Date:

PW-031-2018
May 15, 2018

Attachments

Appendix 01: STREETSCAN Proposal – 2018 Sidewalk Scans

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-031-2018 and more specifically Appendix 01 being the STREETSCAN proposal for the completion of the Sidewalks Assessment Survey for all sidewalks in Temiskaming Shores;
2. That Council for the City of Temiskaming Shores acknowledges that the completion of the Sidewalks Assessment Survey is an important step to ensuring compliance with the current Maintenance Standards, most recently updated by the Ministry of Transportation;
3. That Council is committed to ensuring that all municipal assets are accurately inventoried, with condition status, levels of service and a strategy to maintain the asset is included in the City's Asset Management Plan;
4. That Council approves the commitment of up to \$8,500 from the 2018 Public Works Operations Budget towards the cost of this initiative; and
5. That Council directs staff to prepare the necessary by-law and agreement for consideration at the June 5, 2018 Regular Council meeting.

Background

On July 11, 2017 Council considered Administrative Report PW-025-2017 regarding the submission of an application for funding through FCM for the Municipal Asset Management Program (MAMP) and approved Resolution 2017-293.

Subsequently, on September 5, 2017 Council acknowledged receipt of Administrative Report PW-030-2017 and more specifically a Draft Agreement with STREETSCAN for the completion of the Roads Assessment Survey for all bituminous treated roads in Temiskaming Shores. With funding assistance from the Federation of Canadian Municipalities in the form of a "*Municipal Asset Management Program*" grant, Council committed \$15,000 from its 2017 budget towards the cost of this initiative.

In late August and early September of 2017, the field work was completed and by mid-November STREETSCAN had provided a detailed analysis and training to staff to enable the use of the information obtained through the “*PaveMON*” software in the 2018 budget deliberations.

STREET SCAN has since developed a “stroller” based information collection system to gather similar information for sidewalk networks.

Analysis

Currently, Public Works staff walk a portion of the sidewalk network each year to manually measure any significant deformations observed and return to those locations to make repairs that ensure compliance with the Maintenance Standards approved by the Ministry of Transportation (MTO).

As outlined in Appendix 01, the STREETSCAN Inspection Service is able to gather, through high precision navigation and data gathering, accurate position and location information to extract surface distresses and deformation that can be used to provide a similar condition rating as that used in our roads assessment scans.

In applying asset management best practices, the City can determine which infrastructure projects deliver the most value for money, while improving the long-term performance of physical assets. Our asset management approach will consider the needs of citizens, the resources available and the lifecycle of physical assets such as roads, sidewalks, bridges, water and sewer facilities and systems. Based on the accuracy of the work proposed and the estimated cost to complete the work, staff are recommending that funding from the approved Operations Budget be utilized.

Relevant Policy / Legislation / City By-Law

- Ontario Regulation 239/02 (amended on May 4th, 2018) Minimum Maintenance Standards
- 2018 Public Works Operations Budget

Asset Management Plan Reference

The proposed work will be used to update the following;

- Section 4 - State of the Local Infrastructure,
- Section 4.8 – Sidewalk Network (Inventory, Condition Profile and Report Card)
- Section 5 - Desired Levels of Service
- Section 5.4 Data Collection (Sidewalk and Walkways)
- Section 6.2 Non-Infrastructure Solutions (Data Collection, Management and Software)
- Section 6.3 Operation and Maintenance Activities, and
- Section 6.5 Renewal, Rehabilitation and Replacement Activities

Consultation / Communication

- Staff attendance at AMO presentation - “AMP Level of Service” Workshop, May 24th, 2017
- LAS / Streetscan Presentation at NEOPWO Meeting – April 24th, 2018
- Presentation and discussion with Public Works Committee on May 15th, 2018
- Admin. Report PW-031-2018, Regular Council Meeting, May 15th, 2018

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

Commitment for the project funding (up to \$8,500) is requested at the May 15th, 2018 Regular Meeting of Council. There are sufficient funds within the Public Works Operating Budget under the “Accessibility Projects” line item.

Staffing requirements are limited to providing the information, in electronic data form, of all sidewalk locations that are to be surveyed. Once the project has been approved by Council for funding and the field work and data analysis has been completed, staff will receive additional training on the software which will allow for the interpretation of the data enabling the City to utilize it for repair / rehabilitation decisions and future budget processes as well as fulfilling the requirements of the amended Minimum Maintenance Standards and the next draft of the City’s Asset Management Plan.

Alternatives

No alternatives are being considered as the project is dependant of successful funding.

Submission

Prepared by:

Reviewed and submitted for
Council’s consideration by:

“Original signed by”

“Original signed by”

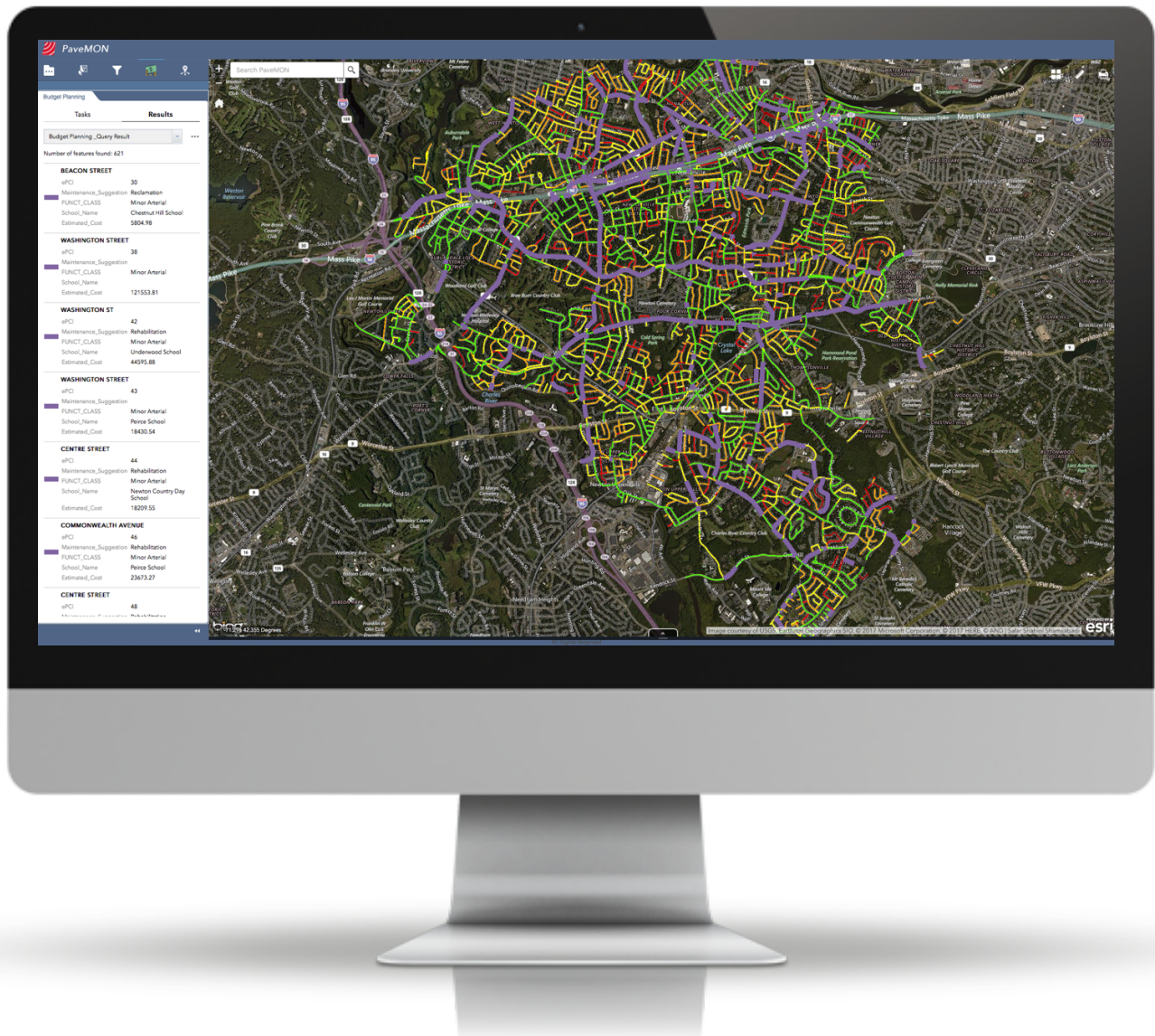
G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager

SIDEWALK ASSESSMENT SERVICE PROPOSAL

Temiskaming Shores, Ontario

April 24, 2018



April 24, 2018

Doug Walsh, Director of Public Works
City of Temiskaming Shores
325 Farr Drive, P.O. Box 2050,
Haileybury, ON P0J 1K0

Thank you for your interest in StreetScan. Municipalities worldwide are faced with aging infrastructure and limited budget resources to repair and maintain them. Having the ability to monitor the health of your street network through an abundance of data being collected via multiple vehicle mounted sensors allows your staff to properly allocate repair and maintenance budgets. This is now made possible in an affordable, objective way utilizing StreetScan's advanced mobile sensing survey van and online web based app.

Our service offering includes:

- Data collection: vehicle survey of paved lane km.
- Data processing of pavement condition and assets.
- Data visualization: pavement monitoring system including Pavement Condition Index (PCI) Report – integrated into your existing GIS or optional cloud-based access.
- Pavement Management Plan: maintenance and budget options, suggestions and scenarios; optional cloud-based access with robust interactive planning and budgeting tools.

Also available: (see Appendices for more details)

- Enhanced Data Visualization Package (front looking camera & videos)
- Optional asset extractions including pavement markings, traffic lights, utility assets, signage, sidewalk, curbs, trees, etc.

On behalf of the team at StreetScan, we are pleased to submit this proposal for your review. We strive to be as accurate as possible in our initial projections and cost estimates, and look forward to meeting with you soon to discuss any questions you may have.

Yours truly,

Michelle Hjort,
Director of Business Development- Canada
StreetScan Inc.

About Us

2009-2015 Northeastern

StreetScan started as a 5-year R&D project out of Northeastern University, receiving over \$18 Million in funding. The project called Versatile Onboard Traffic Embedded Roaming Sensors (VOTERS) created a framework, prototype & blueprint for a service to shift from periodical localized pavement inspections to continuous network-wide health monitoring of roadways.



STREETSCAN 2015

StreetScan was founded as a spin-off of the VOTERS project to commercialize the technology and provide pavement inspection and management services. In its first year of offering the service StreetScan successfully completed multiple surveys in New England, Canada & the State of Washington. Our complete advanced hardware/software turn-key solution set's us apart from the competition. The day's of sending inspectors into the field for Pavement surveys are over as Municipalities embrace the power of data to enrich their decision making abilities!



2017...



StreetScan is kicked off 2017 with its new Smart City Mobile Sensing Service Offering targeted at providing our clients a smart, objective & affordable way to monitor all your street assets. What's unique is that we are combining this service with our existing pavement management offering which in return saves our clients time & money without requiring additional field surveys. With one pass of the ScanVan, Municipalities can now extract & monitor critical assets such as Pavement Condition, Signage, Pavement Markings, Street Lights and much more.

About Us - LAS



Local Authority Services (LAS) was created in 1992 by the Association of Municipalities of Ontario (AMO). LAS is a preferred provider of competitively-priced and sustainable business services for Ontario municipalities and the broader public sector, helping its customers “save money, make money, and build capacity.”

LAS Roads Assessment Service

Roughly one third of Ontario’s municipal roads network is in poor to very poor condition, and facing a \$30 Billion funding shortfall over the next 10 years. LAS offers a better way to assess your roads network through an automated pavement inspection and management service.

The Roads Assessment Service includes:

- Advanced mobile sensing and road condition data gathering
- Data handling, processing, algorithms and analysis
- Customizable data analysis software and visualization in a secure web-based GIS application
- Pavement management engine for repair and maintenance decision making

Project Team



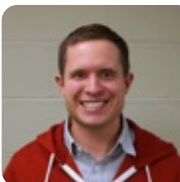
Michelle Hjort, Director of Business Development- Canada – Michelle has extensive experience in working with municipalities to coordinate infrastructure and asset management initiatives providing project management support and liaising between operations and municipal stakeholders. She is skilled at providing effective communication with and between staff, councils and citizens to understand new technologies and to quantify the benefits and value of the project. Her experience includes working with over sixty Ontario Municipalities to complete their LED street light conversions.



Scott MacIntosh, Chief Technology Officer- As the CTO at StreetScan, Scott works with engineers & researchers developing new capabilities and products for StreetScan's Pavement Inspection & Management Solution. He received his M.S. in Physics from Portland State University in 2003. During that time he worked as a Graduate Research Assistant at Los Alamos National Laboratory developing acoustic based systems for non-destructive testing. Over the last 14 years, Scott has worked on various multi-sensor platforms with a particular emphasis on radar based systems used for imaging and detection.



Salar (Sal) Shahini Shamsabadi, Data Scientist & GIS Developer – As a Data Scientist & GIS Developer at StreetScan, Sal works on integrating and leveraging information from large geospatial datasets for developing pavement management, sensor fusion & life-cycle cost analysis models. He received his B.S. in Geomatics Engineering from the University of Tehran in 2012 & his M.S. in Civil Engineering in 2014 from Northeastern University where he developed StreetScan's GIS web application for pavement monitoring & management. Sal has received multiple awards over the last few years (Best Innovation Award at RISE, Best Paper Award at SAGEEP, Dean's Scholarship Award at Northeastern Uni.), which encouraged him to pursue his passion for using data driven methods to support better decision making.



Roy Apostle, Operations Manager –Roy Apostle received his B.S. in Environmental Science with a minor in International Affairs from Northeastern University in 2015. Prior to joining StreetScan, he provided GIS, surveying & environmental services to the U.S. Geological Survey, GEI Consultants, Massachusetts Water Resources Authority & Philmont Scout Ranch. His research interests include LiDAR, hydrology & GIS for public transit planning.

Scope of Work (See appendix for further details)

STEP 1: DATA COLLECTION



STEP 2: DATA PROCESSING

PAVEMENT
CONDITION



SIDEWALK
CONDITION



OPTIONAL ASSET EXTRACTION



Traffic Lights



Pavement
Markings



Environmental Data
(Air Quality)



Trees



Street
Furniture



Utility Assets



Traffic Signage



360 Imagery

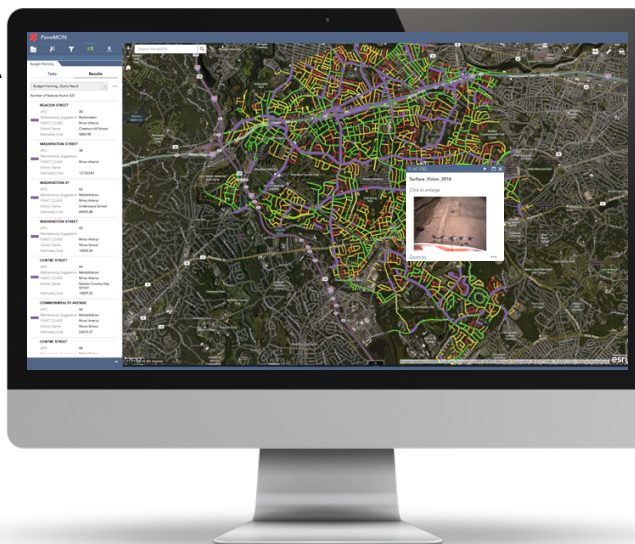
STEP 3: PAVEMENT, SIDEWALK & ASSET MANAGEMENT SOFTWARE



WEB-BASED APP

ADVANCED
ANALYTICS

UNLIMITED USERS



USER FRIENDLY
DASHBOARD

CLOUD HOSTED
DATA

ESRI BASED

Pricing Overview – Sidewalk Management



Data Collection & Processing	Unit Cost	Cost
Sidewalk KM		40 KM
ScanCart Data Collection	\$115	\$4,600
Data Processing	\$70	\$2,800
Sidewalk Management Plan	Fixed	\$500
Setup & Travel Cost	Fixed	\$500
Data Collection & Processing Total		\$8,400
Software & Imagery		
Annual Software License (Sidewalk Module)	Fixed	\$750
Annual Data Hosting & Support	\$10	\$400
Sidewalk Facing Imagery	\$8	\$320
Software & Imagery Total		\$1,470
Total		
Total Sidewalk Management Costs		\$9,870
Existing Client Discount		25%
Cost Net Discount		(\$2,468)
		\$7,403



Sidewalk Inspection Service

StreetScan scans the Municipalities sidewalk using a stroller-based collection system. The system is equipped with multi-view imaging cameras which are used to capture video of the sidewalks & surrounding area. A high precision INS (inertial navigation system) enabled GPS system is used to provide accurate position location. After data is collected, QC technicians evaluate the video data back in the office to extract surface distresses which are then used to create a sidewalk condition rating (0-10 scale)

StreetScan Measures the following distresses by reviewing video data collected in the field:

- Uplifts
- Surface Deterioration
- Bumps/Depressions/Surface Distortions
- Cracking

The features evaluated within a 4’ interval and rated in severity from 1-3 (minimal, medium, severe)

Attributes	Description
Sidewalk Rating	0-10 Rating Scale by sidewalk segment
ADA Ramps	Location of each Ramp as a GIS layer
Segment Length	Length in feet for each segment
Severe Features	GIS layer of all severe features
Feature Statistics	Failure statistics types & severity per sidewalk segment

Subject: North Cobalt Water Stabilization Project **Report No.:** PW-032-2018
Agenda Date: May 15, 2018

Attachments

Appendix 01: Quotation – Spec & Sons Mechanical Contractors

Appendix 02: Single Source Justification Form

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-032-2018 and more specifically Appendix 01 being the quotation provided by Spec & Sons Mechanical Contractors to complete the work associated with the North Cobalt Water Stabilization Project;
2. That as outlined in By-law No. 2017-015, *Procurement Policy, Section 10*, Council approves to waive the tendering procedure for the completion of the North Cobalt Water Stabilization Project based on the justification as outlined in Appendix 02; and
3. That as outlined in By-law No. 2017-015, *Procurement Policy, Section 6, Approval Authority*, Council approves the award to complete the North Cobalt Water Stabilization Project to Spec and Sons Mechanical Contractors in the amount of \$ 58,246 plus applicable taxes.

Background

On August 2, 2016, Council approved entering into an agreement, through By-law No. 2016-129 with Pedersen Construction (2013) Inc. for the North Cobalt Water Stabilization Project.

This project entailed the installation of a dedicated water main and appurtenances to assist in the supply of water to North Cobalt as well as provide sufficient fire protection in that area. To accommodate the water main, mechanical work was required inside the Haileybury Reservoir on Niven St. This work included the installation of a new pump, flow meters, pressure control valves and modifications to the common header which was performed by Spec & Sons Mechanical Contractors (Spec & Sons), a sub-contractor for the project.

In August of 2017, substantial completion of the project was achieved and the reduction of the holdback to 2.5% was granted. Overall this project was under budget by approximately \$ 62,000.

Analysis

Throughout construction, further analysis was conducted on the water model for the Haileybury/North Cobalt systems. It was identified that to optimize the systems properly, additional mechanical work would be required to allow for more water flow into the pumping chamber at the Haileybury Reservoir.

As a result, to meet Ministry regulations, the relocation of the gravity fed water main as well as the installation of a flow meter on the gravity line is required to properly perform the contact time (CT) calculations to ensure proper disinfection will occur. This additional work is outside the scope of the original contract with Pedersen Construction (2013) Inc.

As mentioned above, Spec & Sons have performed the mechanical work to date on the project. Therefore, because of the familiarity, experience and knowledge of the project, staff requested a quotation from Spec & Sons. Staff received the quotation in the amount of \$ 58,246 plus applicable taxes which is outlined in Appendix 01. As a result it is staff's recommendation to utilize Spec & Sons to perform the final phase of mechanical work for the North Cobalt Water Stabilization Project.

As outlined in the Procurement Policy By-law No. 2017-015, Section 10.10 (ii) Single/Sole Source, consultation with the City Manager shall take place to consider the grounds that the single/sole source will be in the best interest of the City. This consultation took place on May 8th, 2018 resulting in the development of this report and the submission of the required justification form which is attached as Appendix 02.

Relevant Policy / Legislation / City By-Law

- 2018 Public Works Capital Budget
- By-Law No. 2017-015, Procurement Policy
- Safe Water Drinking Act, 2002

Asset Management Plan Reference

- Section 4.9 – Land Buildings & Equipment

Consultation / Communication

- Consultation with City Manager, May 8th, 2018
- Public Works Committee Meeting, May 15th, 2018
- Admin. Report PW-032-2018, Regular Council Meeting, May 15th, 2018

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

During the 2018 capital budget deliberation process, Council approved \$ 75,000 for the completion of the North Cobalt Stabilization Project. As a result, sufficient funds are available within the budget.

Alternatives

No alternatives were considered

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Steve Burnett
Technical & Environmental
Compliance Coordinator

G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager

Spec & Sons Mechanical

P.O Box 269, Naughton, ON P0M 2M0
Phone: (705)-692-3938 Fax: (705) 692-3934

QUOTATION

To: Steve Burnett
Company: City of Temiskaming Shores
Date: 26/04/2018
From: Greg Spec
Reference: Niven Reservoir Piping Changes and Flow Meter
Quote No: 2018-175

We are pleased to quote on the following:

To: supply labour and materials to revise the gravity piping and install a 300mm flow meter. This will be done as per plans and the scope of work that was supplied in the package. We have not included any electrical for the new flow meter, wiring will be done by others.

It is our understanding that OCWA and the City of Temiskaming Shores will be responsible for supplying water temporarily and draining the pump chamber and reservoir for the duration of this work. We are hoping that this work can be completed with one shutdown, approximately 8hrs from 11pm on. We will do as much work as possible prior to scheduling the shutdown.

Total Lump Sum Price: \$58,246.00 + HST

Thank you for the opportunity to quote

Greg Spec

Single / sole Source Justification

Attach this completed form to requisitions when competitive bids are not solicited.

Requested Single/Sole Source Supplier:

Company Name: Spec & Sons Mechanical Contractors

Contact Name: Greg Spec

Address: P.O. Box 269

City: Naughton Prov: ON Postal Code: POM 2M0

Phone Number: 705-688-3531 E-mail: specson@bellnet.ca

<input type="checkbox"/> Sole Source	<input checked="" type="checkbox"/> Single Source	<input type="checkbox"/> No Substitute
(No other known source or the only source meeting specification requirements)	(Only the designated Supplier is acceptable, others may exist)	(Specified item is required due to uniqueness, research continuity, etc.)

Description of Product or Service:

Critical infrastructure mechanical work within the Haileybury Reservoir.
Completion of the North Cobalt Water Stabilization Project

Estimated Cost: \$

58,246.00 + HST (Quotation)

Complete the following checklist:

A specific contractor is the only source of the required item because (check all that apply):


- The required items are **proprietary to the Contractor**
- A specific item is needed:
 - To be compatible or interchangeable with existing hardware;
 - As spare or replacement hardware;
 - For the repair or modification of existing hardware, or
 - For technical evaluation or test.
- There is a **substantial technical risk** in contracting with any other contractor (e.g. only one contractor has been successful to date in implementing a difficult manufacturing process.)
 - X For support services effort, there is no reasonable expectation that a meaningful cost or other improvement could be realized over the incumbent contractor's performance (e.g. the chances of another firm winning a competition are clearly remote).

Explain why the recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can do this job? What condition exists so that the recommended company has a significant advantage over any other company who can do this job?

It is important to sufficiently address the key reason for awarding an order without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

Spec & Sons Mechanical Contractors has in-depth knowledge and experience working on the highly regulated critical infrastructure within all of the City's treatment facilities. The work associated with the Haileybury Reservoir is the final stage of the North Cobalt Water Stabilization Project in where Spec & Sons have completed the mechanical work to date.

As a result, staff recommends awarding the final stage of the North Cobalt Water Stabilization Project to Spec & Sons Mechanical Contractors as it would be in the best interest of the City.

Requested by: 
Department Head

May 8, 2018
Date

Reviewed by: 
City Manager

May 8, 2018
Date

Endorsed by: _____
Council

Date

Subject: FCM Funding Application Submission	Report No.: PW-033-2018
- Climate Change Innovation Program	Agenda Date: May 15, 2018

Attachments

Appendix 01: Resolution 2018-003 – Partners for Climate Protection

Appendix 02: FCM “*Climate Change Innovation Program: Staff Grants*” Application Guide

Appendix 03: Funding Partners Proposed Contributions

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-033-2018 and more specifically Appendix 01 being the Federation of Canadian Municipalities, “*Climate Change Innovation Program: Staff Grants*” Application Guide and Appendix 02 being the proposed contribution allocation for applying partners;
2. That Council directs staff to work with representatives from the area Townships interested in partnering with the City to prepare an application for a Staff grant opportunity from the Federation of Canadian Municipalities’ “*Climate Change Innovation Program*”; and
3. That Council commits up to \$28,000 as the City’s contribution towards the cost of this initiative over a two year period.

Background

Recently, the Federation of Canadian Municipalities (FCM) announced funding through the *Climate Change Innovation Program* for climate change staff grants to provide up to \$125,000 to supplement the salary of a new or existing municipal employee who will work on initiatives to improve adaptation to local climate change impacts or reduce greenhouse gas (GHG) emissions.

Lack of staff resources is one of the biggest barriers for communities looking to take action on climate change. These grants, disbursed over two years, can help municipalities address staffing gaps and produce lasting improvements in their operations related to climate change.

Communities can use the funding to dedicate staff to activities such as developing or refreshing GHG emissions reduction or climate change adaptation plans, creating GHG emission inventories or adding climate change practices into daily municipal processes.

Eligible applicants can receive a maximum of one Climate Change Staff Grant to cover up to eighty (80) percent of eligible costs of one staff person over a two-year period

Analysis

Based on the information provided in the FCM Application Guide, staff met with representatives from the Ontario Centre for Climate Impacts and Adaptation Resources to discuss the program and determine the City's eligibility to apply for the funding. Given that Council has committed to proceed with the development of a Conservation Demand Management Plan as well as a Green House Gas Reduction Plan, the logical next step would be to develop and implement a Climate Adaptation and Mitigation Plan.

As noted in the Application Guideline, the FCM strongly encourages applications from small and medium-sized communities with a population of 150,000 or less, and suggest that two or more municipalities that will share the services of one grant-funded staff person consider applying. With this in mind city staff have met with representatives from surrounding townships and have received positive feedback and anticipate formal support from four (4) surrounding townships to jointly submit an application prior to the June 29th, 2018 deadline.

Relevant Policy / Legislation / City By-Law

- Resolution 2018-003 – Partners for Climate Protection (PCP)
- O.Reg. 143/16 - Quantification, Reporting and Verification of GHG Emissions
- Bill 172 – Climate Change Mitigation and Low-carbon Economy Act

Asset Management Plan Reference

The proposed work will be used to update the following;

- Section 4 - State of the Local Infrastructure,
- Section 4.9 – Land, Buildings & Equipment
- Section 5 - Desired Levels of Service
- Section 5.4 Data Collection (Facilities and Fleet)
- Section 6.3 Operation and Maintenance Activities, and
- Section 6.4 Renewal, Rehabilitation and Replacement Activities
-

Consultation / Communication

- Staff attendance at NEOPWO presentation – April 24th, 2018
- OCCIAR / staff meeting - April 25th, 2018
- OCCIAR / area municipality meeting – May 10th, 2018
- Presentation and discussion with Public Works Committee on May 15th, 2018
- Admin. Report PW-033-2018, Regular Council Meeting, May 15th, 2018

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

Although this project has not been identified in the 2018 budget process, the completion and submission of the application is considered and would be included as administrative duties. Based on the application and approval process it is anticipated that, if successful, the formal hiring and project start-up would not occur until late fall of 2018 or early 2019.

Alternatives

Council may decline the opportunity to submit an application for funding to the Federation of Canadian Municipalities – Climate Change Innovation 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



THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
REGULAR COUNCIL MEETING
January 9, 2018
RESOLUTION

Partners for Climate Protection (PCP)

Resolution No. 2018-003

Moved by: Councillor Hewitt

Seconded by: Councillor Foley

Whereas it is well established that climate change is increasing the frequency of extreme weather events and other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy; and

Whereas the 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts; and

Whereas local governments are essential to the successful implementation of the Paris Agreement; and

Whereas Canada's cities and communities influence approximately 50 percent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services; and

Whereas investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses; and

Whereas a number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction

targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting; and

Whereas the Federation of Canadian Municipalities (FCM) and ICLEI-Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions; and

Whereas over 300 municipal governments across Canada representing more than 65 percent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994; and

Whereas PCP members commit to adopt a community GHG reduction target of 30 percent below 2005 levels by 2030, in line with the Government of Canada's target, and to adopt a corporate GHG reduction target that is similar or more ambitious, and to consider adopting a deeper community and corporate emissions reduction target of 80 percent by 2050; and

Whereas the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results; and

Whereas PCP members commit to carry out the five-milestone framework within 10 years of joining the program and to report on progress at least once every two years; and

Whereas PCP members accept they can be suspended from the program – subject to prior notice in writing by the PCP Secretariat – in the event of non-submission of progress reports within the established deadlines.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby endorses the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

Furthermore that the City of Temiskaming Shores commits to review the guideline on PCP member benefits and responsibilities and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework; and

Furthermore the City of Temiskaming Shores appoints the Director of Public Works and the Chairman of the Public Works Committee to oversee the implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

CARRIED

Certified true copy

A handwritten signature in blue ink, appearing to read "David B. Treen", is written over a horizontal line.

David B. Treen
Municipal Clerk

[Skip to main content](#)

Municipalities for **Climate Innovation Program**

Climate change staff grants

New grants to help pay salaries of staff working on climate action

Call for applications now open to municipalities

FCM's climate change staff grants provide up to \$125,000 to supplement the salary of a new or existing municipal employee who will work on initiatives to improve adaptation to local climate change impacts or reduce greenhouse gas (GHG) emissions.

Lack of staff resources is one of the biggest barriers for communities looking to take action on climate change. These grants, disbursed over two years, help municipalities address staffing gaps and produce lasting improvements in their operations related to climate change.

Communities can use the funding to dedicate staff to activities such as developing or refreshing GHG emissions reduction or climate change adaptation plans, creating GHG emission inventories or adding climate change practices into daily municipal processes.

On this page, find information about initiative requirements, available funding and how to apply.

Eligibility requirements

An individual funded through a climate change staff grant must move the following three municipal initiatives from planning to implementation over the course of the grant period:

- Develop or refresh a GHG emissions reduction or climate adaptation plan, which:
 - Aligns with the municipality's sustainability and environmental goals, such as the Integrated Community Sustainability Plan (ICSP), Official Community Plan or other related policy documents
 - Integrates asset management priorities
- Implement operational or institutional changes to produce long-term climate change impacts within the municipality beyond the end of the grant period, such as the creation of a climate change advisory committee or integration of climate considerations into infrastructure decision-making processes
- Undertake preparatory work leading to the implementation of municipal GHG emissions reduction or climate change adaptation initiatives, such as creating GHG inventories, conducting stakeholder consultations or doing policy research

Activities must include these three areas:

- Planning related to mitigation or adaptation
- Institutional and operational changes
- Implementation of climate mitigation or adaptation projects

Examples of municipal initiatives

Here are some examples of the types of municipal initiatives grant-funded staff can work on:

- Developing a climate mitigation or adaptation vision
- Preparing and holding public consultation
- Implementing feasibility study or capital project
- Setting up a steering committee

Who can apply

FCM strongly encourages applications from small and medium-sized communities, particularly those in the early stages of maturity on our [self-assessment scales](#).

- Municipalities with a population of 150,000 or less
- Two or more municipalities that will share the services of one grant-funded staff person
- Indigenous communities that have a shared service agreement with a municipal government related to infrastructure, GHG emissions reduction or climate change adaptation

Note: Preference will be given to first-time applicants to the MCIP program.

Funding available

- Grants of up to \$125,000 to cover the salary of one staff person
 - Eligible applicants can receive a maximum of one climate change staff grant
- Funding for up to 80 per cent of [eligible costs](#) over a two-year period

Application deadline

Applications are accepted until **June 29, 2018**. Limited funding is available.

How to apply

1. Review eligible and ineligible costs

Learn about the [eligible and ineligible costs](#) that can be included in the budget of your application.

Note: Costs associated with preparing an application for this grant are not eligible for reimbursement.

2. Review the project scorecard and evaluation criteria for self-assessment

We recommend that you download the [climate change staff grants scorecard](#) to review the evaluation criteria and refer to it as you fill out your application. This will help strengthen your responses to each question.

3. Complete the budget and workplan template

Review and complete the [budget and workplan template](#) to include in your application.

4. Review the sample job description

Read our [sample job description](#) to help you determine how a new or existing staff member could support the required activities under this grant.

5. Complete the application form

Download and complete the [climate change staff grants application form](#).

Review the [system requirements and instructions](#) for using FCM's application forms, including details on how to submit your application.

Application review timeline and approval process

Learn more about the [application review process](#), including timelines for approvals and funding decisions.

Quebec municipalities

FCM has an agreement with Quebec's [Ministère des Affaires municipales et de l'Occupation du territoire \(MAMOT\)](#) that allows the ministry to review applications to MCIP before they are submitted to FCM. Quebec municipalities applying for funding from MCIP must follow the process below to submit their application to MAMOT.

Once you have completed all the steps in the *How to apply* section, submit your application by following the steps below.

Note that the content of the links is available in French only.

1. Save your application form using the appropriate file name

Save the application form to your local device with the following filename: MIC_ "your municipality's name" _ "date" (YYMMDD). For example: MIC_TownofABC_180228.pdf

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using your username and password. Select the program, "MAMOT - Programme Municipalités pour l'innovation climatique.

3. Upload and submit the application form through the portal. Note this is an external site

4. Receive confirmation from MAMOT

MAMOT assesses the applications to ensure that the projects submitted do not conflict with Quebec's government policies and directives. Once the assessment has been completed, MAMOT informs the applicant of their decision and sends compliant applications to MCIP for review.

MAMOT requires up to 20 working days to review the application and forward it to MCIP.

5. Receive approval from MCIP

MCIP will inform the applicant once they receive the application from MAMOT and review the submission. If the application is approved for funding, an agreement between FCM and the applicant is prepared.

Other application resources


Use these resources to help you throughout the application process:

- [Maturity Scale for GHG Emissions Reduction](#)
- [Climate Adaptation Maturity Scale](#)

For more information

[Contact us](#)

The Municipalities for Climate Innovation Program is five-year, \$75-million program designed to encourage Canadian municipalities to better prepare for and adapt to the new realities of climate change as well as reduce greenhouse gas emissions. The program is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

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Municipalities for Climate Innovation Program

Funding: Municipalities for Climate Innovation Program

The Municipalities for Climate Innovation Program provides grant funding to help Canadian cities and communities of all sizes adapt to the impacts of climate change and reduce greenhouse gas (GHG) emissions.

We also offer grants for not-for-profit organizations to deliver training to help municipalities take action on climate change.

Plans and studies grants for municipalities

Apply for grants of up to \$125,000 to develop plans and studies to reduce GHG emissions and adapt to climate change impacts, such as extreme temperatures, flooding and drought.

Note: The next call for applications will open in spring 2018 and will be available to Quebec municipalities only.

Capital project grants for municipalities

Funding to help municipalities implement climate change projects. Grants will be available for up to 80 per cent of eligible project costs of up to \$750,000.

Note: The next call for applications will open in spring 2018 and will be available to Quebec municipalities only.

Climate change staff grants for municipalities

These grants provide selected municipalities with funding of up to \$125,000 over two years to supplement up to 80 per cent of the cost of salaries for new or existing municipal staff. These staff will work to implement climate change programs and projects that will have lasting benefits for their communities. [Call for applications is now open.](#)

Combined funding and training for municipalities to integrate climate change with asset management

The [Climate and Asset Management Network](#) provides peer-learning opportunities, training and funding to help Canadian municipalities integrate climate change considerations into infrastructure decision-making. A call for applications will be available in 2018.


Grants for partner organizations to help municipalities meet carbon reduction targets

These grants, known as Transition 2050, provide funding to not-for-profit organizations, such as provincial and territorial municipal associations and educational organizations. These partner organizations will provide training and support to small groups of municipalities to reduce GHG emissions by 80 per cent by 2050. [Call for expressions of interest is now open.](#)

Subscribe to our e-newsletter for funding updates

Learn about calls for applications, new funding opportunities, plus training, knowledge resources and more. Subscribe to the [FCM Connect e-newsletter](#).

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Municipalities for Climate Innovation Program

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MAMOT requires up to 20 working days to review the application and forward it to MCIP.

5. Receive approval from MCIP

MCIP will inform the applicant once they receive the application from MAMOT and review the submission. If the application is approved for funding, an agreement between FCM and the applicant is prepared.

Other application resources


Use these resources to help you throughout the application process:

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- [Climate Adaptation Maturity Scale](#)

For more information

[Contact us](#)

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Eligible and ineligible expenditures

This table outlines the expenditures that can be partially reimbursed by FCM. Please note that FCM has various options available for disbursement structure, which can be discussed at the time of contract development.

Please pay particular attention to any expenditures that may be ineligible. Please also note that MCIP definitions and eligibility of expenditure categories may vary from those of the Green Municipal Fund.

If your project has already started, please contact us to discuss eligibility.

Note: If your application is approved, expenses that are eligible for partial reimbursement must be:

- incurred directly by the lead applicant
- actually and reasonably incurred in accordance with applicable industry standards
- an integral and an essential component required to help achieve the environmental objective of the initiative

FCM reserves the right to audit, at a future date, financial statements or expenses incurred. Audits of the submitted expenditures will not be conducted as a normal course of business when a disbursement claim is submitted. Please keep financial accounts and records, including but not limited to contracts, invoices, statements, receipts and vouchers, for at least six years.

Expenditure category	Eligible expenditures	Ineligible expenditures
1) Pre-application	N/A	<ul style="list-style-type: none"> • Any expenditure incurred prior to FCM's eligible expenditure date. • Expenditure of developing this proposal or application.
2) Staff Remuneration	<p>Daily rates actually paid by the Eligible Recipient to its Employees in Canada for time actually worked on the implementation of the Project. The daily rate per employee shall include the following costs:</p> <p>a) direct salaries: actual and justifiable sums paid by the Eligible Recipient to Employees in accordance with the Eligible Recipient's pay scales as regular salary <u>excluding</u> overtime pay and bonuses.</p> <p>b) fringe benefit: in accordance with the Eligible Recipient's policies, as follows:</p> <p style="margin-left: 20px;">i. <i>time-off benefits (prorated to the annual percentage (%) of time actually worked on the</i></p>	<ul style="list-style-type: none"> • In-kind contribution of services. • Participant salaries. • Expenditures related to regular business activities. • Overtime pay. • Bonuses / performance pay. • Fringe benefits such as: <ul style="list-style-type: none"> ○ sick days ○ pension plan ○ any other fringe benefits not listed as eligible • Costs related to ongoing or other business activities and not specifically required for the project. • Staff wages while receiving training or attending learning events. • Memberships fee or dues.

	<p><i>implementation of the Project):</i> Allowable number of days to be paid by the Eligible Recipient for the following payable absences: statutory holidays and annual vacation; and</p> <p><i>ii. paid benefits:</i> actual sums paid by the Eligible Recipient for paid benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): the Eligible Recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits.</p> <p><u>Note:</u> Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort. Disbursement requests must include submission of detailed payroll registers.</p>	
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FCM Climate Change Staff Grants Program

	<u>2016</u>	<u>Contribution</u>
Casey Township	368	\$983
Harley Township	551	\$1,472
Hudson Township	503	\$1,343
Kerns Township	358	\$956
City of Temiskaming Shores	9,920	\$26,496
TOTAL	11,700	\$31,250

2.67094

Based on \$156.25K Application and Full \$125K Grant

Memo

To: Mayor and Council
From: David B. Treen, Municipal Clerk
Date: May 15, 2018
Subject: Amendment to By-law No. 2017-046 – MTO Road Maintenance
Attachments: **Appendix 01** – Draft Amending By-law

Mayor and Council:

Council adopted By-law No. 2017-046 at the March 21, 2017 Regular Council meeting being an agreement with the Ministry of Transportation Ontario (MTO) for Winter Maintenance Services within which Public Works provides winter maintenance on a portion Highway 11 B located in Coleman Twp. between Temiskaming Shores and Cobalt in exchange the MTO provides winter maintenance on Mowat Landing Road (Hwy 558) from Highway 11 to Firstbrook Line Road.

The winter maintenance season is defined as the period between September 22 and April 22 of the following year. The agreement terminated on April 22, 2018.

Mr. Mike Colbert, Maintenance Superintendent with the MTO has requested that the agreement be extended to June 15, 2022. Public Works staff have outlined that the agreement has been of benefit to both parties and concurs with the extension. **Appendix 01 – Draft Amending By-law** would amend By-law No. 2017-046 until June 15, 2022.

It is recommended that Council considered an amending by-law to By-law No. 2017-046 at the May 15, 2018 Regular Council meeting.

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

David B. Treen
Municipal Clerk

Shelly Zubyck
Director of Corporate
Services

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores
By-law No. 2018-000

**Being a by-law to amend By-law No. 2017-046 being a
by-law to enter into a Winter Maintenance Agreement
with the Province of Ontario (Ministry of Transportation
Ontario) – Highway 11B (Coleman Twp.) and Mowat
Landing Road**

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 under Section 22 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may provide a system that it would otherwise not have power to provide outside its boundaries in accordance with an agreement with the Province of Ontario under a program established and administered by the Province of Ontario;

And whereas Council considered Memo No. 020-2018-CS at the May 15, 2018 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2017-046 being a Winter Maintenance Agreement with the Ministry of Transportation Ontario to extend the agreement until April 2022 for consideration at the May 15, 2018 Regular Council meeting;

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

1. That Article 9 of Schedule "A" to By-law No. 2017-046 be deleted and replaced with the following:

The Municipality shall carry out the winter maintenance services for the term of this Agreement commencing September 22, 2018, and terminating on June 15, 2022.

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, semantical 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 first, second and third time and finally passed this 15th, day of May, 2018.

Mayor – Carman Kidd

Clerk – David B. Treen

Subject: Telecommunication Tower Agts with Bell
Mobility (Dawson Pt & Morissette Dr)

Report No.: CS-014-2018
Agenda Date: May 15, 2018

Attachments

Appendix 01: Draft Agreement (Dawson Pt)

Appendix 02: Draft Amending Agreement (Morissette Dr)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-014-2018;
2. That Council directs staff to prepare the necessary by-law to amend By-law No. 2010-037, as amended being a land lease agreement with Bell Mobility for the Morissette Communication Tower extending the term for four (4) years commencing the 1st day of August, 2018 and terminating on the 31st day of December, 2022 at a lease rate of \$7,500/year for consideration at the May 15, 2018 Regular Council meeting; and
3. That Council directs staff to prepare the necessary by-law to repeal By-law No. 2013-125 and enter into a new agreement with Bell Mobility for City of Temiskaming Shores' Communications Equipment on their Dawson Point tower for a four (4) year term commencing the 1st day of August, 2018 and terminating on the 31st day of December, 2022 at a rate of \$2,500/year for consideration at the May 15, 2018 Regular Council meeting.

Background

The City of Temiskaming Shores currently has two agreements with Bell Mobility related to communication towers. The Town of Haileybury through By-law No. 1997-017 entered into an agreement for the installation of communications tower at the end of Morissette Drive upon municipally owned land. That arrangement continues today and is governed through By-law No. 2010-037. By-law No. 2010-037 was amended by By-law No. 2013-126 to extend the lease such that it terminates July 31, 2018 at a lease rate payable to the City of \$7,500/year.

The second agreement relates to a communication tower located on Dawson point owned by Bell Mobility which houses City of Temiskaming Shores' communication equipment. This agreement is through By-law No. 2013-125 which terminates July 31, 2018 to which the city pays a lease rate of \$2,500/year.

Both agreements terminate on July 31, 2018. **Appendix 01 – Bell Renewal Option Letter** was received from Bell Mobility along with a new agreement for their Communications Tower located on Dawson Point for consideration.

Analysis

Appendix 02 – Draft Agreement (Dawson Point) from Bell Mobility proposes a four (4) year term at the same rate of \$2,500/year provided the annual rent to be paid by Bell for the lease of land for the Morissette tower remains fixed at \$7,500/year.

It is recommended that Council direct staff to prepare a by-law to amend By-law No. 2010-037, as amended with Bell Mobility for the Morissette tower to extend the term for a four (4) year term at the same rate of \$7,500/year and prepare the necessary by-law to enter into a new agreement with Bell Mobility as proposed for the Dawson Point tower.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

Staffing implications are limited to normal responsibilities.

Alternatives

No alternatives are proposed.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for Council's consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

David B. Treen
Municipal Clerk

Shelly Zubyck
Director of Corporate Services

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2018-000

**Being a by-law to enter into a Licence Renewal Agreement
with Bell Mobility Inc. to house City of Temiskaming Shores'
Communication Equipment on the Dawson Point Tower**

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 CGP-020-2013 at the August 6, 2013 Regular Council meeting resulting in the adoption of By-law No. 2013-125 being a by-law to enter into Licence Agreement with NorthernTel Limited Partnership (now Bell Mobility Inc.) for City of Temiskaming Shores' Communication Equipment on their Dawson Point Tower;

And whereas Council considered Administrative Report No. CS-014-2018 at the May 15, 2018 Regular Council meeting and directed staff to prepare the necessary by-law to repeal By-law No. 2013-125 and enter into a new agreement with Bell Mobility for City of Temiskaming Shores' Communications Equipment on their Dawson Point tower for a four (4) year term commencing the 1st day of August, 2018 and terminating on the 31st day of December, 2022 at a rate of \$2,500/year for consideration at the May 15, 2018 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores enacts the following as a by-law:

1. That Council hereby authorizes the Mayor and Clerk to enter into a Licence Agreement with Bell Mobility Inc. for communication equipment on the Dawson Point Tower at a lease rate of \$2,500.00/year plus applicable taxes; attached hereto as Schedule "A" and forming part of this By-law.
2. That By-law No. 2013-125 is hereby repealed.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 15th, day of May, 2018.

Mayor – Carman Kidd

Clerk – David B. Treen

FIRST LICENSE RENEWAL AGREEMENT

Site Name: T0867-Dowson Point
Site Coordinates: Lot 5, Concession 1, Harris Township, ON, CANADA
Other Site Identifiers: Lease # 614707

THIS FIRST LICENSE RENEWAL AGREEMENT made this 26th, day of March 2018.

BETWEEN:

Bell Mobility Inc.

(hereinafter called "Licensor")

- and -

Corporation of the City of Temiskaming Shores

(hereinafter called "Licensee")

WHEREAS By an agreement dated August 6th, 2013 the Licensor was granted a right to use a certain parcel of land described as Lot 5, Concession 1, Harris Township, in the Province of Ontario (the "Site") . The Licensor is the owner of the Tower (as hereinafter defined) located at the Site.

AND WHEREAS By a License dated March 16, 2010 between the Northerntel, Limited Partnership as Licensor, as Licensee in respect of a certain parcel of land in the Municipality of the City of Temiskaming Shores (formerly the Town of Haileybury), in the District of Temiskaming, and described as Part of Lot 13, Concession 3, designated as Part 1 on Reference Plan 54R-4351 and registered as Part of Parcel 400 in the register for Temiskaming at the Land Registry Office for the Land Titles Division of Temiskaming Shores (the "Leased Lands") (the "Haileybury Lease" (T0983)), the Leased Lands were leased to the Licensor on the terms set out therein for a term of five (5) years.

AND WHEREAS Bell has undergone an internal reorganization, involving Northerntel Limited Partnership a wholly-owned subsidiary of Bell Canada.

AND WHEREAS as a result of this reorganization, substantially all of Northerntel Limited Partnership's wireless business was transferred to Bell Mobility on July 1, 2015

AND WHEREAS Licensor and Licensee have agreed renew and amend the terms of the License in the manner as hereinafter provided;

IN CONSIDERATION OF the covenants, terms, conditions and agreements contained herein Licensor and Licensee agree as follows:

The Licensor and the Licensee acknowledge and agree to extend the Term of the License Agreement dated August 6th, 2013 for a term four (4) years and five (5) months, commencing on the **1st day of August 2018**, and expiring on the **31st day of December 2022** (the Extended Term) on the same terms and conditions set out in paragraph 3 of the License Agreement dated August 6th, 2013. The Licensor shall have the right to terminate this License at any time during the Term or any Renewal Term on sixty (60) days written notice to the Licensee.

in the event that the Haileybury Lease is terminated or expires or in the event that the rent to be paid by the lessee pursuant to the Haileybury Lease increases in an amount greater than \$7,500.00 per annum for whatever reason during the term or any extended term (as applicable) thereof, the Licensor shall have the absolute and unfettered right to terminate this License, upon five (5) days written notice to the Licensee

In consideration of the License granted, and without prior demand, the Licensee shall pay to the Licensor during the Term an annual license fee (" License Fee") of **Two Thousand, Five Hundred Dollars (\$2,500.00)**, provided that the annual rent to be paid by the lessee pursuant to the Haileybury Lease remains fixed at Seven Thousand, Five Hundred Dollars (\$7,500.00) for the duration of the term and any applicable renewal term of the Haileybury Lease. The License Fee and any applicable taxes including the

Harmonized Sales Tax (HST) and any provincial sales taxes shall be paid annually, in advance, on the first day of August in each and every year of the Extended Term, commencing on August 1st, 2018.

The Licensee shall pay all taxes, rates, fees, licenses and assessments of every description, which may at any time be charged or imposed, during the Term or any Renewal Term, by an authority in respect of the license granted. Where said taxes, rates, fees, licenses and assessments are paid by the Licensor, the Licensee shall reimburse to the Licensor the amount paid in respect thereof. Notwithstanding the above, the Licensee shall not be responsible to pay for any municipal taxes or school taxes or levies which may be charged or imposed during the Term or any Renewal Term by an authority in respect of the license granted.

The Licensor and the Licensee confirm that the Attachments at the Site include:

- a. **One (1) SINCLAIR SD214-SF2P2SNM antenna @ 95.0m;**

Section 45 of the License Agreement dated August 6th, 2013, with respect to notice to the Licensor shall be amended by inserting the following:

To the Licensor:

Bell Mobility Inc.
200 Bouchard Boulevard, Floor 5C
Dorval Québec H9S 5X5
FAX: 514-420-8332
By email: colocation@bell.ca

To the Licensee:

City of Temiskaming Shores
325 Farr Drive, PO box 2050
Haileybury, ON, POJ 1KO
Attention: General Manager
Fax: 705-672 -2911
Phone: 705-672-3363

The parties hereto agree and acknowledge that all other terms and conditions contained in the Site License Agreement remain in full force and effect and that the Site License Agreement is valid and has not been modified in any way except as provided for herein

IN WITNESS WHEREOF the parties hereto have executed this First License Renewal Agreement.

Bell Mobility Inc.
I/We have the authority to bind the Corporation.

Name: Annie Lombart
Title: Manager – National Co-Location

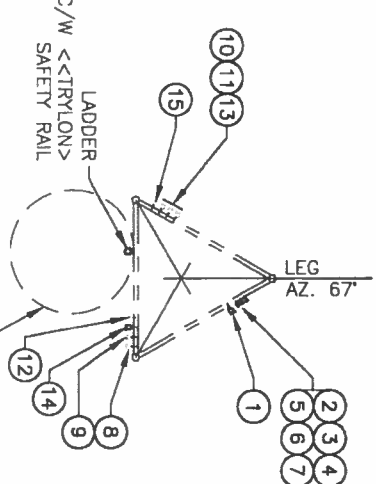
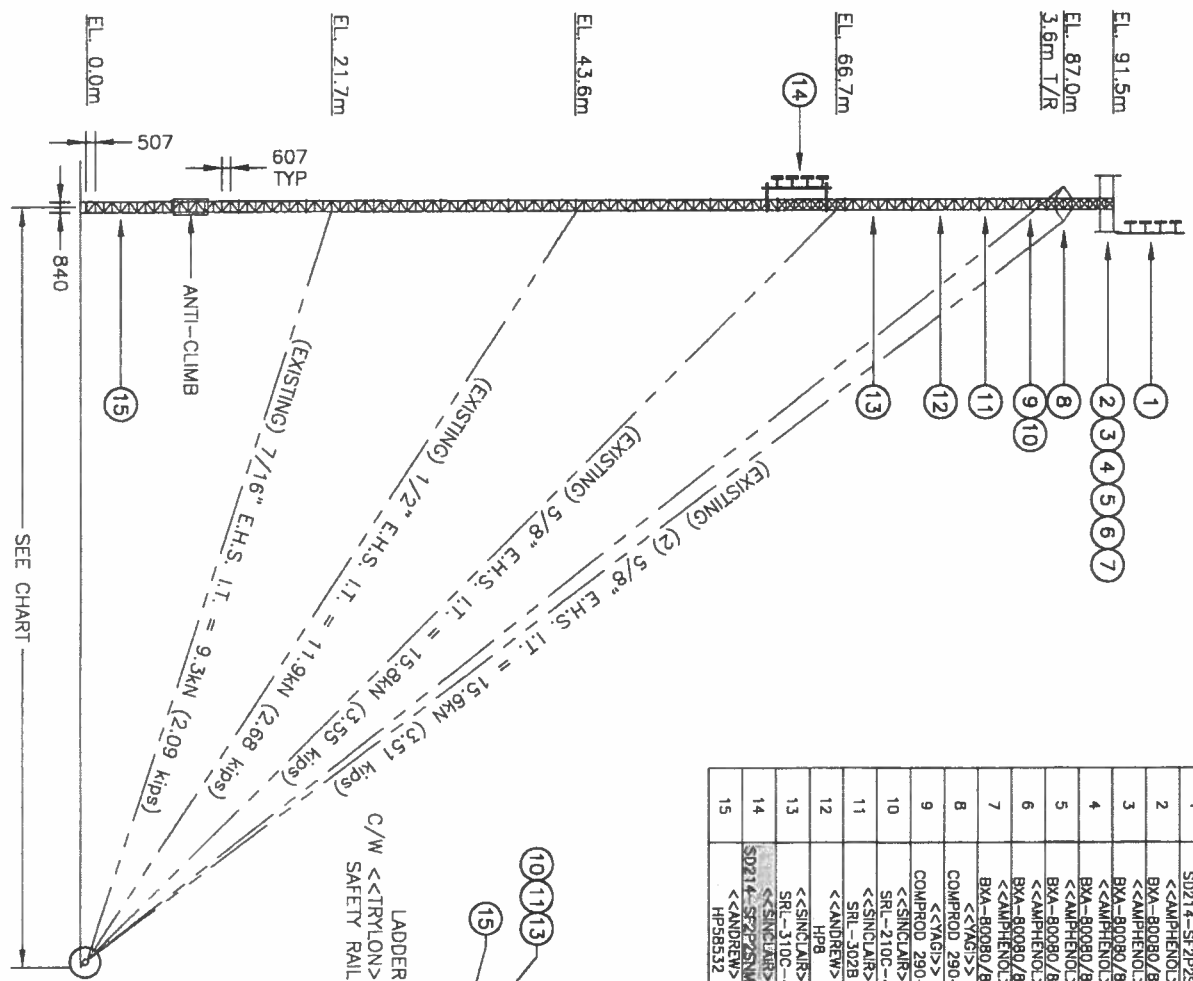
Date: _____

(Corporation of the City of Temiskaming Shores

I/We have the authority to bind the Corporation

Name:
Title:
Date: _____

LEGS (350W)	S.R. 44ø	S.R. 38ø
EXISTING DIAGONAL	S.R. 22ø	
HORIZONTAL	S.R. 19ø	



ANTENNA No.	ANTENNA TYPE	ELEVATION (m)	AZIMUTH (°)	ANTENNA LIST		ANTENNA OWNER	ANTENNA IDENTIFIER	STATUS
				MAIN TX-LINE	EQUIPMENT AT ANTENNA LEVEL			
1	<<SINCLAIR>> SD214-SF2P2SNM	95.0	OMNI	(1) LDF5-50A	-	TOWN OF TEMISKAMING SHORE	-	EXISTING
2	<<AMPHENOL>> BXA-80090/BGF	91.0	90	-	-	NORTHERN TELECOM	-	EXISTING
3	<<AMPHENOL>> BXA-80090/BGF	91.0	90	(1) DC	(3) RRU	NORTHERN TELECOM	-	EXISTING
4	<<AMPHENOL>> BXA-80090/BGF	91.0	220	(1) FIBRE (EXISTING)	(1) DC BOX (EXISTING)	NORTHERN TELECOM	-	EXISTING
5	<<AMPHENOL>> BXA-80090/BGF	91.0	220	(1) FIBRE (EXISTING)	(1) FIBRE BOX (EXISTING)	NORTHERN TELECOM	-	EXISTING
6	<<AMPHENOL>> BXA-80090/BGF	91.0	310	(3) RRU (FUTURE)	-	NORTHERN TELECOM	-	EXISTING
7	<<YAGI>> BXA-80090/BGF	91.0	310	-	-	NORTHERN TELECOM	-	EXISTING
8	<<YAGI>> COMPROD 290-70	87.0	OMNI	(1) LDF5-50A	-	NORTHERN TELECOM	-	FUTURE
9	<<YAGI>> COMPROD 290-70	84.0	OMNI	(1) LDF5-50A	-	NORTHERN TELECOM	-	FUTURE
10	<<SINCLAIR>> SRL-210C-4	84.0	OMNI	(1) LDF5-50A	-	NORTHERN TELECOM	-	FUTURE
11	<<SINCLAIR>> SRL-302B	80.0	OMNI	(1) LDF5-50A	-	NORTHERN TELECOM	-	FUTURE
12	<<ANDREW>> HP8	76.0	TBD	(1) EW52	-	NORTHERN TELECOM	-	FUTURE
13	<<SINCLAIR>> SRL-310C-4	70.0	OMNI	(1) LDF5-50A	-	NORTHERN TELECOM	-	FUTURE
14	<<SINCLAIR>> SD214-SF2P2SNM (1000)	64.0	180	(1) LDF5-50A	-	BELL MOBILITY RADIO	-	PROPOSED
15	<<ANDREW>> HP98532	3.0	OMNI	(1) LDF4-50A	-	NORTHERN TELECOM	-	FUTURE

DESIGN SPECIFICATIONS:
 TO: CAN/CSA/S37-01
 WIND: 51.2Ps SITE SPECIFIC
 ICE: CLASS 1/1" (25mm)
 STEEL: G40.21, 300W UNO
 TWIST & TILT: = 1.1' @ M/W
 SERVICEABILITY FACTOR: 1.0
 OBSTRUCTION MARKING: TOWER BEACON
 LADDER IS INTEGRAL
 TX LINES ARE EXTERNAL
 TRYLON SAFETY RAIL
 REFER TO DWG A01-1 FOR LOADING CHART

FACTORED FOUNDATION LOADING:
 FOUNDATION LOADS: ANCHOR LOADS:
 MAST SHEAR= 4KN LATERAL= 236KN
 MAST AXIAL= 722KN UPLIFT= 281KN

ANCHOR	AZIMUTH	RADIUS	ELEV.
1A	67°	76.99m	-2.90m
2A	187°	76.99m	-4.10m
3A	307°	67.00m	2.00m



WEST TOWER COMMUNICATIONS LTD.
 80 South Field Drive, P.O. Box 187
 Etobicoke, Ontario Canada M9B 2Z8
 Tel: (616) 868-1144 Fax: (616) 868-1880

TOWER PROFILE
 EXISTING 91.5m AWG TOWER
 NEXACOR
 DAWSON POINT
 ONTARIO

WESTOWER PROJECT No. SCALE: NTS
 30-00269
 DRAWN BY: JRH CHECKED BY: JRP DATE: 30SEP13
 PROJECT NO: 300269A01 SHEET 1

Handwritten initials/signature.

The Corporation of the City of Temiskaming Shores
By-law No. 2018-000

**Being a by-law to amend By-law No. 2010-037 being a
by-law to authorize the Lease of Land to NorthernTel
Limited Partnership (now Bell Mobility)**

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 at its March 16, 2010 Council meeting, passed By-law No. 2010-037 being a by-law to authorize the lease of land to NorthernTel Limited Partnership (now Bell Mobility) for the installation of a Communications Tower on municipally owned land;

And whereas Council considered Administrative Report No. CS-014-2018 at the May 15, 2018 Regular Council meeting and directed staff to amend By-law No. 2010-037 being a land lease agreement with Bell Mobility for the Morissette Communication Tower extending the term for four (4) years commencing the 1st day of August, 2018 and terminating on the 31st day of December, 2022 at a lease rate of \$7,500/year for consideration at the May 15, 2018 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores enacts the following as a by-law:

1. That Council hereby amends Section 2 of Schedule "A" to By-law No. 2010-037, as amended by extending the lease term to **December 31, 2022** at a lease rate of \$7,500.00/year plus applicable taxes;
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 15th, day of May, 2018.

Mayor – Carman Kidd

Clerk – David B. Treen

Memo

To: Mayor and Council
From: Shelly Zubyck, Director of Corporate Services
Date: May 15, 2018
Subject: City Hall Christmas Holiday Hours

Mayor and Council:

In accordance with the Collective Agreement with CUPE Local 5014, the vacation requests for the period of April 1, 2018 to December 31, 2018 have been submitted.

After review of staff's requests, it has been determined that the majority of the City Hall employees have requested December 24, 27 and 28 as vacation days.

It is requested, with Council's approval, that City Hall be closed on Monday, December 24; Thursday, December 27; and Friday, December 28, 2018. All City Hall staff would have the option of using three days of their 2018 vacation entitlements or elect a day without pay for these three days.

The hours of operation for City Hall would be as follows:

December 24 – Closed
December 25 – Closed
December 26 – Closed
December 27 – Closed
December 28 – Closed
December 29 – Closed
December 30 – Closed
December 31 – Normal hours of operation
January 1 – Closed
January 2 – Normal hours of operation

The City Manager and the Director of Corporate Services will be meeting with the CUPE Local 5014 President to advise them of this direction if approved by Council.

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

Subject: Physician Recruitment & Retention

Report No.: CS-015-2018
Agenda Date: May 15, 2018

Attachments

None

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-015-2018;
2. That Council directs staff to transfer funds from the Great West Life Reserve and the Municipal Insurance Reserve to the Physician Recruitment and Retention Reserve representing a financial commitment of two (2) years at \$36,500 per year.

Background

The Temiskaming Shores and Area Physician Recruitment and Retention Committee has been in place since 2007. Over the years, the Committee has worked with community partners to build a strong recruitment program to address physician shortages within our area. In addition to other initiatives, the development of the incentive package has proven to help recruit physicians to our area.

As reported by the Physician Recruitment and Retention Committee, there are currently a total of three vacancies within the Temiskaming Shores area. One in Haileybury and two in New Liskeard. The committee has determined there is a need to increase the fund balance to ensure there is a sufficient amount for recruitment.

Analysis

In 2008, Council passed Resolution 2008-397 approving the first of five contributions of \$3.50 per capita totaling \$36,500 per year towards the Physician Recruitment Incentive Strategy.

From 2008 to 2017 the City of Temiskaming Shores has contributed a total of \$280,500 to the Physician Recruitment and Retention Reserve and to Committee Operations.

The reserve funds are used to provide new qualifying physicians with a lump-sum, fee for service amount of \$40,000 as part of their four year contractual agreement. To date, 12 physicians have been provided full or partial incentives.

At the February 6, 2018 meeting, the Physician Recruitment and Retention Committee discussed incentive reserve funds, the current physician vacancies and potential future vacancies. It was agreed that a funding strategy be developed to build a larger reserve for recruitment. The funding strategy would include requesting a five year financial commitment from the City of Temiskaming Shores, surrounding municipalities, local physicians and the Centre de Sante in order to maintain sufficient funds for the recruitment of physicians. This would be a similar model to what was established in 2008.

On March 8, 2018 the Corporate Services Committee discussed the City's commitment to the Physician Recruitment and Retention Incentives. The committee passed the following resolution:

Recommendation CS-2018-012

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee hereby recommends that Council consider collapsing two (2) reserves and pre-paying their financial commitment to the Physician Recruitment and Retention Committee for two years, at \$36,500/year.

Carried

The Physician Recruitment and Retention Committee will be circulating a letter of request to surrounding municipalities and local physicians requesting a financial commitment over the next five years.

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

Currently there is a balance in Physician Recruitment and Retention Reserve of \$98,876.24 with \$60,000 committed to three physicians representing the second installments of their fee for service incentives. This \$60,000 is scheduled to be disbursed over the next two to three years.

The Great West Life Reserve balance is \$50,000 and the Municipal Insurance Reserve balance is \$27,803 totaling \$77,803.

This amount would represent the City's two year commitment of \$73,000 plus an additional \$4,803.

Submission

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

Subject: New Liskeard Business Improvement Area **Report No.:** CS-016-2018
Petition to Repeal By-law **Agenda Date:** May 15, 2018

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-016-2018; and
2. That Council directs staff to prepare the necessary by-law to Repeal By-law No. 2531 and disband the New Liskeard Business Improvement Area for consideration at the June 19, 2018 Regular Council meeting.

OR

2. That Council agrees to retain the New Liskeard Business Improvement Area and encourages the Board of Management to continue working with its members and property owners to oversee the improvement, beautification and maintenance of the BIA and to promote the area as a business/shopping district.

Background

On February 15, 2018 the Clerk received a petition from ratepayers in the New Liskeard Business Improvement Area requesting that Council repeal By-law No. 2531 and disband the BIA Board of Management in accordance with Section 211 of the Municipal Act, 2001.

Council received the Petition as an Appendix to Memo 013-2018-CS on March 6, 2018. Notice of the Petition was provided to all of the property owners within the BIA (115) and a Public Meeting was held on April 5, 2018 at Riverside Place with approximately 50 persons in attendance.

A “ballot” was sent to all 115 property owners within the BIA catchment area with a pre-addressed, stamped envelope requesting them to respond with their choice to either Retain or Repeal the by-law that created the New Liskeard BIA. The deadline to submit their ballots was April 27, 2018.

Analysis

A total of 71 property owners responded to the mail-out representing a 61.5% response rate. The following is a break-down of the responses:

Retain	34 votes (29.5%) representing \$4,609,750 in Assessment (18.5%)
Repeal	37 votes (32.2%) representing \$8,265,410 in Assessment (33.3%)
Did not Vote	44 (38.3%) representing \$11,971,775 in Assessment (48.2%)

Council would have been obligated to repeal the by-law if 50 % of the property owners, representing 50% of the assessment had voted to Repeal. Since a double-majority was not achieved, Council will need to determine if it wishes to proceed with the Repeal of By-law 2531 or maintain a Business Improvement Area Board of Management.

The City Manager was requested to attend a BIA Board of Management meeting on May 2, 2018. At that meeting, the BIA passed a resolution requesting that Council consider maintaining the BIA. They feel the input received at the Public Meeting was constructive and there are issues the Board is committed to addressing.

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

Submission

Prepared by:

“Original signed by”

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2018-084

Being a by-law to enter into an agreement with Miron Topsoil Ltd. for the Supply, Mixing and Stockpiling of Winter Sand at various locations within the City of Temiskaming Shores

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-029-2018 at the May 15, 2018 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with A. Miron Topsoil Ltd. for the Supply, Mixing and Stockpiling of Winter Sand for consideration at the May 15, 2018 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 A. Miron Topsoil Ltd. for the Supply, Mixing and Stockpiling of Winter Sand at unit prices of \$7.63 per tonne plus applicable taxes for the Dymond and New Liskeard Yards and \$6.43 per tonne plus applicable taxes for the Haileybury Yard and to Remix Existing Stockpiles at a unit price of \$6.43 per tonne plus applicable taxes, for the 2018–19 and 2019–20 winter operations seasons, 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 15th day of May, 2018.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2018-084

Agreement between

The Corporation of the City of Temiskaming Shores

and

A. Miron Topsoil Ltd.

for the Supply, Mixing and Stockpiling of Winter Sand

This agreement made in duplicate this 15th day of May 2018.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called "the Owner")

and

A. Miron Topsoil Ltd.
(hereinafter called "the Contractor")

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Supply, Mix and Stockpile Winter Sand
Tender No. PWO-RFT-007-2018**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents; and
- c) Complete, as certified by the Engineer, all the work by **October 21st each year.**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid at a unit price of \$7.63 per tonne plus applicable taxes for the Dymond and New Liskeard Yards and \$6.43 per tonne plus applicable taxes for the Haileybury Yard and to Remix Existing Stockpiles at a unit price of \$6.43 per tonne plus applicable taxes, for the 2018–19 and 2019–20 winter operations seasons, 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:

A copy of each of the Form of Tender, Special Provisions, Item Special Provisions, General Conditions, Specifications, Addenda/Addendum No. 0 to 0 are hereto annexed to this Form of Agreement and together with the plans relating thereto, and listed in the Specifications, are made a part of this Contract, herein called the Contract Documents, as fully to all intents and purposes as though recited in full herein.

Article IV:

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:

A. Miron Topsoil Ltd.
883265 Highway 65 E
P.O. Box 1377
New Liskeard, Ontario
P0J 1P0

The Owner:

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

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In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

Contractor's Seal)
(if applicable))

Municipal Seal)

A. Miron Topsoil Ltd.

Signature

Name: _____

Title: _____

Witness - Signature

Print Name: _____

Title: _____

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to

By-law No. 2018-084

Form of Agreement



**City of Temiskaming Shores
PWO-RFT-005-2017
Supply, Mix and Stockpile Winter Sand**

Form of Tender

Each FORM OF TENDER should contain the legal name under which the Bidder 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 Tender.

I/We, the undersigned, have carefully examined the attached documents and conditions of the Tender. 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 Tender.

NOTE: All portions of "Form of Tender" must be accurately and completely filled out.

Section 1

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE PER TONNE *	TOTAL
1	Dymond Public Works Yard, 181 Drive Inn Theatre Road, New Liskeard	1,000	7 ⁶³	\$ 7,630 ⁰⁰
2	New Liskeard Public Works Yard, 200 Lakeshore Drive, New Liskeard	5,000	7 ⁶³	\$ 38,150 ⁰⁰
3	Haileybury Public Works Yard 1 View Street, Haileybury, ON	5,000	6 ⁴³	\$ 32,150 ⁰⁰
4	Haileybury Public Works Yard, 1 View Street Haileybury, ON	1,000 REMIXED EXISTING STOCKPILE	6 ⁴³	\$ 6,430 ⁰⁰
			SUB TOTAL	84,360 ⁰⁰
*Price to be valid for both the 2018/19 and 2019/20 Winter Operations seasons.			H.S.T.	10,966 ⁸⁰
			TOTAL	95,326 ⁸⁰

Page 1 of 6 to be submitted



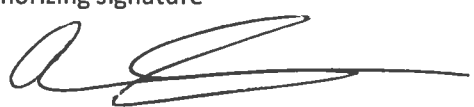
I/We A. Miron Topsoil Ltd offer to supply the requirements stated within for

the corresponding total cost of \$ 95,326⁸⁰ Tax included.

I/We hold the prices valid for 30 (thirty) days from submission date.

I/We will deliver the required material / equipment after September 1st and prior to October 30th, in each year of the Contract.

The specifications have been read over and agreed to this 18th day of April 2018.

Company Name	Contact name (please print)
<u>A. Miron Topsoil Ltd</u>	<u>Aurele Miron</u>
Mailing Address	Title
<u>Box 1377 Newliskheard, Ont</u>	<u>President</u>
Postal Code	Authorizing signature
<u>P0J 1P0</u>	 "I have the authority to bind the company/corporation/partnership."
Telephone	Fax
<u>1-705-647-5823</u>	<u>1-705-647-9322</u>
Cell Phone if possible	Email
<u>1-705-647-2564</u>	<u>info@mirontopsoil.com</u>



**City of Temiskaming Shores
PWO-RFT-007-2018
Supply, Mix and Stockpile Winter Sand**

Non Collusion Affidavit

I/ We A. Miron Topsoil Ltd the undersigned, am fully informed respecting the preparation and contents of the attached Tender and of all pertinent circumstances respecting such Bid.


Such Bid is genuine and is not a collusive or sham Bid.

Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed Bid.

The price or prices quoted in the attached Bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The Bid, Tender 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 Temiskaming Shores this 18th day of April, 2018.

Signed 
Company Name A. Miron Topsoil Ltd
Title President



**City of Temiskaming Shores
PWO-RFT-007-2018
Supply, Mix and Stockpile Winter Sand**

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 Temiskaming Shores this 18th day of April, 2018.

Firm Name Amiron Topsoil Ltd

Bidder's Authorization Official Aurele Miron

Title President

Signature 

Page 4 of 6 to be submitted



**City of Temiskaming Shores
PWO-RFT-007-2018
Supply, Mix and Stockpile Winter Sand**

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 Tender must be included in the Tender 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 Tender document.

Signed by Company Official

Printed

Signed

Page 5 of 6 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 A. Miron Topsail Ltd Company Name

Phone Number 705-647-5823 Address

I, A. Miron Topsail Ltd, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*.

I, _____, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario's Customer Service is available at www.gov.on.ca/mcss/serveability/splash.html.

Date: April 18/18

The Corporation of the City of Temiskaming Shores

By-law No. 2018-085

Being a by-law to enter into an agreement with K & S Windsor Salt Ltd. for the Supply and Delivery of Bulk Coarse Highway Salt at various locations within the City of Temiskaming Shores

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council considered Administrative Report No. PW-030-2018 at the May 5th, 2018 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with K & S Windsor Salt Ltd. for the Supply and Delivery Bulk Coarse Highway Salt for consideration at the May 15, 2018 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 K & S Windsor Salt Ltd. for the Supply and Delivery of Bulk Coarse Highway Salt at various locations in the City of Temiskaming Shores, in the amount of \$112.00 per tonne plus applicable taxes, commencing in 2018-19 and extending until 2020-21, 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 15th day of May, 2018.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2018-085

Agreement between

The Corporation of the City of Temiskaming Shores

and

K & S Windsor Salt Ltd.

for the Supply and Delivery of Bulk Coarse Highway Salt

This agreement made in duplicate this 15th day of May 2018.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called “the Owner”)

and

K & S Windsor Salt Ltd.
(hereinafter called “the Contractor”)

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Supply and Delivery of Bulk Coarse Highway Salt
Tender No. PWO-RFT-008-2018**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents attached hereto as Appendix 01 and forming part of this agreement; and
- c) Complete, as certified by the Engineer, all the work by **April 30th of each year.**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid One Hundred and Twelve Dollars and Zero Cents (\$112.00) per tonne 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 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:

K & S Windsor Salt Ltd.
1195 Courtneypark Dr. East
Mississauga, Ontario
L5T 1R1

The Owner:

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

Remainder of page left blank intentionally

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

K & S Windsor Salt Ltd.

Contractor’s Seal)
(if applicable))

Sales & Marketing Manager – John DeMeo

Witness
Name: _____
Title: _____

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to
By-law No. 2018-085
Form of Agreement



Form of Tender

Each FORM OF TENDER should contain the legal name under which the Bidder 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 Tender.

I/We, the undersigned, have carefully examined the attached documents and conditions of the Tender. 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 Tender.

All prices offered in this tender are firm, irrevocable and open for acceptance by the City for a period of thirty (30) days. The City will not reimburse any Bidder for any cost or expense of any kind incurred in preparation or submission of any response to this Request for tender.

NOTE: All portions of "Form of Tender" must be accurately and completely filled out.

Section 1

Item	Delivery Location	Qty. Tonne	Unit Price. 2018/19	Amount, \$
<i>\$ 112.00 per tonne</i>				
Schedule "A" - Bulk Coarse Highway De-icing Salt. TO BE DELIVERED PRIOR TO OCTOBER 01st, 2018 AND IN EACH SUBSEQUENT YEAR. (Quantities are derived based on an average truck loads of +- 40 tonnes)				
1	Dymond Public Works Yard, 181 Drive Inn Theatre Road, New Liskeard ON	120	<i>\$ 112.00</i>	<i>\$13,440.00</i>
2	New Liskeard Public Works Yard, 200 Lakeshore Drive, New Liskeard ON	240	<i>\$ 112.00</i>	<i>\$26,880.00</i>
3	Haileybury Public Works Yard, 1 View Street, Haileybury, ON	300	<i>\$ 112.00</i>	<i>\$33,600.00</i>

This is Page 1 of 6 to be submitted



Schedule "B" - Bulk Coarse Highway De-icing Salt. TO BE DELIVERED AS AND WHEN REQUIRED AS NOTIFIED BY THE MUNICIPALITIES ROAD SUPERINTENDENT OR HIS DESIGNATE IN EACH YEAR OF THE AGREEMENT FOLLOWING THE INTIAL DROP. (Quantities are derived based on an average truck loads of +- 40 tonnes)

Item	Delivery Location	Qty. Tonne	Unit Price. 2018/19	Amount, \$
4	Haileybury Public Works Yard, 1 View Street, Haileybury, ON	400	\$112.00	\$44,800.00
5	New Liskeard Public Works yard, 200 Lakeshore Road, New Liskeard, On	400	\$112.00	\$44,800.00
Sub-Total				\$163,520.00
H.S.T.				\$21,257.60
Total				\$184,777.60

Prices for 2019/20, 2020/21 will be negotiated at the anniversary of the contract. If either of the parties is unable to agree on a fair and reasonable price, in the second or third year, the City reserves the right to re-tender for the supply all materials, labour, supervision, machinery, tools and all other necessary equipment for the supply and delivery of bulk highway road salt as described elsewhere in this document, without claim by the supplier.

Page 2 of 6 to be submitted



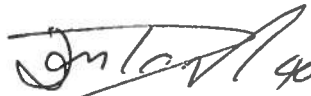
I/We John DeMeo offer to supply the requirements stated within.

the corresponding total cost of \$ 184,777.60 Tax included.

I/We hold the prices valid for 30 (thirty) days from submission date.

I/We will deliver the required material / equipment within 3 to 4 calendar days from receiving a signed order and prior to October 01st 2018 for schedule A.

The specifications have been read over and agreed to this 18 day of April 2018.

Company Name <u>K+S Windsor Salt Ltd.</u>	Contact name (please print) <u>John DeMeo</u>
Mailing Address <u>1195 Courtney Park Dr. E Mississauga, Ontario</u>	Title <u>Sales & Marketing Manager</u>
Postal Code <u>L5T 1R1</u>	Authorizing signature  "I have the authority to bind the company/corporation/partnership."
Telephone <u>905-795-1771</u>	Fax <u>905-565-1551</u>
Cell Phone if possible <u>416-580-0910</u>	Email <u>jdemeo@windsorsalt.com</u>

Page 3 of 6 to be submitted



City of Temiskaming Shores
PWO-RFT-008-2018
Supply and Delivery of Bulk Roadway De-Icing Salt

Non Collusion Affidavit

I, John De Meo the undersigned, am fully informed respecting the preparation and contents of the attached Tender and of all pertinent circumstances respecting such Bid.

Such Bid is genuine and is not a collusive or sham Bid.

Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed Bid.

The price or prices quoted in the attached Bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The Bid, Tender 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 April this 18 day of April, 2018.
Mississauga

Signed [Signature]
Company Name K+S Windsor Salt Ltd
Title Sales & Marketing Manager



**City of Temiskaming Shores
PWO-RFT-008-2018
Supply and Delivery of Bulk Roadway De-Icing Salt**

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 MISSISSAUGA this 18 day of April, 2018.

Firm Name K+S Windsor Salt Ltd

Bidder's Authorization Official John DeMeo

Title Sales + Marketing Manager

Signature

Page 5 of 6 to be submitted



**City of Temiskaming Shores
PWO-RFT-008-2018
Supply and Delivery of Bulk Roadway De-Icing Salt**

Appendix A

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 KTS Windsor Salt Ltd company Name

Phone Number 905-795-1771 Address 1195 Courtney Park Dr. E
Miss, Ontario

I, John DeMeo, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*.

I, _____, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario's Customer Service is available at www.gov.on.ca/mcss/serveability/splash.html.

Date: Apr. 18, 2018



**City of Temiskaming Shores
PWO-RFT-008-2018
Supply and Delivery of Bulk Roadway De-Icing Salt**

Appendix B - Performance Evaluation (for City Use only)

Vendor's Name		Telephone	
Address		Postal Code	
Vendor's Representative			
Contract Description; PWO-RFT-008-2018 Supply and delivery of highway de-icing salt			
Awarded Contract Value		Actual Contract Value	
Cost Centre 1-4-3291-3470	District/Region/Branch	City Contact Person; Douglas Walsh	Division; Public Works
Scheduled Start; Upon notification	Actual Start;	Scheduled Completion; April 15, 2021	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

The Corporation of the City of Temiskaming Shores
By-law No. 2018-086

**Being a by-law to amend By-law No. 2017-046 being a
by-law to enter into a Winter Maintenance Agreement
with the Province of Ontario (Ministry of Transportation
Ontario) – Highway 11B (Coleman Twp.) and Mowat
Landing Road**

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 under Section 22 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may provide a system that it would otherwise not have power to provide outside its boundaries in accordance with an agreement with the Province of Ontario under a program established and administered by the Province of Ontario;

And whereas Council considered Memo No. 020-2018-CS at the May 15, 2018 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2017-046 being a Winter Maintenance Agreement with the Ministry of Transportation Ontario to extend the agreement until April 2022 for consideration at the May 15, 2018 Regular Council meeting;

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

1. That Article 9 of Schedule "A" to By-law No. 2017-046 be deleted and replaced with the following:

The Municipality shall carry out the winter maintenance services for the term of this Agreement commencing September 22, 2018, and terminating on June 15, 2022.

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, semantical 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 first, second and third time and finally passed this 15th, day of May, 2018.

Mayor – Carman Kidd

Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores
By-law No. 2018-087

**Being a by-law to amend By-law No. 2010-037 being a
by-law to authorize the Lease of Land to NorthernTel
Limited Partnership (now Bell Mobility Inc.)**

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 at its March 16, 2010 Council meeting, passed By-law No. 2010-037 being a by-law to authorize the lease of land to NorthernTel Limited Partnership (now Bell Mobility) for the installation of a Communications Tower on municipally owned land;

And whereas Council considered Administrative Report No. CS-014-2018 at the May 15, 2018 Regular Council meeting and directed staff to amend By-law No. 2010-037 being a land lease agreement with Bell Mobility for the Morissette Communication Tower extending the term for four (4) years commencing the 1st day of August, 2018 and terminating on the 31st day of December, 2022 at a lease rate of \$7,500/year for consideration at the May 15, 2018 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores enacts the following as a by-law:

1. That Council hereby amends Section 2 of Schedule "A" to By-law No. 2010-037, as amended by extending the lease term to **December 31, 2022** at a lease rate of \$7,500.00/year plus applicable taxes;
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 15th, day of May, 2018.

Mayor – Carman Kidd

Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores

By-law No. 2018-088

**Being a by-law to enter into a Licence Renewal Agreement
with Bell Mobility Inc. to house City of Temiskaming Shores'
Communication Equipment on the Dawson Point Tower**

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 CGP-020-2013 at the August 6, 2013 Regular Council meeting resulting in the adoption of By-law No. 2013-125 being a by-law to enter into Licence Agreement with NorthernTel Limited Partnership (now Bell Mobility Inc.) for City of Temiskaming Shores' Communication Equipment on their Dawson Point Tower;

And whereas Council considered Administrative Report No. CS-014-2018 at the May 15, 2018 Regular Council meeting and directed staff to prepare the necessary by-law to repeal By-law No. 2013-125 and enter into a new agreement with Bell Mobility for City of Temiskaming Shores' Communications Equipment on their Dawson Point tower for a four (4) year term commencing the 1st day of August, 2018 and terminating on the 31st day of December, 2022 at a rate of \$2,500/year for consideration at the May 15, 2018 Regular Council meeting;

Now therefore the Council of The Corporation of the City of Temiskaming Shores enacts the following as a by-law:

1. That Council hereby authorizes the Mayor and Clerk to enter into a Licence Agreement with Bell Mobility Inc. for communication equipment on the Dawson Point Tower at a lease rate of \$2,500.00/year plus applicable taxes; attached hereto as Schedule "A" and forming part of this By-law.
2. That By-law No. 2013-125 is hereby repealed.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 15th, day of May, 2018.

Mayor – Carman Kidd

Clerk – David B. Treen

FIRST LICENSE RENEWAL AGREEMENT

Site Name: T0867-Dowson Point
Site Coordinates: Lot 5, Concession 1, Harris Township, ON, CANADA
Other Site Identifiers: Lease # 614707

THIS FIRST LICENSE RENEWAL AGREEMENT made this 26th, day of March 2018.

BETWEEN:

Bell Mobility Inc.

(hereinafter called "Licensor")

- and -

Corporation of the City of Temiskaming Shores

(hereinafter called "Licensee")

WHEREAS By an agreement dated August 6th, 2013 the Licensor was granted a right to use a certain parcel of land described as Lot 5, Concession 1, Harris Township, in the Province of Ontario (the "Site") . The Licensor is the owner of the Tower (as hereinafter defined) located at the Site.

AND WHEREAS By a License dated March 16, 2010 between the Northerntel, Limited Partnership as Licensor, as Licensee in respect of a certain parcel of land in the Municipality of the City of Temiskaming Shores (formerly the Town of Haileybury), in the District of Temiskaming, and described as Part of Lot 13, Concession 3, designated as Part 1 on Reference Plan 54R-4351 and registered as Part of Parcel 400 in the register for Temiskaming at the Land Registry Office for the Land Titles Division of Temiskaming Shores (the "Leased Lands") (the "Haileybury Lease" (T0983)), the Leased Lands were leased to the Licensor on the terms set out therein for a term of five (5) years.

AND WHEREAS Bell has undergone an internal reorganization, involving Northerntel Limited Partnership a wholly-owned subsidiary of Bell Canada.

AND WHEREAS as a result of this reorganization, substantially all of Northerntel Limited Partnership's wireless business was transferred to Bell Mobility on July 1, 2015

AND WHEREAS Licensor and Licensee have agreed renew and amend the terms of the License in the manner as hereinafter provided;

IN CONSIDERATION OF the covenants, terms, conditions and agreements contained herein Licensor and Licensee agree as follows:

The Licensor and the Licensee acknowledge and agree to extend the Term of the License Agreement dated August 6th, 2013 for a term four (4) years and five (5) months, commencing on the **1st day of August 2018**, and expiring on the **31st day of December 2022** (the Extended Term) on the same terms and conditions set out in paragraph 3 of the License Agreement dated August 6th, 2013. The Licensor shall have the right to terminate this License at any time during the Term or any Renewal Term on sixty (60) days written notice to the Licensee.

in the event that the Haileybury Lease is terminated or expires or in the event that the rent to be paid by the lessee pursuant to the Haileybury Lease increases in an amount greater than \$7,500.00 per annum for whatever reason during the term or any extended term (as applicable) thereof, the Licensor shall have the absolute and unfettered right to terminate this License, upon five (5) days written notice to the Licensee

In consideration of the License granted, and without prior demand, the Licensee shall pay to the Licensor during the Term an annual license fee (" License Fee") of **Two Thousand, Five Hundred Dollars (\$2,500.00)**, provided that the annual rent to be paid by the lessee pursuant to the Haileybury Lease remains fixed at Seven Thousand, Five Hundred Dollars (\$7,500.00) for the duration of the term and any applicable renewal term of the Haileybury Lease. The License Fee and any applicable taxes including the

Harmonized Sales Tax (HST) and any provincial sales taxes shall be paid annually, in advance, on the first day of August in each and every year of the Extended Term, commencing on August 1st, 2018.

The Licensee shall pay all taxes, rates, fees, licenses and assessments of every description, which may at any time be charged or imposed, during the Term or any Renewal Term, by an authority in respect of the license granted. Where said taxes, rates, fees, licenses and assessments are paid by the Licensor, the Licensee shall reimburse to the Licensor the amount paid in respect thereof. Notwithstanding the above, the Licensee shall not be responsible to pay for any municipal taxes or school taxes or levies which may be charged or imposed during the Term or any Renewal Term by an authority in respect of the license granted.

The Licensor and the Licensee confirm that the Attachments at the Site include:

- a. **One (1) SINCLAIR SD214-SF2P2SNM antenna @ 95.0m;**

Section 45 of the License Agreement dated August 6th, 2013, with respect to notice to the Licensor shall be amended by inserting the following:

To the Licensor:

Bell Mobility Inc.
200 Bouchard Boulevard, Floor 5C
Dorval Québec H9S 5X5
FAX: 514-420-8332
By email: colocation@bell.ca

To the Licensee:

City of Temiskaming Shores
325 Farr Drive, PO box 2050
Haileybury, ON, POJ 1KO
Attention: General Manager
Fax: 705-672 -2911
Phone: 705-672-3363

The parties hereto agree and acknowledge that all other terms and conditions contained in the Site License Agreement remain in full force and effect and that the Site License Agreement is valid and has not been modified in any way except as provided for herein

IN WITNESS WHEREOF the parties hereto have executed this First License Renewal Agreement.

Bell Mobility Inc.
I/We have the authority to bind the Corporation.

Name: Annie Lombart
Title: Manager – National Co-Location

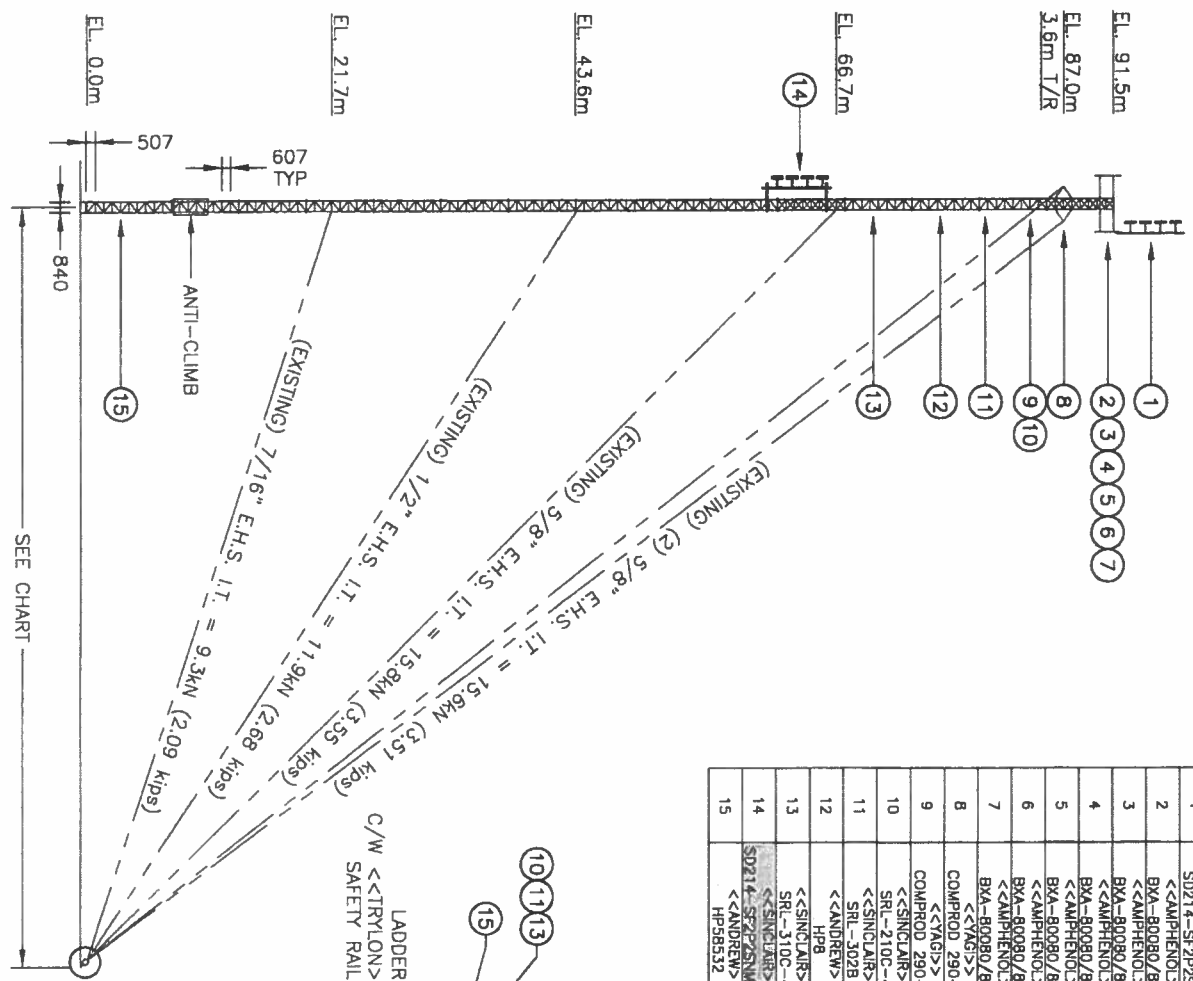
Date: _____

(Corporation of the City of Temiskaming Shores

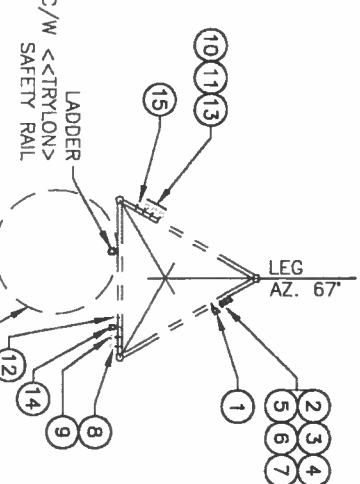
I/We have the authority to bind the Corporation

Name:
Title:
Date: _____

LEGS (350W)	S.R. 44ø	S.R. 38ø
EXISTING DIAGONAL	S.R. 22ø	
HORIZONTAL	S.R. 19ø	



ANTENNA No.	ANTENNA TYPE	ELEVATION (m)	AZIMUTH (°)	ANTENNA LIST		ANTENNA OWNER	ANTENNA IDENTIFIER	STATUS
				MAIN TX-LINE	EQUIPMENT AT ANTENNA LEVEL			
1	<<SINCLAIR>> SD214-SF2P2SNM	95.0	OMNI	(1) LDF5-50A	-	TOWN OF TEMISKAMING SHORE	-	EXISTING
2	<<AMPHENOL>> BXA-B0090/BGF	91.0	90	-	-	NORTHERN TELECOM	-	EXISTING
3	<<AMPHENOL>> BXA-B0090/BGF	91.0	90	(1) DC	(3) RRU	NORTHERN TELECOM	-	EXISTING
4	<<AMPHENOL>> BXA-B0090/BGF	91.0	220	(1) FIBRE (EXISTING)	(1) DC BOX (EXISTING)	NORTHERN TELECOM	-	EXISTING
5	<<AMPHENOL>> BXA-B0090/BGF	91.0	220	(1) FIBRE (EXISTING)	(1) FIBRE BOX (EXISTING)	NORTHERN TELECOM	-	EXISTING
6	<<AMPHENOL>> BXA-B0090/BGF	91.0	310	(3) RRU (FUTURE)	-	NORTHERN TELECOM	-	EXISTING
7	<<YAGI>> BXA-B0090/BGF	91.0	310	-	-	NORTHERN TELECOM	-	EXISTING
8	<<YAGI>> COMPROD 290-70	87.0	OMNI	(1) LDF5-50A	-	NORTHERN TELECOM	-	FUTURE
9	<<YAGI>> COMPROD 290-70	84.0	OMNI	(1) LDF5-50A	-	NORTHERN TELECOM	-	FUTURE
10	<<SINCLAIR>> SRL-210C-4	84.0	OMNI	(1) LDF5-50A	-	NORTHERN TELECOM	-	FUTURE
11	<<SINCLAIR>> SRL-302B	80.0	OMNI	(1) LDF5-50A	-	NORTHERN TELECOM	-	FUTURE
12	<<ANDREW>> HP8	76.0	TBD	(1) EW52	-	NORTHERN TELECOM	-	FUTURE
13	<<SINCLAIR>> SRL-310C-4	70.0	OMNI	(1) LDF5-50A	-	NORTHERN TELECOM	-	FUTURE
14	<<SINCLAIR>> SD214-SF2P2SNM (1000)	64.0	180	(1) LDF5-50A	-	BELL MOBILITY RADIO	-	PROPOSED
15	<<ANDREW>> HP98532	3.0	OMNI	(1) LDF4-50A	-	NORTHERN TELECOM	-	FUTURE



DESIGN SPECIFICATIONS:
 TO: CAN/CSA/S37-01
 WIND: 51.2Ps SITE SPECIFIC
 ICE: CLASS 1/1" (25mm)
 STEEL: G40.21, 300W UNO
 TWIST & TILT: = 1.1' @ M/W
 SERVICEABILITY FACTOR: 1.0
 OBSTRUCTION MARKING: TOWER BEACON
 LADDER IS INTEGRAL
 TX LINES ARE EXTERNAL
 TRYLON SAFETY RAIL
 REFER TO DWG A01-1 FOR LOADING CHART

FACTORED FOUNDATION LOADING:
 FOUNDATION LOADS: ANCHOR LOADS:
 MAST SHEAR= 4KN LATERAL= 236KN
 MAST AXIAL= 722KN UPLIFT= 281KN

ANCHOR	AZIMUTH	RADIUS	ELEV.
1A	67°	76.99m	-2.90m
2A	187°	76.99m	-4.10m
3A	307°	67.00m	2.00m



WEST TOWER COMMUNICATIONS LTD.
 80 South Field Drive, P.O. Box 187
 Etobicoke, Ontario Canada M9B 2Z8
 Tel: (616) 868-1144 Fax: (616) 868-1880

TOWER PROFILE
 EXISTING 91.5m AWG TOWER
 NEXACOR
 DAWSON POINT
 ONTARIO

WESTOWER PROJECT No. SCALE: NTS
 30-00269
 DRAWN BY: JRH CHECKED BY: JRP
 DATE: 08/15/14 DATE: 30SEP13
 DRAWING No: 300269A01 SHEET 1

Handwritten initials/signature.

The Corporation of the City of Temiskaming Shores

By-law No. 2018-089

**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 May 15, 2018**

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 **May 15, 2018** 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 15th day of May, 2018.

Mayor – Carman Kidd

Clerk – David B. Treen

**THE CITY OF TEMISKAMING SHORES
JANUARY - DECEMBER 2017 YEAR-TO-DATE
OPERATING FINANCIAL REPORT**

Finance Department Contact:
Laura-Lee MacLeod, Treasurer

11-May-18

SUMMARY - OPERATIONS AND CAPITAL
Revenues and Expenditures
as at December 2017

	2017	2017 YTD			
	Total Budget	Actual	Budget	Variance B/(W)	% Change
GENERAL OPERATIONS					
Revenues					
Operations - General	20,749.3	21,758.8	20,749.3	1,009.5	4.9%
Operations - Environmental	4,168.7	4,187.9	4,168.7	19.2	0.5%
Total Revenues	24,918.0	25,946.7	24,918.0	1,028.7	4.1%
Expenditures					
Operations - General	20,032.6	20,505.7	20,032.6	(473.1)	-2.4%
Operations - Environmental	3,920.4	3,704.0	3,920.4	216.4	5.5%
Total Expenditures	23,953.0	24,209.7	23,953.0	(256.7)	-1.1%
Net Position Operations	965.0	1,737.0	965.0	772.0	80.0%

General Operations

	Actual	Budget	Variance
Revenues	21,758.80	20,749.3	1,009.5
Expenditures	20,505.70	20,032.6	473.1
Transfer to Capital	1,253.10	716.70	536.40

Environmental Operations

	Actual	Budget	Variance
Revenues	4,187.9	4,168.7	19.2
Expenditures	3,704.0	3,920.4	-216.4
Transfer to Capital	483.90	248.30	235.60

GENERAL OPERATIONS BY COST CENTRE
Revenues
as at December 2017

		2017	2017 YTD			
		Total			Variance	%
		Budget	Actual	Budget	B/(W)	Change
Revenues:						
Governance:	FEMS	50.1	70.7	50.1	20.6	41.1%
	Policing	58.1	63.8	58.1	5.7	9.8%
Corporate Services:	Corporate Services	214.7	413.9	214.7	199.2	92.8%
	Municipal Clerk	46.9	46.8	46.9	(0.1)	-0.2%
	Cemeteries	87.6	108.9	87.6	21.3	24.3%
	Finance	3,965.1	4,061.0	3,965.1	95.9	2.4%
	General Taxation	13,034.3	13,396.9	13,034.3	362.6	2.8%
Comm Growth/Plng:	P&DS	233.4	438.6	233.4	205.2	87.9%
	Economic Development	581.5	733.9	581.5	152.4	26.2%
Public Works:	Transportation	26.4	71.9	26.4	45.5	172.3%
	Solid Waste Management	718.9	656.2	718.9	(62.7)	-8.7%
Leisure Services:	Parks	123.4	128.5	123.4	5.1	4.1%
	Programs	230.6	211.1	230.6	(19.5)	-8.5%
	Facilities	504.6	516.5	504.6	11.9	2.4%
Property Mntce:	Property Maintenance	22.5	22.8	22.5	0.3	1.3%
	Buildings & Yards	137.7	136.3	137.7	(1.4)	-1.0%
Fleet:		90.0	104.8	90.0	14.8	0.0%
Transit:		524.5	469.4	524.5	(55.1)	100.0%
Libraries:		99.0	106.8	99.0	7.8	200.0%
Total Revenues		20,749.3	21,758.8	20,749.3	1,009.5	4.9%

GENERAL OPERATIONS BY COST CENTRE
Expenditures
as at December 2017

		2017	2017 YTD			
		Total Budget	Actual	Budget	Variance B/(W)	% Change
Expenditures						
Council:		136.9	134.7	136.9	2.2	1.6%
Governance:	City Manager's Office	209.7	186.6	209.7	23.1	11.0%
	FEMS	628.4	626.4	628.4	2.0	0.3%
Health & SS:	Health	421.1	421.1	421.1	0.0	0.0%
	Social Services	2,368.9	2,285.1	2,368.9	83.8	3.5%
Policing:	Police Service Board	12.1	11.5	12.1	0.6	5.0%
	OPP	2,271.4	2,265.7	2,271.4	5.7	0.3%
Corporate Services:	Corporate Services	1,830.7	2,068.2	1,830.7	(237.5)	-13.0%
	Municipal Clerk's Office	247.7	248.2	247.7	(0.5)	-0.2%
	Cemeteries	87.6	108.9	87.6	(21.3)	-24.3%
	Finance	633.8	653.1	633.8	(19.3)	-3.0%
	General Taxation	188.6	331.4	188.6	(142.8)	-75.7%
Comm Growth/Plng:	Economic Development	885.2	1,006.0	885.2	(120.8)	-13.6%
	P&DS	560.6	786.7	560.6	(226.1)	-40.3%
Public Works:	Transportation	2,802.4	2,730.0	2,802.4	72.4	2.6%
	Solid Waste Management	1,387.7	1,391.6	1,387.7	(3.9)	-0.3%
	Property Maintenance	610.2	544.9	610.2	65.3	10.7%
	Buildings & Yards	242.5	287.0	242.5	(44.5)	-18.4%
	Fleet	961.3	925.9	961.3	35.4	3.7%
Leisure Services:	Parks	1,583.9	1,594.1	1,583.9	(10.2)	-0.6%
	Programs	129.7	69.4	129.7	60.3	46.5%
	Facilities	599.2	647.4	599.2	(48.2)	-8.0%
Transit:		763.2	708.1	763.2	55.1	7.2%
Libraries:		469.8	473.7	469.8	(3.9)	-0.8%
Total Expenditures		20,032.6	20,505.7	20,032.6	(473.1)	-2.4%

ENVIRONMENTAL OPERATIONS
Revenues and Expenditures
as at December 2017

		2017	2017 YTD			
		Total Budget	Actual	Budget	Variance B/(W)	% Change
Revenues						
	User Fees	4,168.7	4,187.9	4,168.7	19.2	0.5%
	Total Revenues	4,168.7	4,187.9	4,168.7	19.2	0.5%
Expenditures						
	Financing	332.9	312.4	332.9	20.5	0.0%
	Administration	1,235.9	950.8	1,235.9	285.1	23.1%
	Sanitary Sewer Systems	976.5	1,034.9	976.5	(58.4)	-6.0%
	Waterworks System	1,375.1	1,405.9	1,375.1	(30.8)	-2.2%
	Total Expenditures	3,920.4	3,704.0	3,920.4	216.4	5.5%
	Net Expenditures	248.3	483.9	248.3	235.6	94.9%

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

Finance Department Contact:
Laura-Lee MacLeod, Treasurer

11-May-18

SUMMARY - CAPITAL
Revenues and Expenditures
as at December 2017

	2017 YTD			
	Actual	Total Budget	Variance B/(W)	% Change
CAPITAL				
Revenues				
Capital - General	4,143.5	4,203.2	(59.7)	-1.4%
Capital - Environmental	7,362.2	8,721.0	(1,358.8)	-15.6%
Total Revenues	11,505.7	12,924.2	(1,418.5)	-11.0%
Expenditures				
Capital - General	4,143.5	4,203.2	59.7	1.4%
Capital - Environmental	7,362.2	8,721.0	1,358.8	15.6%
Total Expenditures	11,505.7	12,924.2	1,418.5	11.0%
Net Position Capital	0.0	0.0	0.0	0.0%

GENERAL CAPITAL
Revenues & Expenditures
as at December 2017

Department	Project	2017		
		Actual	Budget	Variance B/(W)
REVENUES:	Transfer from Operations	713.5	715.2	(1.7)
	Transfer from Reserves	184.3	215.1	(30.8)
	Financing - fleet	750.2	773.0	(22.8)
	Financing - transit	617.0	712.0	(95.0)
	Partnership - Keith Subdivision	47.8	57.2	(9.4)
	Federal Gas Tax	728.7	713.1	15.6
	Provincial Transit Funding	258.0	258.0	0.0
	OMCIP Funding (STATO Trail)	162.5	162.5	0.0
	STATO Partnership (STATO Trail)	83.0	63.0	20.0
	Provincial Funding - STATO	7.5	0.0	7.5
	Dymond Firemen's Park Funding	14.6	27.9	(13.3)
	BIA Partnership - Downtown Infrastructure	12.0	12.0	0.0
	ARTEM Partnership - Downtown Infrastructure	49.5	48.5	1.0
	Provincial Funding - Downtown Infrastructure	55.1	59.5	(4.4)
	Canada 150 Funding - NL Library	82.4	57.4	25.0
	Enabling Accessibility	50.0	0.0	50.0
	Waterfront Development Funding (P&F)	327.4	328.8	(1.4)
Total Revenues		4,143.5	4,203.2	(59.7)
EXPENDITURES:				
Corporate Services:	Computer Hardware - Plotter	12.0	12.0	0.0
	Municipal Drain - Peter's Road	33.8	26.0	-7.8
	NL Medical Centre	47.3	0.0	-47.3
	Vadim ERP	100.4	100.0	-0.4
Property Mtnce:	Dymond Hall Accessibility Project	87.8	50.0	-37.8
	PFC Mechanical Room Engineering	25.9	40.0	14.1
	View Street Complex Upgrades	2.9	10.0	7.1
	NL Library Building Improvements	211.8	115.3	-96.5
	Hlby Marina Breakwall Upgrades	21.3	25.0	3.7
	Downtown NL Infrastructure Upgrades	114.4	120.0	5.6
	NL Cemetery Vault Upgrades	0.0	6.5	6.5
Public Works:	2017 Roads Program	811.7	854.6	42.9
	Golf Course Road Bridge Repairs	0.0	0.0	0.0
	MR Compliance Software	7.2	11.5	4.3
	Reflectometer	16.0	16.0	0.0
	Intersection Control Cameras (2)	50.8	50.0	-0.8
	NL Landfill Site Expansion	83.2	100.0	16.8
Transit:	Transit Buses (2)	869.7	970.0	100.3
Fleet:	Plow Trucks (2)	541.8	550.0	8.2
	3/4 Ton Regular Cab Pick-up	32.9	40.0	7.1
	1/2 Ton Regular Cab Pick-up	29.0	32.0	3.0
	1/2 Ton Crew Cab Pick-up with Cap	36.4	35.0	-1.4
	Pumper Tanker (2018 Delivery)	0.0	0.0	0.0
	1/2 Ton Regular Cab Pick-up with Cap	39.6	45.0	5.4
	1/2 Ton Crew Cab Pick-up with Tonneau Cover	39.9	40.0	0.1
	SUV Lease Buyouts	30.6	31.0	0.4
	Snow Blower Upgrades	0.0	0.0	0.0
Recreation:	PFC Floor Replacement	14.0	20.0	6.0
	Squash Court #2 Floor	0.0	12.0	12.0
	STATO Trail	409.8	392.2	-17.6
	Dymond Firemen's Park	32.2	55.8	23.6
	NL Arena Compressor Room Electrical	29.9	33.0	3.1
	NL Arena Spectator Heating	8.9	10.0	1.1
	NL Arena Floor Machine	5.1	7.5	2.4
	Bucke Park Chalet Windows & Doors	19.3	20.0	0.7
	Bucke Park Playground Equipment	7.5	7.5	0.0
	Waterfront Development	370.4	365.3	-5.1
Total Expenditures		4,143.5	4,203.2	59.7

2.4

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

	2017		
	Actual	Budget	Variance B/(W)
REVENUES:			
Transfer from Operations	148.1	248.3	(100.2)
Financing - North Cobalt Water Stabilization	214.5	266.7	(52.2)
Financing - TS Infrastructure (Gray Rd)	3,177.0	3,642.1	(465.1)
Financing - NL WTP Upgrades	82.1	549.0	(466.9)
Financing - Hlby WTP MCC Replacement	249.6	300.0	(50.4)
Funding - North Cobalt Water Stabilization	295.9	258.3	37.6
Funding - TS Infrastructure (Gray Rd)	2,948.7	2,957.9	(9.2)
Funding - NL WTP Upgrades	246.3	498.7	(252.4)
Total Revenues	7,362.2	8,721.0	(1,258.6)
EXPENDITURES:			
TS Infrastructure Upgrades (Gray Rd)	6,125.6	6,600.0	474.4
NL Lagoon Blower Upgrades	60.4	95.0	34.6
Hlby WTP MCC Replacement	249.5	300.0	50.5
NL WTP Upgrades	328.4	1,065.0	736.6
North Cobalt Water Stabilization	510.4	525.0	14.6
Albert Street Engineering	36.2	75.0	38.8
Plotter	6.0	6.0	0.0
Dixon Street Watermain Replacement	45.7	55.0	9.3
Total Expenditures	7,362.2	8,721.0	1,349.5