



**The Corporation of the City of Temiskaming Shores**  
**Regular Meeting of Council**  
**Tuesday, April 16, 2019**  
**6:00 P.M.**  
**City Hall Council Chambers – 325 Farr Drive**

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**Agenda**

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

**Draft Motion**

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

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

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

**Draft Motion**

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

- a) Regular meeting of Council – April 2, 2019

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

8. **Question and Answer Period**

9. **Presentations / Delegations**

a) Laura-Lee MacLeod, Treasurer

**Re:** 2019 Municipal Budget By-law

10. **Communications**

a) Jean Marc Boileau, Mayor – Armstrong Township

**Re:** Encourage ETRAA and TRACC to seek common ground – Airport Drag Races

**Reference:** Received for Information

b) Libby Clarke, Reeve – Township of Tudor and Cashel

**Re:** Support – Hydro delivery Rates unaffordable

**Reference:** Received for Information

**Draft Motion**

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

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

*Draft Motion*

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

- a) Minutes of the District of Timiskaming Social Services Administration Board meeting held on January 23, 2019;
- b) Minutes of the District of Timiskaming Social Services Administration Board meeting held on February 6, 2019; and
- c) Minutes of the District of Timiskaming Social Services Administration Board meeting held on February 20, 2019.

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

*Draft Motion*

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

- a) Minutes of the Corporate Services Committee meeting held on March 21, 2019;
- b) Minutes of the Protection to Persons and Property Committee meeting held on March 21, 2019;
- c) Minutes of the Building Maintenance Committee meeting held on March 21, 2019;
- d) Minutes of the Public Works Committee meeting held on March 21, 2019;
- e) Minutes of the Corporate Services Committee meeting held on April 1, 2019;
- f) Minutes of the Protection to Persons and Property Committee meeting held on April 2, 2019; and
- g) Minutes of the Public Works Committee meeting held on April 4, 2019.

**13. Reports by Members of Council**

**14. Notice of Motions**

**15. New Business**

**a) Proclamation – May as Community Living Month**

*Draft Motion*

Whereas many towns and cities are home to individuals with intellectual disabilities who are cared for by a Community Living Agency; and

Whereas Community Living Temiskaming South provides services to residents in the City of Temiskaming Shores; and

Whereas Community Living is celebrated annually during the month of May with various events and activities including the flying the Community Living flag.

Now therefore be it resolved that the City of Temiskaming Shores hereby proclaims the month May as “**Community Living month**” in the City of Temiskaming Shores and agrees to fly the Community Living flag at City during the month of May 2019.

**b) Proclamation - Emergency Preparedness Week**

*Draft Motion*

Whereas Emergency Preparedness Week is an annual event that takes place each year during the first full week of May and is an opportunity to encourage all residents to take concrete actions to be better prepared to protect themselves and their families during 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 to identify community risks, mitigate those risks, prepare for, respond to, and recover from disasters and emergencies; and

Whereas the City 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 the Council for the City of Temiskaming Shores hereby proclaims the week of May 5<sup>th</sup> to 11<sup>th</sup>, 2019, to be **“Emergency Preparedness Week”** in the City of Temiskaming Shores, and encourages all citizens to participate in educational activities during Emergency Preparedness Week and throughout the year.

**c) Memo No. 005-2019-PW – Amendment to By-law No. 2018-073 Sidewalk and Curb Repair – extension for 2019**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 005-2019-PW; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2018-073 to extend the terms of the agreement for Concreate Sidewalk and Curb Repair Services with Pedersen Construction (2013) Inc. in 2019 for consideration at the April 16, 2019 Regular Council meeting.

**d) Memo No. 006-2019-PW – Asset Management Policy**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 006-2019-PW;

That Council directs staff to prepare the necessary by-law for an *Asset Management Policy* for the City of Temiskaming Shores for consideration of provisional approval (1<sup>st</sup> and 2<sup>nd</sup> Reading) at the April 16, 2019 Regular Council meeting; and

That Council directs staff to consider any comments received on the provisional policy prior to third and final reading required prior to July 1, 2019.

**e) Memo No. 007-2019-PW – Acceptance of Recycling Material from Municipal Waste and Recycling Consultants**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 007-2019-PW;

That Council directs staff to prepare the necessary by-law to enter into an agreement with Municipal Waste and Recycling Consultants for the acceptance of recyclable material at the Spoke Transfer Station for consideration at the April 16, 2019 Regular Council meeting.

**f) Administrative Report No. PW-008-2019 – Supply and Delivery of Bulk Fuel**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-008-2019;

That Council directs staff to prepare the necessary by-law to enter into a three (3) year agreement with Parkland Fuel Corporation for the supply and delivery of bulk fuel for consideration at the April 16, 2019 Regular Council meeting.

**g) Administrative Report No. PW-009-2019 – Preparation of Tender Documents – Relocation of New Liskeard Branch Library**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-009-2019; and

That Council directs staff to prepare the necessary by-law and agreement with Mitchell Jensen Architects Inc. for the preparation of Design Drawings and Tender Documents for the relocation of the New Liskeard Branch Library at an upset limit of \$108,000 plus applicable taxes for consideration at the April 16, 2019 Regular Council meeting.

**h) Administrative Report No. PW-011-2019 – Haileybury Medical Centre - Renovations**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-011-2019; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with G. Belanger Construction for renovations at the Haileybury Medical Centre as detailed in Request for Quotation PW-RFQ-002-2019 at an upset limit of \$48,000 plus applicable taxes for consideration at the April 16, 2019, Regular Council meeting.

**i) Administrative Report No. PW-012-2019 – Equipment Purchase - Road Grader**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-012-2019; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Nortrax (Stoney Creek) for the purchase of a used Grader at an upset limit of \$229,600 plus applicable taxes for consideration at the May 7, 2019 Regular Council meeting.

**j) Administrative Report No. PW-013-2019 – Equipment Purchase – Plow Truck**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-013-2019; and

That Council directs staff to prepare the necessary by-law and agreement for the purchase of a stock Plow Truck from Winslow Gerolamy Motors at an upset limit of \$244,569 plus applicable taxes as well as vehicle appurtenances at an upset limit of \$15,000 plus applicable taxes for consideration at the May 7, 2019 Regular Council meeting.

**k) Administrative Report No. RS-007-2019 – Five (5) year review of Municipal Alcohol Policy**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. RS-007-2019; and

That Council, in compliance with the requirement for a review within a five (5) year period, hereby directs staff to prepare the necessary by-law to amend By-law 2005-036 being a by-law to adopt a Municipal Alcohol Policy for consideration at the April 16, 2019 Regular Council meeting.

**l) Administrative Report No. RS-008-2019 – Acquisition of a Zero-Turn Lawnmower**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. RS-008-2019; and

That Council directs staff to prepare the necessary Purchase Order to acquire one (1) Zero-Turn Lawnmower from Optimum Agri. Inc. at an upset limit of \$17,898 plus applicable taxes.

**m) Administrative Report No. RS-009-2019 – Supply and Installation of a Glycol System at the Don Shepherdson Memorial Arena**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. RS-009-2019; and

That Council directs staff to prepare the necessary Purchase Order for the supply and installation of a Glycol System at the Don Shepherdson Memorial Arena to Cimco Refrigeration at an upset limit of \$6,101.93 plus applicable taxes.

**n) Memo No. 007-2019-CS – City Hall Administrative Offices - Christmas Holiday Closure**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 007-2019-CS; and

That Council approves the closure of City Hall Administrative Offices on



Tuesday, December 24, 2019 and Friday December 27, 2019.

**o) Administrative Report No. CS-016-2019 – Animal Control and Pound Services Contract**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-016-2019; and

That Council for the City of Temiskaming Shores directs staff to prepare the necessary By-law to enter into a three (3) year agreement with Ms. Roxanne St. Germain operating as Temiskaming Area Animal Services in the amount of \$71,500 plus applicable taxes per year for consideration at the April 16, 2019 Regular Council meeting.

**16. By-laws**

Draft Motion

Be it resolved that:

By-law No. 2019-061      Being a by-law to adopt the 2019 Municipal Budget for the City of Temiskaming Shores

By-law No. 2019-062      Being a by-law to amend By-law No. 2018-073 (Agreement with Pedersen Construction Inc. for the supply of labour, equipment and material for Concrete Sidewalk and Curb Repair Services – 2019)

By-law No. 2019-063      Being a by-law to adopt an Asset Management Policy for the City of Temiskaming Shores

By-law No. 2019-064      Being a by-law to enter into an agreement with Municipal Waste and Recycling Consultants for the acceptance of

recyclable materials at the Municipal Spoke Transfer Station on Barr Drive

By-law No. 2019-065 Being a by-law to enter into a three (3) year agreement with Parkland Fuel Corporation for the supply of Petroleum Fuels for the City of Temiskaming Shores

By-law No. 2019-066 Being a by-law to enter into an Agreement with Mitchell Jensen Architects Inc. for the preparation of Design Drawings and Tender Documents for the relocation of the New Liskeard Branch Library

By-law No. 2019-067 Being a by-law to enter into an agreement with G. Belanger Construction for renovations at the Haileybury Medical Centre

By-law No. 2019-068 Being a by-law to amend By-law No. 2005-036 (Municipal Alcohol Policy – Five year review)

be hereby introduced and given first and second reading.

*Draft Motion*

Be it resolved that

By-law No. 2019-061;

By-law No. 2019-062;

By-law No. 2019-064;

By-law No. 2019-065;

By-law No. 2019-066;

By-law No. 2019-067; and

By-law No. 2019-068;

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

Draft Motion

Be it resolved that By-law No. 2019-069 being a by-law to execute an Agreement between the City of Temiskaming Shores and Ms. Roxanne St. Germain o/a Temiskaming Area Animal Services for the provision of Animal Control and Pound Services be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that By-law No. 2019-061 be hereby given third and finally reading, be signed by the Mayor and Clerk and the Corporate seal affixed thereto.

**17. Schedule of Council Meetings**

- a) Regular – Tuesday, May 7, 2019 at 6:00 p.m.
- b) Regular – Tuesday, May 21, 2019 at 6:00 p.m.

**18. Question and Answer Period**

**19. Closed Session**

Draft Motion

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

- a) **Adoption of the April 2, 2019 – Closed Session Minutes**
- b) **Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations – Update by Pay Equity Consultant;**
- c) **Under Section 239 (2) (b) of the Municipal Act, 2001 – Personal matter about an identifiable individual – Organizational Chart;**

Draft Motion

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

**20. Confirming By-law**

*Draft Motion*

Be it resolved that By-law No. 2019-070 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on **April 16, 2019** be hereby introduced and given first and second reading.

*Draft Motion*

Be it resolved that By-law No. 2019-070 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**21. Adjournment**

*Draft Motion*

Be it resolved that City Council adjourns at \_\_\_\_\_ p.m.



**The Corporation of the City of Temiskaming Shores**  
**Regular Meeting of Council**  
**Tuesday, April 2, 2019**  
**6:00 P.M.**  
**City Hall Council Chambers – 325 Farr Drive**

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**Minutes**

**1. Call to Order**

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

**2. Roll Call**

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

Present: Christopher W. Oslund, City Manager (arrived 7:00 pm)  
David B. Treen, Municipal Clerk  
Doug Walsh, Director of Public Works  
Tammie Caldwell, Director of Recreation  
Shelly Zubycck, Director of Corporate Services  
James Franks Economic Development Officer

Regrets:

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

Members of the Public Present: 0

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

None.

**4. Approval of Agenda**

*Resolutions No. 2019-206*

Moved by: Councillor Jelly

Seconded by: Councillor Foley

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

**Carried**

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

Councillor Foley declared a pecuniary interest with item 15 j) Memo No. 006-2019-RS – Sponsorship – Tri-Town Ski and Snowboard Village – Application to Frog’s Breath

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

*Resolution No. 2019-207*

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

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

- a) Regular meeting of Council – March 19, 2019

**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) Julia Danos, Director – Ministry of Infrastructure & Carolyn Hamilton, Director – Ministry of Agriculture, Food and Rural Affairs

**Re:** Allocation under Ontario Community Infrastructure Fund (OCIF) – Formula Based - \$318,735 (2019)

**Reference:** Received for information and referred to the Treasurer

- b) Krystal Oviatt, Member – Timiskaming District Road Safety Coalition

**Re:** Request for Support – Reduction of Speed on Highway 11 (Hwy 65 to Tobler's Road)

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

- c) Mark Howey, President – Tri-Town Ski and Snowboard Village

**Re:** Sponsorship – Application to Frog's Breath

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

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

**Re:** Invitation - Lunch hour walk (Thursday, May 9, 2019)

**Reference:** Received for Information

- e) Ministry of Natural Resources and Forestry (MNRF)

**Re:** Inspection of Approved 2019-2020 Work Schedule Timiskaming Forest

**Reference:** Received for Information

- f) Tony Rachwalski, Executive Director – Community Living Temiskaming South

**Re:** Proclamation – May as Community Living Month

**Reference:** Received for Information

g) Rose West, President – Haileybury Golf Club

**Re:** Sponsorship – Application to Frog’s Breath

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

h) Sharron Graydon, President – New Liskeard Figure Skating Club

**Re:** Sponsorship – Application to Frog’s Breath

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

Resolution No. 2019-208

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

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

**Carried**

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

Resolution No. 2019-209

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

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 February 20, 2019;
- b) Minutes of the Temiskaming Shores Police Services Board meeting held on March 25, 2019;
- c) Earlton-Timiskaming Regional Airport – January 2019 Activity Report;
- d) Minutes of the Earlton-Timiskaming Regional Airport Authority meeting held on January 24, 2019;
- e) Earlton-Timiskaming Regional Airport – February 2019 Activity Report; and



- f) Minutes of the Earlton-Timiskaming Regional Airport Authority meeting held on March 7, 2019.

**Carried**

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

### Resolution No. 2019-210

Moved by: Councillor Foley

Seconded by: Councillor Jelly

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

- a) Minutes of the Recreation Services Committee meeting held on February 11, 2019.

**Carried**

## **13. Reports by Members of Council**

Councillor McArthur reported on the following:

- Fire Conference: Attended conference in Huntsville and will be providing a more comprehensive report at a future meeting.

Councillor Hewitt reported on the following:

- Fire Conference: There was a large focus on training for soft services (i.e. medical hazards, inspections, etc.). David Griffin spoke on the disaster in Charleston where nine (9) firefighters lost their lives. Due to the materials used in manufacturing products today compared to years past has reduced the timeframe to evacuate a building from 17 minutes to 3 minutes. Will provide a more detailed report at a future meeting.

Councillor Whalen reported on the following:

- TMA: Annual General meeting recently held and Lois Perry has been appointed as Chair and there are two veteran Directors from the south and two new Directors from the north.

Councillor Jelly reported on the following:

- Police Services Board: Meeting held on March 25<sup>th</sup>, 2019 and there is a full board of five (5) members. The requirement to develop Community Safety and Well-being Plans was discussed and it needs to be determined whether these plans will be limited to Temiskaming Shores or based on the region. The intent of the plans are good, however legislation/template was adopted based on large municipalities.

- OPP: Will be participating in interviews tomorrow for the selection of a full time Inspector for the New Liskeard detachment.

Mayor Kidd reported on the following:

- Standard of Care: Attended, along with several other members of Council, the *Standard of Care* training delivered by the Ontario Clean Water Agency (OCWA). The training was very informative and was a refresher with respect to Council obligations to provide safe potable water.

#### 14. Notice of Motions

None.

#### 15. New Business

##### a) **Support – Timiskaming District Road Safety Coalition – Speed Reduction on Highway 11**

Resolution No. 2019-211

Moved by: Councillor Foley

Seconded by: Councillor McArthur

**Whereas** Highway 11 in Temiskaming Shores has an annual average daily traffic (AADT) of 14,900 as reported by the MTO in 2016 which is among the highest in North Eastern Ontario; and

**Whereas** this section of the highway also has the highest posted speed limit (80 km/hr) through any community that is transected by Highway 11 in Northern Ontario; and

**Whereas** the Highway Traffic Act (HTA), Part IX Rate of Speed section 128.1 states that no person shall drive a motor vehicle at a rate of speed greater than (a) 50 kilometers an hour on a highway within a local municipality or within a built-up area; and

**Whereas** the City of Temiskaming Shores has expanded considerably along Highway 11 in recent years, including residential and businesses and should qualify as a “built up area” by definition; and

**Whereas** École catholique St-Michel has expanded from a grade 5-8 school to now accommodate K-8 as well as a child care centre; and

**Whereas** the traffic impact study completed as part of the expansion resulted in a parking lot redesign as well as recommending the speed limit on Highway 11 be reduced to 60km/hr; and

**Whereas** the MTO has installed a school zone sign near École catholique St-Michel in 2017; and

**Whereas** this corridor is a preferred route for large commercial transports, which take more time to turn on and off of the highway to access restaurants and gas stations; and

**Whereas** a speed of 60km/h on this section of highway would be consistent with the speed on Highway 65 E within the City of Temiskaming Shores.

**Now therefore** be it resolved that the Council of Temiskaming Shores hereby supports the Timiskaming District Road Safety Coalition and petitions the Government of Ontario to reduce the posted speed limit to 60 km/h from 0.1 km south of Hwy 65 to Tobler's Road on Highway 11 in Temiskaming Shores; and

**Furthermore**, that MTO apply lane painting techniques that encourage road users to slow down as well as enhance signage to notify drivers of the reduced speed and that there is a school ahead; and

**Furthermore**, that a copy of this resolution be sent to The Honorable Jeff Yurek, Minister of Transportation, John Vanthof, Timiskaming-Cochrane MPP and the Timiskaming District Road Safety Coalition.

**Carried**

**b) Memo No. 003-2019-PW – Leachate Disposal Rate Reduction – Uniboard Request**

Resolution No. 2019-212

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 003-2019-PW; and

That Council hereby denies the request from Uniboard for a reduction of the disposal rate for leachate and confirms that the rate will remain at \$0.04/litre.

**Carried**

**c) Memo No. 004-2019-PW – Amendment to By-law No. 2018-072 (Patching) – extend agreement for 2019**

Resolution No. 2019-213

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 004-2019-PW; and

That Council hereby directs staff to prepare the necessary by-law to amend By-law No. 2018-072 to extend the terms of the agreement with Miller Paving for Asphalt Patching Services for 2019 for consideration at the April 2, 2019 Regular Council meeting.

**Carried**

**d) Administrative Report No. PW-003-2019 – 2019 Roadway Surfacing Program**

Resolution No. 2019-214

Moved by: Councillor Whalen

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-003-2019, in particular Appendix 01 - Proposed 2019 Roads Program (prepared in consultation with *Miller Paving Limited* for the hardtop resurfacing of various roadway sections in Temiskaming Shores); and

That Council directs staff to prepare the necessary by-law to enter into an agreement with *Miller Paving Limited* for the 2019 Roads Program for consideration at the April 2, 2019 Regular Council meeting.

**Carried**

**e) Administrative Report No. PW-004-2019 – Municipal Hazardous or Special Waste – Orange Drop Event**

Resolution No. 2019-215

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-004-2019;

That Council agrees to host an Orange Drop Event on Saturday June 1, 2019; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2018-026 to extend the agreement with Drain-All Ltd. allowing for the provisions of collection and disposal services for the Orange Drop Event on June 1, 2019 for consideration at the April 2, 2019 Regular Council meeting.

**Carried**

**f) Administrative Report No. PW-005-2019 – Haileybury Water Treatment Plant - Sedimentation Tank Rebuild**

Resolution No. 2019-216

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-005-2019, more specifically Appendix 01 – Napier-Reid Quotation (supply material to Rehabilitate Sedimentation Tank);

That as outlined in By-law No. 2017-015, *Procurement Policy, Section 10*, Council approves to waive the tendering procedure to supply the necessary material for the completion of the Sedimentation Tank Rehabilitation Project based on the justification as outlined in Appendix 02; and

That as outlined in By-law No. 2017-015, *Procurement Policy, Section 6, Approval Authority*, Council approves the award to supply the material necessary to complete the Sedimentation Tank Rehabilitation Project to Napier-Reid in the amount of \$ 87,900 plus applicable taxes and direct staff to issue the required Purchase Order.

**Carried**

**g) Administrative Report No. PW-006-2019 – Centre and Edge Line Roadway Marking Services**

Resolution No. 2019-217

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-006-2019;

That Council approves the award of the 2019 Centre and Edge Line Painting Services contract to *Midwestern Line Striping Inc.* at a cost of \$0.345 per metre of line marking and \$150 per hour for pre-marking, if required, plus HST;

That Council approves the extension of the Agreement to include Centre and Edge Line Painting Services, at the same unit prices, for the 2020 season; and

That Council directs staff to prepare the necessary by-law and agreement for consideration at the April 2, 2019 Regular Council meeting.

**Carried**

**h) Administrative Report No. PW-007-2019 – Tender award – Miller Paving – Crushing and Stockpiling of Granular “M” Material**

Resolution No. 2019-218

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-007-2019, particularly Appendix 01 – Opening Results and Appendix 02 - Draft Agreement;

That as outlined in By-law No. 2017-015, Procurement Policy, Section 6, Approval Authority, Council approves the award of the Crushing and Stockpiling of Granular “M” in the Contractors Pit location contract to *Miller Paving Limited* at a unit price of \$6.35per tonne (with a maximum of 12,000 tonnes) plus HST; and

That Council directs Staff to prepare the necessary by-law and agreement for the said contract for consideration at the April 2, 2019 Regular Council meeting.

**Carried**

**i) Memo No. 007-2019-RS – Amendment to By-law No. 2012-039 – Schedule of Departmental User Fees**

Resolution No. 2019-219

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 007-2019-RS; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2012-039 to include inadvertently omitted fees under Appendix “D” – Recreation Fees for consideration at the April 2, 2019 Regular Council meeting.

**Carried**

**j) Memo No. 008-2019-RS – Sponsorship – Tri-Town Ski and Snowboard Village – Application to Frog’s Breath**

***Councillor Foley declared a pecuniary interest on this matter and did not participate in the deliberation nor vote on Resolution No. 2019-220.***

Resolution No. 2019-220

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Whereas the Tri-Town Ski and Snowboard Village (TSSV) has applied for \$50,000 in funding assistance from the Frog's Breath Foundation to assist with the purchase of a replacement Snow Groomer; and

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

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor the Tri-Town Ski and Snowboard Village application to the Frog's Breath Foundation.

**Carried**

**k) Memo No. 009-2019-RS – Sponsorship – Haileybury Golf Club – Application to Frog's Breath**

Resolution No. 2019-221

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Whereas the Haileybury Golf Club has applied for \$20,000 in funding assistance to replace a mower; and

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

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor the Haileybury Golf Club application to the Frog's Breath Foundation.

**Carried**

**l) Memo No. 010-2019-RS – Sponsorship – New Liskeard Figure Skating Club – Application to Frog's Breath**

Resolution No. 2019-222

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Whereas the New Liskeard Figure Skating Club has applied for \$8,000 in funding assistance to enhance their sound system; and

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

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor the New Liskeard Figure Skating Club's application to the Frog's Breath Foundation.

**Carried**

**m) Administrative Report No. CS-015-2019 – Culinary Tourism Strategy**

Resolution No. 2019-223

Moved by: Councillor Foley

Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-015-2019; and

That Council adopts the One Lake, Two Provinces, Three Cultures enhanced Lake Temiskaming Tour product development narrative report prepared by the Culinary Tourism Alliance.

**Carried**

**16. By-laws**

Resolution No. 2019-224

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that:

By-law No. 2019-053 Being a by-law to enter into an agreement with Miller Paving Limited for the 2019 Roadway Surfacing Program

By-law No. 2019-054 Being a by-law with respect to water and sewer service rates

By-law No. 2019-055 Being a by-law to amend By-law No. 2016-018 (Agreement with Drain-All Ltd. as a Registered Transporter for the City's Municipal Hazardous and Special Waste – 2019 Orange Drop Collection Event)

By-law No. 2019-056 Being a by-law to enter into an agreement with Midwestern Line Striping Inc. for the provision of Roadway Centre and Edge Line Painting Services



By-law No. 2019-057 Being a by-law to enter into an agreement with Miller Paving Limited for the Crushing and Stockpiling of Granular “M”

By-law No. 2019-058 Being a by-law to amend By-law No. 2018-072 (Agreement with Miller Paving Limited for 2019 Asphalt Patching Services)

By-law No. 2019-059 Being a by-law to amend By-law No. 2012-039, as amended being a by-law to adopt Schedules of Departmental User Fees and Services for the City of Temiskaming Shores – Schedule “D” Recreation Fees

be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2019-225

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that:

By-law No. 2019-053;

By-law No. 2019-054;

By-law No. 2019-055;

By-law No. 2019-056;

By-law No. 2019-057;

By-law No. 2019-058; and

By-law No. 2019-059

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

**Carried**

**17. Schedule of Council Meetings**

a) Regular – Tuesday, April 16, 2019 at 6:00 p.m.

- b) Regular – Tuesday, May 7, 2019 at 6:00 p.m.

**18. Question and Answer Period**

Councillor McArthur inquired if the recently imposed Carbon Tax would have an impact on the municipalities fuel purchasing. Director of Public Works, Doug Walsh indicated that the City is in a contract with a fixed fuel price.

Councillors Whalen and Laferriere inquired about the security of the Mansteel property (formerly Uniboard). Director of Corporate Services, Shelly Zubyck outlined that the Chief Building Official has issued an order to the owner and has prepared a Request for Quotations to have the building secured in anticipation of no response from the owner.

**19. Closed Session**

Resolution No. 2019-226

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that Council agrees to convene in Closed Session at 6:54 p.m. to discuss the following matters:

- a) **Adoption of the January 22, 2019 – Closed Session Minutes**
- b) **Adoption of the February 4, 2019 – Closed Session Minutes**
- c) **Adoption of the February 19, 2019 – Closed Session Minutes**
- d) **Under Section 239 (2) (c) of the Municipal Act, 2001 – proposed disposition of land by the municipality – Roland and Raymond**

**Carried**

Resolution No. 2019-227

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that Council agrees to rise with report from Closed Session at 7:15 p.m.

**Carried**

**Matters from Closed Session:**

**a) Adoption of the January 22, 2019 – Closed Session Minutes**

Resolution No. 2019-228

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that Council approves the January 22, 2019 Closed Session Minutes as printed.

**Carried**

**b) Adoption of the February 4, 2019 – Closed Session Minutes**

Resolution No. 2019-229

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that Council approves the February 4, 2019 Closed Session Minutes as printed.

**Carried**

**c) Adoption of the February 19, 2019 – Closed Session Minutes**

Resolution No. 2019-230

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that Council approves the February 19, 2019 Closed Session Minutes as printed.

**Carried**

**d) Under Section 239 (2) (c) of the Municipal Act, 2001 – proposed disposition of land by the municipality – Roland and Raymond**

Council provided direction to staff in closed session.

**20. Confirming By-law**

Resolution No. 2019-231

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that By-law No. 2019-060 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on **April 2, 2019** be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2019-232

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that By-law No. 2019-060 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**Carried**

**21. Adjournment**

Resolution No. 2019-233

Moved by: Councillor Foley

Seconded by: Councilor Hewitt

Be it resolved that City Council adjourns at 7:16 p.m.

**Carried**

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Mayor – Carman Kidd

---

Clerk – David B. Treen

CORPORATION  
DU OF



TEL. (705) 563-2375  
FAX. (705) 563-2093

P.O. BOX 546

*Le Centre Laitier du Nord*

*Dairy Centre of the North*

March 29, 2019

Earlton Temiskaming Regional Airport Authority  
Box 99  
Earlton, ON P0J 1E0  
Attn: Carmen Kidd, Chair

Dear Mr. Kidd,

At the council meeting of February 13, 2019 Council heard a delegation on behalf of the Temiskaming Rod and Custom Club (TRACC). Following a discussion in respect to the delegation at the regular meeting held March 13, 2019 the Council of the Corporation of the Township of Armstrong passed Resolution No. 2019-075.

As noted in the motion attached, Council recognizes the Drag n Fly event provides economic benefit to Earlton and area however also respects the independent governance and decision making of local boards such as the Earlton Timiskaming Regional Airport Authority.

At this time, Council of the Township of Armstrong strongly encourages the ETRAA and TRACC to seek a common ground upon which to build relations for consideration of future community events.

We are committed to working with all the district municipalities and local boards for a stronger, progressive region.

Kindest Regards,

Jean Marc Boileau  
Mayor

THE CORPORATION OF THE  
TOWNSHIP OF ARMSTRONG

cc: Township of Casey  
Township of Chamberlain  
Municipality of Charlton and Dack  
Township of Coleman  
Town of Englehart  
Township of Evanturel  
Township of Harley  
Township of Hilliard  
Township of Hudson  
City of Temiskaming Shores  
Village of Thornloe  
Township of Kerns

# MOTION / RESOLUTION

March 13 2019

No. 2019 - 075

Moved By / Proposé par

Seconded By / Appuyé par



CP/BOX 546  
EARLTON, ONT. P0J 1E0  
Tel: (705) 563-2375  
Fax: (705) 563-2093

WHEREAS the Temiskaming Rod & Custom Club (TRACC) attended a meeting of Council February 13<sup>th</sup>, 2019 to discuss the denial of the 2019 Drag n Fly Races by the Earlton-Timiskaming Regional Airport Authority (ETRAA);

AND WHEREAS the Drag n Fly event provides economic benefit to Earlton and area;

NOW THEREFORE BE IT RESOLVED THAT in respect to Council discussion regarding the delegation, the Council of the Township of Armstrong hereby respects and supports the independent governance and decision making of the ETRAA Board and hopes to see community groups thrive throughout the region and fully recognizes the contribution and importance of volunteerism.

AND THAT Council encourages the ETRAA and TRACC to seek common ground upon which to build relations for consideration of future community events.

AND FURTHER THAT a copy of this resolution be sent to all the municipal members of the ETRAA.

- Carried / Adopté
- Amended / Modifié
- Defeated / Rejeté
- Tabled / Présenté

  
Mayor / Maire

371 Weslemkoon Lake Road  
Box 436, R.R. #2  
GILMOUR, ON K0L 1W0  
[clerk@tudorandcashel.com](mailto:clerk@tudorandcashel.com)  
[www.tudorandcashel.com](http://www.tudorandcashel.com)



**LIBBY CLARKE, REEVE**  
**BERNICE CROCKER, CLERK-TREASURER**  
613-474-2583 (Phone)  
613-474-0664 (Facsimile)

## THE CORPORATION OF THE TOWNSHIP OF TUDOR AND CASHEL

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### RESOLUTION

#### TOWNSHIP OF TUDOR AND CASHEL

APRIL 02, 2019

RESOLUTION NO: 2019 - 090

MOVED BY: NOREEN REILLY

SECONDED BY: RONALD CARROLL

WHEREAS hydro is essential for all individuals and the cost to receive hydro should not be so excessive that individuals cannot afford it;

AND WHEREAS the cost for service delivery for hydro should be affordable to all individuals;

AND WHEREAS the Hydro One invoices received over the last few months for the Township of Tudor and Cashel have indicated that 46% to 56% of the total cost has been related to service delivery fee;

AND WHEREAS the Township of Tudor and Cashel believes the cost for service delivery is not affordable to the Township or its residents;

AND WHEREAS the Township of Tudor and Cashel believes that Hydro One and the Ontario Energy Board should review its plans regarding delivery service to ensure that the cost of service delivery is fair to everyone;

NOW THEREFORE BE IT RESOLVED, THAT a copy of this motion be circulated to Hydro One, Daryl Kramp, MPP Hastings-Lennox & Addington, the Hon. Doug Ford, Premier of Ontario, Ontario Energy Board, all municipalities and the Association of Municipalities of Ontario.

**Carried: LIBBY CLARKE, HEAD OF COUNCIL**



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

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**Minutes of the Regular Meeting of the Board**

**held on Wednesday, January 23, 2019, 5:30 p.m.**

**at the NEOFACS Boardroom – 40 Third Street, Englehart**

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**PRESENT:** Airianna Misener; Cliff Fielder; Derek Mundle; Doug Jelly; Ian MacPherson; Pat Kiely; Patricia Hewitt; Patrick Adam; Don Studholme, CAO.

**REGRETS:** Mike Brooks

**STAFF:** Janice Loranger, Director of Finance; John McCarthy, EMS Chief; Kelly Black, Housing Manager; Mark Stewart, Director of Client Services

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

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None

**2.0 PETITIONS AND DELEGATIONS**

None

**3.0 ADDITIONS TO AGENDA / ACCEPTANCE OF AGENDA**

Resolution # 2019-11 MOVED by Patricia Hewitt SECONDED by Cliff Fielder:

**THAT the agenda of the regular meeting of the Board held on January 23, 2019 be approved as presented.**

CARRIED.

**4.0 ADOPTION OF PREVIOUS MINUTES**

Resolution # 2019-12 MOVED by Ian MacPherson and SECONDED by Derek Mundle:

**THAT the minutes of the regular Board meeting held on January 16, 2018 be approved as presented.**

CARRIED.

**5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil.

On behalf of the Board and Management, Doug Jelly presented a plaque to Don Studholme recognizing his 10 years of service and thanked him for his dedication and hard work as an employee of the DTSSAB.



**6.0 CORRESPONDENCE**

**6.1 Letter from the Ministry of Children, Community and Social Services date 2018.12.21  
Re: Regulatory Amendments Relating to the Method of Apportionment of Costs for  
Mandated Services**

Resolution # 2019-13 MOVED by Pat Kiely and SECONDED by Patricia Hewitt:

**THAT the Board receive the Correspondence as presented for information.**

CARRIED.

**7.0 OTHER BUSINESS**

**7.1 Data Analysis Coordinator (DAC) Contract**

Don Studholme, CAO, presented this item for approval.

Resolution # 2019-14 MOVED by Cliff Fielder and SECONDED by Airianna Misener:

**That the Board approve the expenditure of \$65,837.70 for the Data Analysis Coordination (DAC) Services contract between the DTSSAB and the Acorn Information Solutions (AIS).**

CARRIED.

**7.2 Social Housing Write-Off**

Kelly Black, Housing Manager, presented this item for approval.

Resolution # 2019-15 MOVED by Patrick Adams and SECONDED by Patricia Hewitt:

**That the Board approve to write off \$1,533.36 of uncollected rent and maintenance charges from former tenants for the 2018 fiscal year.**

CARRIED.

**7.3 Board Member Expense Summary for 2018**

Janice Loranger, Director of Finance, presented this item for approval.

Resolution # 2019-16 MOVED by Ian MacPherson and SECONDED by Derek Mundle:

**THAT the Board approve the Board honorarium and expenses for 2018 as presented by the Director of Finance and these be forwarded to the municipalities that our Board members represent.**

CARRIED.

**7.4 Board Member Remuneration Exemption**

Janice Loranger, Director of Finance, presented this item for information.

**7.5 Transfer to EMS Equipment Reserve**

Janice Loranger, Director of Finance, presented this item for approval.

Resolution # 2019-17 MOVED by Pat Kiely and SECONDED by Cliff Fielder:

**THAT the Board approve a transfer of \$15,000 to the EMS Equipment Reserve Fund in 2018.**

CARRIED.

**7.6 2019 Ontario Works Budget**

Mark Stewart, Director of Client Services, presented this item for information and for discussion.

**7.7 2019 Program Support Budget**

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

**7.8 2019 Board Budget**

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

**7.9 Employment Ontario**

Don Studholme, CAO, presented this item for information.

**7.10 2018 Q4 Operational Overview Report**

Don Studholme, CAO, presented this item for information.

**7.11 CAO Report**

Don Studholme, CAO, presented this item for information.

**8.0 ADJOURNMENT / NEXT MEETING**

Resolution # 2019-18 MOVED by Derek Mundle and SECONDED by Cliff Fielder:

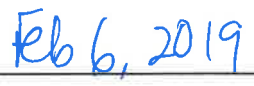
**RESOLVED THAT the Board meeting be hereby adjourned at 7:20 p.m.**

**AND that the next meeting be held on February 6, 2019, in Englehart or at the call of the Chair.**

CARRIED.

Minutes signed as approved by the Board:

  
\_\_\_\_\_  
Doug Jelly, Chair

  
\_\_\_\_\_  
Date

Recorder: Lise Gauvreau



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

---

**Minutes of the Regular Meeting of the Board**

**held on Wednesday, February 6, 2019, 5:30 p.m.**

at the NEOFACS Boardroom – 40 Third Street, Englehart

---

**PRESENT:** Doug Jelly, Chair; Derek Mundle, Vice-Chair; Airianna Misener; Cliff Fielder; Ian MacPherson; Pat Kiely; Patricia Hewitt; Patrick Adam; Don Studholme, CAO.

**STAFF:** Dani Grenier-Ducharme, Children's Services Manager; Janice Loranger, Director of Finance; John McCarthy, EMS Chief; Kelly Black, Housing Services Manager; Mark Stewart, Director of Client Services; Rachel Levis, Director of Human Resources; Steve Cox, Social Housing Maintenance Supervisor

**GUESTS:** Two EMS Deputy Chiefs and four EMS paramedics

**CALL TO ORDER:** The Regular Meeting of the Board was called to order at 5:31 PM.

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None

**2.0 PETITIONS AND DELEGATIONS**

None

**3.0 ADDITIONS TO AGENDA / ACCEPTANCE OF AGENDA**

Resolution # 2019-19 MOVED by Ian MacPherson SECONDED by Cliff Fielder:

**THAT the agenda of the regular meeting of the Board held on February 6, 2019 be approved as presented.**

CARRIED.

**4.0 ADOPTION OF PREVIOUS MINUTES**

Resolution # 2019-20 MOVED by Pat Kiely and SECONDED by Derek Mundle:

**THAT the minutes of the regular Board meeting held on January 23, 2019 be approved as presented.**

CARRIED.

**5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil.

**6.0 NEW BUSINESS**

**6.1 2019 Social Housing Budget**

Kelly Black, Housing Services Manager, and Steve Cox, Social Housing Maintenance Supervisor, presented this item for information.

**6.2 2019 Children's Services Budget**

Dani Grenier-Ducharme, Children's Services Manager, presented this item for information.

**6.3 2019 Emergency Medical Services Budget**

John McCarthy, EMS Chief, presented this item for information.

**6.4 Working Fund Reserve and Reserve Fund Analysis**

Don Studholme, CAO, presented this item for information.

Staff and guests left the meeting at 9:00 p.m.

**7.0 In Camera Session**

Resolution # 2019-21 MOVED by Airianna Misener and SECONDED by Patricia Hewitt:

**THAT the Board move into the in camera session to discuss one human resources matter.**

CARRIED.

**8.0 Return to the Regular Meeting**

Resolution # 2019-22 MOVED by Ian MacPherson and SECONDED by Cliff Fielder:

**THAT the Board resolve to rise from the in camera session and reconvene with the regular meeting of the Board without report at 9:43 PM.**

CARRIED.

**9.0 ADJOURNMENT / NEXT MEETING**

Resolution # 2019-23 MOVED by Derek Mundle and SECONDED by Patrick Adams:

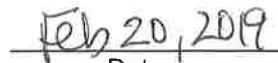
**RESOLVED THAT the Board meeting be hereby adjourned at 9:46 p.m.**

**AND that the next meeting be held on February 20, 2019, in Englehart or at the call of the Chair.**

CARRIED.

Minutes signed as approved by the Board:

  
\_\_\_\_\_  
Doug Jelly, Chair

  
\_\_\_\_\_  
Date

Recorder: Lise Gauvreau



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

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**Minutes of the Regular Meeting of the Board**

**held on Wednesday, February 20, 2019, 5:30 p.m.**

at the NEOFACS Boardroom – 40 Third Street, Englehart

---

**PRESENT:** Doug Jelly – Chair; Derek Mundle – Vice-Chair; Airianna Misener; Cliff Fielder; Ian MacPherson; Pat Kiely; Patricia Hewitt (via teleconference); Patrick Adam; Sharon Gadoury-East; Don Studholme, CAO.

**STAFF:** Janice Loranger, Director of Finance; Kelly Black, Housing Services Manager

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

Chair Doug Jelly welcomed Sharon Gadoury-East, new member to the Board replacing Mike Brooks originally appointed to represent Latchford, Cobalt, Coleman, Harris, Hudson, and Kearns.

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None

**2.0 PETITIONS AND DELEGATIONS**

None

**3.0 ADDITIONS TO AGENDA / ACCEPTANCE OF AGENDA**

Resolution # 2019-24 MOVED by Derek Mundle SECONDED by Cliff Fielder:

**THAT the agenda of the regular meeting of the Board held on February 20, 2019 be approved as amended: Remove item 6.2 – “Approval for selling EMS golf cart response unit” from section 6.0 – Other Business.**

CARRIED.

**4.0 ADOPTION OF PREVIOUS MINUTES**

Resolution # 2019-25 MOVED by Ian MacPherson and SECONDED by Pat Kiely:

**THAT the minutes of the regular Board meeting held on February 6, 2019 be approved as presented.**

CARRIED.

**5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil.

## 6.0 OTHER BUSINESS

### 6.1 Introduction of the new CAO

On behalf of the Recruiting Committee, Chair Doug Jelly announced the successful candidate for the CAO position was awarded to Kelly Black.

Resolution # 2019-26 MOVED by Patrick Adams and SECONDED by Cliff Fielder:

**That the Board appoint Kelly Black as the new Chief Administrative Officer, effective April 1, 2019.**

CARRIED.

### 6.2 Approval for selling EMS golf cart response unit

This item was removed from the Agenda.

### 6.3 Children's Services Capital Project – Mitigation Funds

Dani Grenier-Ducharme, Children's Services Manager, presented this item for approval.

Resolution # 2019-27 MOVED by Sharon Gadoury-East and SECONDED by Derek Mundle:

**THAT the Board approve the use of Mitigation Funds up to the amount of \$252,300 to cover expenses of the capital project at Little Learners Daycare in Englehart. This capital project is part of the child care expansion plan developed in 2018.**

CARRIED.

### 6.4 370 Broadway Avenue - Laneway

Don Studholme, CAO, presented this item for approval.

Resolution # 2019-28 MOVED by Pat Kiely and SECONDED by Ian MacPherson:

**THAT the Board approve the sale of PIN 61397-0170(LT) being Part 1 on Plan 54R-6083, Bucke Township to the City of Temiskaming Shores (laneway beside 370 Broadway Avenue) for \$2.00 to reduce potential liability to the DTSSAB as a number of businesses is using the laneway to access the back of their business property. The DTSSAB will continue to plow the laneway in the winter time to allow access to two parking spaces at the back of our building.**

CARRIED.

### 6.5 2019 Budget

Don Studholme, CAO, presented this item for information and for discussion. Janice Loranger, Director of Finance, provided additional information. The Board directed the CAO to prepare the 2019 budget with the proposed option of applying \$188,290 from the working reserve of which \$150,000 will be applied to the municipal budget. The final budget will be presented for approval at the next regular meeting scheduled for March 20, 2019.

### 6.6 Revised Policy: BO-02 – Board Committees

Don Studholme, CAO, presented this item for approval.

Resolution # 2019-29 MOVED by Cliff Fielder and SECONDED by Patrick Adams:

**THAT the Board approve the amended "Board Committees Policy BD-02".**

CARRIED.

**6.7 CAO Update**

Don Studholme, CAO, presented this item for information.

**7.0 ADJOURNMENT / NEXT MEETING**

Resolution # 2019-30 MOVED by Airianna Misener and SECONDED by Sharon Gadoury-East:

**RESOLVED THAT the Board meeting be hereby adjourned at 7:11 p.m.**

**AND that the next meeting be held on March 20, 2019, in Englehart or at the call of the Chair.**

CARRIED.

Minutes signed as approved by the Board:

  
\_\_\_\_\_

Doug Jelly, Chair

  
\_\_\_\_\_

Date

Recorder: Lise Gauvreau

**1. CALL TO ORDER**

Meeting called to order at 12:18 p.m.

**2. ROLL CALL**

Mayor Carman Kidd

Christopher W. Oslund, City Manager

Councillor Jeff Laferriere

Shelly Zubyck, Director of Corporate Services

Councillor Danny Whalen

Laura Lee MacLeod, Treasurer

Kelly Conlin, Executive Assistant

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

None

**4. APPROVAL OF AGENDA**

Recommendation CS-2019-011

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee agenda for the March 21, 2019 meeting be approved as printed.

**CARRIED**

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

None

**6. CORRESPONDENCE**

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

**8.1 Funding Announcement – Minister Steve Clark – Municipal Affairs and Housing**

**Discussion:**

The Committee discussed the recent announcement of a one-time funding amount from the provincial government in the amount of \$720,500. The announcement identified that each municipality shall dictate how these funds are spent, and the Committee discussed several options available to make the best use of the funds. The Committee request that each Committee meet to discuss how they would like to see the funds spent.



**9. CLOSED SESSION**

Recommendation CS-2019-012

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee convenes into Closed Session at 12:41 p.m. to discuss the following matter:

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

- Tribery Construction

**CARRIED**

Recommendation CS-2019-013

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee rise without report at 12:50 p.m.

**CARRIED**

**10. NEXT MEETING**

The next Corporate Services Committee Meeting will be scheduled as required.

**11. ADJOURNMENT**

Recommendation CS-2019-014

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 12:51 p.m.

**CARRIED**

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

\_\_\_\_\_  
**COMMITTEE SECRETARY**

## 1. CALL TO ORDER

Meeting called to order at 1:04 p.m.

## 2. ROLL CALL

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Mayor Carman Kidd          | <input checked="" type="checkbox"/> Clayton Seymour, CBO                          |
| <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"/> Jennifer Pye, Planner                         |
| <input checked="" type="checkbox"/> Chris Oslund, City Manager | <input checked="" type="checkbox"/> Shelly Zubyck, Director of Corporate Services |
|  | <input checked="" type="checkbox"/> Kelly Conlin, Executive Assistant             |

## 3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

## 4. APPROVAL OF AGENDA

Recommendation PPP-2019-009

Moved by: Councillor Doug Jelly

Be it resolved that:

The Protection to Persons and Property Committee agenda for the March 21, 2019 meeting be approved as printed.

**Carried**

## 5. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PPP-2019-010

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee minutes of the February 14, 2019 meeting be adopted as presented.

**Carried**

## 6. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

Mayor Kidd declared conflict on Closed Session and provided a completed declaration form.

## **7. PRESENTATIONS**

### **7.1 Bicycle Friendly Committee – Great Place to Walk and Cycle**

**Discussion:**

Staff made the Committee aware that the presentation from this week's Council meeting was discussed at the Public Works Committee. The Director of Public Works will be investigating the initial requests from the Bicycle Friendly group and will be reporting back to the Committee with the findings.

## **8. CORRESPONDENCE FROM COUNCIL/INTERNAL COMMITTEES**

None

## **9. BY-LAW/BUILDING/PLANNING**

### **9.1 Business Licencing – Inns and Bed & Breakfasts**

**Discussion:**

Chris Oslund has been contacted by Mr. Sean Mackey in regards to his concerns over how Inns and Bed & Breakfast type establishments are being assessed and taxed.

Chris Oslund has been in contact with MPAC who states their position is to assess Inns and Bed and Breakfast type establishments as residential units. Until such time that MPAC changes their assessment model, the City, should they choose, will have to implement a licencing fee.

Recommendation PPP-2019-011

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee hereby requests that staff investigate a licencing fee for Inns, Bed and Breakfast and short-term rental type accommodations.

**Carried**

## **10. FIRE AND EMERGENCY SERVICES**

### **10.1 Monthly Activity Report – February 2019**

**Discussion:**

Tim Uttley reviewed the monthly activity report for all three stations, as well as, year to date statistics.

---

**11. CLOSED SESSION**

Recommendation PPP-2019-012

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee convenes into Closed Session at 1:40 p.m. to discuss the following matter:

- a) Under Section 239 (2) (d) of the Municipal Act, 2001 – labour relations or employee negotiations (Animal Control)

**Carried**

Recommendation PPP-2019-013

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee rise with report at 2:07 p.m.

**The Committee provided direction to staff**

**Carried**

**12. NEXT MEETING**

The next Protection to Persons and Property Committee meeting is scheduled for April 18 2019 starting at 1:30 p.m.

**13. ADJOURNMENT**

Recommendation PPP-2019-014

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee meeting is adjourned at 2:09 p.m.

**Carried**

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**COMMITTEE CHAIR**

---

**COMMITTEE SECRETARY**

## 1.0 CALL TO ORDER

The meeting was called to order at 11:18 a.m.

## 2.0 ROLL CALL

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

## 3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

## 4.0 ADOPTION OF AGENDA

Recommendation BM-2019-014

Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee Meeting Agenda for the March 21, 2019 meeting be adopted as printed.

**Carried**

## 5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation BM-2019-015

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Committee Meeting minutes of February 14, 2019 be adopted as presented.

**Carried**

## 6.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

## 7.0 PRESENTATIONS

## **8.0 UNFINISHED BUSINESS**

### **8.1 DFO Property (Haileybury Marina)**

**Discussion:**

On-going, the MNR/DFO now have a working group to try and address issues such as this. The Committee will be made aware of any progress.

### **8.2 New Liskeard Library Update**

**Discussion:**

Staff have arranged to have Pedersen Construction visit onsite at the medical center to determine where the building footings are located. Staff will be scheduling a Library Building Committee meeting shortly to discuss next steps.

### **8.3 Bucke Park**

**Discussion:**

Communication with Agnico Eagle, the property owners, is ongoing.

### **8.4 CDM – Municipal Energy Plan**

**Discussion:**

Staff is hopeful that there will be a draft plan available within the next couple weeks. Once received, Mitch will forward a copy to the Committee members for their review.

## **9.0 NEW BUSINESS**

### **9.1 Quonset Hut – May St.**

**Discussion:**

Mitch Lafreniere made the Committee aware the Biker's Reunion group will be vacating their space within the Quonset hut. Mitch will request a written notice from the Bikers Reunion group for the file. The New Liskeard Lions Club currently rents the other space in the building and are interested in the entire building.

**Recommendation BM-2019-016**

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Committee Meeting hereby recommends that the New Liskeard Lions Club be offered use of the space that will soon be vacant in the Quonset hut on May St. in New Liskeard.

**Carried**

## **9.2**     Roof Collapse – 200 Lakeshore (Public Works)

### **Discussion:**

Mitch Lafreniere updated the committee on a recent roof collapse at 200 Lakeshore Rd. (Public Works Yard). Staff have met with the insurance adjuster and are now awaiting a check on the concrete slab that is currently in place to determine whether or not it can be used for the new construction.

## **9.3**     Snow Removal – City roofs

### **Discussion:**

Mitch Lafreniere updated the Committee on the amount spent on snow removal, specific to city owned roofs. To date, the City has spent approximately \$25,000.

## **9.4**     Funding Opportunity

### **Discussion:**

The City was recently advised that there is a potential funding opportunity available for the library project from the Ministry of Community, Culture and Recreation, as well as, an opportunity to apply for funding through Northern Ontario Heritage Fund.

## **9.5**     Landscaping – Medical Centers

### **Discussion:**

Councillor Danny Whalen was inquiring whether or not we could remove the grass and add stone, such as River rock, at some of our facilities, such as the New Liskeard Medical Centre, City Hall. Mitch advised the Committee that this is something perhaps the Recreation group could look at.

## **10.0**    **CLOSED SESSION**

Recommendation BM-2019-017

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Maintenance Committee hereby convenes in Closed session at 11:57 a.m. to discuss the following matters

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

- Tribery Construction

**Carried**

Recommendation BM-2019-018

Moved by: Councillor Danny Whalen

Be it resolved that:

The Building Maintenance Committee rise without report at 12:12 p.m.

- **Direction was provided to staff**

**Carried**

**11.0 NEXT MEETING**

The next meeting of the Building Maintenance Committee will be scheduled for April 18, 2019 at 10:30 a.m.

**12.0 ADJOURNMENT**

Recommendation BM-2019-019

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Maintenance Committee, be hereby adjourned at 12:02 p.m.

**Carried**

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**COMMITTEE CHAIR**

---

**COMMITTEE SECRETARY**



**1. CALL TO ORDER**

The meeting was called to order at 9:04 AM.

**2. ROLL CALL**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Mayor Carman Kidd                                   | <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Physical Assets  |
| <input checked="" type="checkbox"/> Councillor Doug Jelly                               | <input checked="" type="checkbox"/> Darrell Phaneuf, Environmental Superintendent |
| <input checked="" type="checkbox"/> Councillor Danny Whalen                             | <input type="checkbox"/> Jamie Sheppard, Transportation Superintendent            |
| <input checked="" type="checkbox"/> Chris Oslund, City Manager                          | <input checked="" type="checkbox"/> Kelly Conlin, Executive Assistant             |
| <input checked="" type="checkbox"/> Doug Walsh, Director of Public Works                |   |
| <input checked="" type="checkbox"/> Steve Burnett, Technical & Environmental Compliance |   |

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

None

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

None

**5. APPROVAL OF AGENDA**

Recommendation PW-2019-014

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee agenda for March 21, 2019 the meeting be approved as printed.

**Carried**

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

Recommendation PW-2019-015

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee minutes for the February 14, 2019 regular meeting be adopted as presented.

**Carried**

## **7. PRESENTATIONS**

### **7.1 Bicycle Friendly Committee – Great Place to Walk and Cycle**

**Discussion:**

The Committee reviewed the information presented by the Bicycle Friendly Committee at the March 19, 2019 Council meeting.

Recommendation PW-2019-016

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby acknowledges the information presented by the Bicycle Friendly Committee to Council at the March 19, 2019 meeting, and requests that the Director of Public Works investigate the three initial requests outlined in the presentation; and further, requests that the findings of the investigation be presented back to the Public Works Committee and a meeting be scheduled between the Public Works Committee and the Bicycle Friendly Committee.

**Carried**

## **8. INTERNAL/EXTERNAL CORRESPONDENCE**

### **8.1 E-mail – Uniboard – Request for price reduction**

**Discussion:**

Doug Walsh has received a request via email, from Uniboard for consideration for a price reduction in the hauling of leachate from the former Uniboard site to the municipal landfill.

Recommendation PW-2019-017

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby acknowledges receipt of the email from Uniboard and further directs staff to draft a memo outlining the request for their consideration at the next Council meeting.

**Carried**

## **9. UNFINISHED BUSINESS**

### **9.1 WOOD - New Waste Management Capacity**

#### **Previous Discussion:**

Steve Burnett reported that the 13-week period is coming to an end this week and he will be following to up for a status update. Once the approval is received, Steve, along with the City's consultant, will make a presentation to Council outlining to them where the City is with the whole project and what the next steps will be.

#### **Discussion:**

The 13-week period has now come to an end and after several follow ups, staff have not yet had a response from the Ministry. Mayor Kidd will place a call to the Ministry as a follow-up.

### **9.2 Public Works Staff Training**

#### **Previous Discussion**

The 2019 Training Plan has been included in the 2019 budget and includes propane handling, together with Recreation staff, as well as a TSSA fuel handling course. There is also CVOR (Commercial Vehicle Operators Registration) course, as well as, some management staff working towards their Executive Management Diploma through AMCTO.

#### **Discussion:**

No update

### **9.3 Public Works Department Update**

#### **Previous Discussion**

Doug Walsh informed the group that we are currently working at full staff complement including one Temporary Seasonal employee to assist during Winter Control. Doug has been very pleased with the work that has been done by staff so far this winter.

#### **Discussion:**

No update

### **9.4 Full Solid Waste Management Program**

#### **Previous Discussion:**

The 2019 Recycling calendars have been sent out and included the information on the Recycle Coach App. The app will also be promoted at upcoming events such as lifestyles. Steve Burnett also made the Committee aware that the Ontario Tire Stewardship program (OTS) is now coming to an end and moving forward, it will be included in the Waste Free Ontario umbrella.

**Discussion:**

Staff have recently issued a press release in regards to increased contamination within the recycling program. The Public Works and By-Law staff have been working together on flagging contaminated bins and sending warning letters to property owners. Any bins that have been flagged more than once will be fined.

Promotion for the Orange drop will start shortly and staff will be promoting the Recycling Coach app at the upcoming Lifestyles event.

**9.5 UV System – Haileybury Wastewater plant**

**Previous Discussion:**

There have been no updates or announcement in regards to the funding opportunities available to assist with the cost of this project. A technical review of the ECA associated with the plant is currently underway by the Ministry.

**Discussion:**

A draft ECA has been received and will be reviewed by City staff and OCWA.

**9.6 2019 Roadway Rehabilitation Program**

**Previous Discussion:**

Doug Walsh provided the Committee with a preliminary 2019 Roads Rehabilitation program. The program was developed based on the results from the Street Scan study that was recently completed. Doug requested that the Committee review the draft document and provide any feedback at the next meeting.

**Discussion:**

**Recommendation PW-2019-018**

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby recommends the following roadways be identified as priority in the 2019 Roadway Rehabilitation Program:

- Cedar Ave: from Lakeshore to May
- Scott St.: from Whitewood to Birch
- Armstrong St.: Highway 65E to southward
- View St: Niven to Quarry Rd.

**Carried**

## **9.7 Traffic Impact Study – Grant Drive Area**

### **Previous Discussion:**

The recommendations have been received by both the City and the Ministry of Transportation. Next step, Paradigm will implement the comments from the Ministry within the report prior to a meeting with all three parties (Paradigm, MTO and the City).

### **Discussion:**

The traffic impact study is now complete. Mayor Kidd and Councillor Whalen recently attended a meeting with representatives from the Ministry of Transportation who agreed to cost share on portions of the design and construction of the Highway 65E/Grant Drive extension.

## **9.8 Funding Applications**

### **Previous Discussion:**

There has not been any update on regards to funding for the Albert Street project. The Committee discussed what the City will do should we not funding. Due to the cost and scope of work that is required with the project, it is likely that the project would get deferred until such time that funding was made available.

### **Discussion:**

- **FedNor/NOHFC**
- **Canadian Infrastructure Fund**
- **FCM**
- **OCIF**

### **Recommendation PW-2019-019**

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee hereby recommends the following projects for the available funding opportunities in 2019:

- FedNor/NOHFC: Dymond Looping Project
- Canadian Infrastructure Fund: Albert Street Reconstruction
- FCM (depending on criteria): Haileybury UV System or New Liskeard Landfill

**Carried**

## **9.9 Strategic Plan – Update**

### **Previous Discussion:**

Work on the Standard Operating Procedures for the department is on-going.

**Discussion:**

As part of the strategic plan, the PW Department will once again be hosting “Public Works Week” in May. More details will be made available as events are planned.

**9.10 Crosswalk – John Street/Whitewood Avenue**

**Previous Discussion:**

The Committee reviewed Draft 2 of the 2019 Capital Budget. The Committee was unable to come to a determination of the Pedestrian Cross Walk on Whitewood Ave. and would like Council to have further discussion.

**Discussion:**

As this item has now been approved within the 2019 budget, members of the PW Committee and staff will conduct a site visit in the Spring to determine the ideal location.

**9.11 Beach Gardens**

**Previous Discussion:**

The video inspection has not yet been received, therefore the City has not completed their final sign off. A memo will be presented to Council shortly in regards to changes that have been made to the overall configuration of the development which will require an amendment to the development agreement.

**Discussion:**

No update

**9.12 Uniboard Facility – Lakeshore Road**

**Previous Discussion:**

Doug Walsh has received a directive from the Director for the Ministry of Environment, Climate Change and Parks allowing the City is to start accepting the leachate from Uniboard facility at the New Liskeard Lagoon. The directive expires on June 21, 2019.

**Discussion:**

The Committee inquired what was happening with the Uniboard facility since the partial roof collapse. Staff advised that the Building Department is taking the necessary steps to ensure the collapsed area is secured.

**9.13 2019 Budget**

**Previous Discussion:**

The Committee reviewed Draft 2 of the 2019 Capital Budget. The Committee was unable to come to a determination of the Pedestrian Cross Walk on Whitewood Ave. and would like Council to have further discussion.

**Discussion:**

2019 Budget has been passed in principle.

**9.14 ONR – Office Terminal at the Chamber of Commerce**

**Previous Discussion:**

Doug Walsh was contacted by ONR in regards to snow removal at the Chamber of Commerce parking lot where their bus terminal is located. Doug stated that this area is not a top priority for the City in a snow event and will therefore be suggesting that the ONR/Chamber utilize another contractor for snow removal.

**Discussion:**

Staff will be scheduling a meeting in the near future with the Chamber.

**10. NEW BUSINESS**

**11. ADMINISTRATIVE REPORTS**

- PW-003-2019 – 2019 Roads Program
- PW-005-2019 - Sedimentation Tank Rebuild

**12. CLOSED SESSION**

**13. NEXT MEETING**

The next meeting of the Public Works Committee is scheduled for April 18, 2019 to commence at 8:30 a.m.

**14. ADJOURNMENT**

Recommendation PW-2019-020

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee meeting is adjourned at 11:12 a.m.

**Carried**

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**COMMITTEE CHAIR**

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**COMMITTEE SECRETARY**

**1. CALL TO ORDER**

Meeting called to order at 3:00 p.m.

**2. ROLL CALL**

Mayor Carman Kidd

Christopher W. Oslund, City Manager

Councillor Jeff Laferriere

Shelly Zubyck, Director of Corporate Services

Councillor Danny Whalen

Laura Lee MacLeod, Treasurer

Kelly Conlin, Executive Assistant

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

- Under New Business 9.3 - City Meetings – Meal Expense

**4. APPROVAL OF AGENDA**

Recommendation CS-2019-015

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee agenda for the April 1, 2019 meeting be approved as amended.

**Carried**

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

Recommendation CS-2019-016

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee minutes of the February 19<sup>th</sup> and March 21<sup>st</sup>, 2019 meetings be approved as presented.

**Carried**

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

Mayor Kidd provided the Committee Chair with a Disclosure Form for Closed Session item – Animal Control



**7. CORRESPONDENSE**

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

**9.1 Bucke Park land sale**

**Discussion:**

Chris Oslund has been contacted by Agnico Eagle, the current land owners of the property where Bucke Park is situated. Agnico Eagle will be proceeding with the legal process to waive the condition that stipulates that the property remain a public park should the City of Temiskaming Shores be unwilling continue as Park Operators. This presents the following options:

- Sale of land by public tender
- Request for Proposal for Realtor Services
- Request for Proposal for Park Operations (status quo)

Recommendation CS-2019-017

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee hereby recommends that Council consider starting the Request for Proposal process for Realtor Services for the disposition of Bucke Park.

**Carried**

**9.2 2019 Holiday Hours**

**Discussion:**

Recommendation CS-2019-018

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee hereby supports the memo presented in regards to City Hall Holiday hours recommending the closure of City Hall on December 24<sup>th</sup> and 27<sup>th</sup> 2019, with staff utilizing accrued vacation time to cover the days.

**Carried**

**9.3 City Meetings – Meal Expense**

**Discussion:**

Laura Lee MacLeod presented a summary of all the meals purchased for City meetings in 2018 and Year to Date for 2019. The Committee discussed being more mindful when it comes to ordering meals, and scheduling meetings other than typical meals times to avoid this whenever possible.

**10. CLOSED SESSION**

Recommendation CS-2019-019

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee convenes into Closed Session at 3:27 p.m. to discuss the following matter:

- a) Under Section 239 (2) (d) of the Municipal Act, 2001 – labour relations and employee negotiations.
- Organizational Chart/Structure
  - Animal Control Contract (Mayor Kidd left for this portion of the meeting)

**Carried**

Recommendation CS-2019-020

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee rise without report at 3:49 p.m.

**Carried**

**11. NEXT MEETING**

The next Corporate Services Committee Meeting will be scheduled as required.

**12. ADJOURNMENT**

Recommendation CS-2019-021

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 3:50 p.m.

**Carried**

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**COMMITTEE CHAIR**

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**COMMITTEE SECRETARY**

## 1. CALL TO ORDER

Meeting called to order at 10:00 a.m.

## 2. ROLL CALL

- |  |   |
|--|---|
| <input type="checkbox"/> Mayor Carman Kidd                               | <input checked="" type="checkbox"/> Shelly Zubyck, Director of Corporate Services |
| <input checked="" type="checkbox"/> Councillor Mike McArthur             | <input checked="" type="checkbox"/> Kelly Conlin, Executive Assistant             |
| <input checked="" type="checkbox"/> Councillor Doug Jelly (Deputy Chair) |   |
| <input checked="" type="checkbox"/> Chris Oslund, City Manager           |   |

## 3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

## 4. APPROVAL OF AGENDA

Recommendation PPP-2019-015

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee agenda for the April 2, 2019 meeting be approved as printed.

**Carried**

## 5. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

Prior to the meeting, Mayor Kidd declared a Conflict on Closed Session and provided a signed declaration form.

## 6. PRESENTATIONS

## 7. CORRESPONDENCE FROM COUNCIL/INTERNAL COMMITTEES

## 8. CLOSED SESSION

Recommendation PPP-2019-016

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee convenes into Closed Session at 10:01 a.m. to discuss the following matter:

- a) Under Section 239 (2) (d) of the Municipal Act, 2001 – labour relations or employee negotiations
  - Animal Control

**Carried**

Recommendation PPP-2019-017

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee rise without report at 10:48 a.m.

**Carried**

## 9. NEXT MEETING

The next Protection to Persons and Property Committee meeting is scheduled for April 18, 2019 starting at 1:30 p.m.

## 10. ADJOURNMENT

Recommendation PPP-2019-018

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee meeting is adjourned at 10:51 a.m.

**Carried**

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**COMMITTEE CHAIR**

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**COMMITTEE SECRETARY**

**1. CALL TO ORDER**

The meeting was called to order at 9:58 a.m.

**2. ROLL CALL**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Mayor Carman Kidd                                   | <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Physical Assets  |
| <input checked="" type="checkbox"/> Councillor Doug Jelly                               | <input checked="" type="checkbox"/> Darrell Phaneuf, Environmental Superintendent |
| <input type="checkbox"/> Councillor Danny Whalen  | <input type="checkbox"/> Jamie Sheppard, Transportation Superintendent            |
| <input checked="" type="checkbox"/> Chris Oslund, City Manager                          | <input checked="" type="checkbox"/> Kelly Conlin, Executive Assistant             |
| <input checked="" type="checkbox"/> Doug Walsh, Director of Public Works                |   |
| <input checked="" type="checkbox"/> Steve Burnett, Technical & Environmental Compliance |   |

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

Under New Business:

- Whitewood Ave. Crossing
- Bicycle Routes

Under Administrative Reports:

- Supply & Delivery of Fuel

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

None

**5. APPROVAL OF AGENDA**

Recommendation PW-2019-021

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee agenda for April 4, 2019 the meeting be approved as printed/amended.

**6. UNFINISHED BUSINESS**

6.1 Funding Applications

**Previous Discussion:**

Recommendation PW-2019-019

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee hereby recommends the following projects for the available funding opportunities in 2019:

- FedNor/NOHFC: Dymond Looping Project
- Canadian Infrastructure Fund: Albert Street Reconstruction
- FCM (depending on criteria): Haileybury UV System or New Liskeard Landfill

**Carried**

**Discussion:**

After further review of criteria for funding opportunities within the “*Investing in Canada Infrastructure Program*” (ICIP), staff are suggesting that the Committee would be better off to select another project rather than Albert Street Reconstruction, as underground infrastructure is not covered in the funding. The funding program also looks favourably on joint applications.

Doug Walsh suggested that the City partner with the neighbouring township of Harley for the replacement of a boundary road bridge on Uno Park Road. Doug has had preliminary discussions with the Township of Harley Clerk.

Recommendation PW-2019-022

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby recommends that staff proceed with a joint funding application with the Township of Harley for the replacement of the Uno Park East bridge under the “*Investing in Canada Infrastructure Program*” (ICIP).

**Carried**

**7. NEW BUSINESS**

7.1 Bicycle Routes

**Discussion:**

Doug Walsh informed the Committee that he has gathered preliminary costs and will be setting up a meeting with some of the members of the Bicycle Friendly Committee members to discuss. Following that, Doug will bring the information back to Public Works Committee for their review and comment.

7.2 Whitewood Avenue Crossing

**Discussion:**

Doug Walsh informed the Committee that the school crossing signs have been removed from Whitewood Ave., and a site visit will be scheduled to determine the ideal location.

**8. ADMINISTRATIVE REPORTS**

- **PW-008-2019** – Supply and Delivery of Fuel – (Apr 16/19 Council Meeting)

The Committee discussed the two bids received via Request for Quotation (RFQ) for the supply and delivery of fuel. One bid was from our current supplier, and the other from a new supplier, who submitted the lowest bid of the two. The Committee considered recommending the RFQ be cancelled and re-issued based on some information that had not been included as part of the RFQ process such as card lock options, delivery to City sites, fuel delivery schedule, etc. Mitch Lafreniere will prepare the report based on the information received and Council can determine whether or not they wish to award or re-issue the RFQ.

**9. CLOSED SESSION**

**10. NEXT MEETING**

The next meeting of the Public Works Committee is scheduled for April 18, 2019 to commence at 8:30 a.m.

**11. ADJOURNMENT**

Recommendation PW-2019-023

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee meeting is adjourned at 10:58 a.m.

**Carried**

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**COMMITTEE CHAIR**

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**COMMITTEE SECRETARY**

# Memo

**To:** Mayor and Council  
**From:** Doug Walsh, Director of Public Works  
**Date:** April 2, 2019  
**Subject:** Amendment to By-law No. 2018-073 (Sidewalk/Curb Repair) Extend to 2019  
**Attachments:** None

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Mayor and Council:

Council considered Administrative Report No. PW-024-2018 at the April 17, 2018 Regular Council meeting resulting in the adoption of By-law No. 2018-072 being an agreement with Pedersen Construction (2013) Inc. for the supply of labour, equipment and material for Concrete Sidewalk and Curb Repair Services.

The agreement was based on submission from Request for Tender PW-RFT-005-2018. On Page 20 of the RFT document under *Extension of Contract or Purchase Order* it reads as follows:

*The term of the contract or purchase order may be extended for a specific period with all terms and conditions stated in these documents to apply to such extension provided that both the City and the Successful Bidder agrees to such extension.*

Pedersen has been consulted and are willing to honour the terms of the current agreement (By-law No. 2018-073) for Curb and Sidewalk Repair Services in 2019.

Therefore, it is recommended that Council direct staff to prepare the necessary by-law to amend By-law No. 2018-073 to extend the terms of the agreement for the Curb and Sidewalk Repair Services in 2019 for consideration at the April 16, 2019 Regular Council meeting.

Prepared by: \_\_\_\_\_ Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

\_\_\_\_\_  
G. Douglas Walsh  
Director of Public Works

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



## Memo

**To:** Mayor and Council  
**From:** Douglas Walsh, Director – Public Works  
**Date:** April 16, 2019  
**Subject:** Asset Management Policy  
**Attachments:** 01: Existing Temiskaming Shores Asset Management Policy (dated March 19, 2013)  
02: Administrative Report No. PW-001-2019 (dated January 15<sup>th</sup>, 2019)  
03: Draft No. 1 - Temiskaming Shores Asset Management Policy

---

Mayor and Council:

On August 16, 2012 the Ontario Ministry of Infrastructure launched the first phase of the Municipal Infrastructure Strategy under the long-term infrastructure plan “Building Together”. As part of identifying infrastructure needs, municipalities were required to complete a detailed Asset Management Plan (AMP) to accompany any request for provincial funding and as part of the initial AMP Council adopted a documented Asset Management Policy by Resolution No. 2013-120 on March 19, 2013. (Attachment 01)

On December 17, 2013 Council received and considered Administrative Report PW-064-2013, being a report to provide the draft Asset Management Plan to Council, and provisionally adopted (1st and 2nd reading) By-law No. 2013-202, being a by-law to adopt an Asset Management Plan for the City of Temiskaming Shores. Third and final reading of the by-law was approved on December 1<sup>st</sup>, 2015.

Four years later, on December 17, 2017, the Province approved *Ontario Regulation 588/17*, being a regulation dealing with *Asset Management Planning for Municipal Infrastructure*, enacted under the *Infrastructure for Jobs and Prosperity Act, 2015* setting out new requirements for undertaking asset management planning. Phase-in timelines have been provided in *O. Reg. 588/17*, for the preparation of new Asset Management Plans.

Based on the requirements of the new Regulation, July 1<sup>st</sup>, 2019 was established as the timeline for all municipal governments to have finalized an initial strategic asset management policy, approved by Council, and posted for Public viewing. Section 3 of the Regulation sets out 12 matters that the policy must include and the policy must be reviewed every 5 years.

On January 15<sup>th</sup>, 2019 Council received Administrative Report PW-001-2019 (Attachment 02), outlining the requirements of Ontario Regulation 588/17, and re-committed to asset management and directed Staff to initiate the development of an updated Strategic Asset Management Policy (Policy) that would comply with the requirements of the regulation. Council requested that Staff report back on a quarterly basis with a deadline for completion of the Policy to comply with the Regulation.

Since that time Staff have worked diligently towards the preparation of a "Draft" Asset Management Policy that is being included as Attachment 03 for Council's review and comment. It is anticipated that comments from Council may be provided prior to the May 7, 2019 Regular Council meeting with first and second reading of a by-law to establish the Policy also being considered on that date. Third and final reading is required prior to the July 1, 2019, thus on or before the June 18, 2019 Regular Council meeting. Upon adoption of a new policy it will be necessary to repeal By-law No. 2013-202.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

\_\_\_\_\_  
G. Douglas Walsh  
Director of Public Works

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



THE CORPORATION OF THE CITY OF TEMISKAMING SHORES  
MUNICIPAL ASSET MANAGEMENT POLICY

March 19, 2013

## **1.0 ASSET MANAGEMENT POLICY STATEMENTS**

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as *“The application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset.”* To guide the organization, the following policy statements have been developed:

- a) The City of Temiskaming Shores will maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
- b) The City of Temiskaming Shores will monitor standards and service levels to ensure that they meet/support community and Council goals and objectives.
- c) The City of Temiskaming Shores will develop and maintain asset inventories of all of its infrastructures.
- d) The City of Temiskaming Shores will establish infrastructure replacement strategies through the use of full life cycle costing principals.
- e) The City of Temiskaming Shores will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f) The City of Temiskaming Shores will plan for and provide stable long term funding to replace and/or renew and/or decommission infrastructure assets.
- g) Where appropriate, the City of Temiskaming Shores will consider and incorporate asset management in its other corporate plans.
- h) The City of Temiskaming Shores will report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.

## **2.0 BACKGROUND AND PURPOSE OF ASSET MANAGEMENT POLICY**

Council has a mandate to provide a wide range of services. Council adopts policies that support their vision, goals and objectives and guide staff to effectively implement the policy for the delivery of those services.

### **Council vision and goals for infrastructure assets**

Council’s vision and goal for the community is a safe, livable, sustainable and economically vibrant community underpinned by well managed and maintained infrastructure assets. These assets include but are not limited to efficient transportation networks, safe and reliable water distribution networks, economical and reliable sewage collection systems, productive fleets, and accessible parks, recreation and civic facilities.

Though these assets age and deteriorate, by using sound asset management practices, Council and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term and are managed for present and future users.

This policy is to articulate Council’s commitment to asset management, and guides staff using the policy statements. In doing so, this policy also outlines how it is to be intergraded within the

organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship, and is delivering affordable service while considering its legacy to future residents.

Staff will implement the policy through the development and use of asset management guidelines and best practices. Since the performance of asset management is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time, the responsibility for developing guidelines and practices is delegated to staff.

### **3.0 POLICY PRINCIPLES, GUIDELINES AND INTEGRATION**

The key principles of the asset management policy are outlined in the following list.

The City shall:

- make informed decisions by identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions. Tradeoffs shall be articulated and evaluated, and the basis of the decision recorded.
- integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.
- establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- consult with stakeholders where appropriate.
- define and articulate service, maintenance and replacement levels and outcomes.
- use available resources effectively.
- manage assets to be sustainable.
- minimize total life cycle costs of assets.
- consider environmental and energy conservation goals.
- consider social and sustainability goals.
- minimize risks to users and risks associated with failure.
- pursue best practices where available.
- report the performance of its asset management program.

#### **Guidelines and practices**

This policy shall be implemented by staff using accepted industry guidelines and best practices (such as those recommended by the Federation of Canadian Municipalities e.g., InfraGuide).

The organization will also comply with required capital asset reporting requirements, and integrate the asset management program into operational plans throughout the organization.

Strategic Asset Management Plans may be developed for a specific class of assets, or be generic for all assets, and should outline long term goals, processes and steps toward how they will be achieved. The Asset Management Plans should be based on current inventories and condition (acquired or derived), projected or desired performance and remaining service life and consequences of losses (*e.g., vulnerability assessments, Emergency Management Ontario Critical Infrastructure Consequence of Loss Assessment*). Operational plans should reflect these details. Replacement portfolios and associated financial plans should consider alternative scenarios and risks, as well as include public consultation.

**Context and integration of Asset Management within the City**

The context and integration of asset management throughout the organization’s lines of business is typically formalized through references and linkages between corporate documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of corporate documents such as:

- Official plan
- Business plans
- Corporate strategic plan
- Corporate financial plan
- Capital budget plan
- Operational plans and budgets (including vehicle and fleet plans and budgets)
- Energy Conservation plans
- Neighborhood plans
- Community Improvement plans
- Annual reports
- Design criteria and specifications
- Infrastructure servicing, management and replacement plans, e.g., transportation plans
- Community social plans
- Parks and recreation plans
- Facility plans

**4.0 KEY ROLES FOR MANAGING THE ASSET MANAGEMENT POLICY**

City policies are approved by Council. While staff, public and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend or rescind policies.

<b>Role</b>	<b>Responsibility</b>
Identification of issues, and development of policy updates	Council and staff
Establish levels of service	Council, staff and public
Exercise stewardship of assets, adopt policy	Council

and budgets	
Implementation of policy	City Manager and staff
Development of guidelines and practices	City Manager and staff
On-going review of policies	Council and staff

**Implementation, review and reporting of asset management work**

The implementation, review and reporting of this policy shall be integrated within the organization. Due to the importance of this policy, the organization’s asset management program shall be reported annually to the community, and implementation of this policy reviewed by Council at the mid-point of its term.

<b>Actions</b>	<b>Responsibility</b>
Adopt Asset Management Policy	Council and City Manager
Monitor and review infrastructure standards and service levels at established intervals	Council and City Manager
Develop and maintain infrastructure strategies including development and service plans	Leisure Services, Community Growth and Planning, Public Works, Finance, other asset operation and maintenance departments, Finance
Develop and maintain asset inventories	Public Works, Finance, other asset operation and maintenance departments, Finance
Assess infrastructure condition and service levels	Public Works, and other asset operation and maintenance departments
Establish and monitor infrastructure replacement levels through the use of full life cycle costing principles	Public Works, Finance, and other asset operation and maintenance departments
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of assets	Public Works, Finance, and other asset operation and maintenance departments, Finance
Report to citizens on status of the community’s infrastructure assets and asset management program. The channels may include annual citizen reports, business plans, etc.	Council, City Manager, Corporate Services

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**Subject:** Municipal Asset Management Policy      **Report No.:** PW-001-2019  
**Agenda Date:** January 15, 2019

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## **Attachments**

**Appendix 01-** Existing Asset Management Policy – Dated March 19, 2013

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-001-2019;
2. That Council is committed to Asset Management and directs Staff to initiate the development an updated *Strategic Asset Management Policy* that will comply with the requirements of *Ontario Regulation 588/17*, being a regulation dealing with *Asset Management Planning for Municipal Infrastructure*, made under the *Infrastructure for Jobs and Prosperity Act, 2015* and;
3. That Council directs Staff to report back on the progress of the development of the Policy on a quarterly basis, with a deadline for completion of July 1<sup>st</sup>, 2019.

## **Background**

On August 16, 2012 the Ontario Ministry of Infrastructure launched the first phase of the Municipal Infrastructure Strategy under the long-term infrastructure plan:

### ***“Building Together”.***

As part of identifying infrastructure needs, municipalities will be required to complete detailed asset management plans to accompany any request for provincial funding. The Province has recognized that small municipalities have limited financial capacity to undertake asset management planning and is offering funding for the preparation of asset management plans through the Municipal Infrastructure Investment Initiative (MIII) – Asset Management Program.

On October 16, 2012 Council committed to the development of a detailed Asset Management Plan (AMP) and authorized staff to proceed with obtaining funding from MIII to complete the work. The AMP was to identify the current state of the infrastructure, expected levels of service, an asset management strategy and a financial strategy to upgrade, maintain and replace the aging infrastructure to meet the current and future needs of the City.

On December 17, 2013 Council received and considered Administrative Report PW-064-2013, being a report to provide the draft Asset Management Plan to Council, and provisionally adopted (1<sup>st</sup> and 2<sup>nd</sup> reading) By-law No. 2013-202, being a by-law to adopt an Asset Management Plan for the City of Temiskaming Shores. Third and final reading of the by-law was approved on December 1<sup>st</sup>, 2015.

On December 17, 2017, the Province approved *Ontario Regulation 588/17*, being a regulation dealing with *Asset Management Planning for Municipal Infrastructure*, made under the



*Infrastructure for Jobs and Prosperity Act, 2015* setting out new requirements for undertaking asset management planning. Phase-in timelines have been provided in *O. Reg. 588/17*, for the preparation of new Asset Management Plans.

## **Analysis**

Based on the requirements of the regulation, the following timelines have been provided for the various tasks or components of the AMP to be completed;

- a) July 1, 2019 – all municipal governments are to have a finalized initial strategic asset management policy. Section 3 of the regulation sets out **12 matters that this policy must include and the policy must be reviewed every 5 years.**
- b) July 1, 2021: all municipal governments are to have **an adopted asset management plan for core assets (roads, bridges and culverts, water, wastewater and stormwater management)** that discusses current levels of service and the cost of maintaining those services. The regulation sets out both qualitative descriptions and technical metrics for each of the core assets.
- c) July 1, 2023: Municipal governments are to have **an adopted asset management plan for all of its other municipal infrastructure assets**, which also discusses current levels of service and the cost of maintaining those services. The municipality is to set the technical metrics and qualitative descriptions for its other assets (e.g., culture and recreation facilities).
- d) July 1, 2024: The asset management plans shall **include a discussion of proposed levels of service, the assumptions related to the proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund the activities.** This funding strategy will further identify the gap between municipal own source revenues and the need.

Senior management and staff has attended a number of information and training sessions over the past several months and have been actively updating the various inventories for all asset categories in preparation for the development of both the policy and plan utilizing internal resources to meet the legislative requirements.

As outlined above, the 12 matters that the policy must include the following;

1. Any of the municipality's goals, policies or plans that are supported by its asset management plan.
2. The process by which the asset management plan is to be considered in the development of the municipality's budget or of any long-term financial plans of the municipality that take into account municipal infrastructure assets.
3. The municipality's approach to continuous improvement and adoption of appropriate practices regarding asset management planning.
4. The principles to be followed by the municipality in its asset management planning, which must include the principles set out in section 3 of the Act.
5. The municipality's commitment to consider, as part of its asset management planning,
  - i. the actions that may be required to address the vulnerabilities that may be caused by climate change to the municipality's infrastructure assets, in respect of such matters as,
    - A. operations, such as increased maintenance schedules,
    - B. levels of service, and

- C. lifecycle management,
  - ii. the anticipated costs that could arise from the vulnerabilities described in subparagraph i,
  - iii. adaptation opportunities that may be undertaken to manage the vulnerabilities described in subparagraph i,
  - iv. mitigation approaches to climate change, such as greenhouse gas emission reduction goals and targets, and
  - v. disaster planning and contingency funding.
6. A process to ensure that the municipality's asset management planning is aligned with any of the following financial plans:
  - i. Financial plans related to the municipality's water assets including any financial plans prepared under the Safe Drinking Water Act, 2002.
  - ii. Financial plans related to the municipality's wastewater assets.
7. A process to ensure that the municipality's asset management planning is aligned with Ontario's land-use planning framework, including any relevant policy statements issued under subsection 3 (1) of the Planning Act, any provincial plans as defined in the Planning Act and the municipality's official plan.
8. An explanation of the capitalization thresholds used to determine which assets are to be included in the municipality's asset management plan and how the thresholds compare to those in the municipality's tangible capital asset policy, if it has one.
9. The municipality's commitment to coordinate planning for asset management, where municipal infrastructure assets connect or are interrelated with those of its upper-tier municipality, neighbouring municipalities or jointly-owned municipal bodies.
10. The persons responsible for the municipality's asset management planning, including the executive lead.
11. An explanation of the municipal council's involvement in the municipality's asset management planning.
12. The municipality's commitment to provide opportunities for municipal residents and other interested parties to provide input into the municipality's asset management planning.

The fourth key element outlined above, (The principles to be followed by the municipality in its asset management planning, which must include the principles set out in section 3 of the Act.) will be perhaps one of the most important as it outlines what stakeholders (elected officials, staff, ratepayers and residents) perceive to be the guiding principles for all decision making. Examples that have been recognized in the development of strong Asset Management Policies include, but are not limited to;

Forward looking, Budgeting & planning, Prioritizing, Economic development, Transparency, Consistency, Environmentally conscious, Health & Safety, Community focused, Climate Change, Innovation and Integration.

The Asset Management Policy and Plan, once complete, will compliment all other planning documents, such as Strategic Plans, Official Plans, Emergency Management Plans, Accessibility Plans and Community Improvement Plans by providing details for the implementation of strategic objectives.

### **Relevant Policy / Legislation / City By-Law**

- *Infrastructure for Jobs and Prosperity Act, 2015*
- *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*

### **Asset Management Plan Reference**

- Development of updated Asset Management Policy & Plan

### **Consultation / Communication**

- Administrative Report PW-001-2019 - January 15<sup>th</sup>, 2019.

### **Financial / Staffing Implications**

This item has been approved in the current budget: Yes  No  N/A **X**

This item is within the approved budget amount: Yes  No  N/A **X**

At this time staffing implications related to the development of the updated Asset Management Policy will be limited to normal administrative and operational functions and duties of existing municipal staff and Council. The AM Policy will assist in the final development of a comprehensive Asset Management Plan.

Additional funding for the implementation of the Policy and Plan is not expected to result in any additional funding requirements in.

### **Alternatives**

No other alternatives were considered at this time.

### **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**

**By-law No. 2019-000**

**Being a by-law to adopt an Asset Management Plan for  
the City of Temiskaming Shores**

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

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

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

**And whereas** Council considered Memo No. 004-2019-PW at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law for an *Asset Management Policy* for the City of Temiskaming Shores for consideration of provisional approval (1<sup>st</sup> and 2<sup>nd</sup> reading) at the April 16, 2019 Regular Council meeting and further provided 3<sup>rd</sup> and final reading prior to July 1, 2019;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores enacts the following as a by-law:

1. That Council for the City of Temiskaming Shores hereby adopts an Asset Management Policy, attached hereto as Schedule "A" and forming part of this by-law;
2. That By-law No. 2012-202 is hereby repealed.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantical or descriptive nature to the by-law and schedule, after its passage, where such modifications or corrections do not alter the intent of the by-law or its associated schedules.

**Read a first and second time** this 16<sup>th</sup> day of April, 2019.

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Clerk – David B. Treen

**Read a third time and finally passed** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Mayor – Carman Kidd

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Clerk – David B. Treen

## City of Temiskaming Shores - Asset Management Policy

### 1.0 Terms & Definitions

In this policy the following definitions are used:

**"Asset"** - An item, thing or entity that has potential or actual value to an organization;

**"Asset Management" (AM)** – The coordinated activity of an organization to realize value from assets. It considers all capital asset types, and includes all activities involved in the asset's life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset;

**"Asset Management Plan" (AMP)** – Documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives. Under O. Reg. 588/17, by 2023 AMPs for core municipal infrastructure assets will be required to include: the current levels of service being provided; the current performance of each asset category; a summary of assets in each asset category, their replacement cost, average age, condition information, and condition assessment protocols; lifecycle activities required to maintain current levels of service; discussion of population and economic forecasts; and documentation of processes to make inventory and condition related background information available to the public;

**"Asset Management Steering Committee"** – The City has developed a steering committee to assist in developing and administering the Asset Management Plan. The Asset Management Steering Committee is comprised of the following positions: Director of Public Works; Director of Recreation; Director of Corporate Services; Treasurer; and City Manager. Additional staff may be delegated to participate as appropriate;

**"Capitalization Thresholds"** — The City's Asset Management Policy applies to all assets whose role in service delivery requires deliberate management by the Municipality. The Service-focus intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds which are developed for the purposes of financial reporting. For this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process;

**"Green infrastructure asset"** – An infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands, stormwater management systems, trees, urban forests, natural channels, permeable surfaces and green roofs;

**"Level of service" (LOS)** – Parameter or combination of parameters, which reflect social,

political, environmental and economic outcomes that the organization delivers. Parameters can include, but are not necessarily limited to, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost, and availability;

**"Lifecycle activities"** – Activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities;

**"Municipal infrastructure asset"** – An infrastructure asset, including a green infrastructure asset, directly owned by a Municipality or included on the consolidated financial statements of a Municipality, but does not include an infrastructure asset that is managed by a joint municipal board and/or corporation;

## 2.0 Policy Purpose

The purpose of this policy is to provide leadership in and commitment to the development and implementation of the City's asset management program. It is intended to guide the consistent use of asset management across the organization, to facilitate logical and evidence-based decision-making for the management of municipal capital infrastructure assets and to support the delivery of sustainable community services now and in the future.

By using sound asset management practices, the City aspires to ensure that municipal capital infrastructure assets meet expected performance levels and provide desired service levels in an efficient and effective manner.

This policy demonstrates a commitment to the stewardship of municipal capital infrastructure assets and to improved accountability and transparency.

## 3.0 Policy Statement

The City of Temiskaming Shores aims to uphold the following policy statements in managing its capital infrastructure:

1. The City will implement a municipal-wide Asset Management Program that will promote lifecycle and risk management of the City's capital infrastructure assets. A primary goal will be to achieve the lowest total cost of ownership while meeting desired levels of service. Levels of service (LOS) refer to the outcomes or service attributes that the City aims to deliver for its residents and can include both technical and qualitative components.
2. The City will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
  - i. Comprehensive and Accurate Asset Data
  - ii. Condition Assessment Protocols

- iii. Risk and Criticality Models
  - iv. Lifecycle Management
  - v. Financial Strategy Development
  - vi. Level of Service Framework
3. The City will develop and maintain an asset inventory of all municipal capital infrastructure assets which includes unique ID; description; location information; value (both historical and replacement); performance characteristics and/or condition; estimated remaining life and estimated repair, rehabilitation or replacement date; and estimated repair, rehabilitation or replacement costs.
  4. The City will develop and maintain an Asset Management Plan that incorporates all infrastructure categories and municipal capital infrastructure assets as per the legislated requirements. The capitalization threshold guidelines in the City's Tangible Capital Asset Policy will be applied as a baseline. The Asset Management Plan will address its core municipal capital infrastructure assets by July 1, 2021 and all other municipal capital infrastructure assets by July 1, 2023. The Asset Management Plan will be updated at least every five years thereafter in accordance with O. Reg. 588/17.
  5. The City will integrate asset management plans and practices with its long-term financial planning and budgeting strategies. This includes the development of financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to long-term funding needs to replace and/or renew municipal capital infrastructure assets based on full lifecycle costing.
  6. The City will identify appropriate funding for its capital infrastructure and for financing service delivery. This may include taxation or user fee revenues, grant programs, debt-financing, public-private partnerships (P3), alternative financing and procurement (AFP), or the shared provision of services.
  7. The City will develop meaningful performance metrics and reporting tools to transparently communicate and display the current state of asset management practice to Council and the community.
  8. The City will consider the risks and vulnerabilities of municipal capital infrastructure assets to climate change and the actions that may be required, including, but not limited to: anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning, and contingency funding. Impacts may include matters relating to operations, levels of service and lifecycle management.
  9. The City will ensure that asset management planning is aligned with the following financial plans:



- i. Financial reports related to the City's water capital assets, including any financial plans prepared under the Safe Drinking Water Act, 2002; long-range capital plans developed as part of an Asset Management Plan; and annual Water Regulation and Rating By-laws.
  - ii. Financial reports related to the City's wastewater capital assets, including long-range capital plans developed as part of an Asset Management Plan; and annual Wastewater Regulation and Rating Bylaws.
  - iii. Water & Wastewater Rate Studies and subsequent updates to these studies.
  - iv. Future Development Charge Background Studies and Bylaws and subsequent updates to these studies and bylaws.
  - v. Current Long Range Financial Plan and subsequent updates.
10. The City will align asset management planning with the Province of Ontario's land-use planning framework, including any relevant policy statements issued under section 3(1) of the Planning Act; shall conform with the provincial plans that are in effect on that date; and shall be consistent with municipal official plans.
  11. The City will coordinate planning for interrelated municipal capital infrastructure assets with separate ownership structures by pursuing collaborative opportunities with neighbouring municipalities and jointly-owned municipal bodies wherever viable and beneficial.
  12. The City will develop processes and provide opportunities for municipal residents and other interested parties to offer input into the City's asset management planning, where appropriate.
  13. The City's Asset Management Plan will be developed and administered by the Asset Management Steering Committee.

#### **4.0 Policy Scope**

This policy applies to all departments involved in planning, maintaining, or operating the City's capital infrastructure assets.

The City is responsible for providing a range of services to the community, including but not limited to: transportation networks and infrastructure; storm water management; potable water; wastewater collection and treatment; fire & emergency services; and recreation opportunities. To deliver these services, the City owns and manages a diverse capital infrastructure asset portfolio including but not limited to roads, bridges, culverts, parks, watermains, reservoirs, wells, sanitary and storm sewers, water and wastewater treatment plants, trails, libraries, recreational facilities and equipment.

Asset management refers to the set of policies, practices and procedures that enable the City to realize maximum value from its capital infrastructure assets. The City is responsible for operating and maintaining machinery, equipment, and other capital assets

to support the delivery of services to residents. The City recognizes the importance of implementing an effective approach to the management of its capital infrastructure assets in order to maximize asset lifecycles cost-effectively and deliver appropriate levels of service for residents.

The City's Asset Management Plan will align with provincial legislation, such as the Infrastructure for Jobs and Prosperity Act and the Planning Act and its regulations.

The approval of this policy is an important step towards integrating the City's strategic mission, vision and goals with its Asset Management Program and ensuring that critical municipal capital infrastructure assets and vital services are maintained and provided to the community in a reliable, sustainable manner.

## 5.0 Policy Principles

In Section 3 of the *Infrastructure for Jobs and Prosperity Act, 2015* the following principles are set out to guide asset management planning in municipalities in Ontario. Temiskaming Shores will strive to incorporate the following principles whenever possible into the day to day operation of the Municipality:

- Forward looking: The decision-makers shall take a long-term view when considering infrastructure planning and investment while consider the needs of citizens by being mindful of, among other things, demographic and economic trends.
- Budgeting and planning: Infrastructure planning and investment shall consider any applicable budgets or fiscal plans, including those adopted through Ontario legislation.
- Prioritizing: Infrastructure priorities shall be clearly identified in order to better inform decision-makers with respect to infrastructure investment decisions.
- Economic Development: Infrastructure planning and investment shall promote economic competitiveness, productivity, job creation and training opportunities.
- Transparency: Infrastructure planning and investment shall be evidence based and transparent, and, subject to any restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of information.
  - 1) investment decisions regarding infrastructure shall be made on the basis of information that is either publicly available or is made available to the public, and
  - 2) information with implications for infrastructure planning shall be shared between the Municipality and broader public sector entities, and should factor into investment decisions respecting infrastructure.
- Consistency: Infrastructure planning and investment shall ensure the continued provision of core public services, such as health care and education.
- Environmentally conscious: Infrastructure planning and investment shall minimize

the impact of infrastructure on the environment, respect ecological and biological diversity, and support resilience to climate change

Health and safety: Infrastructure planning and investment shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

- Community focused: Infrastructure planning and investment shall promote community well-being, such as local job creation and training opportunities, improvement of public spaces, accessibility for persons with disabilities or other relevant benefits identified by the City and community.
- Innovation: Infrastructure planning and investment shall foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.
- Integration: Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Municipality, as the case may be, the Municipality shall nevertheless be mindful of those plans and strategies and make investment decisions regarding infrastructure that support them, to the extent that they are relevant.
- Risk-based: Direct our resources, expenditures, and priorities in a way that achieves the established levels of service & benefits at an acceptable level of risk.
- Compliant: Comply with all relevant legislative, regulatory and statutory requirements.

## **6.0 Guidelines and Practises**

### **Strategic Alignment**

The City of Temiskaming Shores will be, or has previously developed and adopted a Strategic Plan, an Official Plan, an Emergency Management Plan, a Multi-Year Accessibility Plan, a Community Improvement Plan, and an Asset Management Plan. These plans are designed to meet the legislative requirements and work together to achieve the municipality's mission of providing innovation and excellence in service delivery. Spending requirements defined in the budgeting process and in long-term financial planning will reflect the objectives of these plans.

All of the City's plans rely, to some extent, on the physical assets owned by the City and the commitment of staff to ensure their strategic use. This includes the long-term maintenance, repair, and replacement of existing assets along with the acquisition of new assets to meet the evolving needs of the municipality.

Asset management planning therefore will not occur in isolation from other municipal goals, plans and policies.

## **Stakeholder Engagement**

The City recognizes the importance of stakeholder engagement as an integral component of a comprehensive asset management approach. The Municipality recognizes the residents, businesses and institutions in its community as stakeholders and neighboring municipal bodies, provincial agencies, and regulated utilities partners in service delivery. Accordingly, Temiskaming Shores will foster informed dialogue with these parties using the best available information and engage with them by:

- Providing opportunities for residents and other stakeholders served by the Municipality to provide input in asset management planning; and
- Coordinating asset management planning with other infrastructure asset owning agencies such as municipal bodies and regulated utilities.

## **Community Planning**

Asset management planning will be aligned with the City's Official Plan and the Provincial Policy Statement of the Planning Act. The Asset Management Plan will reflect how the community is projected to change with respect to development. The Municipality will achieve this by consulting with those responsible for managing the services to analyze the future costs and viability of projected changes. The combination of lifecycle analysis and financial sustainability principles will be the driver in the selection of community development or redevelopment that requires new assets, or existing asset enhancements. Methods, assumptions, and data used in the selection of projected changes should be documented to support the recommendations in the Asset Management Plan.

Cross-referencing the Municipality's Official Plan and the Asset Management Plan will ensure that development occurs within the Municipality's means through an understanding of current and future asset needs.

## **Climate Change**

Climate change will be considered as part of the Municipality's risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of reducing these vulnerabilities. Bolstering resilience to climate change includes adapting to opportunities to manage vulnerabilities, anticipating possible costs to support contingency funds, and disaster planning to allow for business continuity. These actions will be taken in addition to acquiring or modifying assets based on greenhouse gas reduction targets. The City will continue to work with our stakeholders to support climate change mitigation and adaptation.

## **Scope and Capitalization Thresholds**

This policy applies to all assets owned by the Municipality whose role in service delivery

requires deliberate management by the Municipality. The Municipality will use a service-based (qualitative) perspective when applying this policy to municipal assets, rather than a monetary value (quantitative). The service-focus intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds that are developed for the purposes of financial reporting. For this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process.

## **Financial Planning and Budgeting**

The Municipality will integrate asset management planning into the annual capital budget, operating budget, and its long-term financial plan. The Asset Management Plan will be used as a resource in order to:

- Identify all potential revenues and costs (including operating, maintenance, replacement and decommissioning) associated with forthcoming infrastructure asset decisions; and
- Evaluate the validity and need of each significant new capital asset, including considering the impact on future operating costs; and incorporate new revenue tools and alternative funding strategies where possible.

The department level budget submission prepared by each Senior Manager will be reviewed and evaluated by the City Manager and Treasurer in the preparation of the Municipality's annual budget. Service area personnel will reference the Asset Management Plan for their area in order to look up forecasted spending needs identified in the plan, verify progress made on the plan to identify potential gaps, and prioritize spending needs, across the gap identified in the plan and recent developments, for the year to be budgeted for. Finance staff will be involved in the asset management planning process to coordinate the information from the service personnel in the preparation of the budget submission.

For the purposes of managing water and wastewater assets, the water and wastewater financial plans will be used as a basis for establishing user fees, and master plans will be referenced in order to ensure alignment with the budgeting process.

## **7.0 Governance and Continuous Improvement**

The policy requires the commitment of key stakeholders within the Municipality's organization to ensure the policy guides the development of a clear plan that can be implemented, reviewed and updated.

The Council is entrusted with the responsibility of overseeing, on behalf of citizens, a large range of services provided through a diverse portfolio of assets. Council, having stewardship responsibility, is the final decision maker on all matters related to asset management in the Municipality. The Council and Senior Management are committed to the success of asset management planning. The following details the responsibilities of

the key stakeholders within the Municipality.

**Council:**

Approve by resolution the Asset Management Plan and its updates every five years;

Conduct annual reviews of the management plan implementation progress on or before July 1st of every year, that includes:

- Progress on ongoing efforts to implement the asset management plans;
- Consideration of the Strategic Asset Management Policy;
- Any factors affecting the ability of the Municipality to implement its Asset Management Plan;
- Consultation with Senior Management;
- A strategy to address these factors including the adoption of appropriate practices; and
- Support ongoing efforts to continuously improve and implement the asset management plans.

**City Manager:**

Maintain compliance with the asset management policy and provincial asset management regulations.

**Asset Management Steering Committee:**

Oversee asset management planning activities that fall within their service area and in support of others.

# Memo

**To:** Mayor and Council  
**From:** Steve Burnett, Technical and Environmental Compliance Coordinator  
**Date:** April 16, 2019  
**Subject:** Acceptance of Recycling from Municipal Waste and Recycling Consultants  
**Attachments:** Appendix 01 – Draft Agreement

---

Mayor and Council:

On March 27, 2019 staff was contacted by Municipal Waste and Recycling Consultants (MWRC) requesting the possibility of the City accepting approximately 7 tonne of recycling material at our Spoke Transfer Station. MWRC is the company who is in a contractual agreement with the Town of Kirkland Lake for the collection and disposal of their recycling material.

Through telephone and e-mail communication with MWRC it was indicated that the contract they have with a Material Recovery Facility (MRF) in Timmins will be terminated in April. Staff, performing due diligence, contacted the MRF in Timmins to question why they would no longer be accepting the material from Kirkland Lake. It was identified that the reason for termination of the contract was strictly related to capacity issues at the MRF resulting in higher operating costs and that MWRC was the last to enter into an agreement. It was also indicated to staff that there is little contamination within the recycling material from Kirkland Lake.

As a result, staff contacted Phippen Waste Management and R&D Recycling. Both indicated that they would be able to handle the extra tonnage.

Therefore, it is staff's recommendation that the City enter into a contractual agreement with MWRC for the acceptance of the recycling material from Kirkland Lake. This agreement will be of a similar nature to the other agreements the City has entered into with other neighbouring communities. As Council is aware, the gross revenue associated with the acceptance of the material is \$271/tonne. In addition, the City will have the right to terminate the agreement at any time. Appendix 01 outlines the draft agreement.

Prepared by:	Reviewed and approved by:	Reviewed and submitted for Council's consideration by:
"Original signed by"	"Original signed by"	"Original signed by"
<hr/> Steve Burnett Technical and Environmental Compliance Coordinator	<hr/> G. Douglas Walsh Director of Public Works	<hr/> Christopher W. Oslund City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2019-000

**Being a by-law to enter into an agreement with the Municipal Waste and Recycling Consultants for the acceptance of recyclable materials at the Municipal Spoke Transfer Station on Barr Drive**

**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 Memo 007-2019-PW at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with the Municipal Waste and Recycling Consultants for the acceptance of recyclable material at the Spoke Transfer station for consideration at the April 16, 2019 Regular Council meeting;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to enter into an Agreement with **Municipal Waste and Recycling Consultants** for the acceptance of recyclable materials at the Spoke Transfer Station, 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 16<sup>th</sup> day of April, 2019.

---

Mayor – Carman Kidd

---

Clerk – David B. Treen





Schedule “A” to

**By-law No. 2019-000**

Agreement between

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

and

**Municipal Waste and Recycling Consultants**

for the acceptance of Recyclable Materials at the Spoke  
Transfer Site on Barr Drive

This Agreement made on the 16<sup>th</sup> day of April, 2019;

Between:

**The Corporation of the City of Temiskaming Shores**  
(herein referred to as “the City”)

And:

**Municipal Waste and Recycling Consultants**  
(herein referred to as “MWRC”)

**Witnesses that in consideration** of the fees reserved and the covenants and provisos herein contained on the part of the City and MWRC, the City hereby grants access to MWRC those certain Lands situated in the City of Temiskaming Shores, District of Timiskaming, being Parcel 24755 SST, South ½ Lot 7, Concession 1, Dymond being Part 1 on Plan 54R-4278 with a municipal address of 547 Barr Drive, hereinafter referred to as the “Facility” for a term commencing on the **17<sup>th</sup> day of April, 2019.**

**Section One – Municipal Waste Recycling Consultant’s Covenants**

The MWRC covenants with the City as follows:

1. **Processing Fees** – to pay the City \$271 per tonne plus HST for the processing of recyclable materials delivered to the Spoke Transfer Site by the City. Such fees to be paid within 30 days of receipt of the invoice from the City.

Council for the City of Temiskaming Shores, through resolution, may impose an increase to the processing rate annually. The annual increase, if any, shall be communicated to MWRC in writing no later than April 1<sup>st</sup>.

2. **Indemnities** – to indemnify the City against all liabilities, damages, costs, claims, loss or actions arising out of:
  - a) a breach, violation or non-performance of a covenant or condition in this agreement on the part of MWRC to be observed or performed;
  - b) damage to the property by the MWRC, and persons claiming through the MWRC, or damage to other property except where the damage has been caused by the negligence of the City; and
  - c) injury to or the death of a person or persons occurring on the Lands or the area adjacent thereto, except where the injury has been caused by the negligence of the City.
3. **Compliance** – to comply with and conform to the requirements of every applicable statute, law, by-law, regulation, requirement and order from time-to-time in force during the term of this agreement, and any extension thereof.

4. **Accepted Materials** – to deposit recyclable materials outlined in Appendix 01, attached hereto.

MWRC shall only deliver recyclable materials during normal operating hours, being Monday and Thursday between 8 am and 12 pm (noon) excluding Statutory Holidays. The City reserves the right to modify normal operating hours.

The City reserves the right to refuse any material not outlined in Appendix 01 (i.e. contaminated material) whether unloaded or not. Refused material shall be removed by or at the expense of MWRC or the person seeking to dispose of it.

5. **Usage of Facility** – not to use the facility for any purpose other than to carry on the agreed upon recycling activities.

## **Section Two – City’s Covenants**

The covenants with MWRC to allow access, by MWRC to the Facility (Spoke Transfer Site – 547 Barr Drive) for the deposit of recyclable materials delivered by MWRC. The City will charge and collect the applicable fee for all material deposited.

## **Section Three – Provisos**

1. **Non-Waiver** – Any condoning, excusing or overlooking by the City of any default, breach or non-observance by MWRC of any covenant, proviso or condition herein contained does not constitute a waiver of the City’s rights hereunder in respect of any continuing or subsequent default, breach or non-observance and does not defeat or affect in any way the rights of the City hereunder in respect of any continuing or subsequent default, breach or non-observance. All rights remedies herein contained on the part of the City are deemed to be cumulative and not alternative.
2. **Default provisions** – Whenever:
  - a) MWRC defaults in the payment of any installment of fees, or of any other sum payable hereunder, and the default continues for thirty (30) days; or
  - b) MWRC fails to perform or observe any of the covenants, agreements or provisions, conditions or provisos contained in this agreement;

The City has the right to provide written notification of the immediate termination of this agreement.

3. **Notices** – All notices given pursuant to this agreement are sufficiently given if mailed, prepaid and registered, in the case of the City, addressed as follows:

**City of Temiskaming Shores**  
P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario

P0J 1K0

and in the case of MWRC, addressed as follows:

**Municipal Waste and Recycling Consultants**  
9 East Industrial Road  
Blind River, Ontario  
P0R 1B0

unless either party gives notice to the other of a change of address by registered mail. The date of receipt of any notice is deemed to be seven days after mailing.

4. **Amendment** – This agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or by their successors or assigns.
5. **Binding Effect** – The terms and provisions of this agreement extend to, are binding upon and inure to the benefit of the parties, their successors and assigns and shall be interpreted according to the laws of the Province of Ontario.
6. **Captions** – The captions appearing at the headings of the paragraphs in this agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope of the meaning of this agreement or any of its provisions.

**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 )

**Municipal Waste and Recycling Consultants**

\_\_\_\_\_  
Owner – Lenny St. Michel

\_\_\_\_\_  
Witness – Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Municipal Seal )

**Corporation of the City of  
Temiskaming Shores**

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

### **Acceptable Recyclable Materials**

Recyclable containers include the following forms of containers:

- a) food and beverage glass bottles and jars, including metal lids;
- b) metal food and beverage cans;
- c) cardboard cans such as from frozen juice, refrigerated dough, chips, and nuts;
- d) aluminum cans, foil, foil plates and foil trays;
- e) empty plastic containers (1 through 7);
- f) aseptic packaging, such as drink boxes;
- g) empty aerosol containers;
- h) foam polystyrene (Styrofoam) such as from takeout, egg cartons, drinking cups and meat trays;
- i) polycoat containers such as milk and juice cartons; and
- j) any other container designated by the Director of Public Works to be a recyclable container.

Recyclable papers include the following forms of containers:

- a) household paper, including junk mail, writing paper, computer paper, non-foil gift wrap, non-foil greeting cards and envelopes;
- b) paper egg cartons;
- c) paper rolls;
- d) paper bags, other than treated bags such as flour, sugar potato and pet food bags;
- e) newspaper inserts;
- f) magazines, catalogues and glossies;
- g) telephone directories;
- h) soft covered books and hard covered books (hardcover removed and recycled separately); and
- i) any other paper or paper products designated by the Director of Public Works to be recyclable papers.

Recyclable cardboard includes clean, unwaxed corrugated cardboard and box board.

Recyclable plastic film includes grocery, shopping, dry cleaning, bread bags, vegetable/fruit bags, milk bags (outer and rinsed inner bag), outer wrap from packaging and bubbled plastic packaging.

**Subject:** Supply and Delivery of Bulk Fuel

**Report No.:** PW-008-2019

**Agenda Date:** April 16, 2019

**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-008-2019;
2. That Council directs staff to prepare the necessary by-law to enter into a three (3) year agreement with Parkland Fuel Corporation for the supply and delivery of bulk fuel for consideration at the April 16, 2019 Regular Council meeting.

**Background**

Every three years the City of Temiskaming Shores procures the services of a qualified contractor for the supply and delivery of fuel services at various locations within the City of Temiskaming Shores which includes our environmental buildings.

The work generally consists of the driver of the fuel truck attending various sites owned by the City and checking tanks and topping up as required. Delivery on an emergency basis is also expected. In the event of a power outage, our critical infrastructure buildings have generator back up, however, if the outage lasts for a significant length of time, there have been situations where fuels has been required after hours or on weekends.

The Tender documents were prepared and Tender PW-RFQ-001-2019 was distributed to previous and known potential bidders and advertised on the City's web site, with closing date at 2:00 p.m. on March 12<sup>th</sup>, 2019.

**Analysis**

Two (2) submission were received by the closing date summarized as follows:

<b>Fuel Type</b>	<b>Parkland Fuel</b>	<b>Grant Fuel</b>
Dyed Diesel	\$0.8326	\$0.8445
Clear Diesel	\$0.9756	\$0.9875
Unleaded	\$0.8819	\$0.9080
Premium	\$0.9822	\$1.0680

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 No. 2017-015).

### **Relevant Policy / Legislation/City By-Law**

- 2019 Public Works Operations Budget
- By-Law No. 2017-015, Procurement Policy, Section 10.3 Request for Tenders

### **Asset Management Plan Reference**

N/A

### **Consultation / Communication**

Administrative Report PW-008-2019, dated April 2<sup>nd</sup>, 2019 discussed and approved by the Public Works Committee

### **Financial / Staffing Implications**

This item has been approved in the current budget: Yes  No  N/A

This item is within the approved budget amount: Yes  No  N/A

### **Alternatives**

Grant Fuels Inc. has been the fuel provider for Temiskaming Shores for a number of years, and their drivers have the knowledge of when we need fuel and the location of the buildings that require their services. Although we have an opportunity to save a total of \$2,300.00 on this tender (based on quantities supplied by City staff), it is important to note that switching providers would mean using a company from Alberta with fuel storage tanks in the Englehart area and new drivers. Switching suppliers would also require City staff to spend time with a new provider showing them the various locations as well as various procedures for access to certain critical infrastructure buildings. The amount of time staff will need to spend on this is currently unknown.

It is also important to note that in the event of a highway closure it is unknown if the new service provider could reach our sites. It is also unknown if we will still be able to access the Petro Cardlock system in Dymond if we switch fuel providers. During winter operations, it is critical to have a fuel dispensing system available to us in Dymond, in order to save time and money.

The Public Works Committee discussed the bid results at their April 4, 2019 meeting and considered recommending that the RFQ be cancelled and re-issued based on these concerns. No formal recommendation was passed.

There are two (2) alternatives that Council may wish to consider:



1. Award the contract to Grant Fuels;
2. Cancel the Request for Quotation and re-issue. A re-issued RFQ would need to address the concerns that were raised regarding card-lock options, delivery schedules, emergency deliveries, etc.

**Submission**

Prepared by:

Reviewed and approved by:

Reviewed and submitted for  
Council's consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

---

Mitch Lafreniere  
Manager of Physical  
Assets

---

G. Douglas Walsh, CET  
Director of Public Works

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Christopher W. Oslund  
City Manager

Document Title: **PW-RFQ-001-2019 Gasoline and Diesel Fuel**

Closing Date: **Tuesday, March 12, 2019**

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

Department: **Public Works**

Opening Time: 2:00 pm

Submission Pricing

Bidder: PARKLAND FUEL CORP.

Dyed Diesel (92,411 L):	.8326
Clear Diesel (73,777 L):	.9756
Reg. Unleaded (69,015 L):	.8819
Premium (9,000 L):	.9822
Sub-Total:	
HST:	
Total:	

Bidder:

Dyed Diesel (92,411 L):	
Clear Diesel (73,777 L):	
Reg. Unleaded (69,015 L):	
Premium (9,000):	
Sub-Total:	
HST:	
Total:	

Bidder: GRANT FUELS INC

Dyed Diesel (92,411 L):	.8445
Clear Diesel (73,777 L):	.9875
Reg. Unleaded (69,015 L):	.9080
Premium (9,000 L):	1.0680
Sub-Total:	
HST:	
Total:	

Bidder:

Dyed Diesel (92,411 L):	
Clear Diesel (73,777 L):	
Reg. Unleaded (69,015 L):	
Premium (9,000):	
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**  
LINDA MCKNIGHT  
Doug Wessit  
Mitch Lafner  
Arianna Misener  
Dmitri

**Representing**  
C of T.S.  
C of T.S.  
" " "  
C of T.S.  
C of T.S.

**Signature**  
Linda McKnight  
Doug Wessit  
Mitch Lafner  
Arianna Misener  
Dmitri

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

**By-law No. 2019-000**

**Being a by-law to enter into a three (3) year agreement with  
Parkland Fuel Corporation for the supply of Petroleum Fuels  
for the City of Temiskaming Shores**

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

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

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

**And whereas** Council considered Administrative Report No. PW-008-2019 at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law to enter into a three (3) year agreement with Parkland Fuel Corporation for the supply of Petroleum Fuels for consideration at the April 16, 2019 Regular Council meeting;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to execute an agreement with Parkland Fuel Corporation for the supply of Petroleum Fuels, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

**Read a first, second and third time and finally passed** this 16<sup>th</sup>, day of April, 2019.

---

Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule "A" to

**By-law No. 2019-000**

Agreement between

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

and

**Parkland Fuel Corporation**

for the supply of Petroleum Fuels

**This agreement**, made this 16<sup>th</sup> day of April, 2019.

Between:

**The Corporation of the City of Temiskaming Shores**  
(Hereinafter referred to as the "the City")

And:

**Parkland Fuel Corporation**  
88 Lakeshore Road North / New Liskeard, Ontario / P0J 1P0  
(Hereinafter referred to as "the Supplier")

**Whereas** the City released Tender No. PW-RFQ-001-2019 for the supply of various Petroleum Fuels for the use by the City of Temiskaming Shores;

**And whereas** the Supplier was the successful proponent of PW-RFQ-001-2019;

**Now therefore**, in consideration of the mutual covenants and promises herein contained, the Parties agree as follows:

**1. Term**

The Supplier shall supply Petroleum Products to the City for a term commencing on the **1<sup>st</sup> day of April, 2019** and ending on the **31<sup>st</sup> day of March, 2022**.

**2. Petroleum Rates**

The Supplier shall supply Petroleum Products at the following rates/litre:

<b>Dyed Diesel</b>	<b>Clear Diesel</b>	<b>Unleaded Fuel</b>	<b>Premium</b>	<b>Delivery Time</b>
\$0.8326	\$0.9756	\$0.8819	\$0.9822	4 Hrs.

Unit prices shall include all labour, materials, delivery, overhead, taxes, profit and all relative charges of the Supplier and represent the actual cost to the City.

The Product pricing may only fluctuate with the increase and/or decrease of the "rack price" or government tax rates as provided in writing from the Supplier on a monthly basis with the following "rack price" as the benchmark for pricing fluctuation:

<b>Dyed Diesel</b>	<b>Clear Diesel</b>	<b>Furnace Fuel</b>	<b>Unleaded Gasoline</b>
\$0.7687	\$0.7687	\$0.6110	\$0.7113

**3. Deliveries**

Time shall be the essence of the contract. Goods must be delivered within the time promised, failing which the City reserves the right to cancel the order or unshipped portion thereof without penalty or prejudice.

The Supplier shall develop a routine delivery schedule to ensure fuel is readily available at all times. The fuel delivered and dispensed to City tanks shall be metered and the meters shall be certified correct within normal tolerances approved by the Ministry of Consumer and Commercial Relations.

The Supplier hereby understands that not every location is manned and original signature for receipt may not be available at time of delivery. When such circumstance arises, the Provider shall ensure that delivery slips are forwarded to the City's accounting office by mail, (P.O. Box 2050, Haileybury, ON P0J 1K0) fax (705-672-2911) or email [finance@temiskamingshores.ca](mailto:finance@temiskamingshores.ca) at first opportunity in order to be reconciled with invoices without delay.

The fuel delivered and dispensed to City tanks shall be metered and the meters shall be certified correct within normal tolerances approved by the Ministry of Consumer and Commercial Relations.

#### **4. Emergency Delivery Response**

The City shall require fuel delivery to the Emergency Operations Centres (EOC's) and also to the sanitary pumping stations when requested. In the event of a community emergency. i.e., fire, widespread power failure, severe weather, severe flooding, etc., the Providers first priority shall be to mobilize fuel deliveries to the EOC's and pumping stations on short notice, and to connect with the City Representative in order to strategize/ minimize the impact of the emergency to the public. The critical emergency sites shall be required to be continuously operational.

#### **5. Contract Extension**

The term of this contract may be extended for an additional one year period with all terms and conditions remaining the same provided that both the City and the Supplier agree to such extension in writing.

#### **6. Safety**

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

If at any time during the duration of the contract either the equipment or personnel are operating in an unsafe manner, the City's Director or his designate shall have the right to suspend the operation and have the equipment and the operator removed from the delivery site.

The Supplier shall report promptly to the City's Transportation Supervisor, giving full details in writing of all accidents in connection with the performance of the work, which

results in property damage, death or injury.

## **7. Insurance**

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

## **8. Quantities/ Locations**

The Municipality makes no guarantee as to exact locations nor litres and therefore reserves the right to revise locations and actual litres as the situation warrants and payment will be made for actual litres delivered.

## **9. Specifications**

All goods supplied to the City must be appropriately identified as approved by the Canadian Standards Association (CSA) and/or the Underwriters Laboratories (UL), standards for safety.

## **10. Special Provisions**

The fuel products shall meet and/or exceed these and /or the latest revisions to Canadian regulations.

- **Regular Unleaded Gasoline** - CAN/CGSB-3.5-99;
- **Regular Ethanol Gas** - Canadian Environmental Protection Act Standard ECP-16-90, Section 8 (1) (b);
- **Low Sulphur Clear Diesel** - CAN/CGSB 3.6-2000, Sulphur max 0.05 wt %;
- **Regular Coloured Diesel** - CAN2-3.2-M89 Type 2, known as No. 2 Diesel Fuel.

All fuels shall meet all Federal and Provincial Regulations including sulphur reductions, sulphur in gasoline not to exceed 150 P.P.M. as at December 31, 2004 and further reduced to 30 P.P.M. thereafter, AND sulphur in diesel not to exceed 500 P.P.M. and further reduced to 15 P.P.M. by June 2006. The City reserves the right to have materials tested on an intermittent and/or ongoing basis to ensure adherence to specifications.

**Remainder of this 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 )

**Parkland Fuel Corporation**

\_\_\_\_\_  
Regional Operations Manager – Brent Dyke

\_\_\_\_\_  
Signature - 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. 2019-000**

Form of Agreement



# Parkland

FUEL CORPORATION

Quality fuels delivered with unrivaled dependability and service.



GAS STATIONS



HOME HEAT



BULK FUELS



LUBRICANTS

## City of Temiskaming Shores

Gasoline & Diesel Fuel

Request for Quotation PW-RFQ-001-2019

March 12, 2019

Internal Ref.: 2019-51



March 12, 2019

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

Attention: Davd B. Treen, Clerk "PW-RFQ-001-2019 Gasoline and Diesel Fuel"

*Internal Ref. 2019-51*

Dear Mr. Treen:

**Reference: Gasoline and Diesel Fuel  
Request for Tender PW-RFQ-001-2019**

In response to the above referenced tender, Parkland Fuel Corporation is pleased to submit the attached proposal.

As Canada's largest independent marketer and distributor of fuels, we specialize in delivering high-quality lubricants, fuel, propane and equipment to a growing number of businesses and industrial sectors including municipalities, oilfield services, construction, transport, agriculture, forestry, mining, fishing and commercial real estate. With a strong supply network, our goal is to form long lasting relationships with our clients by providing high quality products with reliable and safe service for all stakeholders.

We look forward to the opportunity of servicing the City of Temiskaming Shores. If you have any questions or require clarification, please do not hesitate to contact the undersigned by phone at 613-880-0565 or by e-mail at [Brent.Dyke@parkland.ca](mailto:Brent.Dyke@parkland.ca).

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Brent Dyke", is written over a white background.

**Brent Dyke**  
Regional Operations Manager



**City of Temiskaming Shores  
PW-RFQ-001-2019  
Gasoline and Diesel Fuel**

**Form of Quotation**

Each Quotation 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 Quotation.

I/We, the undersigned, understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labor, apparatus and documentation as are required to satisfy this Quotation.

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

All prices are F.O.B. each City location as described within. Product pricing may on fluctuate with increases and/or decreases when rack price "Toronto" as listed in the oil buyer's guide and/or government taxes change. The City of Temiskaming Shores shall be supplied with written proof of rack price changes or government tax changes when a change in pricing occurs (Monthly adjustments as minimum requirement). Written notification must be provided in the form of an e-mail to [amisener@temiskamingshores.ca](mailto:amisener@temiskamingshores.ca).

*The litres listed herein are for estimating purposes only and the City makes no guarantee as to exact locations / quantities estimated or used and therefore reserves the right to revise locations and/or material quantities as the situation warrants.*

**Section 1**

I/We Parkland Fuel Corporation offer to supply the requirements stated within at the corresponding totals.

***The rack prices as of Tuesday, March 5, 2019 are declared as follows: Please provide and enclose proof thereof.***

**Item 1**

Dyed Diesel	Clear Diesel	Reg. Unleaded Gas	Premium High Octane Unleaded Gas
\$0.7687	\$0.7687	\$0.6110	\$0.7113

**This page 1 of 6 to be submitted**

**Item 2**

Description	Estimated Usage	Unit Price	Margin	Gas Tax	Excise Tax	Total (per litre)
Dyed Diesel	92, 411 L	\$0.7687	\$0.0239	-	\$0.0400	\$0.8326
Clear Diesel	73, 777 L	\$0.7687	\$0.0239	\$0.1430	\$0.0400	\$0.9756
Reg. Unleaded Gasoline	69, 015 L	\$0.6110	\$0.0239	\$0.1470	\$0.1000	\$0.8819
Premium High Octane Unleaded Gasoline	9, 000 L	\$0.7113	\$0.0239	\$0.1470	\$0.1000	\$0.9822
Sub-Total:						\$ 3.6723
H.S.T.:						\$ 0.4774
Total:						\$ 4.1497

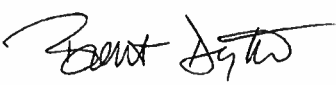
**This page 2 of 6 to be submitted**



I/We Parkland Fuel Corporation offer to supply the requirements stated within.

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

The specifications have been read over and agreed to this 12th day of March, 2019.

<p>Company Name</p> <p>Parkland Fuel Corporation</p>	<p>Contact name (please print)</p> <p>Brent Dyke</p>
<p>Mailing Address</p> <p>88 Lakeshore Road New Liskeard, ON</p>	<p>Title</p> <p>Regional Operations Manager</p>
<p>Postal Code</p> <p>P0J 1P0</p>	<p>Authorizing Signature</p>  <p>"I have the authority to bind the company/corporation/partnership."</p>
<p>Contact</p> <p>Business phone: 613-225-8325 ext 26</p> <p>Mobile phone: 613-880-0565</p> <p>Fax: 705-647-9433</p> <p>Email: Brent.Dyke@parkland.ca</p>	

**This page 3 of 6 to be submitted**



**City of Temiskaming Shores  
PW-RFQ-001-2019  
Gasoline and Diesel Fuel**

**Non-Collusion Affidavit**

I/ We Parkland Fuel Corporation the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

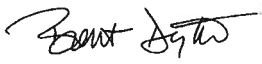
Such bid is genuine and is not a collusive or sham bid.

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

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

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at Ottawa this 12th day of March, 2019.

Signed	<u></u>
Company Name	<u>Parkland Fuel Corporation</u>
Title	<u>Regional Operations Manager</u>

**This page 4 of 6 to be submitted**



### Conflict of Interest Declaration

Please check appropriate response:

- I/We hereby confirm that there is not nor was there any actual 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:

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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 Ottawa this 12th day of March, 2019.

Signed

Company Name

Parkland Fuel Corporation

Bidder's Authorization Official

Brent Dyke

Title

Regional Operations Manager

**This page 5 of 6 to be submitted**





**Schedule "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 Brent Dyke Company Name Parkland Fuel Corporation

Phone Number 613-880-0565 Address 88 Lakeshore Rd, New Liskeard, ON P0J 1P0

I, Brent Dyke, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under

**This page 6 of 6 to be submitted**

OBG Toronto Rack Pricing

As of **3/1/2019**

Location	Company	Reg Unl	Mid Unl	Prem Unl	Ethanol	ULS Diesel	ULSD No.1	Furnace No. 2
Prices in Canadian cents per liter. Ontario and Quebec prices include carbon charge.								
Corner Brook NFLD	Valero	63.10	--	69.10	--	84.20	88.20	--
Saint John, NB	Suncor	61.20	63.95	67.20	--	79.60	--	72.60
Prince Edward Island	Suncor	62.30	65.05	68.30	--	80.50	--	73.50
Halifax	Suncor	61.90	64.65	67.90	--	80.40	--	73.40
	Valero	62.00	--	68.00	--	80.20	--	73.30
	Average	61.95	64.65	67.95	--	80.30	--	73.35
Quebec City	Suncor	66.70	72.45	78.20	--	83.20	90.20	82.70
	Shell	67.00	74.25	80.00	--	83.20	90.20	82.20
	Valero	67.00	--	78.50	--	83.20	90.20	83.20
	Average	66.90	73.35	78.90	--	83.20	90.20	82.70
Montreal	Suncor	66.70	72.45	78.20	66.70	83.20	90.20	82.70
	Shell	69.30	74.25	80.00	--	83.20	90.20	83.20
	Valero	--	--	78.50	67.00	83.20	90.20	83.20
	Average	68.00	73.35	78.90	66.85	83.20	90.20	83.03
Ottawa	Shell	60.60	65.60	70.60	--	79.30	83.00	79.30
	Valero	--	--	72.90	--	79.30	83.00	79.30
	Average	60.60	65.60	71.75	--	79.30	83.00	79.30
Maitland	Valero	--	--	73.40	63.40	79.80	--	79.80
Kingston	Shell	62.20	67.20	72.20	--	81.00	84.70	--
Belleville	Shell	61.90	66.90	71.90	--	79.30	83.00	--
Toronto	Suncor	61.00	--	71.00	61.00	76.80	80.50	76.30
	Shell	61.20	66.20	71.20	61.20	76.90	80.60	76.90
	Valero	--	--	71.20	61.20	76.90	80.60	76.90
	Average	61.10	66.20	71.13	61.13	76.87	80.57	76.70
Hamilton	Shell	61.20	66.20	71.20	--	76.90	80.60	76.90
Nanticoke	Shell	--	--	--	--	--	--	--

**Subject:** Tender Documents – Relocation of  
 New Liskeard Branch Library

**Report No.:** PW-009-2019  
**Agenda Date:** April 16, 2019

**Attachments**

**Appendix 01:** Draft Agreement

**Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-009-2019; and
2. That Council directs staff to prepare the necessary by-law and agreement with Mitchell Jensen Architects Inc. for the preparation of Design Drawings and Tender Documents for the relocation of the New Liskeard Branch Library at an upset limit of \$108,000 plus applicable taxes for consideration at the April 16, 2019 Regular Council meeting.

**Background**

In January of 2014, the City received a Library Building Condition Survey from Mitchell Architects, and within this report, there were multiple recommendations including stabilization of the building, accessibility upgrades and lack of space requirements for a library.

As part of the 2018 budget deliberations, Council approved Administration Report PW-020-2018 for the Feasibility Study to Mitchell Jensen Architects to look at costs associated with relocating the New Liskeard Library to the former New Liskeard Medical Centre located at 285 Whitewood Avenue.

**Analysis**

As part of the 2019 budget deliberations, Council approved a budget of \$1,700,000 to proceed with the relocation of the New Liskeard Library. As part of this budget, and the next step towards completing this project, is to have Mitchell Jensen move forward with design, construction documents, and then administration during the construction phase. Below is a breakdown of those costs:

Design Development	\$16,500.00
Construction Documents	\$46,000.00
Construction Administration	\$42,000.00
Tendering	\$3,500.00

**Relevant Policy / Legislation/City By-Law**

2019 Capital Budget

**Financial / Staffing Implications**

This item has been approved in the current budget: Yes  No  N/A

This item is within the approved budget amount: Yes  No  N/A

Approved Capital Project Budget: \$ 1,700,000

Total Proposed Cost to be approved by Resolution / By-law: \$ 108,000

A total of \$120,000 was budgeted as part of the \$1,700,000 for engineering costs.

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

\_\_\_\_\_  
Mitch Lafreniere  
Manager of Physical  
Assets

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

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

**By-law No. 2019-000**

**Being a by-law to authorize entering into an Agreement  
with Mitchell Jensen Architects Inc. for the preparation of  
Design Drawings and Tender Documents for the  
relocation of the New Liskeard Branch Library**

**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-009-2019 at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law and agreement with Mitchell Jensen Architects Inc. for the preparation of a Design Drawings and Tender Documents for the relocation of the New Liskeard Branch Library ay Study for the relocation of the New Liskeard Library at an upset limit of \$108,000 plus applicable taxes for consideration at the April 16, 2019 Regular Council meeting;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to enter into an Agreement with Mitchell Jensen Architects Inc. for the preparation of Design Drawings and Tender Documents for the relation of the New Liskeard Branch Library at an upset limit of \$108,000 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

**Read a first, second and third time and finally passed** this 16<sup>th</sup> day of April, 2019.

---

Mayor - Carman Kidd

---

Clerk - David B. Treen



Schedule “A” to

**By-law 2019-000**

Agreement between

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

and

**Mitchell Jensen Architects Inc.**

for the preparation of Design Drawings and Tender Documents for the relocation of the New Liskeard Branch Library

**This agreement** made in duplicate this 16<sup>th</sup> day of April, 2019.

Between:

**The Corporation of the City of Temiskaming Shores**  
(hereinafter called "the Owner")

and

**Mitchell Jensen Architects Inc.**  
(hereinafter called "the Consultant")

Witnesseth:

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

**Article I:**

The Consultant will:

- a) Provide all material and perform all work described in the following guiding documents:
  - i. Mitchel Jensen Architects Inc. Fee Proposal dated March 20, 2019, attached hereto as Appendix 01.
- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents; and

**Article II:**

The Owner will:

- a) Pay the Consultant in lawful money of Canada for the material and services aforesaid at an upset limit of One Hundred and Eight Thousand Dollars and Zero Cents (\$108,000.00) plus applicable taxes subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

All communications in writing between the parties shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by



hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Consultant:

**Mitchel Jensen Architects Inc.**

124a Main St. East  
North Bay, Ontario  
P1B 1A8

Attn.: Nathan Jensen

The Owner:

**City of Temiskaming Shores**

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

Attn.: Mitch Lafreniere

**Remainder of this 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 )

Consultant's Seal )

**Mitchel Jensen Architects Inc.**

\_\_\_\_\_  
Principal – Nathan Jensen

\_\_\_\_\_  
Witness Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Corporation of the City of  
Temiskaming Shores**

Municipal Seal )

\_\_\_\_\_  
Mayor - Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen



Appendix 01 to  
Schedule "A" to

**By-law No. 2019-000**

Form of Agreement

—  
March 20, 2019

File: 219011.1.1

Mitch Lafreniere, Manager of Physical Assets  
City of Temiskaming Shores  
325 Farr Drive, PO Box 2050  
Haileybury, ON  
P0J 1K0

Dear Mitch,

**Re: New Liskeard Library – New Location  
285 Whitewood Avenue, New Liskeard**

It has been a pleasure working with the Temiskaming Shores Public Library and the City of Temiskaming Shores on the preliminary study for the proposed New Liskeard Library relocation to the former medical building located at 285 Whitewood Avenue. We are thankful for the opportunity to assist you with the remainder of the project, which includes detailed design, construction documents, tendering, and construction administration.

We understand the project scope will be based on the findings, recommendations, and schematic designs included in the preliminary study (attached herein).

Scope of Services

- Prepare design development drawings and documents, and review with client prior to proceeding to construction documents;
- Prepare a cost estimate at the completion of design development;
- Prepare construction documents and specifications, and review with client;
- Prepare a cost estimate at 60% working drawings to ensure the project is on budget;
- Coordinate and implement tender, issue addenda, evaluate tender results;
- Provide construction administration services including construction review, shop drawing review, issuance of changes and site instructions, and payment certification;
- Complete a one-year warranty review.

We have assumed that site surveys and a geotechnical investigation report will be supplied by the City, if required. We would be pleased to seek fee proposals for this work on your behalf should they be required.

Consultant Team

Our team for the project will be as follows:

- SNC-Lavlin (mechanical/electrical engineering)
- A2S Consultants (structural engineering)
- A.W. Hooker Associates (quantity surveying)

A civil engineer has not been included in our fee proposal at this time, as we believe these services are likely unnecessary. Should it be determined at a later date that a civil engineer is required, we will seek competitive fee proposals for consideration by the City.

Fee Proposal

We propose a fixed-fee of \$106,000, plus applicable taxes, as follows:

Design Development	\$16,500
Construction Documents	\$46,000
Tendering	\$3,500
Construction Administration	\$42,000
<b>Total</b>	<b>\$108,000 plus applicable taxes</b>

Disbursements such as mileage and printing will be in addition to the above fees, and will be charged at cost without markup.

It would be a pleasure to assist you with this exciting project, and I look forward to your direction. If this proposal does not meet your expectations, please call and we can discuss alternatives to best meet your needs.

Sincerely,



NATHAN JENSEN MAPCH OAA MRAIC  
Principal | Architect  
nathan@mitchelljensen.ca

encl:  
cc:

**Subject:** Haileybury Medical Centre -  
Renovations

**Report No.:** PW-011-2019  
**Agenda Date:** April 16, 2019

### **Attachments**

**Appendix 01:** Opening Results

**Appendix 02:** Draft Agreement

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-011-2019; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with G. Belanger Construction for renovations at the Haileybury Medical Centre as detailed in Request for Quotation PW-RFQ-002-2019 at an upset limit of \$48,000 plus applicable taxes for consideration at the April 16, 2019 Regular Council meeting.

### **Background**

During the 2019 Budget deliberations, Council approved renovations at the Haileybury Medical Centre for a new family doctor moving in on July 2, 2019 as well as lighting upgrades for the tenant in the basement, at \$53,000.00

Request for Quotation (RFQ) PW-RFQ-002-2019 was distributed to known suppliers and advertised in the City Bulletin and on the Web Site.

### **Analysis**

Only one (1) submission was received in response to the Request for Quotation prior to the closing date of April 9, 2019 at 2:00 p.m. The RFQ was for the supply and delivery of labor and materials for the renovations upstairs at the Medical Centre.

The submission was reviewed and evaluated in accordance to the requirements of the RFQ and the deliverables to be provided by the successful service provider.

<b>Vendor</b>	<b>Sub-total</b>	<b>HST*</b>	<b>Total</b>
G. Belanger Construction	\$48,000.00	\$844.80	\$48,844.80

\*Non-refundable

**Relevant Policy / Legislation/City By-Law**

- By-Law No. 2017-015, Procurement Policy, Section 10.4 Request for Proposals
- 2019 Capital Budget (Buildings)

**Asset Management Plan Reference**

N/A

**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

Approved Capital Project Budget     \$ 53,000.00

At the time of this report, the cost for lighting upgrades for the tenant in the basement are unknown. There is \$4,155 remaining in the Budget to address the required lighting upgrades.

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and approved by:

Reviewed and submitted for Council’s consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

\_\_\_\_\_  
Mitch Lafreniere  
Manager of Physical Assets

\_\_\_\_\_  
G. Douglas Walsh, CET  
Director of Public Works

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

Document Title: **PW-RFQ-002-2019 Haileybury Medical Centre Renovations**

Closing Date: **Tuesday, April 9, 2019**

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

Department: **Public Works**

Opening Time: 2:05 pm.

Submission Pricing

Bidder: G. BELANGER CON

Renovations (dwg):	48,000.00
Renovations (A1):	3,095.00
Sub-Total:	51,095.00
HST:	6,642.35
Total:	57,737.35

Bidder:

Renovations (dwg):	
Renovations (A1):	
Sub-Total:	
HST:	
Total:	

Bidder:

Renovations (dwg):	
Renovations (A1):	
Sub-Total:	
HST:	
Total:	

Bidder:

Renovations (dwg):	
Renovations (A1):	
Sub-Total:	
HST:	
Total:	

Bidder:

Renovations (dwg):	
Renovations (A1):	
Sub-Total:	
HST:	
Total:	

Bidder:


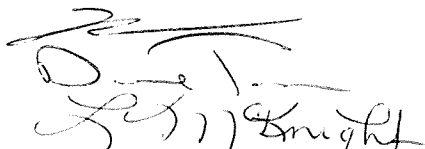
Renovations (dwg):	
Renovations (A1):	
Sub-Total:	
HST:	
Total:	

**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**  
 Mitch Latreuil  
 Abel ALLAIR  
 TAMMIE CALDWELL  
 DAVE TREEN  
 LINDA MCKNIGHT

**Representing**  
 City of T. shores  
 CITY OF T. SHORES  
 T. SHORES REC.  
 T. SHORES  
 C of T.S.

**Signature**  
  




**The Corporation of the City of Temiskaming Shores**  
**By-law No. 2019-000**

**Being a by-law to enter into an agreement with G.  
Belanger Construction for renovations the Haileybury  
Medical Centre**

**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-011-2019 at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with G. Belanger Construction for renovations at the Haileybury Medical Centre at an upset limit of \$48,000 plus applicable taxes for consideration at the April 16, 2019 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 G. Belanger Construction for renovations at the Haileybury Medical Centre at an upset limit of \$48,000 plus taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

**Read a first, second and third time and finally passed** this 16<sup>th</sup> day of April, 2019.

---

Mayor – Carman Kidd

---

Clerk – David B. Treen



Schedule “A” to

**By-law 2019-000**

Agreement between

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

and

**G. Belanger Construction**

for renovations at the Haileybury Medical Centre

**This agreement** made in duplicate this 16<sup>th</sup> day of April, 2019.

Between:

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

(hereinafter called “the Owner”)

and

**G. Belanger Construction**

(hereinafter called “the Contractor”)

Witnesseth:

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

**Article I:**

The Contractor will:

- a) Do and fulfill everything indicated in Request for Quotation PW-RFQ-002-2019;
- b) Do and fulfill everything indicated by the agreement, as certified by the City by **Friday, June 21, 2019.**

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid Forty-Eight Thousand Dollars and Zero Cents (\$48,000.00) plus applicable taxes subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

All communications in writing between the parties 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:

**G. Belanger Construction**  
349 Niven Street South  
Haileybury, Ontario  
P0J 1P0  
Attn.: Steve Belanger

The Owner:

**City of Temiskaming Shores**  
P.O. Box 2050 / 325 Farr Drive  
Haileybury, Ontario  
P0J 1K0  
Attn.: Mitch Lafreniere

**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 )

**G. Belanger Construction**

Contractor's Seal )  
(if applicable) )

\_\_\_\_\_  
President - Steve Belanger

\_\_\_\_\_  
Witness – Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Municipal Seal )

**Corporation of the City of  
Temiskaming Shores**

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

**Subject:** Equipment Purchase – Grader

**Report No.:** PW-012-2019  
**Agenda Date:** April 16, 2019

**Attachments**

**Appendix 01:** Nortrax – Stoney Creek Quotation

**Appendix 02:** Nortrax – Timmins Quotation – Bid “A”

**Appendix 03:** Nortrax – Timmins Quotation – Bid “B”

**Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-012-2019;
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Nortrax (Stoney Creek) for the purchase of a used Grader at an upset limit of \$229,600 plus applicable taxes for consideration at the May 7, 2019 Regular Council meeting.

**Background**

In conjunction with the Asset Management and Fleet Replacement Plans, staff has deemed it necessary to replace one of our existing Graders. Council considered and approved the replacement of this unit as part of the 2019 budget process with a total upset limit of \$300,000 for this unit.

**Analysis**

Three (3) submissions were received in response to the Request for Quotation. The suppliers were requested to provide costing for the supply and delivery of one gently used grader being no more than 8 model years old.

Given that there are very few manufacturers of motor graders with stock readily available, Nortrax dealers from throughout the province were requested to participate in providing submissions in response to the Request for Quotations.

Three (3) submissions were received as follows:

<b>Supplier</b>	<b>Model / Year</b>	<b>Sub-total</b>	<b>HST *</b>	<b>Total</b>
Nortrax – Stoney Creek	772G / 2013	\$229,600.00	\$4,040.96	\$233,640.96
Nortrax – Timmins “A”	772G / 2012	\$249,000.00	\$4,382.40	\$253,382.40
Nortrax – Timmins “B”	772G / 2013	\$264,000.00	\$4,646.40	\$268,646.40

\* Non-refundable HST

City staff is recommending Nortrax – Stoney Creek, being the lowest bid and within the budget established for the replacement of the motor grader, be accepted.

**Relevant Policy / Legislation/City By-Law**

- By-Law No. 2017-015, Procurement Policy, Section 10.4 Request for Proposals
- 2019 Capital Budget (Fleet)

**Asset Management Plan Reference**

Priority Replacement Activities, Fleet & Heavy Equipment – Section 6.5.1.9

**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

Approved Capital Project Budget: \$ 300,000.00

Total Proposed Cost to be approved by Resolution/By-law: \$ 233,640.96

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and approved by:

Reviewed and submitted for Council’s consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

\_\_\_\_\_  
Mitch Lafreniere  
Manager of Physical  
Assets

\_\_\_\_\_  
G. Douglas Walsh, CET  
Director of Public Works

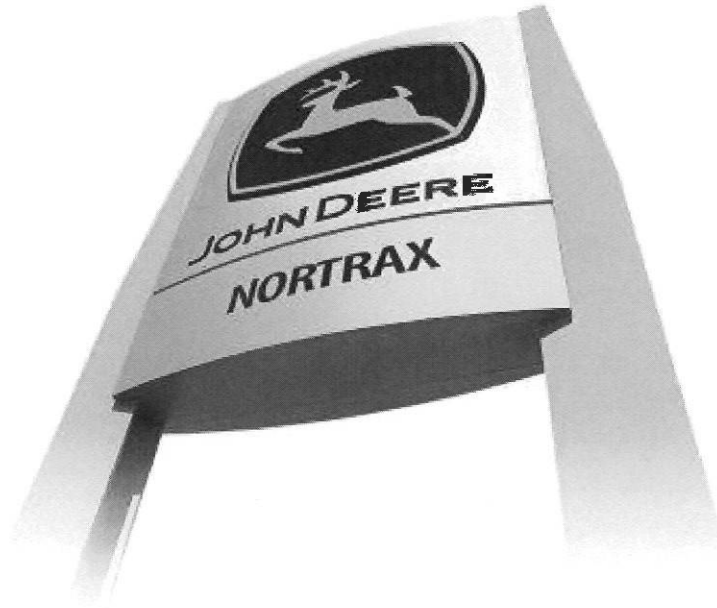
\_\_\_\_\_  
Christopher W. Oslund  
City Manager



Quote ID: 19201070

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Prepared For:  
**CITY OF TEMISKAMING SHORES**



Prepared By: **PETER SIMPSON**

Nortrax Canada Inc.  
760 South Service Road  
Stoney Creek, ON L8E 5M6

Tel 905-643-4166  
FAX: 905-643-3511  
Email: [peter.simpson@nortrax.com](mailto:peter.simpson@nortrax.com)

Date: 22 March 2019

Offer Expires: 05 April 2019

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*Confidential*

**Quote Summary**

**Prepared For:**  
 CITY OF TEMISKAMING SHORES  
 P.o. Box 2050  
 325 Farr Drive  
 Haileybury, ON P0J1K0

**Prepared By:**  
 Nortrax Canada Inc.  
 PETER SIMPSON  
 760 South Service Road  
 Stoney Creek, ON L8E 5M6  
 Phone: 905-643-4166  
 peter.simpson@nortrax.com

**Quote ID:** 19201070  
**Created On:** 22 March 2019  
**Expiration Date:** 05 April 2019

Equipment Summary	Selling Price	Qty	Extended
2013 JOHN DEERE 772G MOTOR GRADER with 6WD - 1DW772GXCCD649393	\$ 229,600.00	X 1 =	\$ 229,600.00

**Equipment Total** **\$ 229,600.00**

<b>Quote Summary</b>	
Equipment Total	\$ 229,600.00
SubTotal	\$ 229,600.00
GST/HST	\$ 29,848.00
Est. Service Agreement Tax	
<b>Total</b>	<b>\$ 259,448.00</b>
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 259,448.00</b>

Sales Person: X \_\_\_\_\_

Accepted By: X \_\_\_\_\_

# Selling Equipment

Quote ID: 19201070      Customer: CITY OF TEMISKAMING SHORES

## 2013 JOHN DEERE 772G MOTOR GRADER with 6WD - 1DW772GXCCD649393

Hours: 4479  
Stock Number: 96320

Code	Description	Qty
8470T	772G MOTOR GRADER	1

### Dealer Attachments

	UNIVERSAL LIFT GROUP Serial No.:T16100002 Stock Number:114606	1
	301-12RM HYD WING ASSEMBLY W/ HI WEAR EDGES (RIPPER MOUNT) Serial No.:T16100003 Stock Number:114607	1

### Original Factory Build Codes

Code	Description
1010	STANDARD HYDRAULIC CONTROLS
1125	9.0L ENG,EPA TR3/STG3A CAN
1220	ALTERNATOR 130 AMP
1310	QUICK SERVICE GROUP
1410	STANDARD FUEL LINES
1520	NO FAST FILL FUEL SYSTEM
1610	HYDRAULIC PUMP DISCONNECT
1700	JDLINK ULTIMATE(W/SIM1) N.A.
1820	MUFFLER EXHAUST STK
1920	NO BLADE IMPACT ABSORPTION
2080	14'X27"X1" MB (8" CEX3/4")
2220	CRCLE INSRT-NYLON-S.D. NO CL
2320	NO REV OVERLAY END BITS
2410	NO MOLDBOARD EXTENSIONS
2575	NOT TOPCON READY
2605	ENGLISH LABELS & DECALS
4636	17.5R25 G2/L2 1*SNO MICH 3PC
5025	LOW CAB W/FIXED FT***OPEN SD
5510	AUTOSHIFT TRANSMISSION
5710	TRANS VALVE SOLENOID GUARD
5810	GREASE,OIL,FUEL&COOLNT 10W30
6010	CAB PRECLEANER
6130	PREM POST/CONT FABRIC AIRSUS
6540	RH 7 FUNC CONTROL VALVE
6620	LH 5 FUNC CONTROL VALVE

# Selling Equipment

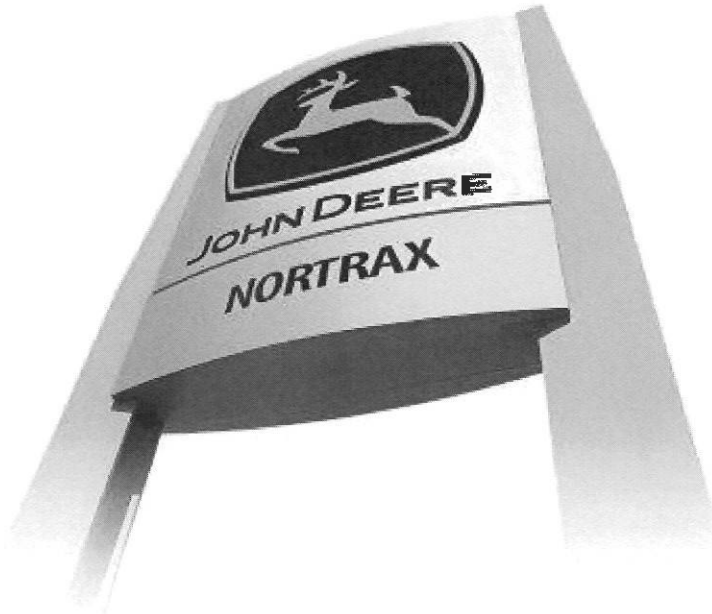
Quote ID: 19201070      Customer: CITY OF TEMISKAMING SHORES

6750	NO FRONT MOUNTED ATTACHMENTS
6850	NO REAR MOUNTED ATTACHMENTS
7160	DLX LIGHTING PKG W/HAL +8XTR
7520	1400 CCA BATTERY, 9.0L
7810	STANDARD FT FENDERS
8120	CONVERTER, 25 AMP 24V TO 12V
8220	MIRRORS, EXTERNAL HEATED
8310	LOWER FRONT INT WIPER/WASHER
8410	RADIO AM/FM/WB
8510	A/C - CHARGE
8720	NO SOUND ABSORPTION PKG T2&3
8820	NO CAMERA
9005	REAR FENDERS NARROW
9120	SUNVISOR-FRONT WINDOW
9130	REAR RETRACTABLE SUNSHADE
9210	PEDAL DECELERATOR
9220	FIRE EXTINGUISHER
9270	SNOWPLOW LIGHTS
9280	SMV SIGN WITH BRACKET
9290	RH FLIP DOWN BEACON BRACKET
9360	HEATER ENG COOLANT, 120V
9370	ETHER AID - LESS CANISTER
9620	HYDRAULIC VALVE COVERS

Quote ID: 19201289

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Prepared For:  
**CITY OF TEMISKAMING SHORES**



Prepared By: **MIKE GEOFFROY**

Nortrax Canada, Inc.  
4087 Highway 101 West  
Timmins, ON P4N 7X8

Tel 705-268-7933  
FAX: 705-268-3465  
Email: [mike.geoffroy@nortrax.com](mailto:mike.geoffroy@nortrax.com)

Offer Expires: 05 April 2019

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*Confidential*

**Quote Summary**

**Prepared For:**  
 CITY OF TEMISKAMING SHORES  
 Po Box 2050  
 325 Farr Dr  
 Haileybury, ON P0J 1K0

**Prepared By:**  
 Nortrax Canada, Inc.  
 MIKE GEOFFROY  
 4087 Highway 101 West  
 Timmins, ON P4N 7X8  
 Phone: 705-268-7933

mike.geoffroy@nortrax.com

**Quote ID:** 19201289  
**Expiration Date:** 05 April 2019

<b>Equipment Summary</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
2012 JOHN DEERE 772G MOTOR GRADER with 6WD - 1DW772GXHCD642983	\$ 249,000.00 X	1 =	\$ 249,000.00
<b>Equipment Total</b>			<b>\$ 249,000.00</b>

<b>Quote Summary</b>	
Equipment Total	\$ 249,000.00
SubTotal	\$ 249,000.00
GST/HST	\$ 32,370.00
Est. Service Agreement Tax	
<b>Total</b>	<b>\$ 281,370.00</b>
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 281,370.00</b>

Sales Person: X \_\_\_\_\_

Accepted By: X \_\_\_\_\_

# Selling Equipment

Quote ID: 19201289      Customer: CITY OF TEMISKAMING SHORES

## 2012 JOHN DEERE 772G MOTOR GRADER with 6WD - 1DW772GXHCD642983

Hours: 5534  
Stock Number: 96317

Code	Description	Qty
8470T	772G MOTOR GRADER	1
<b>Dealer Attachments</b>		
	301-12RM HYD WING ASSEMBLY W/ HI WEAR EDGES (RIPPER MOUNT) Serial No.:T16100004 Stock Number:114608	1
770G	PUSH BLOCK Stock Number:132834	1

### Original Factory Build Codes

Code	Description
1010	STANDARD HYDRAULIC CONTROLS
1120	9.0L ENG,EPA TR3/STG3A CERT
1220	ALTERNATOR 130 AMP
1310	QUICK SERVICE GROUP
1410	STANDARD FUEL LINES
1520	NO FAST FILL FUEL SYSTEM
1610	HYDRAULIC PUMP DISCONNECT
1700	JDLINK ULTIMATE(W/SIM1) N.A.
1820	MUFFLER EXHAUST STK
1920	NO BLADE IMPACT ABSORPTION
2080	14'X27"X1" MB (8" CEX3/4")
2220	CRCLE INSRT-NYLON-S.D. NO CL
2320	NO REV OVERLAY END BITS
2410	NO MOLDBOARD EXTENSIONS
2605	ENGLISH LABELS & DECALS
4636	17.5R25 G2/L2 1*SNO MICH 3PC
5025	LOW CAB W/FIXED FT***OPEN SD
5510	AUTOSHIFT TRANSMISSION
5710	TRANS VALVE SOLENOID GUARD
5810	GREASE,OIL,FUEL&COOLNT 10W30
6010	CAB PRECLEANER
6130	PREM POST/CONT FABRIC AIRSUS
6540	RH 7 FUNC CONTROL VALVE
6620	LH 5 FUNC CONTROL VALVE
6710	FRONT PUSH BLOCK

# Selling Equipment

Quote ID: 19201289

Customer: CITY OF TEMISKAMING SHORES

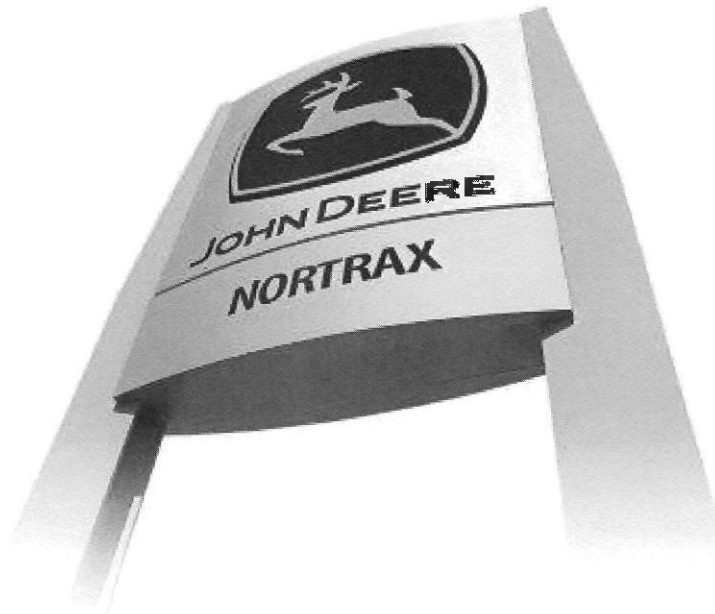
7160	DLX LIGHTING PKG W/HAL +8XTR
7520	1400 CCA BATTERY, 9.0L
7810	STANDARD FT FENDERS
8120	CONVERTER, 25 AMP 24V TO 12V
8220	MIRRORS, EXTERNAL HEATED
8310	LOWER FRONT INT WIPER/WASHER
8410	RADIO AM/FM/WB
8510	A/C - CHARGE
8720	NO SOUND ABSORPTION PKG T2&3
8820	NO CAMERA
9005	REAR FENDERS NARROW
9120	SUNVISOR-FRONT WINDOW
9130	REAR RETRACTABLE SUNSHADE
9210	PEDAL DECELERATOR
9220	FIRE EXTINGUISHER
9270	SNOWPLOW LIGHTS
9280	SMV SIGN WITH BRACKET
9290	RH FLIP DOWN BEACON BRACKET
9360	HEATER ENG COOLANT, 120V
9370	ETHER AID - LESS CANISTER
9620	HYDRAULIC VALVE COVERS



Quote ID: 19201289

---

Prepared For:  
**CITY OF TEMISKAMING SHORES**



Prepared By: **MIKE GEOFFROY**

Nortrax Canada, Inc.  
4087 Highway 101 West  
Timmins, ON P4N 7X8

Tel 705-268-7933  
FAX: 705-268-3465  
Email: [mike.geoffroy@nortrax.com](mailto:mike.geoffroy@nortrax.com)

Offer Expires: 05 April 2019

---

*Confidential*

**Quote Summary**

**Prepared For:**  
 CITY OF TEMISKAMING SHORES  
 Po Box 2050  
 325 Farr Dr  
 Haileybury, ON P0J 1K0

**Prepared By:**  
 Nortrax Canada, Inc.  
 MIKE GEOFFROY  
 4087 Highway 101 West  
 Timmins, ON P4N 7X8  
 Phone: 705-268-7933

mike.geoffroy@nortrax.com

**Quote ID:** 19201289  
**Expiration Date:** 05 April 2019

<b>Equipment Summary</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
2013 JOHN DEERE 772G MOTOR GRADER with 6WD - 1DW772GXECD648963	\$ 264,000.00 X	1 =	\$ 264,000.00
<b>Equipment Total</b>			<b>\$ 264,000.00</b>

<b>Quote Summary</b>	
Equipment Total	\$ 264,000.00
SubTotal	\$ 264,000.00
GST/HST	\$ 34,320.00
Est. Service Agreement Tax	
<b>Total</b>	<b>\$ 298,320.00</b>
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 298,320.00</b>

Sales Person: X \_\_\_\_\_

Accepted By: X \_\_\_\_\_

# Selling Equipment

Quote ID: 19201289

Customer: CITY OF TEMISKAMING SHORES

## 2013 JOHN DEERE 772G MOTOR GRADER with 6WD - 1DW772GXECD648963

Hours: 5146  
Stock Number: 96319

Code	Description	Qty
8470T	772G MOTOR GRADER	1

### Dealer Attachments

	302-12RM HYD WING ASSEMBLY W/ HI WEAR EDGES Serial No.:T14120211 Stock Number:88158	1
772G	772G PUSH BLOCK Stock Number:94169	1

### Original Factory Build Codes

Code	Description
1010	STANDARD HYDRAULIC CONTROLS
1125	9.0L ENG,EPA TR3/STG3A CAN
1220	ALTERNATOR 130 AMP
1310	QUICK SERVICE GROUP
1410	STANDARD FUEL LINES
1520	NO FAST FILL FUEL SYSTEM
1610	HYDRAULIC PUMP DISCONNECT
1700	JDLINK ULTIMATE(W/SIM1) N.A.
1820	MUFFLER EXHAUST STK
1920	NO BLADE IMPACT ABSORPTION
2080	14'X27"X1" MB (8" CEX3/4")
2220	CRCLE INSRT-NYLON-S.D. NO CL
2320	NO REV OVERLAY END BITS
2420	MOLDBOARD EXTENSION, 2FT LH
2605	ENGLISH LABELS & DECALS
4636	17.5R25 G2/L2 1*SNO MICH 3PC
5025	LOW CAB W/FIXED FT***OPEN SD
5510	AUTOSHIFT TRANSMISSION
5710	TRANS VALVE SOLENOID GUARD
5810	GREASE,OIL,FUEL&COOLNT 10W30
6010	CAB PRECLEANER
6130	PREM POST/CONT FABRIC AIRSUS
6540	RH 7 FUNC CONTROL VALVE
6620	LH 5 FUNC CONTROL VALVE
6750	NO FRONT MOUNTED ATTACHMENTS

# Selling Equipment

Quote ID: 19201289

Customer: CITY OF TEMISKAMING SHORES

6850	NO REAR MOUNTED ATTACHMENTS
7160	DLX LIGHTING PKG W/HAL +8XTR
7520	1400 CCA BATTERY, 9.0L
7810	STANDARD FT FENDERS
8120	CONVERTER, 25 AMP 24V TO 12V
8220	MIRRORS, EXTERNAL HEATED
8310	LOWER FRONT INT WIPER/WASHER
8410	RADIO AM/FM/WB
8510	A/C - CHARGE
8720	NO SOUND ABSORPTION PKG T2&3
8820	NO CAMERA
9005	REAR FENDERS NARROW
9120	SUNVISOR-FRONT WINDOW
9130	REAR RETRACTABLE SUNSHADE
9210	PEDAL DECELERATOR
9220	FIRE EXTINGUISHER
9270	SNOWPLOW LIGHTS
9280	SMV SIGN WITH BRACKET
9290	RH FLIP DOWN BEACON BRACKET
9360	HEATER ENG COOLANT, 120V
9370	ETHER AID - LESS CANISTER
9620	HYDRAULIC VALVE COVERS

**Subject:** Equipment Purchase – Plow Truck

**Report No.:** PW-013-2019  
**Agenda Date:** April 16, 2019

**Attachments**

**Appendix 01:** Draft Agreement

**Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-013-2019; and
2. That Council directs staff to prepare the necessary by-law and agreement for the purchase of a stock Plow Truck from Winslow Gerolamy Motors at an upset limit of \$244,569 plus applicable taxes as well as vehicle appurtenances at an upset limit of \$15,000 plus applicable taxes for consideration at the May 7, 2019 Regular Council meeting.

**Background**

In conjunction with the Asset Management and Fleet Replacement Plans, staff has deemed it necessary to replace one of our existing Plow Trucks. Council considered and approved the replacement of this unit as part of the 2019 budget process with a total upset limit of \$300,000 for this unit.

**Analysis**

Three (3) submissions were received in response to the Request for Quotation.

In order to realize the maximum cost savings for this purchase, city staff contacted known dealers from throughout the province to request quotes from in stock units to participate in providing submissions in response to the Request for Quotations. Two of the submissions received had stock in their yards, the other (Freightliner) provided a quote for a truck still to be built.

Three (3) submissions were received as noted below;

<b>Supplier</b>	<b>Model / Year</b>	<b>Sub-total</b>	<b>HST *</b>	<b>Total</b>
Winslow Gerolamy	International / 2019	\$244,569.00	\$4,304.41	\$248,873.41
Freightliner North Bay	Freightliner / 2019	\$276,440.00	\$4,865.34	\$281,305.34
Expert Garage	Western Star / 2019	\$311,046.00	\$5,474.41	\$316,520.41

**\*Non-refundable HST**

City staff is recommending Winslow Gerolamy Motors, being the lowest bid and within the budget established for the replacement of the plow truck, be accepted.

**Relevant Policy / Legislation/City By-Law**

- By-Law No. 2017-015, Procurement Policy, Section 10.4 Request for Proposals
- 2019 Capital Budget (Fleet)

**Asset Management Plan Reference**

Priority Replacement Activities, Fleet & Heavy Equipment – Section 6.5.1.9

**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

Approved Capital Project Budget: \$ 300,000.00

Total Proposed Cost to be approved by Resolution/By-law: \$ 264,137.41\*

\*Includes truck purchase and required appurtenances (Auto-greaser, Sanding box screens etc.)

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and approved by:

Reviewed and submitted for  
Council's consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

\_\_\_\_\_  
Mitch Lafreniere  
Manager of Physical  
Assets

\_\_\_\_\_  
G. Douglas Walsh, CET  
Director of Public Works

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

**The Corporation of the City of Temiskaming Shores**  
**By-law No. 2019-000**

**Being a by-law to enter into a Purchase Agreement with  
Winslow Gerolamy Motors for the purchase of a Plow  
Truck**

**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-013-2019 at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Winslow Gerolamy Motors for the purchase of an in-stock Plow Truck at an upset limit of \$244,569 plus applicable taxes as well as vehicle appurtenances at an upset limit of \$15,000 plus applicable taxes for consideration at the May 7, 2019 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 a purchase agreement with Winslow Gerolamy Motors for the purchase of an in-stock Plow Truck at an upset limit of \$244,569 plus applicable taxes as well as vehicle appurtenances at an upset limit of \$15,000 plus applicable taxes for consideration, 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 7<sup>th</sup> day of May, 2019.**

---

Mayor – Carman Kidd

---

Clerk – David B. Treen





Schedule "A" to

**By-law 2019-000**

Equipment Purchase Agreement between

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

and

**Winslow Gerolamy Motors**

For the supply and delivery of an in-stock Plow Truck

**This agreement** made in duplicate this 16<sup>th</sup> day of April, 2019.

Between:

**The Corporation of the City of Temiskaming Shores**  
(hereinafter called "the Owner")

and

**Winslow Gerolamy Motors**  
(hereinafter called "the Supplier")

Witnesseth:

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

**Article I:**

The Supplier will:

- a) Provide one (1) in-stock Plow Truck in accordance to Appendix 01 attached hereto and forming part of this agreement;
- b) Provide vehicle appurtenances in the amount of \$15,000 plus applicable taxes.

**Article II:**

The Owner will:

- a) Pay the Supplier in lawful money of Canada for the supply and delivery of one (1) in-stock Plow Truck in the amount of Two Hundred and Forty-Four Thousand, Five Hundred and Sixty-Nine Dollars and Zero cents (\$244,569.00) plus applicable taxes;
- b) Pay the Supplier in lawful money of Canada for the supply and delivery of vehicle appurtenances in the amount of Fifteen Thousand Dollars and Zero cents (\$15,000.00) plus applicable taxes;
- c) 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 Supplier:

**Winslow Gerolamy Motors**  
1018 Landsdowne St. W.  
Peterborough, Ontario  
K9J 6Y5

The Owner:

**City of Temiskaming Shores**  
325 Farr Drive  
P.O. Box 2050  
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 )

**Winslow Gerolamy Motors**

\_\_\_\_\_  
Authorized Signature  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Witness - Signature  
Print 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. 2019-000**

Form of Agreement  
Plow Truck

<u>Description</u>	(CANADIAN DOLLAR)	<u>Price</u>
Net Sales Price:		\$244,569.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

**Approved by Seller:**

**Accepted by Purchaser:**

\_\_\_\_\_  
**Official Title and Date**

\_\_\_\_\_  
**Firm or Business Name**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Authorized Signature and Date**

WINSLOW GEROLAMY MOTORS  
1018 LANSDOWNE ST. W.  
PETERBOROUGH ON K9J 6Y5  
(705)742-3411

**This proposal is not binding upon the seller without Seller's Authorized Signature**

\_\_\_\_\_  
**Official Title and Date**

**The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.**

**The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.**

**Subject:** Five year review of Municipal  
Alcohol Policy

**Report No.:** RS-007-2019  
**Agenda Date:** April 16, 2019

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### **Attachments**

**Appendix 01:** Amended Municipal Alcohol Policy

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-007-2019; and
2. That Council, in compliance with the requirement for a review within a five (5) year period, hereby directs staff to prepare the necessary by-law to amend By-law 2005-036 being a by-law to adopt a Municipal Alcohol Policy for consideration at the April 16, 2019 Regular Council meeting.

### **Background**

The City of Temiskaming Shores passed By-law No. 2005-036 being a by-law to adopt a Municipal Alcohol Policy at the regular meeting of Council of April 11, 2005. This was the first Municipal Alcohol Policy for the City of Temiskaming Shores and was the result of the combination of the three former policies and consultation with the Timiskaming Health Unit, the Police Services Board and municipal Council.

By-Law No. 2005-076 dated June 27, 2005 amended By-Law No. 2005-036 stipulating that Proof of the Special Occasion Permit to a municipal representative be delivered at least twenty-one (21) days before the event and that the Permit Holder must provide proof of liability insurance (\$2,000,000 minimum) to the municipal representative at least five (5) days before the event.

At the September 2, 2014 Regular Council meeting, staff presented an updated and revised Municipal Alcohol Policy which was adopted by By-Law No 2014-168, being an amendment to By-law No. 2005-036, at September 9, 2014 Regular Council meeting and to be reviewed within a five year period.

Staff reviewed the policy and provided draft amendments for distribution to the Timiskaming Health Unit, the Police Services Board, and the Temiskaming Shores Recreation Committee. Staff met with representatives of the Timiskaming Health Unit on two occasions and received written comments from the THU, Police Services Board, City Manager and Councillor Jelly.

At the Regular meeting of Council of September 11, 2018 Council received a presentation from the Director of Recreation Services outlining the amendments to the policy and

considered Administrative Report No. RS-009-2018. Staff was directed to post the draft policy for public review and distribute specifically to those organizations that regularly host special events in municipal facilities for comment and provide a final draft.

**Analysis**

The draft policy was posted on the City website and was distributed to North on Tap, Haileybury Legion Branch 54, Temiskaming Shores and Area Rotary Club, Tri-Town Ski and Snowboard Village, New Liskeard Lions Club, Cobalt-Haileybury Curling Club, Horne-Granite Curling Club, AC15 Hockey Tournament, Rooster’s Bar & Grill, Zante’s Bar and Grill, and Ali’s.

The correspondence received cited concerns with the standard drink size in reference to craft beer, availability of lower alcohol beverages at a lower cost as they cost the same as alcoholic beverages, the restriction on the use of ‘glass containers’ for beverages, and that signage be provided by the municipality for outdoor events.

- The amended policy recognizes, supports and strongly recommends the standard drink size as per the Low Risk Alcohol Drinking Guidelines as developed by an expert panel representing Health Canada, Canadian Centre for Substance Abuse and the Alberta Drug and Alcohol Commission and endorsed by the Liquor License Board of Ontario and the Canadian Association of Mental Health.
- The requirement for the provision of low alcohol beverages at a lower cost is consistent with the Liquor License Act of Ontario.
- The restriction of ‘glass containers’ is a safety measure for those hosting and attending events and ensures that there are no glass shards on the grounds following the event when the facility/land is restored to its original purpose. If souvenir glass containers have been purchased for an event in this calendar year (2019), the policy allows for the municipality to consider an exception.
- The municipality has purchased portable signage that can be utilized by groups for outdoor events on municipal land.

With the intention of providing a policy that protects the interest of the municipality as well as balancing the needs/wants of the community as a whole with those who hold special occasion permits in municipal facilities the policy has been amended as presented as Appendix No. 01 to the report.

**Financial / Staffing Implications**

This item has been approved in the current budget: Yes  No  N/A

This item is within the approved budget amount: Yes  No  N/A

Staffing implications related to this matter are limited to normal administrative functions and duties.



**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

“Original signed by”

“Original signed by”

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Tammie Caldwell  
Director of Recreation Services

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Christopher W. Oslund  
City Manager

## The Corporation of the City of Temiskaming Shores

### By-law 2019-000

#### Being a by-law to amend By-law No. 2005-036 being a by-law to adopt a Municipal Alcohol Policy for the Corporation of the City of Temiskaming Shores – Five (5) year review

**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 municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and

**Whereas** Council passed By-law No. 2005-036 to adopt a Municipal Alcohol Policy for the Corporation of the City of Temiskaming Shores; and

**Whereas** Council considered Administrative Report No. RS-007-2019 at the April 16, 2019 Regular Council meeting and directed staff, in compliance with the requirement for a review within a five (5) year period, to prepare the necessary by-law to amend By-law 2005-036 for consideration at the April 16, 2019 Regular Meeting of Council;

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

1. That By-law No. 2005-036, as amended be hereby further amended by removing Schedule "A" and replacing it with Schedule "A", hereto attached 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 to not alter the intent of the by-law or its associated schedule.
3. That By-law No. 2005-036 being a by-law to adopt a Municipal Alcohol Policy for the Corporation of the City of Temiskaming Shores be reviewed by within a five (5) year period ending March 31, 2024.

**Read a first, second and third time** and finally passed this 16<sup>th</sup> day of April, 2019.

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule “A” to

**By-law No. 2019 – 000**

**Municipal Alcohol Policy**

Original Draft:	April 5, 2005
Final Draft:	April 11, 2005
Reviewed:	July 2014
Amended:	September 9, 2014
Reviewed:	September 2018
Amended:	April 16, 2019

**City of Temiskaming Shores  
Municipal Alcohol Policy Manual**

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## 1.0 Definitions

**At the Door** means the sale of admission tickets immediately prior to and at the general location of the event;

**City** means the Corporation of the City of Temiskaming Shores;

**City Staff** means City of Temiskaming Shores staff identified by the City as a contact for either Municipal Alcohol Policy purposes or the facility or premises in question as the context requires;

**Door Monitor** means any paid or volunteer person(s) who checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, and arranges safe transportation;

**Duty to Control** means the duty to protect participants from foreseeable harm to themselves or others;

**Energy Drink** means a type of beverage containing stimulant drugs, usually caffeine, which is marketed as providing mental and physical stimulation;

**Event** means any gathering of any kind whether social, business or otherwise, on City property. The event may include the set-up, tear-down, clean-up, and other activities that occur in, on, or around any City properties related to the preparations for, conduct of, or finalization of the event and use of City property;

**Event – Public** means an event at which any alcohol is consumed that is open to the public to attend and is conducted by a registered charity or not for profit entity or an event of municipal, provincial, national, or international significance where the intent may be to generate revenue;

**Event – Private** means an event at which any alcohol is consumed that is not open to the public and for which notification is limited to invited guests where the intent may not be to generate revenue;

**Event – Outdoor** means an event where money is collected for liquor through an admission charge to the event, admission or liquor tickets sold to people attending the event, or the collection of money for liquor before the event;

**Event - No Sale** means an event where liquor is served without charge, no money is collected directly or indirectly for liquor from guests, and the permit holder absorbs all the costs;

**Event Worker** means any person who serves or sells liquor or is involved in an event where alcohol is served on municipal property;

**Facility Manager** means the City official, or designate, having operational jurisdiction over the facility, property, or area where alcohol is being served;

**Floor Supervisor** means any paid or volunteer person(s) who talks with participants, monitors patron behavior, monitors for intoxication and underage drinkers, responds to problems and complaints, assists door monitors when necessary, removes intoxicated persons, and arranges safe transportation;

**Letter of Municipal Significance** means a letter from the City Clerk declaring that the event is an "Event of Municipal Significance". Such a letter is required before granting a special occasion for a public event;

**Licensed Security** means security personnel licensed under the Private Security and Investigative Services Act who monitors entrances and patrolling licensed areas. Licensed Security must ensure the safety and security of the establishment, its employees and patrons;

**Municipal Alcohol Policy (MAP)** means a local municipal policy to manage events held on properties and facilities owned, operated, and/or maintained by the Corporation of the City of Temiskaming Shores where alcohol is sold and/or served;

**Municipal Property** means any municipally-owned or leased lands, buildings, or structures;

**Permit Holder** means any person or organization applying to hold an event on municipal property and shall include the person or organization on whose behalf such person(s) apply or seek permission to hold the event and the person whose name is listed as the permit holder on a Special occasion Permit (this may include a sponsor);

**Private Place** means an indoor area usually not open to the public and not open to the public during the event;

**Server** means a paid or volunteer person(s) who accepts tickets for the purchase of alcoholic drinks, serves drinks to a maximum of four per person, monitors for intoxication and underage drinkers, refuses service when patron appears to be intoxicated or near intoxication, offers a non-alcoholic substitute, and co-ordinates with event staff;

**Smart Serve** means the Smart Serve training program offered by Smart Serve Ontario, designed to train staff and volunteers who work in areas where alcohol is sold and/or served, such as in bars, restaurants, banquet halls and other public facilities. The Smart Serve Program is the only server training program that is recognized by the Alcohol and Gaming Commission of Ontario and approved by this policy;

**Special Occasion Permit (SOP)** means the permit required any time liquor is offered for sale or given away or served anywhere other than in a licensed establishment or a private place;

**Stag and Doe** means a social event relating to an upcoming wedding which acts as a fundraiser for an engaged couple;

**Standard Drink** means as per Low Risk Alcohol Drinking Guidelines as developed by an expert panel representing Health Canada, Canadian Centre for Substance Abuse and the Alberta Drug and Alcohol Commission and endorsed by the Liquor License Board of Ontario and the Canadian Association of Mental Health:

- 12 oz. or 341 ml of 5% beer, cider, cooler **OR**
- 5 oz. or 142 ml of 12% alcohol content wine **OR**
- 1.5 oz. or 43 ml of 40% distilled alcohol

As per Section 13. (1) of Reg. 389/91 Special Occasions Permit: No person shall sell, offer for sale or serve at premises to which a permit applies, a drink that contains more than eighty-five milliliters of spirits.

**Ticket Seller** means any paid or volunteer person(s) who sells alcohol tickets to a maximum four (4) per person per purchase, monitors for intoxication and underage drinkers, refuses sale to patrons at or near intoxication, and refunds tickets on request;

**Wedding** means a marriage ceremony and the associated celebration such as marriage, nuptials, and commitment ceremonies;

## **2.0 Purpose of the Alcohol Policy**

The Municipal Alcohol Policy consists of a range of measures designed to prevent alcohol related problems and to increase the enjoyment of those who use City facilities. By reducing the potential for alcohol related problems, the City of Temiskaming Shores reduces the risk of injury and death, and reduces the level of liability it may be exposed to while increasing the general user's enjoyment of the facilities.

## **3.0 Implementation and Monitoring**

1. The Municipal Alcohol Policy will be implemented April 11<sup>th</sup>, 2005.
2. The Municipal Alcohol Policy will be submitted for review to the Timiskaming Health Unit and the Temiskaming Shores Police Services Board every five years.
3. The Municipal Alcohol Policy will be reviewed by the Mayor and Council of Temiskaming Shores every five years.

## **4.0 Policy Objectives**

1. To provide operational procedures for those holding events in municipally owned facilities where alcohol use is permitted.
2. Comply with the provincial Liquor License Act.



3. To ensure that events where alcohol use is permitted are properly supervised and operated.
4. To support the decision of abstainers not to drink alcohol.
5. To encourage and support the responsible use of alcohol as part of a social function rather than the reason for it.
6. To provide a balance of "wet" and "dry" facilities and events to ensure that all community members have access to safe and enjoyable recreation activities.
7. To equip staff and volunteers with skills and knowledge to manage events and enforce the policy.

## 5.0 Administration

1. The City Clerk may issue a letter of municipal significance for any occasion except the following:
  - a) All youth and minor sports events, including banquets
2. Notwithstanding Section 4.0 Article 1. areas not suitable for the consumption / advertising of alcohol include:
  - a) All arena change rooms
  - b) All arena entrances, lobbies, and seating areas during youth sports
  - c) All ice surfaces except when floor covering is in place or there is no ice on the surface
  - d) All municipally owned trails, and walkways
  - e) All municipal sports playing fields when being used for its originally intended purposes
  - f) All playground areas
3. The City reserves the right to change the designation of any site at its discretion.
4. Parks/Facilities eligible for Alcohol Use Events are listed in Appendix No. 01 of the by-law
5. Parks/Facilities not eligible for Alcohol Use Events are listed in Appendix No. 02 of the by-law.
6. Applications for municipal support of a Special Occasion Permit shall include the following:
  - a) **Name and contact information** of the event permit holder including at least one secondary contact

- b) **Insurance** – A minimum of \$5,000,000 liability insurance with the City of Temiskaming Shores named as an additional or co-insured, proof of which must be provided to the City Clerk and/or the person or department in charge of the rental space a minimum of fourteen (14)
  - c) **Safe Transportation Strategy** which provides safe transportation options for all drinking participants at the event which may include:
    - Designated Drivers
    - Promotion of taxis, buses, or other forms of alternate transportation
    - Transportation provided by the event sponsor
  - d) **Security**
    - Public Events require a security plan outlining security measures that will be in place. Security must be kept until all patrons have departed from the premises
    - Any company providing security shall carry a minimum of \$5,000,000 liability insurance associated with their security activities
  - e) **Evacuation Plan** outlining the location of entrance and exit accesses
  - f) **Signed agreement** (Appendix 05) indicating that the permit holder understands and will abide by the Municipal Alcohol Policy.
  - g) **Signage** – Proper Signage will be posted in accordance with Appendix 04 and be clearly visible at the event.
7. **Controls** - The permit holder of an event has a duty to control including but not limited to the following:
- a) The event sponsor must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and must show proof of this to the municipal Facility Manager at least fourteen (14) days prior to the event;
  - b) Anyone involved in the sales/service of liquor (Servers, Door Monitors, Ticket Sellers, Floor Supervisors, Security, and Management Services) at paid or a free bar must be over the age of 18, have valid Smart Serve Certificate on their person, and must act in accordance with the Municipal Alcohol Policy;
  - c) A coat check system is encouraged and backpacks are not admissible to a licensed event;
  - d) All drinks must be served in cans, disposable paper or plastic cups unless the event is a private function;
  - e) Low-alcohol (4% beer) or extra light (2.5% beer) beverages must be made available and at a lower cost than regular beer. O. Reg 389/91 s.28 (2);
  - f) Non-alcoholic drinks must be available at no charge or at a cost significantly lower than that of drinks containing alcohol;

- g) No practices that encourage increased drinking i.e. oversize drinks, double shots, pitchers of beer, drinking contest volume discounts;
- h) The Permit Holder is required to post and inform all patrons of any beverage that has an alcohol content above 5%;
- i) Alcohol may not be served in public areas without a Special Occasion permit and/or in areas nearby or outside of any area with a valid Special Occasion Permit;
- j) All exits must be monitored to ensure that no alcohol is taken outside and that occupancy limits are complied with;
- k) No extra-strength alcohol drinks will be provided. As per Section 13. (1) of Reg. 389/91 Special Occasion Permit: No person shall sell, offer for sale or serve at premises to which a permit applies, a drink that contains more than eighty-five milliliters of spirits. The City supports and strongly recommends serving the 'standard drink' sizes to help guests manage their consumption responsibly: A standard drink is:
  - 12 oz. or 341 ml of 5% beer, cider, cooler **OR**
  - 5 oz. or 142 ml of 12% alcohol content wine **OR**
  - 1.5 oz. or 43 ml of 40% distilled alcohol
- l) A minimum of two people will be designated to stay at the table where tickets are being sold
- m) Tickets, where applicable, must be purchased from designated ticket seller and redeemed at the bar
- n) Unused tickets, where applicable, are to be redeemable for cash at any time during the event to a maximum of four (4) tickets
- o) The municipality reserves the right to require the presence of police officers for the duration of an event, the cost to be borne by sponsoring group or individual
- p) All event workers are to wear highly visual identification
- q) Ensure compliance with the clearly defined ratio of event workers according to the type of event (Attached as Appendix 03 to the by-law) or otherwise approved in writing by the City of Temiskaming Shores
- r) All alcohol purchased under the Special Occasion Permit must be opened by the event staff and may not leave the service area in a closed manner
- s) The permit holder must adhere to the Ontario Fire code, City of Temiskaming Shores by-laws, and/or any other current and applicable legislation
- t) Anyone over the age of 19 who is entering a public special Occasion Permit event must be identified, in a manner that is clearly visible and which cannot be altered, indicating they are of legal drinking age.
- u) The Permit Holder shall ensure that an item of identification is inspected before admitting a person apparently under the age of 19 and ensure that before liquor

- is sold or served to a person apparently under the age of 19, an item of identification of the person is inspected.
- v) Acceptable identification for alcohol at any event must be inspected by the permit holder or designated event staff prior to alcohol sale/service. (Ontario Driver's license with a photo, Canadian passport, Canadian Citizenship Card with photo, Canadian Armed Forces Identification Card, Photo card issued by the Liquor Control Board of Ontario. A secure Indian Status Card issued by the Government of Canada, A permanent Resident Card issued by the Government of Canada, A photo card issued under the Photo Card Act, 2008, the Ontario Health Card if offered voluntarily)
  - w) An adequate amount of food with substance shall be offered at any event where alcohol is being served.
  - x) The Permit Holder and all event workers must be sober and of sound mind during and immediately after the event is concluded.
  - y) Tickets may not be sold at the door for a private event
  - z) Event workers must check the photo identification of all participants at masquerade events to assist in ensuring everyone is of legal age.
  - aa) Alcohol shall not be served after 2:00 am
  - bb) There must be no 'last call'
  - cc) All entertainment must be completed by 2:00 am (consistent with when alcohol sales end)
  - dd) All evidence of alcohol consumption must be cleared by 2:30 a.m. and the facilities vacated by 3:00 am. (Liquor License Act of Ontario)
  - ee) Special Occasion Permit holders must report in writing to the City within 24 business hours or the next regular business day, all incidents in which patrons are injured or ejected from an event, or when Police/Fire/Ambulance have been dispatched.
8. **Outdoor Events Area** – The outdoor area shall be clearly defined and separated from unlicensed areas by a minimum of 36" (0.9 m) high partition.

## 6.0 Accountability Inspection

The City of Temiskaming Shores reserves the right to have a municipal representative attend any and all public events held on City of Temiskaming Shores owned property to protect the best interests of the Corporation. This person will have complete authority to close any event not complying with The City of Temiskaming Shores Municipal Alcohol Policy, and/or Recreation Department Facility Permit Terms and Conditions. Cost of this person will be borne by the event organizer(s) at the sole discretion of the City.

## **7.0 Severability**

Should any section, subsection, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.

## **8.0 Signage**

Signs included in Appendix 04 shall be prominently and permanently displayed in designated facilities, in sizes suitable to the facility and space to be used to address

- Accountability
- Statement on Intoxication
- Sober Driver Spot Check
- No "Last Call"
- Alcohol Ticket Sales
- Proof of Age
- Fetal Alcohol Syndrome
- Designated Drivers

## **9.0 Insurance and Indemnification**

All events/activities on municipal property which will involve the consumption of alcohol will be required to obtain a Special Occasions Permit issued by the Alcohol and Gaming Commission of Ontario and ensure that all conditions associated with the issuance of that permit are met throughout the term of that activity. In addition, the facility renter/event organizer must produce proof at least 14 days prior to the event that the following forms of coverage have been bound for the full term of the activity:

- a) Public liability and property damage insurance with an insurer satisfactory to the City in an amount not less than five million dollars (\$5,000,000.00). This insurance shall name the Corporation of the City of Temiskaming Shores as an additional insured for the period of the rental stated on the facility permit. This insurance endorsement shall also state that coverage will respond to all claims relating to the A.G.C.O. Licensed activities held on the premises and shall not exclude participants.
- b) The permit holder agrees to indemnify and save the City of Temiskaming Shores, its elected officials, public officials, and employees, harmless from all claims, damages, losses and expenses which might arise as a result of this event taking place.

## **10.0 Enforcement Procedures and Penalties**

- 10.1 The event workers must report any infraction of this policy to the designated municipal staff as soon as possible within 24 hours of the occurrence, or by the start of the next working day, and complete an incident report form.

- 10.2 The event staff must report any infraction of this policy to police whenever they believe such action is needed.
- 10.3 When the permit holder, despite requests, does not correct MAP infractions, the designated municipal representative must close down the event.
- 10.4 When participants are found to be drinking alcohol in restricted areas such as dressing/change rooms, the municipal representative will intervene and request that the illegal use cease. If the drinking continues, police must be called.
- 10.5 Permit holders and rental groups who fail to comply with the City of Temiskaming Shores Municipal Alcohol Policy shall be subject to the following consequences:

10.5.1 Short-term Procedures

- a) The City Manager of the City of Temiskaming Shores and the Director responsible for the facility the infraction occurred will review infractions.
- b) The designated municipal representative will send a registered letter describing the problem to the permit holder/rental group, informing the group that their rental privileges for the next scheduled rental or event have been revoked.
- c) The group/team's rental privileges for the next scheduled rental or event (alcohol or no alcohol) will be revoked.
- d) Future rental privileges to penalized groups will depend on their convincing the municipal staff and/or council's designate that they will follow all policy regulations at future functions.

10.5.2 Long-term Penalties

- a) When a permit holder contravenes the MAP a second time following a warning, the permit holder and sponsoring group will not be allowed to rent municipally owned facilities *for a minimum period of one year*.
- b) Should a permit holder, team or group contravene the municipality's MAP a second time, they will be permanently barred from renting municipally owned facilities unless the decision is overturned through appeal to council.

**Penalties concerning use of facilities may be appealed to the City Manager.**

## 11.0 Low Risk Drinking Guidelines

Canada's Low-Risk Alcohol Drinking Guidelines (LRDG) help Canadians moderate their alcohol consumption and reduce their immediate and long-term alcohol-related harm. The

LRDG posters are to be displayed wherever alcohol is served in order to inform patrons of related risks.

English: <http://www.ccsa.ca/Resource%20Library/2012-Canada-Low-Risk-Alcohol-Drinking-Guidelines-Poster-en.pdf>

French: <http://www.ccsa.ca/Resource%20Library/2012-Canada-Low-Risk-Alcohol-Drinking-Guidelines-Poster-fr.pdf>

## **Appendix 01**

### **Facilities Eligible for Alcohol Use Events**

Dymond Community Hall - 181 Drive-In Theatre Road  
Dymond Ball Parks - Laurette Street  
Riverside Place - 55 Riverside Place  
Don Shepherdson Memorial Arena Hall - 75 Wellington Street  
Don Shepherdson Memorial Arena Floor Space - 75 Wellington Street  
New Liskeard Community Hall - 90 Whitewood Ave  
Waterfront Pool/Fitness Centre Lounge and deck area - 77 Wellington Street  
Algonquin Beach Park - 15 Beach Boulevard  
New Liskeard Waterfront Park (Spurline) - Fleming Drive  
New Liskeard Fall Fair Grounds - Riverside Drive  
Haileybury Community Hall (Floor and Hall) - 400 Ferguson Avenue  
Haileybury Arena Floor Space – 400 Ferguson Avenue  
Haileybury Lion's Den - 400 Ferguson Avenue  
Harbourplace - 451 Farr Drive  
Rotary Farr Park  
City Hall Lobby - 325 Farr Drive  
Temiskaming Art Gallery - 325 Farr Drive  
Murray Daniels Park - Lakeview Avenue South  
Bucke Park - 523060 Bucke Park Road



## Appendix No. 02

### Facilities/Parks Not Eligible for Alcohol Use Events:

#### Parks:

- Skateboard Park - 490 White's Drive – Ambulance entrance
- Pete's Dam Park - 784285 Pete's Dam Road
- Little Claybelt Museum - 883356 Hwy 65 Dymond
- Dymond Firefighters Park
- Dymond Outdoor Rink - 400 Laurette Street
- Shaver Park
- Christian Street Park
- Haileybury Lions Park
- Lakeview Avenue Park
- Camsell Park
- Haileybury Cenotaph Park
- Hughes Lookout
- Haileybury Waterfront Beach
- New Liskeard Cenotaph Park
- Baker Street Playground
- Heard Street Playground
- New Liskeard Lions Playground
- Rebecca Street Playground
- Sutcliffe Playground
- New Liskeard Lions Tennis Courts

#### Facilities

- Dymond Community Complex: Offices and Garage
- Dymond Fire Station - 181 Drive-In Theatre Road
- Haileybury Fire Station - 486 Georgina Avenue
- Haileybury Branch Library - 545 Lakeshore Road
- Haileybury Medical Centre - 95 Meridian Avenue
- Temiskaming Shores Sailing School Facility - 451 Farr Drive
- Haileybury Public Works Complex Buildings - 500 Broadway Street
- Haileybury Office/Storage/Washroom Building - 400 Morrissett Drive
- Temiskaming Shores Cemetery Facilities
- Public Works Facilities - 1 View Street
- Haileybury Equipment Garage - Land Fill Site

- New Liskeard Pabic Works Complex - 200 Lakeshore Road
- New Liskeard Storage - Wellington Street
- New Liskeard Fire Station - 28 Wellington Street
- New Liskeard Branch Library - 50 Whitewood Avenue
- All sport facilities other than those listed in Section 4.0

### Appendix 03

#### Required Ratio of Event Workers

The following is the recommended minimum ratio of event workers per number of participants:

<b># of Participants</b>	<b>Floor Bartenders</b>	<b>Door Monitors</b>	<b>Ticket Supervisors</b>	<b>Sellers</b>
Under 25	1	0	1	0
25 to 50	1	1	1	1
51 to 100	2	2	2	2
101 to 200	2	3	3	2
201 to 300	3	3	3	3
301 to 400	3	3	4	3
401 to 500	4	4	4	5
501 to 750	6	6	6	6
751 to 1300	8	8	8	8

\* For the purpose of a Family Reception of up to 300, Floor Monitors and Door Supervisors may be the same individuals.

## Appendix 04

### Required Signage

Signage specified below is permanently located in the Municipal Halls including Haileybury Arena Hall, New Liskeard Community Hall, Riverside Place and Dymond Hall. The Permit Holder will be required to provide signage for any licensed events held in other facilities and outdoor venues.

#### 1) **Accountability**

The sponsor will post a sign at main exits and in bar areas stating:

- The name of the sponsor,
- The event License holder,
- Address and telephone number of the Ontario Provincial Police Temiskaming Detachment.
- A blank sign format shall be provided to the sponsor by the municipality. (Attached as Appendix No. 06)

#### 2) **Statement on Intoxication**

Placed in the bar areas and at the entrance

The City of Temiskaming Shores strives to provide recreation facilities for all members of the community to enjoy. We honor the rights of everyone, including those who choose to abstain, and welcome their participation in our social events.

Servers are required by law not to serve anyone who is or appears to be intoxicated or to serve anyone to the point of intoxication.

Low-alcohol beverages, coffee, soft drinks, and food items are available

#### 3) **Sober Driver Spot Check**

A wall sign is to be located at the main exits:

The Ontario Provincial Police thank you for helping to reduce impaired driving everywhere in the City of Temiskaming Shores. We look forward to personally thanking you at one of our roadside spot checks for leaving this event as a Sober Driver.

4) **No "Last Call"**

At the entrance to the halls in facilities designated as eligible for Special Occasion Permit, indicating that there will be no last call before the closing of the bar.

5) **Alcohol Ticket Sales**

In the alcohol ticket sales table outlining the regulations.

No more than four (4) tickets per person may be sold at a time. Tickets may be redeemed prior to 1:00am

6) **Proof of Age**

Near entrances and in bar areas designated as eligible for alcohol use which read:

You must be 19 years or older to consume alcohol at a Special Occasion Permit event. The only acceptable proof of age is government-issue photo identification.

7) **Fetal Alcohol Syndrome**

In all areas where alcohol is served in order to inform participants about the risks of fetal alcohol syndrome. The sign must be a minimum of 8 x 10 inches.

Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.

8) **Designated Drivers**

In all facilities designated as eligible for alcohol-Licensed events thanking designated drivers for their contribution to the health and safety of their friends and the community at large.

We appreciate our Designated Drivers and thank them for their contribution to the health and safety of their friends and the community. In recognition of your contribution, we are pleased to offer you free coffee and soft drinks.

## Appendix 05

### Agreement – Special Occasion Permit Holder

1. I have received and reviewed a copy of the City of Temiskaming Shores Municipal Alcohol Policy Manual.
2. I understand that I must adhere to the conditions of the City of Temiskaming Shores Municipal Alcohol Policy and the Liquor License Act of Ontario.
3. I understand that if I or other individuals at the event fails to adhere to the Temiskaming Shores Municipal Alcohol Policy, the City Staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit, and the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Appendix 06**  
**Accountability Sign**

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**NAME OF SPONSOR**

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**EVENT LICENSE HOLDER**

**ONTARIO PROVINCIAL POLICE  
TEMISKAMING DETACHMENT**

**911**

**ADDRESS:**  
**300 Armstrong Street North**  
**New Liskeard**

**Subject:** Zero-Turn Riding Lawnmower

**Report No.:** RS-008-2019

**Agenda Date:** April 16, 2019

**Attachments**

**Appendix 01:** RS-RFQ-002-2019 Submission Results

**Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-008-2019; and
2. That Council directs staff to prepare the necessary Purchase Order to acquire one (1) Zero-Turn Lawnmower from Optimum Agri. Inc. at an upset limit of \$17,898 plus applicable taxes.

**Background**

The Recreation Department currently has four Zero-Turn Lawnmowers that operate on a daily basis for 5 months in a year. One of these units was replaced in 2018, while two of the units are 7 years old and the one needing replacement is currently 11 years old.

Council approved \$20,000 in the 2019 Capital Budget for the supply of one Zero-Turn Lawnmower.

**Analysis**

Request for Quotation, RS-RFQ-002-2019 was issued on March 14, 2019, with a closing date of 2:00 pm April 9, 2019 for the supply of one Zero-Turn Lawnmower, with a delivery date of May 6, 2019.

Three quotations were received all meeting the required specifications as outlined (Attached as Appendix No.1 to the report). The lowest quotation received was from Optimum Agri Inc., in the amount of \$17,898 plus applicable taxes.

**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

2019 Capital Budget Zero-Turn Lawnmower: \$ 20,000

Hustler Z Diesel 60" inch Deck: \$ 18,213 (incl. non-refundable HST)



**Submission**

Prepared by:

Reviewed and approved by:

Reviewed and submitted for  
Council's consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

---

Paul Allair  
Superintendent of Parks  
And Facilities

---

Tammie Caldwell  
Director of Recreation Services

---

Christopher W. Oslund  
City Manager

Document Title: **RS-RFQ-002-2019 Zero Turn Riding Lawnmower**

Closing Date: **Tuesday, April 9, 2019**

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

Department: **Recreation Services**

Opening Time: 2:00 p.m.

Submission Pricing

Bidder: GREEN TRACTORS

Zero Turn Lawnmower:	18,400.00
HST:	2,392.00
Total:	20,792.00

Bidder:

Zero Turn Lawnmower:	
HST:	
Total:	

Bidder: MCK TEMISKAMING SHORES

Zero Turn Lawnmower:	18,542.79
HST:	2,449.56
Total:	21,292.35

Bidder:

Zero Turn Lawnmower:	
HST:	
Total:	

Bidder: OPTIMUM AGRIC INC.




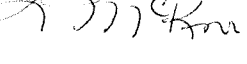
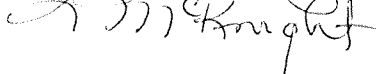
Zero Turn Lawnmower:	17,898.00
HST:	2,326.74
Total:	20,224.74

Bidder:

Zero Turn Lawnmower:	
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	Representing	Signature
TAMMIE CALDWELL	T. SHORES REC	
PAUL ALLAIR	T. SHORES REC	
Mitch Lafreniere	T. Shores Rec.	
DAVE TREEN	T. SHORES	
LINDA MCKNIGHT	C of TS	

**Subject:** Supply & Install Glycol System

**Report No.:** RS-009-2019

**Agenda Date:** April 16, 2019

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**Attachments**

**Appendix 01:** RS-RFQ-003-2019 Submission Results

**Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-009-2019; and
2. That Council directs staff to prepare the necessary Purchase Order for the supply and installation of a Glycol System at the Don Shepherdson Memorial Arena to Cimco Refrigeration at an upset limit of \$6,101.93 plus applicable taxes.

**Background**

The compressors at the Don Shepherdson Arena currently use city water to cool them during ice making operations, creating scaling and buildup inside the compressors' internal components. The proposed system will only use glycol, reducing water usage and annual maintenance costs.

Council approved \$15,000 in the 2019 Capital Budget for the supply and installation of a Glycol System at the Don Shepherdson Memorial Arena.

**Analysis**

Request for Quotation RS-RFQ-003-2019 was issued on March 14, 2019 with a closing date of 2:00 pm April 9, 2019, for the supply and installation of a Glycol System at the Don Shepherdson Memorial Arena. The work is to be completed the week of June 3<sup>rd</sup> to June 7<sup>th</sup>, 2019.

Three quotations were received with the lowest being from Cimco Refrigeration in the amount of \$6,101.93 plus applicable taxes. (Attached is Appendix No.1 to the report). The lowest quote meets all specifications outlined and is well below the budgeted amount.

Cimco Refrigeration, a division of Tormont Industries Ltd., has been involved in many projects with municipal arenas and recreation centres, providing positive results.

**Financial / Staffing Implications**

This item has been approved in the current budget:    Yes X        No        N/A

This item is within the approved budget amount:    Yes X        No        N/A

2019 Capital Budget Supply/Install Glycol System	\$15,000
Supply/ Install Glycol System	\$6,209.32 (incl. non-refundable HST)

**Submission**

Prepared by:	Reviewed and approved by:	Reviewed and submitted for Council’s consideration by:
--------------	---------------------------	---

“Original signed by”	“Original signed by”	“Original signed by”
_____	_____	_____
Paul Allair Superintendent of Parks And Facilities	Tammie Caldwell Director of Recreation Services	Christopher W. Oslund City Manager

Document Title: **RS-RFQ-003-2019 Supply and Install Glycol System**

Closing Date: **Tuesday, April 9, 2019**

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

Department: **Recreation Services**

Opening Time: 2:10 pm

Submission Pricing

Bidder: BLACK + McDONALD

Glycol System:	18,150.00
HST:	2,359.50
Total:	\$20,509.50

Bidder:

Glycol System:	
HST:	
Total:	

Bidder: Cimco

Glycol System:	6,101.93
HST:	793.25
Total:	\$6,895.18

Bidder:

Glycol System:	
HST:	
Total:	

Bidder: METAL-AIR

Glycol System:	10,978.04
HST:	1,427.15
Total:	\$12,405.19

Bidder:

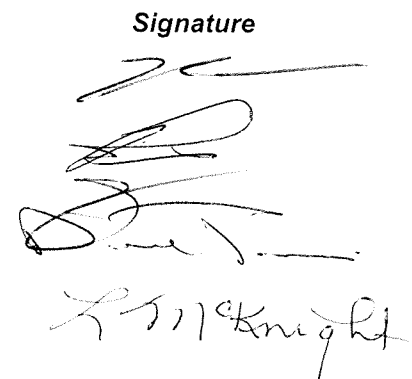
Glycol System:	
HST:	
Total:	

**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**  
 TAMMIE CALDWELL  
 PAUL ALLAIR  
 MITCH LAFRENIERE  
 DAVE TREEN  
 LINDA MCKNIGHT

**Representing**  
 T. SHORES REC  
 T. SHORES REC  
 " " "  
 T. SHORES  
 C of T.S.

**Signature**  




# Memo

To: Mayor and Council  
From: Shelly Zubyck, Director of Corporate Services

Date: April 16, 2019

**Re: City Hall Holiday Hours**

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In accordance with the Collective Agreement with CUPE Local 5014, the vacation requests for the period of April 1<sup>st</sup>, 2019 to December 31<sup>st</sup>, 2019 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<sup>th</sup> and 27<sup>th</sup> as vacation days.

It is requested, with Council's approval, that City Hall be closed on December 24<sup>th</sup> and 27<sup>th</sup>. All City Hall staff would have the option of using two days of their 2019 vacation entitlements or elect a day without pay for two days.

The hours of operation for City Hall would be as follows:

Monday, December 23 – Normal hours of operation  
Tuesday, December 24 – Closed  
Wednesday, December 25 – Closed  
Thursday, December 26 – Closed  
Friday, December 27 – Closed  
Saturday, December 28 – Closed  
Sunday, December 29 – Closed  
Monday, December 30 – Normal hours of operation  
Tuesday, December 31 – Normal hours of operation  
Wednesday, January 1 – Closed

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:** Animal Control and Pound  
Services Contract

**Report No.:** CS-016-2019  
**Date:** April 16, 2019

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### **Attachments**

**Appendix 01:** Proposal Evaluation – RFP-CS-001-2019

**Appendix 02:** Sketch of Proposed Pound

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-016-2019; and
2. That Council for the City of Temiskaming Shores directs staff to prepare the necessary By-law to enter into a three (3) year agreement with Ms. Roxanne St. Germain, operating as Temiskaming Area Animal Services, in the amount of \$71,500 plus applicable taxes per year for consideration at the April 16, 2019 Regular Council meeting.

### **Background**

On December 31, 2018, the current contract for Animal Control and Pound Services expired. In accordance with Section 1 of By-law 2017-150, the agreement with Prodigal Pets has continued on a monthly basis at the current rate until a new agreement is signed or until cancelled on thirty (30) days' notice by either party at the termination date of the agreement.

On February 4, 2019 Council directed staff to release RFP-CS-001-2019 for the provision of Animal Control and Pound Services with a closing date of February 28, 2019.

### **Analysis**

Three (3) submissions were received in response to RFP-CS-001-2019.

The evaluation committee consisting of the City Manager, the Director of Corporate Services and the Director of Recreation met with the individuals who submitted proposals on March 7, 2019. A number of interview questions were asked relating to animal control and pound services. Included in the discussions were any recommendations, initiatives or suggestions the bidders may have as the City is currently investigating “No-kill” options for Animal Control.

The three (3) proposals were evaluated by staff based on the Proposal Evaluation contained in the RFP which is attached as Appendix 01. The interviews were also evaluated.

On March 21, 2019 both the Protection to Persons and Property Committee and the Corporate Services Committee met and discussed Animal Control and Pound Services in Closed Session.

The PPP Committee met again on April 2, 2019 and requested that the “Estimated Fees and Disbursements” portion of the Evaluation Criteria be separated from the Service Delivery criteria. The results are as follows:

<b>Proposal</b>	<b>Price Scoring</b>	<b>Service Scoring</b>	<b>Total</b>	<b>Price</b>
Temiskaming Area Animal Services	900	1325	2225	\$71,500/year
Prodigal Pets	1,200	1320	2520	\$69,000/year
Kid Crest Farm	1,500	975	2475	\$62,242/year

After careful consideration, the PPP Committee is recommending Ms. Roxanne St. Germain operating as Temiskaming Area Animal Services as the successful bidder for Animal Control and Pound Services based on the services proposed. In accordance with the Request for Proposal Process, the PPP Committee recognizes that “best value” is the essential part of purchasing a product and/or service and therefore the City may prefer a Proposal with a higher price, if it offers greater value and better serves the City’s interests, as determined by the City, over a Proposal with a lower price.

The City of Temiskaming Shores has heard from members of the public surrounding different approaches to Animal Control within the City and implementing the concept of “No-Kill” Animal Services. The PPP Committee feels that this change in culture can be easily led by Ms. St. Germain with a built network and team approach. Ms. St. Germain shared various ideas and strategies on what would be implemented for Animal Control and Pound Services that will provide a fresh outlook with goal of achieving a no-kill community. The approach is not just about reducing euthanasia by increasing adoptions, it would be to address root causes and what drives our intake of animals into the pound.

Through our Animal Control Officer, the City would be aligned with local organizations that have come forward, so that the effectiveness of the animal welfare community within the Municipality is maximized.

The City taking on a new approach to Animal Control represents a paradigm shift, or a revolution, in the way the Municipality considers Animal Control and Pound Services.



The proposed location of the pound is 55 Regina St. in Temiskaming Shores. The proposed space will be renovated at the expense of the contractor to include a separate space for dogs and cats and will offer an inviting lobby area with viewing window for the public. A sketch is attached as Appendix 2.

The start date for the new contract will be June 1<sup>st</sup>, 2019 for a period of three (3) 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

The cost of Animal Control and Pound Services for the City of Temiskaming Shores would be \$71,500 per year plus applicable taxes. This amount is within the budgeted amount for 2019.

### **Alternatives**

There are two alternatives that Council may wish to consider:

1. Award the proposal to Prodigal Pets who had the highest aggregate score (price and service).
2. Award the proposal to Kidd Crest Farms who had the lowest price (difference of \$6,758 per year from the next highest proposal and a difference of \$9,258 from the proposal being recommended)

### **Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

\_\_\_\_\_  
Shelly Zubycck  
Director of Corporate Services

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

**Proposal Evaluation Criteria**

An evaluation team consisting of key municipal staff will conduct the evaluation of proposals as well in person interviews and presentations.

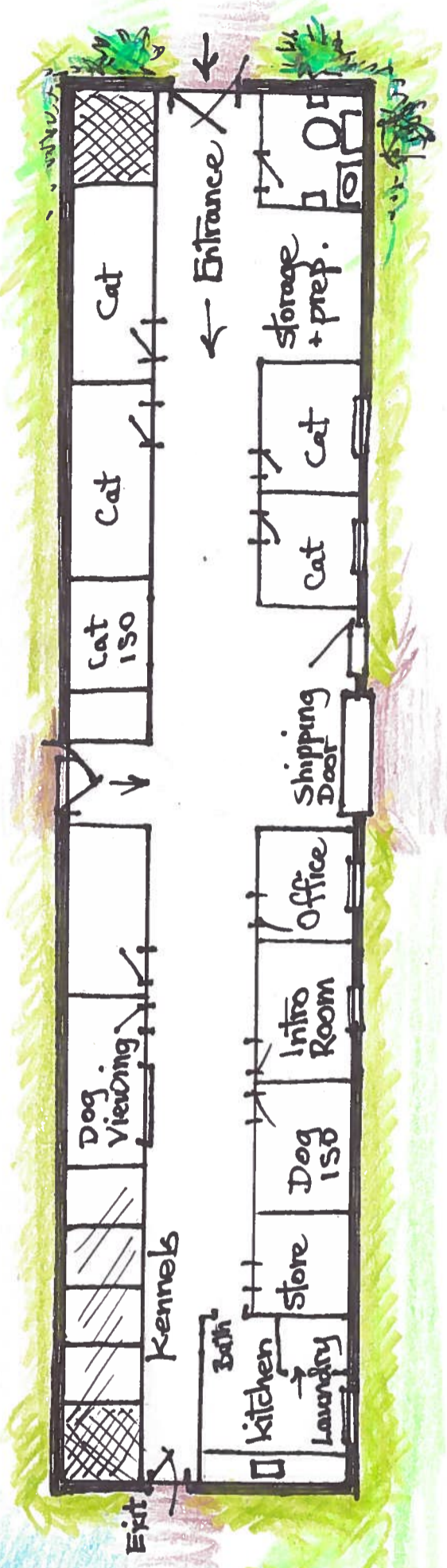
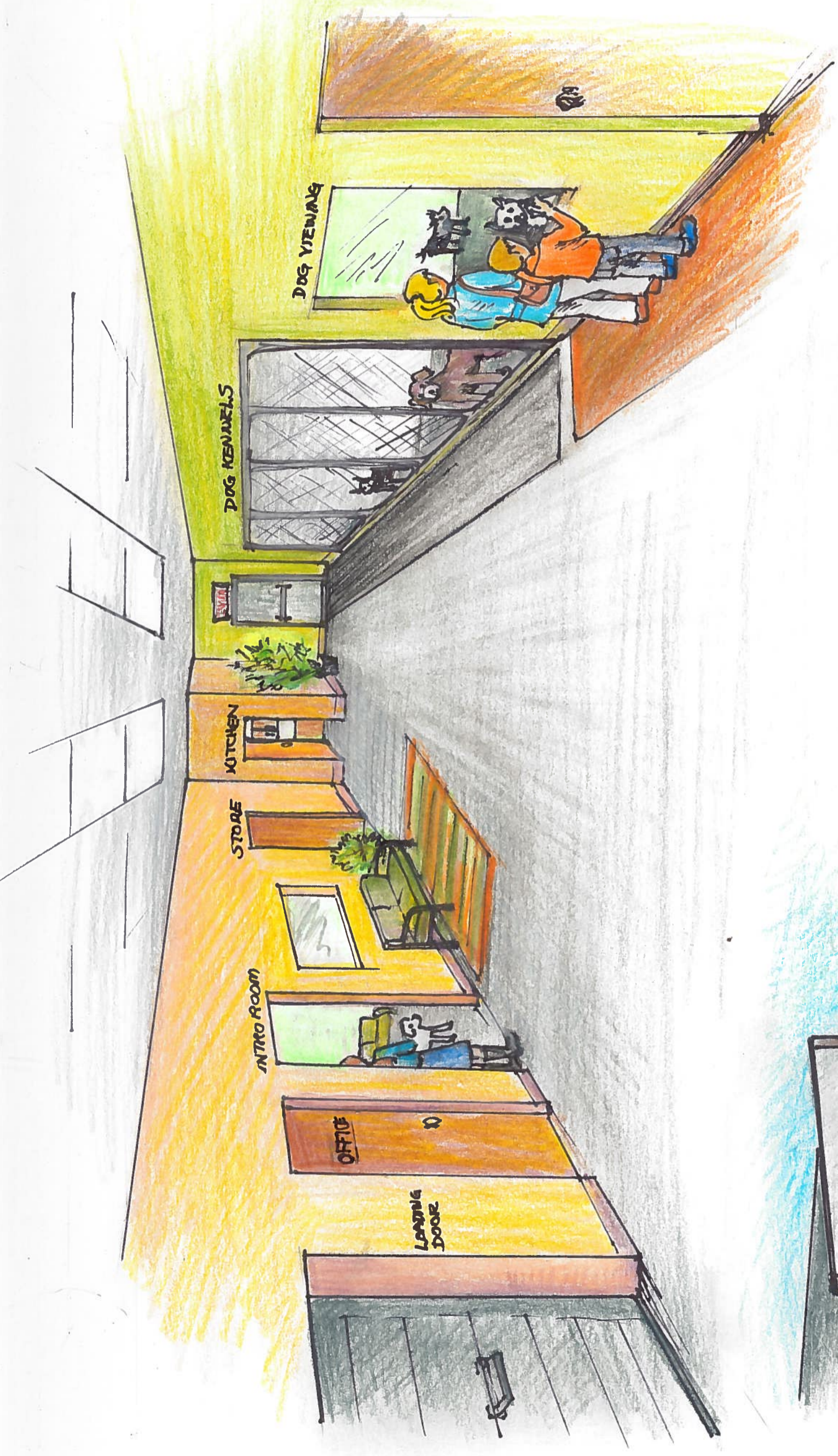
The City of Temiskaming Shores reserves the right in its evaluation of the proposal to consider all pertinent criteria whether or not such criteria are contained in the Request for Proposals.

CITY PROPOSAL EVALUATION CRITERIA			MAXIMUM TOTAL POINTS
	WEIGHT	POINTS	
<b>Qualifications and Expertise</b>			
Possession or ability to possess minimum qualifications	10	___10	_____(100)
Knowledge of applicable legislation/Provincial Offences	10	___10	_____(100)
Communication skills	5	___10	_____(50)
<b>25%</b>			
<b>Ability to Meet Specifications and Quality Workmanship</b>			
Completeness, accuracy and overall presentation	10	___10	_____(100)
Quality of vehicle and pound services proposed	10	___10	_____(100)
Ability to provide hours of operation coverage requested	5	___10	_____(50)
<b>25%</b>			
<b>Estimated Fees and Disbursements</b>			
Cost estimates are evaluated for completeness and lowest is scored 10 points, next 8 points, etc. If more than 5 proposals, then only 5 lowest Bids are to receive points, and the remaining higher Bids will be given 0.25 points. Prices within a small differential will be scored as equal.	50	___10	_____(500)
<b>50%</b>			

Bidder's Name: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_ Total Points: \_\_\_\_\_



Animals First - Sketch 2019

**The Corporation of the City of Temiskaming Shores**  
**By-law No. 2019-061**  
**Being a by-law to adopt the 2019 Municipal Budget for**  
**the City of Temiskaming Shores**

**Whereas** Section 290(1) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

**And whereas** Section 290(2) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that the budget shall,

- a) in such detail and form as the Minister may require, set out the estimated revenues, including the amount the municipality intends to raise on all the rateable property in the municipality by its general local municipality levy; and
- b) provide that the estimated revenues are equal to the estimated expenditures;

**And whereas** Section 290(4) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that in preparing the budget, the local municipality,

- a) shall provide for any operating deficit of any previous year and for the cost of the collection of taxes and any abatement or discount of taxes;
- b) may provide for taxes and other revenues that it is estimated will not be collected during the year; and
- c) may provide for such reserves as the municipality considers necessary;

**And whereas** Public Notice was provided in the Temiskaming Speaker on March 27, April 3 and April 10, 2019 being at least seven (7) days prior to the passing of the by-law in accordance with By-law No. 2004-022, as amended informing the public of its intention to adopt the 2019 Municipal Budget;

**And whereas** it is deemed necessary and expedient to adopt the capital and general operating budget for the City of Temiskaming Shores for the year 2019.

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the 2019 general levy, which the municipality intends to raise on all rateable property in the municipality, be hereby established at \$13,385,879.
2. That the 2019 Operating and Capital Budgets, attached hereto as Schedule "A", Schedule "B", Schedule "C" and Schedule "D" and forming part of this by-law, be hereby adopted, approved and authorized.

**Read a first, second and third time and finally passed** this 16<sup>th</sup> day of April, 2019.

---

Mayor – Carman Kidd

---

Clerk – David B. Treen

## Schedule "A" to By-law 2019-061

### General Operations

	<b>2019 Budget</b>
<b>Revenues</b>	
Grants	4,613,441
Taxation	13,626,972
Other Revenues	4,862,908
Education	3,049,494
Business Improvement Area	45,000
<b>Total Revenues</b>	<b>26,197,815</b>
<b>Expenditures</b>	
Municipal Operations	16,725,863
Health & Social Services	2,724,838
Policing	2,232,065
Libraries	456,367
Education	3,049,494
Business Improvement Area	45,000
<b>Total Expenditures</b>	<b>25,233,627</b>
<b>Transfer to Capital</b>	<b>964,188</b>

# Schedule "B" to By-law 2019-061

## Environmental Operations

	<b>2019 Budget</b>
<b>Revenues</b>	
User Fees	4,881,681
Total Revenues	<u>4,881,681</u>
<b>Expenditures</b>	<u>4,439,181</u>
<b>Transfer to Capital</b>	<u><u>442,500</u></u>

**Schedule "C" to By-law 2019-061**

**2019 Capital Budget**

	<b>Capital 2019 Budget</b>
	<u>                    </u>
<b>General Capital</b>	
Grants	601,871
Revenues	2,310
Debt	2,722,000
Transfer from Reserves	308,348
Expenditures	<u>4,598,717</u>
Transfer from Operations	<u><u>(964,188)</u></u>
	<b>Capital 2019 Budget</b>
	<u>                    </u>
<b>Environmental Capital</b>	
Grants	0
Debt	0
Transfer from Reserves	0
Expenditures	<u>442,500</u>
Transfer from Operations	<u><u>(442,500)</u></u>



## Schedule "D" to By-law 2019-061

### Reconciliation of Tax Levy Budget to PSAB Surplus

		<u>2019 Budget</u>
	<b>Net General Operations</b>	<b>964,188</b>
	<b>Net Environmental Operations</b>	<b>442,500</b>
	<b>Net General Capital</b>	<b>(964,188)</b>
	<b>Net Environmental Capital</b>	<b><u>(442,500)</u></b>
	<b>Tax Levy Budget</b>	<b>0</b>
Add Back:	<b>Capital Expenditures</b>	5,041,217
	<b>LTD Principal Repayments</b>	1,082,703
		<b>6,123,920</b>
Less:	<b>Transfer from Reserves</b>	308,348
	<b>LTD Proceeds</b>	2,722,000
	<b>Amortization</b>	3,135,819
		<b><u>6,166,167</u></b>
	<b>PSAB Deficit</b>	<b><u><u>-42,247</u></u></b>

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

**By-law No. 2019-062**

**Being a by-law to amend By-law No. 2018-073 being a by-law to enter into an Agreement with Pedersen Construction (2013) Inc. for the supply of labour, equipment and material for Concrete Sidewalk and Curb Repair Services at various locations within the City of Temiskaming Shores - 2019**

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

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

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

**And whereas** Council considered Memo No. 005-2019-PW at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2018-073 to extend the contract with Pedersen Construction (2013) Inc. for 2019 for consideration at the April 16, 2019 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 Article I c) of Schedule "A" to By-law No. 2018-072, as amended by extending the completion date to October 31<sup>st</sup>, 2019.
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 a first, second and third time and finally passed** this 16<sup>th</sup> day of April, 2019.

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Mayor – Carman Kidd

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Clerk – David B. Treen

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

**By-law No. 2019-063**

**Being a by-law to adopt an Asset Management Plan for  
the City of Temiskaming Shores**

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

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

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

**And whereas** Council considered Memo No. 004-2019-PW at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law for an *Asset Management Policy* for the City of Temiskaming Shores for consideration of provisional approval (1<sup>st</sup> and 2<sup>nd</sup> reading) at the April 16, 2019 Regular Council meeting and further provided 3<sup>rd</sup> and final reading prior to July 1, 2019;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores enacts the following as a by-law:

1. That Council for the City of Temiskaming Shores hereby adopts an Asset Management Policy, attached hereto as Schedule "A" and forming part of this by-law;
2. That By-law No. 2012-202 is hereby repealed.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantical or descriptive nature to the by-law and schedule, after its passage, where such modifications or corrections do not alter the intent of the by-law or its associated schedules.

**Read a first and second time** this 16<sup>th</sup> day of April, 2019.

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

**Read a third time and finally passed** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

## City of Temiskaming Shores - Asset Management Policy

### 1.0 Terms & Definitions

In this policy the following definitions are used:

**"Asset"** - An item, thing or entity that has potential or actual value to an organization;

**"Asset Management" (AM)** – The coordinated activity of an organization to realize value from assets. It considers all capital asset types, and includes all activities involved in the asset's life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset;

**"Asset Management Plan" (AMP)** – Documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives. Under O. Reg. 588/17, by 2023 AMPs for core municipal infrastructure assets will be required to include: the current levels of service being provided; the current performance of each asset category; a summary of assets in each asset category, their replacement cost, average age, condition information, and condition assessment protocols; lifecycle activities required to maintain current levels of service; discussion of population and economic forecasts; and documentation of processes to make inventory and condition related background information available to the public;

**"Asset Management Steering Committee"** – The City has developed a steering committee to assist in developing and administering the Asset Management Plan. The Asset Management Steering Committee is comprised of the following positions: Director of Public Works; Director of Recreation; Director of Corporate Services; Treasurer; and City Manager. Additional staff may be delegated to participate as appropriate;

**"Capitalization Thresholds"** — The City's Asset Management Policy applies to all assets whose role in service delivery requires deliberate management by the Municipality. The Service-focus intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds which are developed for the purposes of financial reporting. For this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process;

**"Green infrastructure asset"** – An infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands, stormwater management systems, trees, urban forests, natural channels, permeable surfaces and green roofs;

**"Level of service" (LOS)** – Parameter or combination of parameters, which reflect social,

political, environmental and economic outcomes that the organization delivers. Parameters can include, but are not necessarily limited to, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost, and availability;

**"Lifecycle activities"** – Activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities;

**"Municipal infrastructure asset"** – An infrastructure asset, including a green infrastructure asset, directly owned by a Municipality or included on the consolidated financial statements of a Municipality, but does not include an infrastructure asset that is managed by a joint municipal board and/or corporation;

## **2.0 Policy Purpose**

The purpose of this policy is to provide leadership in and commitment to the development and implementation of the City's asset management program. It is intended to guide the consistent use of asset management across the organization, to facilitate logical and evidence-based decision-making for the management of municipal capital infrastructure assets and to support the delivery of sustainable community services now and in the future.

By using sound asset management practices, the City aspires to ensure that municipal capital infrastructure assets meet expected performance levels and provide desired service levels in an efficient and effective manner.

This policy demonstrates a commitment to the stewardship of municipal capital infrastructure assets and to improved accountability and transparency.

## **3.0 Policy Statement**

The City of Temiskaming Shores aims to uphold the following policy statements in managing its capital infrastructure:

1. The City will implement a municipal-wide Asset Management Program that will promote lifecycle and risk management of the City's capital infrastructure assets. A primary goal will be to achieve the lowest total cost of ownership while meeting desired levels of service. Levels of service (LOS) refer to the outcomes or service attributes that the City aims to deliver for its residents and can include both technical and qualitative components.
2. The City will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
  - i. Comprehensive and Accurate Asset Data
  - ii. Condition Assessment Protocols

- iii. Risk and Criticality Models
  - iv. Lifecycle Management
  - v. Financial Strategy Development
  - vi. Level of Service Framework
3. The City will develop and maintain an asset inventory of all municipal capital infrastructure assets which includes unique ID; description; location information; value (both historical and replacement); performance characteristics and/or condition; estimated remaining life and estimated repair, rehabilitation or replacement date; and estimated repair, rehabilitation or replacement costs.
  4. The City will develop and maintain an Asset Management Plan that incorporates all infrastructure categories and municipal capital infrastructure assets as per the legislated requirements. The capitalization threshold guidelines in the City's Tangible Capital Asset Policy will be applied as a baseline. The Asset Management Plan will address its core municipal capital infrastructure assets by July 1, 2021 and all other municipal capital infrastructure assets by July 1, 2023. The Asset Management Plan will be updated at least every five years thereafter in accordance with O. Reg. 588/17.
  5. The City will integrate asset management plans and practices with its long-term financial planning and budgeting strategies. This includes the development of financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to long-term funding needs to replace and/or renew municipal capital infrastructure assets based on full lifecycle costing.
  6. The City will identify appropriate funding for its capital infrastructure and for financing service delivery. This may include taxation or user fee revenues, grant programs, debt-financing, public-private partnerships (P3), alternative financing and procurement (AFP), or the shared provision of services.
  7. The City will develop meaningful performance metrics and reporting tools to transparently communicate and display the current state of asset management practice to Council and the community.
  8. The City will consider the risks and vulnerabilities of municipal capital infrastructure assets to climate change and the actions that may be required, including, but not limited to: anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning, and contingency funding. Impacts may include matters relating to operations, levels of service and lifecycle management.
  9. The City will ensure that asset management planning is aligned with the following financial plans:

- i. Financial reports related to the City's water capital assets, including any financial plans prepared under the Safe Drinking Water Act, 2002; long-range capital plans developed as part of an Asset Management Plan; and annual Water Regulation and Rating By-laws.
  - ii. Financial reports related to the City's wastewater capital assets, including long-range capital plans developed as part of an Asset Management Plan; and annual Wastewater Regulation and Rating Bylaws.
  - iii. Water & Wastewater Rate Studies and subsequent updates to these studies.
  - iv. Future Development Charge Background Studies and Bylaws and subsequent updates to these studies and bylaws.
  - v. Current Long Range Financial Plan and subsequent updates.
10. The City will align asset management planning with the Province of Ontario's land-use planning framework, including any relevant policy statements issued under section 3(1) of the Planning Act; shall conform with the provincial plans that are in effect on that date; and shall be consistent with municipal official plans.
  11. The City will coordinate planning for interrelated municipal capital infrastructure assets with separate ownership structures by pursuing collaborative opportunities with neighbouring municipalities and jointly-owned municipal bodies wherever viable and beneficial.
  12. The City will develop processes and provide opportunities for municipal residents and other interested parties to offer input into the City's asset management planning, where appropriate.
  13. The City's Asset Management Plan will be developed and administered by the Asset Management Steering Committee.

#### **4.0 Policy Scope**

This policy applies to all departments involved in planning, maintaining, or operating the City's capital infrastructure assets.

The City is responsible for providing a range of services to the community, including but not limited to: transportation networks and infrastructure; storm water management; potable water; wastewater collection and treatment; fire & emergency services; and recreation opportunities. To deliver these services, the City owns and manages a diverse capital infrastructure asset portfolio including but not limited to roads, bridges, culverts, parks, watermains, reservoirs, wells, sanitary and storm sewers, water and wastewater treatment plants, trails, libraries, recreational facilities and equipment.

Asset management refers to the set of policies, practices and procedures that enable the City to realize maximum value from its capital infrastructure assets. The City is responsible for operating and maintaining machinery, equipment, and other capital assets



to support the delivery of services to residents. The City recognizes the importance of implementing an effective approach to the management of its capital infrastructure assets in order to maximize asset lifecycles cost-effectively and deliver appropriate levels of service for residents.

The City's Asset Management Plan will align with provincial legislation, such as the Infrastructure for Jobs and Prosperity Act and the Planning Act and its regulations.

The approval of this policy is an important step towards integrating the City's strategic mission, vision and goals with its Asset Management Program and ensuring that critical municipal capital infrastructure assets and vital services are maintained and provided to the community in a reliable, sustainable manner.

## 5.0 Policy Principles

In Section 3 of the *Infrastructure for Jobs and Prosperity Act, 2015* the following principles are set out to guide asset management planning in municipalities in Ontario. Temiskaming Shores will strive to incorporate the following principles whenever possible into the day to day operation of the Municipality:

- Forward looking: The decision-makers shall take a long-term view when considering infrastructure planning and investment while consider the needs of citizens by being mindful of, among other things, demographic and economic trends.
- Budgeting and planning: Infrastructure planning and investment shall consider any applicable budgets or fiscal plans, including those adopted through Ontario legislation.
- Prioritizing: Infrastructure priorities shall be clearly identified in order to better inform decision-makers with respect to infrastructure investment decisions.
- Economic Development: Infrastructure planning and investment shall promote economic competitiveness, productivity, job creation and training opportunities.
- Transparency: Infrastructure planning and investment shall be evidence based and transparent, and, subject to any restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of information.
  - 1) investment decisions regarding infrastructure shall be made on the basis of information that is either publicly available or is made available to the public, and
  - 2) information with implications for infrastructure planning shall be shared between the Municipality and broader public sector entities, and should factor into investment decisions respecting infrastructure.
- Consistency: Infrastructure planning and investment shall ensure the continued provision of core public services, such as health care and education.
- Environmentally conscious: Infrastructure planning and investment shall minimize

the impact of infrastructure on the environment, respect ecological and biological diversity, and support resilience to climate change

Health and safety: Infrastructure planning and investment shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

- Community focused: Infrastructure planning and investment shall promote community well-being, such as local job creation and training opportunities, improvement of public spaces, accessibility for persons with disabilities or other relevant benefits identified by the City and community.
- Innovation: Infrastructure planning and investment shall foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.
- Integration: Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Municipality, as the case may be, the Municipality shall nevertheless be mindful of those plans and strategies and make investment decisions regarding infrastructure that support them, to the extent that they are relevant.
- Risk-based: Direct our resources, expenditures, and priorities in a way that achieves the established levels of service & benefits at an acceptable level of risk.
- Compliant: Comply with all relevant legislative, regulatory and statutory requirements.

## **6.0 Guidelines and Practises**

### **Strategic Alignment**

The City of Temiskaming Shores will be, or has previously developed and adopted a Strategic Plan, an Official Plan, an Emergency Management Plan, a Multi-Year Accessibility Plan, a Community Improvement Plan, and an Asset Management Plan. These plans are designed to meet the legislative requirements and work together to achieve the municipality's mission of providing innovation and excellence in service delivery. Spending requirements defined in the budgeting process and in long-term financial planning will reflect the objectives of these plans.

All of the City's plans rely, to some extent, on the physical assets owned by the City and the commitment of staff to ensure their strategic use. This includes the long-term maintenance, repair, and replacement of existing assets along with the acquisition of new assets to meet the evolving needs of the municipality.

Asset management planning therefore will not occur in isolation from other municipal goals, plans and policies.

## **Stakeholder Engagement**

The City recognizes the importance of stakeholder engagement as an integral component of a comprehensive asset management approach. The Municipality recognizes the residents, businesses and institutions in its community as stakeholders and neighboring municipal bodies, provincial agencies, and regulated utilities partners in service delivery. Accordingly, Temiskaming Shores will foster informed dialogue with these parties using the best available information and engage with them by:

- Providing opportunities for residents and other stakeholders served by the Municipality to provide input in asset management planning; and
- Coordinating asset management planning with other infrastructure asset owning agencies such as municipal bodies and regulated utilities.

## **Community Planning**

Asset management planning will be aligned with the City's Official Plan and the Provincial Policy Statement of the Planning Act. The Asset Management Plan will reflect how the community is projected to change with respect to development. The Municipality will achieve this by consulting with those responsible for managing the services to analyze the future costs and viability of projected changes. The combination of lifecycle analysis and financial sustainability principles will be the driver in the selection of community development or redevelopment that requires new assets, or existing asset enhancements. Methods, assumptions, and data used in the selection of projected changes should be documented to support the recommendations in the Asset Management Plan.

Cross-referencing the Municipality's Official Plan and the Asset Management Plan will ensure that development occurs within the Municipality's means through an understanding of current and future asset needs.

## **Climate Change**

Climate change will be considered as part of the Municipality's risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of reducing these vulnerabilities. Bolstering resilience to climate change includes adapting to opportunities to manage vulnerabilities, anticipating possible costs to support contingency funds, and disaster planning to allow for business continuity. These actions will be taken in addition to acquiring or modifying assets based on greenhouse gas reduction targets. The City will continue to work with our stakeholders to support climate change mitigation and adaptation.

## **Scope and Capitalization Thresholds**

This policy applies to all assets owned by the Municipality whose role in service delivery

requires deliberate management by the Municipality. The Municipality will use a service-based (qualitative) perspective when applying this policy to municipal assets, rather than a monetary value (quantitative). The service-focus intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds that are developed for the purposes of financial reporting. For this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process.

## **Financial Planning and Budgeting**

The Municipality will integrate asset management planning into the annual capital budget, operating budget, and its long-term financial plan. The Asset Management Plan will be used as a resource in order to:

- Identify all potential revenues and costs (including operating, maintenance, replacement and decommissioning) associated with forthcoming infrastructure asset decisions; and
- Evaluate the validity and need of each significant new capital asset, including considering the impact on future operating costs; and incorporate new revenue tools and alternative funding strategies where possible.

The department level budget submission prepared by each Senior Manager will be reviewed and evaluated by the City Manager and Treasurer in the preparation of the Municipality's annual budget. Service area personnel will reference the Asset Management Plan for their area in order to look up forecasted spending needs identified in the plan, verify progress made on the plan to identify potential gaps, and prioritize spending needs, across the gap identified in the plan and recent developments, for the year to be budgeted for. Finance staff will be involved in the asset management planning process to coordinate the information from the service personnel in the preparation of the budget submission.

For the purposes of managing water and wastewater assets, the water and wastewater financial plans will be used as a basis for establishing user fees, and master plans will be referenced in order to ensure alignment with the budgeting process.

## **7.0 Governance and Continuous Improvement**

The policy requires the commitment of key stakeholders within the Municipality's organization to ensure the policy guides the development of a clear plan that can be implemented, reviewed and updated.

The Council is entrusted with the responsibility of overseeing, on behalf of citizens, a large range of services provided through a diverse portfolio of assets. Council, having stewardship responsibility, is the final decision maker on all matters related to asset management in the Municipality. The Council and Senior Management are committed to the success of asset management planning. The following details the responsibilities of

the key stakeholders within the Municipality.

**Council:**

Approve by resolution the Asset Management Plan and its updates every five years;

Conduct annual reviews of the management plan implementation progress on or before July 1st of every year, that includes:

- Progress on ongoing efforts to implement the asset management plans;
- Consideration of the Strategic Asset Management Policy;
- Any factors affecting the ability of the Municipality to implement its Asset Management Plan;
- Consultation with Senior Management;
- A strategy to address these factors including the adoption of appropriate practices; and
- Support ongoing efforts to continuously improve and implement the asset management plans.

**City Manager:**

Maintain compliance with the asset management policy and provincial asset management regulations.

**Asset Management Steering Committee:**

Oversee asset management planning activities that fall within their service area and in support of others.

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

**By-law No. 2019-064**

**Being a by-law to enter into an agreement with the Municipal Waste and Recycling Consultants for the acceptance of recyclable materials at the Municipal Spoke Transfer Station on Barr Drive**

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

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

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

**And whereas** Council considered Memo 007-2019-PW at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with the Municipal Waste and Recycling Consultants for the acceptance of recyclable material at the Spoke Transfer station for consideration at the April 16, 2019 Regular Council meeting;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to enter into an Agreement with **Municipal Waste and Recycling Consultants** for the acceptance of recyclable materials at the Spoke Transfer Station, 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 16<sup>th</sup> day of April, 2019.

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule “A” to

**By-law No. 2019-064**

Agreement between

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

and

**Municipal Waste and Recycling Consultants**

for the acceptance of Recyclable Materials at the Spoke  
Transfer Site on Barr Drive

This Agreement made on the 16<sup>th</sup> day of April, 2019;

Between:

**The Corporation of the City of Temiskaming Shores**  
(herein referred to as “the City”)

And:

**Municipal Waste and Recycling Consultants**  
(herein referred to as “MWRC”)

**Witnesses that in consideration** of the fees reserved and the covenants and provisos herein contained on the part of the City and MWRC, the City hereby grants access to MWRC those certain Lands situated in the City of Temiskaming Shores, District of Timiskaming, being Parcel 24755 SST, South ½ Lot 7, Concession 1, Dymond being Part 1 on Plan 54R-4278 with a municipal address of 547 Barr Drive, hereinafter referred to as the “Facility” for a term commencing on the **17<sup>th</sup> day of April, 2019.**

**Section One – Municipal Waste Recycling Consultant’s Covenants**

The MWRC covenants with the City as follows:

1. **Processing Fees** – to pay the City \$271 per tonne plus HST for the processing of recyclable materials delivered to the Spoke Transfer Site by the City. Such fees to be paid within 30 days of receipt of the invoice from the City.

Council for the City of Temiskaming Shores, through resolution, may impose an increase to the processing rate annually. The annual increase, if any, shall be communicated to MWRC in writing no later than April 1<sup>st</sup>.

2. **Indemnities** – to indemnify the City against all liabilities, damages, costs, claims, loss or actions arising out of:
  - a) a breach, violation or non-performance of a covenant or condition in this agreement on the part of MWRC to be observed or performed;
  - b) damage to the property by the MWRC, and persons claiming through the MWRC, or damage to other property except where the damage has been caused by the negligence of the City; and
  - c) injury to or the death of a person or persons occurring on the Lands or the area adjacent thereto, except where the injury has been caused by the negligence of the City.
3. **Compliance** – to comply with and conform to the requirements of every applicable statute, law, by-law, regulation, requirement and order from time-to-time in force during the term of this agreement, and any extension thereof.



4. **Accepted Materials** – to deposit recyclable materials outlined in Appendix 01, attached hereto.

MWRC shall only deliver recyclable materials during normal operating hours, being Monday and Thursday between 8 am and 12 pm (noon) excluding Statutory Holidays. The City reserves the right to modify normal operating hours.

The City reserves the right to refuse any material not outlined in Appendix 01 (i.e. contaminated material) whether unloaded or not. Refused material shall be removed by or at the expense of MWRC or the person seeking to dispose of it.

5. **Usage of Facility** – not to use the facility for any purpose other than to carry on the agreed upon recycling activities.

## **Section Two – City’s Covenants**

The covenants with MWRC to allow access, by MWRC to the Facility (Spoke Transfer Site – 547 Barr Drive) for the deposit of recyclable materials delivered by MWRC. The City will charge and collect the applicable fee for all material deposited.

## **Section Three – Provisos**

1. **Non-Waiver** – Any condoning, excusing or overlooking by the City of any default, breach or non-observance by MWRC of any covenant, proviso or condition herein contained does not constitute a waiver of the City’s rights hereunder in respect of any continuing or subsequent default, breach or non-observance and does not defeat or affect in any way the rights of the City hereunder in respect of any continuing or subsequent default, breach or non-observance. All rights remedies herein contained on the part of the City are deemed to be cumulative and not alternative.
2. **Default provisions** – Whenever:
  - a) MWRC defaults in the payment of any installment of fees, or of any other sum payable hereunder, and the default continues for thirty (30) days; or
  - b) MWRC fails to perform or observe any of the covenants, agreements or provisions, conditions or provisos contained in this agreement;

The City has the right to provide written notification of the immediate termination of this agreement.

3. **Notices** – All notices given pursuant to this agreement are sufficiently given if mailed, prepaid and registered, in the case of the City, addressed as follows:

**City of Temiskaming Shores**  
P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario

P0J 1K0

and in the case of MWRC, addressed as follows:

**Municipal Waste and Recycling Consultants**  
9 East Industrial Road  
Blind River, Ontario  
P0R 1B0

unless either party gives notice to the other of a change of address by registered mail. The date of receipt of any notice is deemed to be seven days after mailing.

4. **Amendment** – This agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or by their successors or assigns.
5. **Binding Effect** – The terms and provisions of this agreement extend to, are binding upon and inure to the benefit of the parties, their successors and assigns and shall be interpreted according to the laws of the Province of Ontario.
6. **Captions** – The captions appearing at the headings of the paragraphs in this agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope of the meaning of this agreement or any of its provisions.

**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 )

**Municipal Waste and Recycling Consultants**

\_\_\_\_\_  
Owner – Lenny St. Michel

\_\_\_\_\_  
Witness – Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Municipal Seal )

**Corporation of the City of  
Temiskaming Shores**

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

### **Acceptable Recyclable Materials**

Recyclable containers include the following forms of containers:

- a) food and beverage glass bottles and jars, including metal lids;
- b) metal food and beverage cans;
- c) cardboard cans such as from frozen juice, refrigerated dough, chips, and nuts;
- d) aluminum cans, foil, foil plates and foil trays;
- e) empty plastic containers (1 through 7);
- f) aseptic packaging, such as drink boxes;
- g) empty aerosol containers;
- h) foam polystyrene (Styrofoam) such as from takeout, egg cartons, drinking cups and meat trays;
- i) polycoat containers such as milk and juice cartons; and
- j) any other container designated by the Director of Public Works to be a recyclable container.

Recyclable papers include the following forms of containers:

- a) household paper, including junk mail, writing paper, computer paper, non-foil gift wrap, non-foil greeting cards and envelopes;
- b) paper egg cartons;
- c) paper rolls;
- d) paper bags, other than treated bags such as flour, sugar potato and pet food bags;
- e) newspaper inserts;
- f) magazines, catalogues and glossies;
- g) telephone directories;
- h) soft covered books and hard covered books (hardcover removed and recycled separately); and
- i) any other paper or paper products designated by the Director of Public Works to be recyclable papers.

Recyclable cardboard includes clean, unwaxed corrugated cardboard and box board.

Recyclable plastic film includes grocery, shopping, dry cleaning, bread bags, vegetable/fruit bags, milk bags (outer and rinsed inner bag), outer wrap from packaging and bubbled plastic packaging.

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

**By-law No. 2019-065**

**Being a by-law to enter into a three (3) year agreement with  
Parkland Fuel Corporation for the supply of Petroleum Fuels  
for the City of Temiskaming Shores**

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

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

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

**And whereas** Council considered Administrative Report No. PW-008-2019 at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law to enter into a three (3) year agreement with Parkland Fuel Corporation for the supply of Petroleum Fuels for consideration at the April 16, 2019 Regular Council meeting;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to execute an agreement with Parkland Fuel Corporation for the supply of Petroleum Fuels, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

**Read a first, second and third time and finally passed** this 16<sup>th</sup>, day of April, 2019.

---

Mayor – Carman Kidd

---

Clerk – David B. Treen



Schedule "A" to

**By-law No. 2019-065**

Agreement between

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

and

**Parkland Fuel Corporation**

for the supply of Petroleum Fuels

**This agreement**, made this 16<sup>th</sup> day of April, 2019.

Between:

**The Corporation of the City of Temiskaming Shores**  
(Hereinafter referred to as the "the City")

And:

**Parkland Fuel Corporation**  
88 Lakeshore Road North / New Liskeard, Ontario / P0J 1P0  
(Hereinafter referred to as "the Supplier")

**Whereas** the City released Tender No. PW-RFQ-001-2019 for the supply of various Petroleum Fuels for the use by the City of Temiskaming Shores;

**And whereas** the Supplier was the successful proponent of PW-RFQ-001-2019;

**Now therefore**, in consideration of the mutual covenants and promises herein contained, the Parties agree as follows:

**1. Term**

The Supplier shall supply Petroleum Products to the City for a term commencing on the **1<sup>st</sup> day of April, 2019** and ending on the **31<sup>st</sup> day of March, 2022**.

**2. Petroleum Rates**

The Supplier shall supply Petroleum Products at the following rates/litre:

<b>Dyed Diesel</b>	<b>Clear Diesel</b>	<b>Unleaded Fuel</b>	<b>Premium</b>	<b>Delivery Time</b>
\$0.8326	\$0.9756	\$0.8819	\$0.9822	4 Hrs.

Unit prices shall include all labour, materials, delivery, overhead, taxes, profit and all relative charges of the Supplier and represent the actual cost to the City.

The Product pricing may only fluctuate with the increase and/or decrease of the "rack price" or government tax rates as provided in writing from the Supplier on a monthly basis with the following "rack price" as the benchmark for pricing fluctuation:

<b>Dyed Diesel</b>	<b>Clear Diesel</b>	<b>Furnace Fuel</b>	<b>Unleaded Gasoline</b>
\$0.7687	\$0.7687	\$0.6110	\$0.7113

**3. Deliveries**

Time shall be the essence of the contract. Goods must be delivered within the time promised, failing which the City reserves the right to cancel the order or unshipped portion thereof without penalty or prejudice.

The Supplier shall develop a routine delivery schedule to ensure fuel is readily available at all times. The fuel delivered and dispensed to City tanks shall be metered and the meters shall be certified correct within normal tolerances approved by the Ministry of Consumer and Commercial Relations.

The Supplier hereby understands that not every location is manned and original signature for receipt may not be available at time of delivery. When such circumstance arises, the Provider shall ensure that delivery slips are forwarded to the City's accounting office by mail, (P.O. Box 2050, Haileybury, ON P0J 1K0) fax (705-672-2911) or email [finance@temiskamingshores.ca](mailto:finance@temiskamingshores.ca) at first opportunity in order to be reconciled with invoices without delay.

The fuel delivered and dispensed to City tanks shall be metered and the meters shall be certified correct within normal tolerances approved by the Ministry of Consumer and Commercial Relations.

#### **4. Emergency Delivery Response**

The City shall require fuel delivery to the Emergency Operations Centres (EOC's) and also to the sanitary pumping stations when requested. In the event of a community emergency. i.e., fire, widespread power failure, severe weather, severe flooding, etc., the Providers first priority shall be to mobilize fuel deliveries to the EOC's and pumping stations on short notice, and to connect with the City Representative in order to strategize/ minimize the impact of the emergency to the public. The critical emergency sites shall be required to be continuously operational.

#### **5. Contract Extension**

The term of this contract may be extended for an additional one year period with all terms and conditions remaining the same provided that both the City and the Supplier agree to such extension in writing.

#### **6. Safety**

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

If at any time during the duration of the contract either the equipment or personnel are operating in an unsafe manner, the City's Director or his designate shall have the right to suspend the operation and have the equipment and the operator removed from the delivery site.

The Supplier shall report promptly to the City's Transportation Supervisor, giving full details in writing of all accidents in connection with the performance of the work, which



results in property damage, death or injury.

## **7. Insurance**

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

## **8. Quantities/ Locations**

The Municipality makes no guarantee as to exact locations nor litres and therefore reserves the right to revise locations and actual litres as the situation warrants and payment will be made for actual litres delivered.

## **9. Specifications**

All goods supplied to the City must be appropriately identified as approved by the Canadian Standards Association (CSA) and/or the Underwriters Laboratories (UL), standards for safety.

## **10. Special Provisions**

The fuel products shall meet and/or exceed these and /or the latest revisions to Canadian regulations.

- **Regular Unleaded Gasoline** - CAN/CGSB-3.5-99;
- **Regular Ethanol Gas** - Canadian Environmental Protection Act Standard ECP-16-90, Section 8 (1) (b);
- **Low Sulphur Clear Diesel** - CAN/CGSB 3.6-2000, Sulphur max 0.05 wt %;
- **Regular Coloured Diesel** - CAN2-3.2-M89 Type 2, known as No. 2 Diesel Fuel.

All fuels shall meet all Federal and Provincial Regulations including sulphur reductions, sulphur in gasoline not to exceed 150 P.P.M. as at December 31, 2004 and further reduced to 30 P.P.M. thereafter, AND sulphur in diesel not to exceed 500 P.P.M. and further reduced to 15 P.P.M. by June 2006. The City reserves the right to have materials tested on an intermittent and/or ongoing basis to ensure adherence to specifications.

**Remainder of this 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 )

**Parkland Fuel Corporation**

\_\_\_\_\_  
Regional Operations Manager – Brent Dyke

\_\_\_\_\_  
Signature - 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. 2019-065**

Form of Agreement



# Parkland

FUEL CORPORATION

Quality fuels delivered with unrivaled dependability and service.



GAS STATIONS



HOME HEAT



BULK FUELS



LUBRICANTS

## City of Temiskaming Shores

Gasoline & Diesel Fuel

Request for Quotation PW-RFQ-001-2019

March 12, 2019

Internal Ref.: 2019-51



March 12, 2019

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

Attention: Davd B. Treen, Clerk "PW-RFQ-001-2019 Gasoline and Diesel Fuel"

*Internal Ref. 2019-51*

Dear Mr. Treen:

**Reference: Gasoline and Diesel Fuel  
Request for Tender PW-RFQ-001-2019**

In response to the above referenced tender, Parkland Fuel Corporation is pleased to submit the attached proposal.

As Canada's largest independent marketer and distributor of fuels, we specialize in delivering high-quality lubricants, fuel, propane and equipment to a growing number of businesses and industrial sectors including municipalities, oilfield services, construction, transport, agriculture, forestry, mining, fishing and commercial real estate. With a strong supply network, our goal is to form long lasting relationships with our clients by providing high quality products with reliable and safe service for all stakeholders.

We look forward to the opportunity of servicing the City of Temiskaming Shores. If you have any questions or require clarification, please do not hesitate to contact the undersigned by phone at 613-880-0565 or by e-mail at [Brent.Dyke@parkland.ca](mailto:Brent.Dyke@parkland.ca).

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Brent Dyke", written in a cursive style.

**Brent Dyke**  
Regional Operations Manager



**City of Temiskaming Shores  
PW-RFQ-001-2019  
Gasoline and Diesel Fuel**

**Form of Quotation**

Each Quotation 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 Quotation.

I/We, the undersigned, understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labor, apparatus and documentation as are required to satisfy this Quotation.

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

All prices are F.O.B. each City location as described within. Product pricing may on fluctuate with increases and/or decreases when rack price "Toronto" as listed in the oil buyer's guide and/or government taxes change. The City of Temiskaming Shores shall be supplied with written proof of rack price changes or government tax changes when a change in pricing occurs (Monthly adjustments as minimum requirement). Written notification must be provided in the form of an e-mail to [amisener@temiskamingshores.ca](mailto:amisener@temiskamingshores.ca).

*The litres listed herein are for estimating purposes only and the City makes no guarantee as to exact locations / quantities estimated or used and therefore reserves the right to revise locations and/or material quantities as the situation warrants.*

**Section 1**

I/We Parkland Fuel Corporation offer to supply the requirements stated within at the corresponding totals.

*The rack prices as of Tuesday, March 5, 2019 are declared as follows: Please provide and enclose proof thereof.*

**Item 1**

Dyed Diesel	Clear Diesel	Reg. Unleaded Gas	Premium High Octane Unleaded Gas
\$0.7687	\$0.7687	\$0.6110	\$0.7113

**This page 1 of 6 to be submitted**

**Item 2**

Description	Estimated Usage	Unit Price	Margin	Gas Tax	Excise Tax	Total (per litre)
Dyed Diesel	92, 411 L	\$0.7687	\$0.0239	-	\$0.0400	\$0.8326
Clear Diesel	73, 777 L	\$0.7687	\$0.0239	\$0.1430	\$0.0400	\$0.9756
Reg. Unleaded Gasoline	69, 015 L	\$0.6110	\$0.0239	\$0.1470	\$0.1000	\$0.8819
Premium High Octane Unleaded Gasoline	9, 000 L	\$0.7113	\$0.0239	\$0.1470	\$0.1000	\$0.9822
Sub-Total:						\$ 3.6723
H.S.T.:						\$ 0.4774
Total:						\$ 4.1497

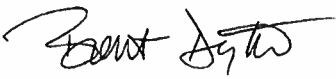
**This page 2 of 6 to be submitted**



I/We Parkland Fuel Corporation offer to supply the requirements stated within.

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

The specifications have been read over and agreed to this 12th day of March, 2019.

Company Name Parkland Fuel Corporation	Contact name (please print) Brent Dyke
Mailing Address 88 Lakeshore Road New Liskeard, ON	Title Regional Operations Manager
Postal Code P0J 1P0	Authorizing Signature  "I have the authority to bind the company/corporation/partnership."
Contact Business phone: 613-225-8325 ext 26 Mobile phone: 613-880-0565 Fax: 705-647-9433 Email: Brent.Dyke@parkland.ca	

**This page 3 of 6 to be submitted**





**City of Temiskaming Shores  
PW-RFQ-001-2019  
Gasoline and Diesel Fuel**

**Non-Collusion Affidavit**

I/ We Parkland Fuel Corporation the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

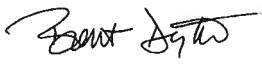
Such bid is genuine and is not a collusive or sham bid.

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

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

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at Ottawa this 12th day of March, 2019.

Signed	<u></u>
Company Name	<u>Parkland Fuel Corporation</u>
Title	<u>Regional Operations Manager</u>

**This page 4 of 6 to be submitted**



### Conflict of Interest Declaration

Please check appropriate response:

- I/We hereby confirm that there is not nor was there any actual 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:

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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 Ottawa this 12th day of March, 2019.

Signed

Company Name

Parkland Fuel Corporation

Bidder's Authorization Official

Brent Dyke

Title

Regional Operations Manager

**This page 5 of 6 to be submitted**



**Schedule "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 Brent Dyke Company Name Parkland Fuel Corporation

Phone Number 613-880-0565 Address 88 Lakeshore Rd, New Liskeard, ON P0J 1P0

I, Brent Dyke, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under

**This page 6 of 6 to be submitted**

OBG Toronto Rack Pricing

As of **3/1/2019**

Location	Company	Reg Unl	Mid Unl	Prem Unl	Ethanol	ULS Diesel	ULSD No.1	Furnace No. 2
Prices in Canadian cents per liter. Ontario and Quebec prices include carbon charge.								
Corner Brook NFLD	Valero	63.10	--	69.10	--	84.20	88.20	--
Saint John, NB	Suncor	61.20	63.95	67.20	--	79.60	--	72.60
Prince Edward Island	Suncor	62.30	65.05	68.30	--	80.50	--	73.50
Halifax	Suncor	61.90	64.65	67.90	--	80.40	--	73.40
	Valero	62.00	--	68.00	--	80.20	--	73.30
	Average	61.95	64.65	67.95	--	80.30	--	73.35
Quebec City	Suncor	66.70	72.45	78.20	--	83.20	90.20	82.70
	Shell	67.00	74.25	80.00	--	83.20	90.20	82.20
	Valero	67.00	--	78.50	--	83.20	90.20	83.20
	Average	66.90	73.35	78.90	--	83.20	90.20	82.70
Montreal	Suncor	66.70	72.45	78.20	66.70	83.20	90.20	82.70
	Shell	69.30	74.25	80.00	--	83.20	90.20	83.20
	Valero	--	--	78.50	67.00	83.20	90.20	83.20
	Average	68.00	73.35	78.90	66.85	83.20	90.20	83.03
Ottawa	Shell	60.60	65.60	70.60	--	79.30	83.00	79.30
	Valero	--	--	72.90	--	79.30	83.00	79.30
	Average	60.60	65.60	71.75	--	79.30	83.00	79.30
Maitland	Valero	--	--	73.40	63.40	79.80	--	79.80
Kingston	Shell	62.20	67.20	72.20	--	81.00	84.70	--
Belleville	Shell	61.90	66.90	71.90	--	79.30	83.00	--
Toronto	Suncor	61.00	--	71.00	61.00	76.80	80.50	76.30
	Shell	61.20	66.20	71.20	61.20	76.90	80.60	76.90
	Valero	--	--	71.20	61.20	76.90	80.60	76.90
	Average	61.10	66.20	71.13	61.13	76.87	80.57	76.70
Hamilton	Shell	61.20	66.20	71.20	--	76.90	80.60	76.90
Nanticoke	Shell	--	--	--	--	--	--	--

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

**By-law No. 2019-066**

**Being a by-law to authorize entering into an Agreement  
with Mitchell Jensen Architects Inc. for the preparation of  
Design Drawings and Tender Documents for the  
relocation of the New Liskeard Branch Library**

**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-009-2019 at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law and agreement with Mitchell Jensen Architects Inc. for the preparation of a Design Drawings and Tender Documents for the relocation of the New Liskeard Branch Library ay Study for the relocation of the New Liskeard Library at an upset limit of \$108,000 plus applicable taxes for consideration at the April 16, 2019 Regular Council meeting;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to enter into an Agreement with Mitchell Jensen Architects Inc. for the preparation of Design Drawings and Tender Documents for the relation of the New Liskeard Branch Library at an upset limit of \$108,000 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

**Read a first, second and third time and finally passed** this 16<sup>th</sup> day of April, 2019.

---

Mayor - Carman Kidd

---

Clerk - David B. Treen



Schedule “A” to

**By-law 2019-066**

Agreement between

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

and

**Mitchell Jensen Architects Inc.**

for the preparation of Design Drawings and Tender Documents for the relocation of the New Liskeard Branch Library

**This agreement** made in duplicate this 16<sup>th</sup> day of April, 2019.

Between:

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

and

**Mitchell Jensen Architects Inc.**  
(hereinafter called “the Consultant”)

Witnesseth:

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

**Article I:**

The Consultant will:

- a) Provide all material and perform all work described in the following guiding documents:
  - i. Mitchel Jensen Architects Inc. Fee Proposal dated March 20, 2019, attached hereto as Appendix 01.
- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents; and

**Article II:**

The Owner will:

- a) Pay the Consultant in lawful money of Canada for the material and services aforesaid at an upset limit of One Hundred and Eight Thousand Dollars and Zero Cents (\$108,000.00) plus applicable taxes subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

All communications in writing between the parties shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by



hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Consultant:

**Mitchel Jensen Architects Inc.**

124a Main St. East  
North Bay, Ontario  
P1B 1A8

Attn.: Nathan Jensen

The Owner:

**City of Temiskaming Shores**

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

Attn.: Mitch Lafreniere

**Remainder of this 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 )

Consultant’s Seal )

**Mitchel Jensen Architects Inc.**

\_\_\_\_\_  
Principal – Nathan Jensen

\_\_\_\_\_  
Witness Signature

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. 2019-066**

Form of Agreement

—  
March 20, 2019

File: 219011.1.1

Mitch Lafreniere, Manager of Physical Assets  
City of Temiskaming Shores  
325 Farr Drive, PO Box 2050  
Haileybury, ON  
P0J 1K0

Dear Mitch,

**Re: New Liskeard Library – New Location  
285 Whitewood Avenue, New Liskeard**

It has been a pleasure working with the Temiskaming Shores Public Library and the City of Temiskaming Shores on the preliminary study for the proposed New Liskeard Library relocation to the former medical building located at 285 Whitewood Avenue. We are thankful for the opportunity to assist you with the remainder of the project, which includes detailed design, construction documents, tendering, and construction administration.

We understand the project scope will be based on the findings, recommendations, and schematic designs included in the preliminary study (attached herein).

Scope of Services

- Prepare design development drawings and documents, and review with client prior to proceeding to construction documents;
- Prepare a cost estimate at the completion of design development;
- Prepare construction documents and specifications, and review with client;
- Prepare a cost estimate at 60% working drawings to ensure the project is on budget;
- Coordinate and implement tender, issue addenda, evaluate tender results;
- Provide construction administration services including construction review, shop drawing review, issuance of changes and site instructions, and payment certification;
- Complete a one-year warranty review.

We have assumed that site surveys and a geotechnical investigation report will be supplied by the City, if required. We would be pleased to seek fee proposals for this work on your behalf should they be required.

Consultant Team

Our team for the project will be as follows:

- SNC-Lavlin (mechanical/electrical engineering)
- A2S Consultants (structural engineering)
- A.W. Hooker Associates (quantity surveying)

A civil engineer has not been included in our fee proposal at this time, as we believe these services are likely unnecessary. Should it be determined at a later date that a civil engineer is required, we will seek competitive fee proposals for consideration by the City.

Fee Proposal

We propose a fixed-fee of \$106,000, plus applicable taxes, as follows:

Design Development	\$16,500
Construction Documents	\$46,000
Tendering	\$3,500
<u>Construction Administration</u>	<u>\$42,000</u>
<b>Total</b>	<b>\$108,000</b> plus applicable taxes

Disbursements such as mileage and printing will be in addition to the above fees, and will be charged at cost without markup.

It would be a pleasure to assist you with this exciting project, and I look forward to your direction. If this proposal does not meet your expectations, please call and we can discuss alternatives to best meet your needs.

Sincerely,



NATHAN JENSEN M.ARCH OAA MRAIC  
Principal | Architect  
nathan@mitchelljensen.ca

encl:

cc:

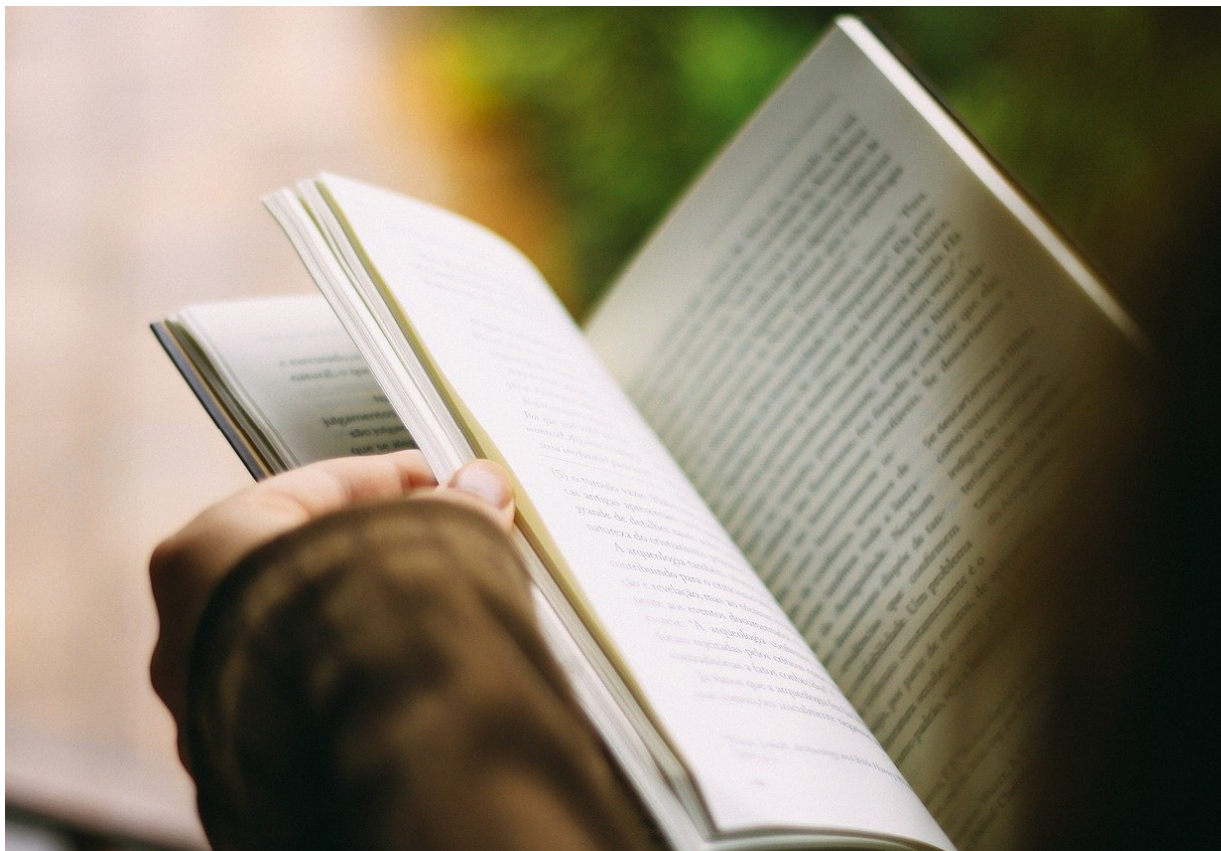
# New Liskeard Library Relocation Study

Prepared for the Temiskaming Shores Public Library

Client: The City of Temiskaming Shores

Project No.: 218040

Date: December 17, 2018



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  - 1.2 STUDY TEAM
  
- 2.0 Methodology
  - 2.1 STUDY APPROACH
  - 2.2 SOURCES OF INFORMATION
  - 2.3 LIMITATIONS OF STUDY
  
- 3.0 Program Requirements
  - 3.1 EXISTING FACILITY
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  - 3.3 FUNCTIONAL PROGRAM
  
- 4.0 Proposed Facility Review
  - 4.1 OVERVIEW
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## 1.0 Introduction

### 1.1 STUDY OBJECTIVES

This study was undertaken for the City of Temiskaming Shores and the Temiskaming Shores Public Library to assess the feasibility of relocating the existing New Liskeard Branch Library from its current location at 50 Whitewood Avenue to an existing two-storey building (formerly a medical office) owned by the City located at 285 Whitewood Avenue.

The library's current location, an historic Carnegie Public Library building constructed in 1910, has faced ongoing challenges with barrier-free accessibility, maintenance, and capacity issues. As a result of the ongoing maintenance and operating costs, the City believes the existing facility has outlived its functionality. As such, this study will endeavour to analyse the library's current and projected future needs and the feasibility of accommodating these at the proposed new location.

### 1.2 STUDY TEAM

This study was prepared for the City of Temiskaming Shores by the following team:

#### PRIME CONSULTANT

Mitchell Jensen Architects Inc.

124a Main Street East, North Bay, Ontario P1B 1A8

Contact: Nathan Jensen, T: 705.474.3250, E: nathan@mitchelljensen.ca

#### MECHANICAL/ELECTRICAL ENGINEERING CONSULTANT

SNC-Lavalin

2140 Regent Street, Sudbury, Ontario P3E 5S8

Mechanical Contact: Dean Cecutti, T: 705. 675.6881, E: Dean.Cecutti@snclavalin.com

Electrical Contact: Stephane Chiasson, T: 705.675.6881, E: Stephane.Chiasson@snclavalin.com

#### COST CONSULTANT

A.W. Hooker Associates Ltd.

2265 Upper Middle Road East, Suite 400, Oakville, Ontario L6H 0G5

Contact: Tim Moore, T: 905.823.8111, ext. 233, E: tmoore@awhooker.com

#### CLIENT REPRESENTATIVE

The City of Temiskaming Shores

Contact: Mitch Lafreniere, T: 705.672.3363, ext. 4113, E: mlafreniere@temiskamingshores.ca

Temiskaming Shores Public Library

Contact: Rebecca Hunt, T: 705.672.3707, E: rhunt@temiskamingshores.ca



## 2.0 Methodology

### 2.1 STUDY APPROACH

This study incorporates the findings from four major phases of work which were undertaken to fulfill the objectives outlined above, as follows:

Phase 1: Site Review — This phase involved the review of the existing New Liskeard Library Branch facility, as well as the collection of information required to complete the space analysis/needs assessment. A site visit of both the existing and proposed facilities was completed on May 22, 2018, following which a meeting with City representative Mitch Lafreniere, Library CEO Rebecca Hunt, and Library Board member Chris Oslund was conducted to learn about current challenges and future needs of the library.

Phase 2: Program Requirements — This phase involved the development of a Functional Program outlining the anticipated spaces required in the new facility, including a comparison to the existing facility for reference. Following the development of the Functional Program and prior to proceeding to preliminary design, feedback was sought from City and Library staff to ensure the proposed space requirements were in keeping with the intent and needs.

Phase 3: Proposed Facility Review — This phase included a review of the proposed facility and its site for planning issues (e.g. parking requirements, by-law restrictions), Ontario Building Code requirements, and to field measure and document the existing building. A site visit was completed on May 24, 2018 for this purpose. This phase also included a review of the existing facility by our mechanical/electrical consultant.

Phase 4: Preliminary Design and Cost Estimating — This phase included the development of floor plans for the proposed new Library to be located at 285 Whitewood Avenue. To ensure the preliminary designs met the requirements, the drawings were subject to several rounds of discussion, including a presentation on July 31, 2018, to staff, and revisions were made based on feedback received. This phase also included the preparation of a Class C construction cost estimate by A.W. Hooker Quantity Surveyors.

### 2.2 SOURCES OF INFORMATION

In addition to the site visits and meetings conducted with staff outlined above, data for this report was also sourced from the following client-supplied documents:

- Structural Condition Evaluation, prepared by A2S Consulting Engineers and dated August 18, 2017
- Hazardous Building Materials Assessment, prepared by Pinchin and dated June 19, 2018
- Preliminary Spaces Needs Estimate #1, provided by The Temiskaming Shores Public Library and dated March 29, 2016

### 3.3 LIMITATIONS OF STUDY

The City of Temiskaming Shores was unable to provide legal or topographic surveys for the property in question, nor was a geotechnical investigation available. While this information may have assisted in the production of this report, staff indicated the existing data would suffice for the purposes of completing this report.

## 3.0 Program Requirements

### 3.1 EXISTING FACILITY

The New Liskeard Branch Library is currently housed in a 5,100 square foot building constructed in 1910, designed by architect Henry Westlake Angus and funded by a grant from the Carnegie Foundation. Built of limestone sourced from an island in Lake Temiskaming, the building was recognized for its heritage value in 1983 by the former Town of New Liskeard and received Heritage Designation under Part IV of the Ontario Heritage Act.

The building consists of a split-level entry leading to an upper storey that houses the library's adult collection and digital media lab, while a partial basement houses the junior and young-adult collections, as well as the public access computers and office/admin space. The approximate floor area of each use was documented during the site visit completed on May 22, 2018, and can be reviewed in the Functional Program found in Appendix A. Library staff also provided an inventory of the current collection, outlining the number of linear feet required to house each collection category. These figures can be found in the Collections Inventory documents found in Appendix B.

FIGURE 1: EXISTING NEW LISKEARD BRANCH LIBRARY



The City has indicated that in recent years, challenges with barrier-free accessibility, maintenance, and capacity issues have led to the belief that the building has outlived its functionality. A Building Condition Assessment was completed by our firm in 2014, which indicated there was significant deterioration of the exterior stonework, possibly due to differential settlement of the foundation. It also identified the above-noted accessibility issues, indicating that the existing building's size and configuration combined with its heritage status

would likely be insurmountable impediments to providing full access without the construction of a building addition to provide street level access, house an elevator, and washrooms. The feasibility of such an addition appeared very limited since the building occupied almost the entire site. Following the Building Condition Assessment, the City undertook a structural study to identify the cause of the masonry deterioration and completed masonry repairs to address the damaged masonry.

### 3.2 CURRENT REQUIREMENTS

The following is a summary of the operational issues and current needs described by Library staff representatives during the on site review of the existing facility and subsequent meetings.

**Barrier-Free Access** — A significant issue with the existing facility is the lack of barrier-free access. Given the configuration of the building, there is currently no barrier-free entry into the building, nor is there barrier-free access between floors. There are also no barrier-free washrooms available in the facility. While the Building Condition Assessment previously completed was not intended to review options for barrier-free upgrades, it indicated there appeared to be little opportunity to accommodate these needs at the existing facility. Staff noted that it is imperative the new facility is accessible to all and must include a barrier-free circulation desk, barrier-free washrooms, library stacks that are barrier-free height, and appropriate space between the stacks to provide barrier-free paths of travel.

**Collection Size** — Staff believed most categories in the collection were adequately sized, except hardcover fiction, which staff felt could be increased by approximately 30%. It was noted that certain categories of the collection such as English non-fiction might be reduced somewhat in order to accommodate for this expansion.

**Limited Seating** — Staff noted there is very limited seating in the existing library, with most of it clustered in one location on the upper floor. Staff noted that dispersing more seating throughout the stack areas would be preferred, providing different types of seating and smaller clusters to allow a variety of environments in which to sit and read. Staff also noted a desire to have a small cluster dedicated to the young adult and teen area. Where possible, back-to-back seating is the preference, as it is believed this will maximize the use of the seating provided. One hard-surface table and chairs should be provided in the magazine/newspaper area, as this is used regularly by patrons in the existing facility.

**Children's Discovery Station** — The existing facility does not currently have a children's Discovery Station (a computer workstation loaded with education children's programs and games), and staff believed a single Discovery Station would be a welcomed addition to the library.

**Young Adult Area** — Currently the Easy Reading, Junior, and Young Adult collections are all housed on the lower level of the existing building, providing little separation between these areas. Staff suggested that it would be ideal if the children's Easy Reading section and the teen's Young Adult section had a degree of separation between them, even locating them on separate floors. In particular, staff noted a desire to create a corner of the library specifically

for teens, which would house the collection as well as a small seating area, so teens would have their own place within the library.

**Meeting Spaces** — A significant issue with the current library facility is the lack of dedicated meeting and event space. Currently, the facility only has a small open meeting/multi-purpose area located in children's area, which is used for a variety of purposes including children's crafts, casual meetings, board meetings, and as a staff work area. As a result, it is challenging to accommodate large groups for events or school outings. Staff indicated the new facility should have a small meeting/study space for tutoring and silent reading, as well as a larger multi-function space that could accommodate school groups, community groups, and functions, up to approximately 50 people in chairs. Staff noted that a dedicated space for larger groups would allow the library to host such groups without impeding the use of the rest of the library. Staff also believed this space could be rented to community groups for meetings and events, which would help promote the library as a hub for the community.

**Kitchen/Servery** — Staff noted that a small kitchenette to support the new multi-function space would be ideal to allow for minor food prep and storage for events, and when not in use for events, this space could function as a lunch room for library staff.

**Coffee Area** — As more libraries continue to allow – and even provide – food and beverage within the library, it has become more challenging to restrict drinks such as coffee and tea within the library. As a result, staff believed a small self-serve coffee area would be welcomed by patrons to the library. While concern was raised regarding the risk of spillage, staff believed this risk could be managed and policies be put in place regarding areas in the library where drinks would not be accepted (ie, public access computers). Staff hope the inclusion of a coffee area might promote more people to stay for a coffee while they read the newspaper or skim books.

**Digital Creator Lab** — The Digital Creator Lab, a high-tech hub for teens to learn video, computer game, and music production, has proven a resounding success for the library and its goal to become a place of digital learning within the community. However, staff noted the current space is small and sometimes challenging to operate effectively. A larger space in the new facility would be welcomed, along with a dedicated workstation for the Digital Creator Intern located nearby but outside the lab (to provide teens more privacy in the lab). Staff noted a workstation at the reference desk may be ideal.

**Office Space** — Staff noted the current facility does not have adequate administration and office space to meet the needs of the library. Only one office exists which is shared by the CEO and staff, while a second shared room acts as a staff room, kitchenette, IT room, and work area in one. In the new facility, staff felt it important to have a dedicated CEO office, a shared office for the remainder of staff, a dedicated IT space, and a separate staff room with kitchenette (which would also serve the multi-purpose room).

**Work Area** — A final significant challenge in the existing facility is the lack of a dedicated staff work area. Currently, staff use the shared tables in the children's area and the CEO's office to

prepare and work on books. Staff believed a new dedicated work area with one shared workstation, a central work table, and adequate storage for materials would be ideal.

### 3.3 FUNCTIONAL PROGRAM

Following the collection of the above information, a functional programming exercise was completed to evaluate and document the requirements, including the associated space required to support each of the needs.

It should be noted that staff also provided a previously completed program, titled Preliminary Space Needs Estimate #1, which was prepared first in March 2008 and then updated March 29, 2016. This document was reviewed in detail with staff, and insight gained was integrated into the proposed functional program for the new facility.

The Functional Program for the facility, which outlines the proposed needs compared the existing building, can be found in Appendix A of this study.

## 4.0 Proposed Facility Review

### 4.1 OVERVIEW

The use of a building for purposes other than its original requires a review of the building for compatibility with that new proposed use as it relates to occupant safety. As such, the following includes an outline of the upgrades that would likely be required to the building construction, building systems, exiting, early warning and evacuation systems. The review also includes changes required to meet current accessibility requirements, as well as local zoning bylaws. It is important to note that this review is not a Building Condition Assessment and therefore is not a comprehensive study of the existing condition of the facility. Further review and analysis of the below will be required during design phases if the project were to proceed.

### 4.2 ONTARIO BUILDING CODE REVIEW

The existing building located at 285 Whitewood Avenue is 385 square metres in building area and considered two storeys, consisting of a main floor and a basement partially below grade. An elevator and lobby addition was added in approximately 2001 at grade level, creating a split level entry point. The building is generally wood-framed construction with concrete block foundations. The main floor construction appears to have non-taped gypsum on the underside, suggesting it was intended as a rated assembly, however it is damaged and/or missing in places and a rating could not be determined. The roof above the main floor appears to be gypsum board attached to the underside of roof trusses, while the lobby roof consists of wood beams with tongue and groove decking. The building is not sprinklered and does not contain a fire alarm system. There are two exits from each floor area and the width appears to be adequate to allow for the proposed future use. The exit signs are of an older style that no longer meets the OBC, and there is very little emergency lighting (1 per floor).

Other buildings on the property include a storage shed which appears damaged, and the location is likely closer than the OBC would allow. Removal and/or relocation should be considered.

The existing building, which formerly housed a doctor's office, would have been classified as Group D Business and Personal Services according to the OBC, while the proposed new use as a library would be classified as a Group A, Division 2 Assembly occupancy. This constitutes a Change of Use according to Part 11 of the OBC and may require renovations/upgrades to the following building components:

- washrooms;
- structural system (modifications based on loads);
- plumbing systems;
- fire separations and building construction;
- exiting, and;
- early warning/emergency evacuation systems.

A brief review of each of these components will follow.

Washrooms — Based on the proposed new occupant loads and use of the facility additional washrooms will be required to supplement the existing. The proposed plans include for reuse and additional washroom facilities as outlined below:

- Main Floor: 2 genderless + 1 universal = 100 people
- Basement: 1 barrier-free unisex + 1 unisex = 50 people

Structural System — A Structural Condition Evaluation prepared for the client under separate study by A2S Consulting Engineers reviewed the existing structural system of the building and identified factors to be considered if the project were to proceed. It notes that due to the structural loading associated with the increased occupancy and dead loads of library stacks, the upper floor can only handle office, gathering, and children's areas without significant revisions to the floor structure. As a result, the main stack areas of the library are required to be located in the basement on the slab-on-grade floor, which can appropriately take the increased load. The report also notes that a section of the main level wood floor construction appears to exceed the spans allowable for wood floor joists. Additional study will be required if the project were to proceed to determine if any structural revisions are needed. For the purposes of future study, the occupant loads for the existing and proposed plans are as follows:

- Existing Occupant Load = 360sq.m./floor @ 9.3 sq.m./ person = 38 people per floor
- Proposed Occupant Load: Basement: 44 people, Main Floor, 100 people.

Plumbing Systems — An engineer will be required to review the number of fixtures and usage rates to confirm the water supply is adequate and sanitary lines can handle the new washroom flows. Based on the fact that many of the existing offices contained hand sinks we do not anticipate this being an issue.

Sprinkler System — There is no sprinkler system in the existing building and the OBC does not require upgrading to include one based on the proposed use.

Fire Separations and Building Construction — The existing combustible construction allows for the new library use, but requires floor ratings to be repaired and fire-stopped. Due to the extensive renovations in the lower floor and modifications required to the structure, the existing gypsum should be removed and 5/8" thick rated gypsum board should be installed over the entire underside of the floor. Existing stairwell walls appear to be constructed of rated gypsum and extend from basement floor to the underside of roof. All existing and new penetrations of the floor and wall ratings shall be fire-stopped. New beams, columns and supporting walls are required to be rated or constructed from heavy timber. The storage area under rear stair is not allowed by current code.

Early Warning and Emergency Evacuation System — The following is a summary of the various requirements associated with the early warning and emergency systems:

- Access to exits are sufficient. No upgrades required.
- Exit widths meet occupant load requirements. No upgrades required.

- Exit signs are required based on the occupant load of 150. New signs will likely be required based on visibility. Consideration shall be given to upgrading all exit signs to the new international symbol required by current Code.
- Exit lighting shall be reviewed based on final the final design and likely requires upgrading.
- A fire alarm system is not required based on proposed occupant count. However, the owner may wish to install a fire alarm system for insurance purposes.
- Smoke alarms shall be reviewed based on final design for the library.
- Travel distances and number of exits meet requirements. No upgrades required.
- Smoke control is not applicable to the design. No upgrades required.
- Door release hardware is not currently installed. Owners control requirements shall be reviewed based on final design to determine appropriate hardware.

In addition to the above, it is important to note that the proposed renovations are considered extensive and therefore all alterations undertaken are required to be constructed in accordance with the current Ontario Building Code. This will require mechanical (heating, ventilation, air distribution, plumbing, etc.) and electrical systems, as well as any changes to these systems, to meet current requirements. Accessibility in renovated areas are to meet the current requirements, with some exemptions allowed under the building code. Further information on accessibility will follow in the next section.

Finally, through the course of this study, several practical issues were also identified and worth noting. These are as follows:

- The headroom clearance on both levels is minimal making the installation of new ductwork system challenging to maintain head height clearances. The proposed preliminary layout takes this into account in order to minimize the extent of lowered ceiling.
- In order to accommodate new HVAC equipment the building electrical service will require upgrading as noted in the Electrical Design Brief, found in Appendix E.

For further information regarding the mechanical and electrical systems, please refer to Appendix D for the Mechanical Design Brief and Appendix E for the Electrical Design Brief.

#### 4.3 ACCESSIBILITY REVIEW

A review of all building interior accessibility issues was completed, which are governed by the Ontario Building Code and the AODA accessibility laws (for counters and public service area only). The below chart outline areas which were noted to be deficient and if there is a requirement to upgrade them under the OBC, Part 11 Renovations.

Accessibility Deficiencies - Interior	Required to be Upgraded	Recommend Upgrading
Stair handrails are not round.	N	Y
No tactile warning indicators at tops of stairs.	N	Y
Stair treads (VCT) are not slip resistant and are in rough condition.	N	Y
Accessible washrooms require door operators.	Y	Y



Push/pull clearances on existing doors (most comply).	N	TBD
Several existing doors in b/f path of travel do not meet current accessibility clear width requirements.	N	TBD
Corridor widths are 5'-0" wide, which is allowable as an existing condition in lieu of 5'-4" corridor or 6'x6' turning space.	N	N
Both levels are accessible by elevator. Elevator controls and buttons may not meet current standard.	N	N
Light switches and other controls are not at barrier-free heights.	N	Y

In renovated areas the following additional items will apply:

- New service counters shall be provided with barrier free counter sections to service those with disabilities, both staff and visitors. The owner may wish to consider adjustable height workstations for ergonomics.
- Public computer access stations shall be designed at a barrier-free height counter height.
- Aisles between stacks shall be a minimum of 3'-7" apart to meet minimum width requirements for corridors.
- Consideration may be given to barrier-free seating areas.
- Consideration may be given to barrier-free accessible counters within the kitchenette.

A review of the exterior site conditions was also undertaken, which is governed by the AODA accessibility laws and the Ontario Building Code (access to exit/entry only). The below chart outlines areas which were noted to be deficient and if there is a requirement to upgrade them.

Accessibility Deficiencies - Exterior	Required to be Upgraded	Recommend Upgrading
Confirm ramp slope at entry. Railings may be required if >1:20	Y	Y
No tactile warning indicators at end of ramp to parking lot traffic.	Y	Y
Exterior stairs do not have tactile warning indicators at top step. Add tactile indicator.	Y	Y
Exterior stairs do not have handrails. Add a handrail each side of stair.	Y	Y
New signage should be clearly visible.	N	Y
Exterior lighting levels should be confirmed if adequate.	N	Y
Step down at rear exit appears quite high. Consider ramping up pavement to reduce drop to 8" or less.	N	Y

#### 4.4 MUNICIPAL ZONING BYLAW REVIEW

The existing lot consists of a C2 zoning which allows for Place of Assembly; however, a library is not a specifically defined or listed permitted use (nor is it listed as permitted in any other zone). It is believed that a library function would be acceptable under the C2 zoning, but further review would be required with the City.

Parking requirements were also reviewed against both the local zoning bylaw as well as the AODA requirements.

The zoning bylaw does not specifically outline the minimum number of parking spaces required. As a result, we have assumed a requirement of 1 space / 50 sq.m. of gross floor area based on the category “any other non-residential use”, resulting in a requirement for 15 spaces. The existing parking area appears to meet this requirement as there are a total of 26 spaces available. However, the existing parking space sizes and aisle widths do not appear to meet the current sizes noted in the zoning bylaw. The sizes may have met previous bylaws and are likely legal non-conforming. It may be possible to modify the existing parking to 45-degree angled spaces to gain more aisle space; however, this would require one-way traffic around the parking areas which may not be welcomed by the adjacent businesses that share the parking lot routes.

The number of barrier free spaces and minimum size requirements do not appear to be outlined in the bylaw, but there is one barrier-free stall present on site. In terms of numbers, this single stall meets the AODA requirements for quantity; however, the existing size based on the line painting does not appear to be adequate as the AODA requires 3.4m wide plus a 1.5m aisle. Some adjustment to the line painting and signage will be required.

## 5.0 Proposed Design

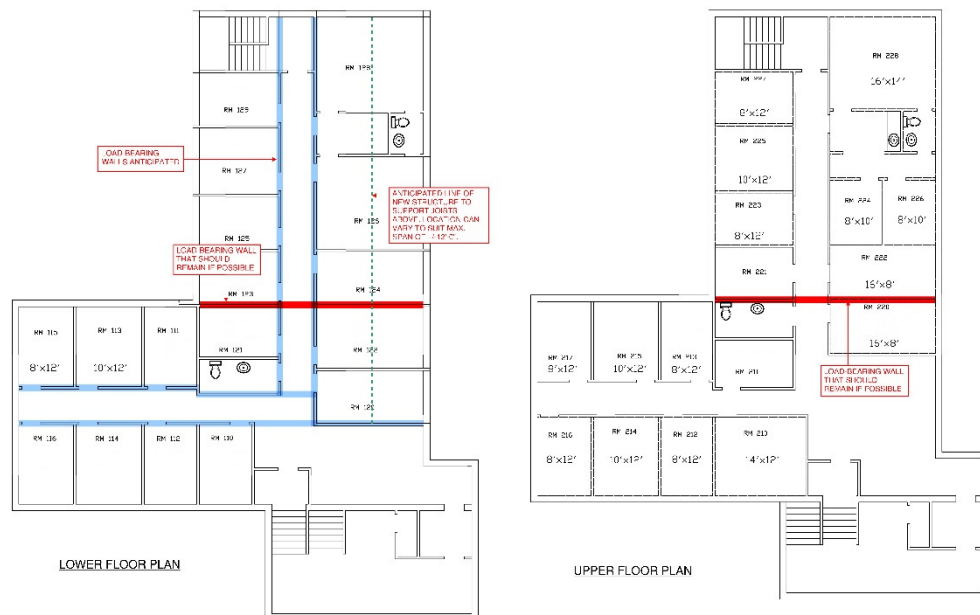
### 5.1 PROPOSED DESIGN

The proposed design for the future branch library at 285 Whitewood Avenue was developed based on the data collected through this study, including the insights of staff, previously completed investigations/studies, the proposed functional program, as well as the layout and existing building systems of the former medical office building. Through the collection of this information, several important factors were identified that impacted and informed the design for the library.

First, due to the limitations of the wood-framed upper floor system (identified in the Structural Condition Evaluation provided by the owner), the general stack areas could not be located on the upper floor. As a result, this became a primary factor in the organization for the new library, requiring the book collection, circulation desk, and general seating areas to be located on the lower floor. The remaining functions including the children's area, public access computers, digital creator lab, multi-use spaces, and administration area were therefore required to be located on the upper floor.

It should be noted the Structural Condition Evaluation also identified the need for further evaluation of the existing upper floor structure to determine if any retrofitting of the structure is needed to support the gathering/public spaces on the upper floor.

FIGURE 2: 285 WHITEWOOD AVENUE EXISTING BEARING WALLS



Source: Structural Condition Evaluation, prepared by A2S Consulting Engineers and dated August 18, 2017

A second factor that impacted the design and layout of the future library also results from the structural system in the existing building. The bearing wall locations, as identified in the Structural Condition Evaluation, are seen in Figure 2 above. The proposed design avoids any modifications to the most integral bearing walls (identified in red above), while also aiming to minimize changes to other bearing walls wherever possible. This has resulted in an approach to space planning on the lower floor which maintains the primary movement paths (former corridors) while clustering collections into “rooms”, allowing fewer bearing walls to be affected in order to reduce costs.

A final factor influencing the design of the upper floor was the desire to minimize changes to the existing floor plan in order to reduce costs. Recognizing a need to create a consolidated office and administration area, the upper floor was developed with the aim of locating these new uses within pre-existing rooms in the “north wing” of the building, creating a separate administration area that is secure from the public.

Based around these primary factors, the proposed design solution addresses the various needs and goals of the Temiskaming Shores Public Library described in section 3.2 Current Requirements above. Refer to Appendix C for the proposed floor plans of the future branch library.

## 5.2 ESTIMATED COSTS

A Class C construction cost estimate has been prepared by A.W. Hooker Quantity Surveyors for the renovation of 285 Whitewood Avenue, based on the information discussed in this report, the proposed plans found in Appendix C, the design briefs found in Appendix D and E, and the Designated Substances Report supplied by the owner and prepared by Pinchin, dated June 19, 2018. The full cost estimate can be found under Appendix F at the end of this report.

The estimated construction cost for the renovation project is estimated to be \$1,580,000 plus applicable taxes. This represents a cost of \$216.41 per square foot.

The accuracy of the estimate is intended to be +/- 20%, and includes a 10% design contingency to account for unknown design information at the time of the estimate, as well as a 5% construction contingency in case of unforeseen conditions during construction. The estimate does not include for soft costs such as professional fees, legal fees, furniture and equipment, professional expenses, etc., nor does the estimate include for annual inflation costs, as it is not clear at this time when or if the renovation project will be constructed. Should the project proceed to construction beyond one year following the date of this report, then construction costs should be escalated at a rate of approximately 3% per year.

## 6.0 Conclusion

It has been a pleasure developing this report with the assistance of staff from the City of Temiskaming Shores and the Temiskaming Shores Public Library. We trust the information contained in this study will assist the City in any further budgeting exercises undertaken to evaluate the feasibility of relocating the New Liskeard Library branch from its current location at 50 Whitewood Avenue to the former doctor's office building located at 285 Whitewood Avenue in New Liskeard, Ontario.

Report Prepared by:

NATHAN JENSEN M.ARCH OAA MRAIC  
Principal | Architect  
nathan@mitchelljensen.ca

## 7.0 Appendices

### A FUNCTIONAL PROGRAM

# Temiskaming Shores Public Library - New Liskeard Branch Relocation

## Preliminary Functional Program

July 20, 2018

	EXISTING (50 Whitewood Ave)					PROPOSED (285 Whitewood Ave)					COMMENTS	
	No.	Floor Area Each		Floor Area Total		No.	Floor Area Each		Floor Area Total			
		m2	ft2	m2	ft2		m2	ft2	m2	ft2		
<b>A. Member Services</b>												
A 1	Entry Vestibule	1	13.9	150	13.9	150	1	36.1	389	36.1	389	
A 2	Lobby	1	11.7	126	11.7	126	1	0.0	0	0.0	0	Lobby/Vestibule to be combined
A 3	New Book Display Area	1	0.9	10	0.9	10	1	0.9	10	0.9	10	
A 4	Circulation Desk	1	10.7	115	10.7	115	1	10.7	115	10.7	115	To include 2 workstations
A 5	Holds Pickup Area	1	0.0	0	0.0	0	1	0.0	0	0.0	0	Included in Circulation Desk
A 6	Non-print Pickup Area	1	0.0	0	0.0	0	1	0.0	0	0.0	0	Included in Circulation Desk
A 7	Reference Desk	1	6.5	70	6.5	70	1	6.5	70	6.5	70	
A 8	Book Drop-Off (After Hours)	1	0.5	5	0.5	5	1	0.5	5	0.5	5	
A 9	Universal Washroom	1	0.0	0	0.0	0	1	0.0	0	0.0	0	Included in gross/net ratio
A 10	General Washrooms	1	0.0	0	0.0	0	1	0.0	0	0.0	0	Included in gross/net ratio
<b>Net Floor Area</b>					<b>44.2</b>	<b>476</b>				<b>54.7</b>	<b>589</b>	
<i>Gross/Net Ratio - Departmental</i>						<i>1.10</i>					<i>1.15</i>	
<b>Departmental Gross Floor Area</b>					<b>48.6</b>	<b>524</b>				<b>62.9</b>	<b>677</b>	
<b>B. Collections</b>												
B 1	Junior Collection	1	29.9	322	29.9	322	1	18.6	200	18.6	200	
B 2	Young Adult Collection	1	31.7	341	31.7	341	1	9.3	100	9.3	100	
B 3	Adult Collection	1	87.8	945	87.8	945	1	139.3	1,500	139.3	1,500	
B 4	Magazine/Periodical	1	4.3	46	4.3	46	1	4.3	46	4.3	46	
B 5	Non-print	1	3.6	39	3.6	39	1	3.7	40	3.7	40	
B 6	Non-traditional	1	0.9	10	0.9	10	1	0.9	10	0.9	10	
B 7	Catalogue Search Workstation	1	0.9	10	0.9	10	1	0.9	10	0.9	10	
<b>Net Floor Area</b>					<b>159.1</b>	<b>1,713</b>				<b>177.1</b>	<b>1,906</b>	
<i>Gross/Net Ratio - Departmental</i>						<i>1.10</i>					<i>1.10</i>	
<b>Departmental Gross Floor Area</b>					<b>175.1</b>	<b>1,884</b>				<b>194.8</b>	<b>2,097</b>	
<b>C. Program Areas</b>												
C 1	Children's Reading/Play Area	1	12.1	130	12.1	130	1	13.9	150	13.9	150	
C 2	Children's Discovery Station	0	0.0	0	0.0	0	1	1.4	15	1.4	15	1 station if possible
C 3	Teen Reading Area	0	0.0	0	0.0	0	1	11.6	125	11.6	125	
C 5	Adult Reading Area	1	9.9	107	9.9	107	1	37.2	400	37.2	400	To include table for 4-6
C 6	Public Access Computer Area	1	9.3	100	9.3	100	1	18.6	200	18.6	200	6 stations
C 7	Meeting/Study Room (6 person capacity)	0	0.0	0	0.0	0	1	16.7	180	16.7	180	
C 8	Multifunction Room (50 person capacity)	1	18.6	200	18.6	200	1	41.8	450	41.8	450	To fit 20 at tables, 50 in chairs

# Temiskaming Shores Public Library - New Liskeard Branch Relocation

## Preliminary Functional Program

July 20, 2018

	EXISTING (50 Whitewood Ave)					PROPOSED (285 Whitewood Ave)					COMMENTS
	No.	Floor Area Each		Floor Area Total		No.	Floor Area Each		Floor Area Total		
		m2	ft2	m2	ft2		m2	ft2	m2	ft2	
C 9 Kitchen / Servery	0	0.0	0	0.0	0	1	5.6	60	5.6	60	
C 10 Photocopy / Printing Area	1	1.4	15	1.4	15	1	1.4	15	1.4	15	
C 11 Used Book Store	1	2.0	21	2.0	21	1	2.0	21	2.0	21	
C 12 Coffee Area	0	0.0	0	0.0	0	1	0.7	8	0.7	8	
C 13 Digital Creator Lab	1	16.5	178	16.5	178	1	20.9	225	20.9	225	
C 14 Digital Creator Intern	1	1.9	20	1.9	20	1	1.9	20	1.9	20	
<b>Net Floor Area</b>				<b>71.6</b>	<b>771</b>				<b>173.6</b>	<b>1,869</b>	
<i>Gross/Net Ratio - Departmental</i>					<i>1.10</i>					<i>1.15</i>	
<b>Departmental Gross Floor Area</b>				<b>78.8</b>	<b>848</b>				<b>199.7</b>	<b>2,149</b>	
<b>D. Administration</b>											
D 1 CEO Office	1	12.4	133	12.4	133	1	11.1	120	11.1	120	
D 2 Shared Office	0	0.0	0	0.0	0	1	7.4	80	7.4	80	
D 3 IT Room/Office	0	0.0	0	0.0	0	1	5.6	60	5.6	60	
D 4 Work Area	1	34.8	375	34.8	375	1	34.8	375	34.8	375	To include 1 workstation
D 5 Staff Room	1	9.8	105	9.8	105	1	9.3	100	9.3	100	
D 6 Coat Closet	1	0.0	0	0.0	0	1	0.6	6	0.6	6	
<b>Net Floor Area</b>				<b>56.9</b>	<b>613</b>				<b>68.8</b>	<b>741</b>	
<i>Gross/Net Ratio - Departmental</i>					<i>1.10</i>					<i>1.25</i>	
<b>Departmental Gross Floor Area</b>				<b>62.6</b>	<b>674</b>				<b>86.0</b>	<b>926</b>	
<b>E. Support Functions</b>											
F 2 Program Storage	1	17.2	185	17.2	185	1	18.6	200	18.6	200	
F 3 General/Admin Storage	1	2.5	27	2.5	27	1	2.3	25	2.3	25	
F 6 Mechanical/Electrical Room	1	0.0	0	0.0	0	1	0.0	0	0.0	0	Included in gross/net ratio
F 8 Elevator	1	0.0	0	0.0	0	1	0.0	0	0.0	0	Included in gross/net ratio
F 11 Janitor Room	1	0.0	0	0.0	0	1	0.0	0	0.0	0	Included in gross/net ratio
F 11 Janitor Storage	0	0.0	0	0.0	0	1	4.6	50	4.6	50	
<b>Net Floor Area</b>				<b>19.7</b>	<b>212</b>				<b>25.5</b>	<b>275</b>	
<i>Gross/Net Ratio - Departmental</i>					<i>1.10</i>					<i>1.25</i>	
<b>Departmental Gross Floor Area</b>				<b>21.7</b>	<b>233</b>				<b>31.9</b>	<b>344</b>	
<b>Total Building Area</b>											
<b>TOTAL DEPARTMENTAL GROSS AREA</b>				<b>386.8</b>	<b>4,164</b>				<b>575.4</b>	<b>6,193</b>	
<i>Gross/Net Ratio - Building</i>					<i>1.23</i>					<i>1.25</i>	
<b>TOTAL BUILDING GROSS AREA</b>				<b>475.5</b>	<b>5,118</b>				<b>720.0</b>	<b>7,750</b>	



## 7.0 Appendices

### B COLLECTION INVENTORY

# Temiskaming Shores Public Library - New Liskeard Branch Relocation

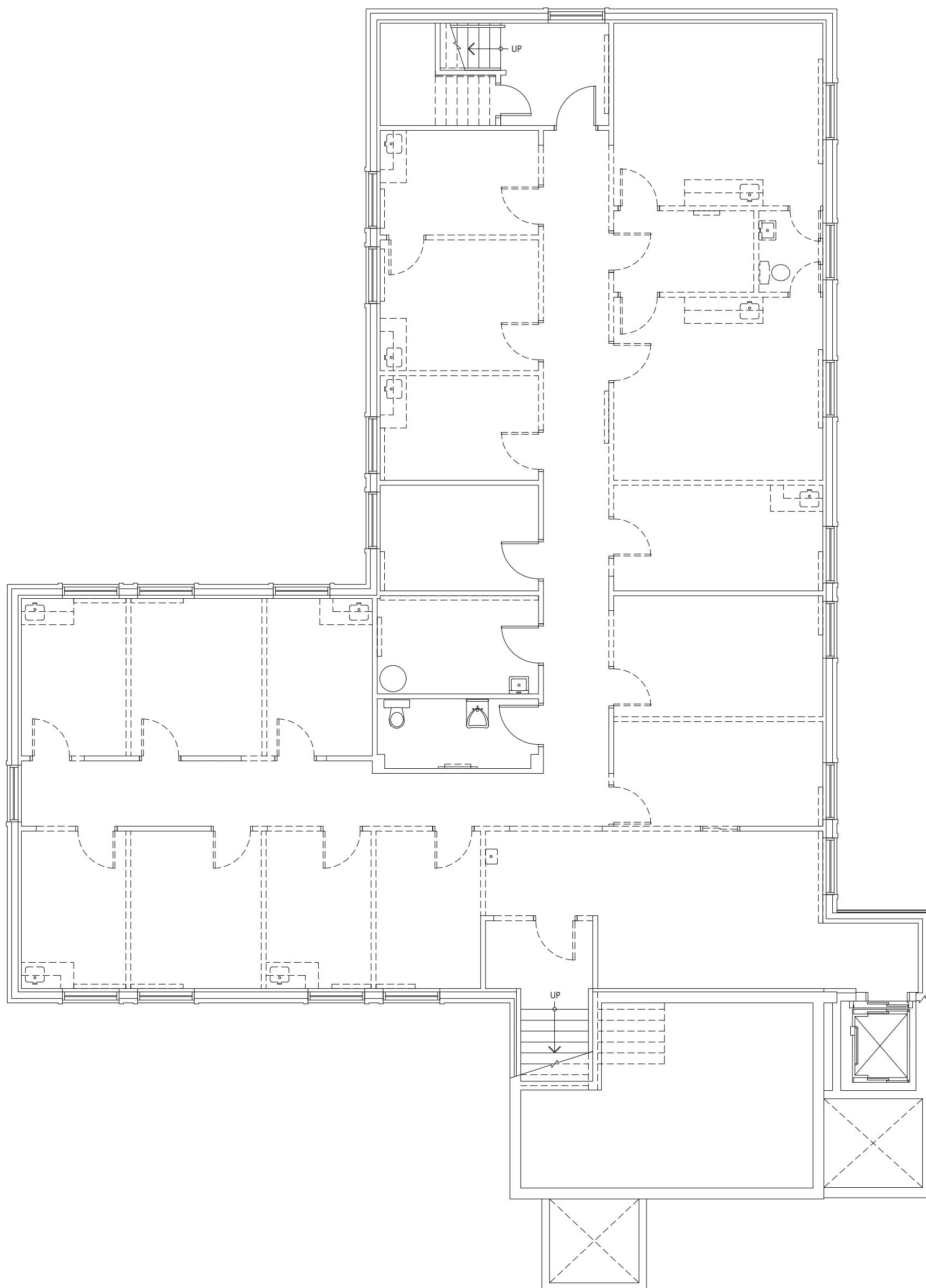
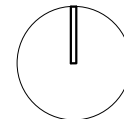
## Collection Inventory

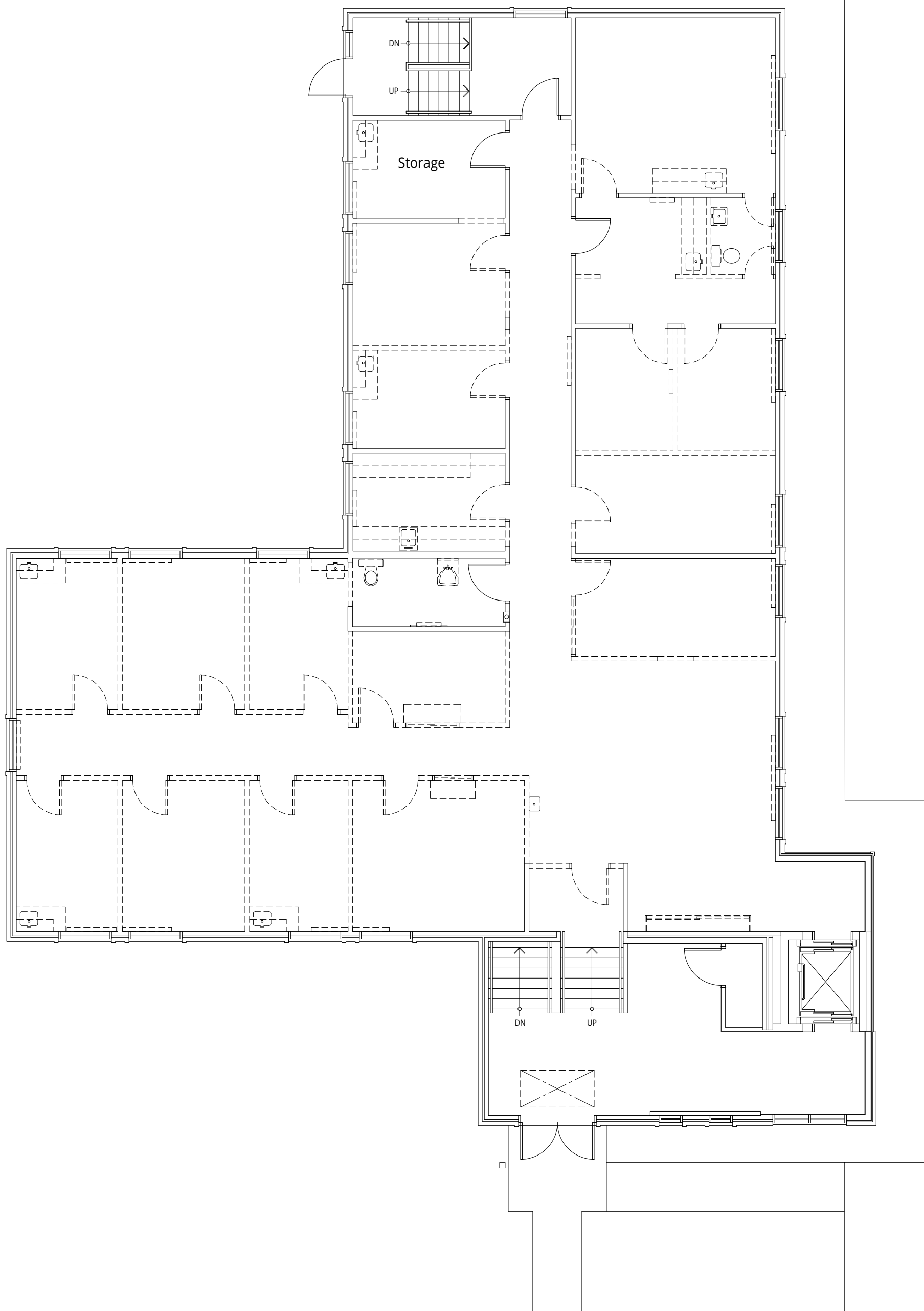
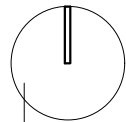
Collections	EXISTING (50 Whitewood Ave)		DESIGN (285 Whitewood Ave)	
	Linear Feet	No. of Stacks (12' of shelving per stack)	No. of Stacks (12' of shelving per stack)	Floor Level
<b>Adult Fiction</b>				
French Fiction	120	10		
English Fiction (Incl. Westerns, Scienc Fiction, Large Print, Paparbacks)	820	68		
Hardcover Fiction (30% Growth)	151	13		
<b>Total</b>	<b>1091.2</b>	<b>91</b>	<b>88.25</b>	<b>Lower Floor</b>
<b>Adult Non-Fiction</b>				
French Nonfiction (incl French, Junior, Nonfiction)	70	6		
English Nonfiction (Incl. Biography, Reference, Local History)	360	30		
English Magazines/Periodicals	30	3		
Audio books includes CELA MP3 audios	83	7		
<b>Total</b>	<b>543</b>	<b>45</b>	<b>42.75</b>	<b>Lower Floor</b>
<b>Junior / Young Adult</b>				
French Junior	45	4		
French Junior Magazines	15	1		
English Junior	128	11		
English Junior Magazines	36	3		
French Young Adult	30	3		
English Young Adult	71	6		
<b>Total</b>	<b>325</b>	<b>27</b>	<b>26</b>	<b>Lower Floor</b>

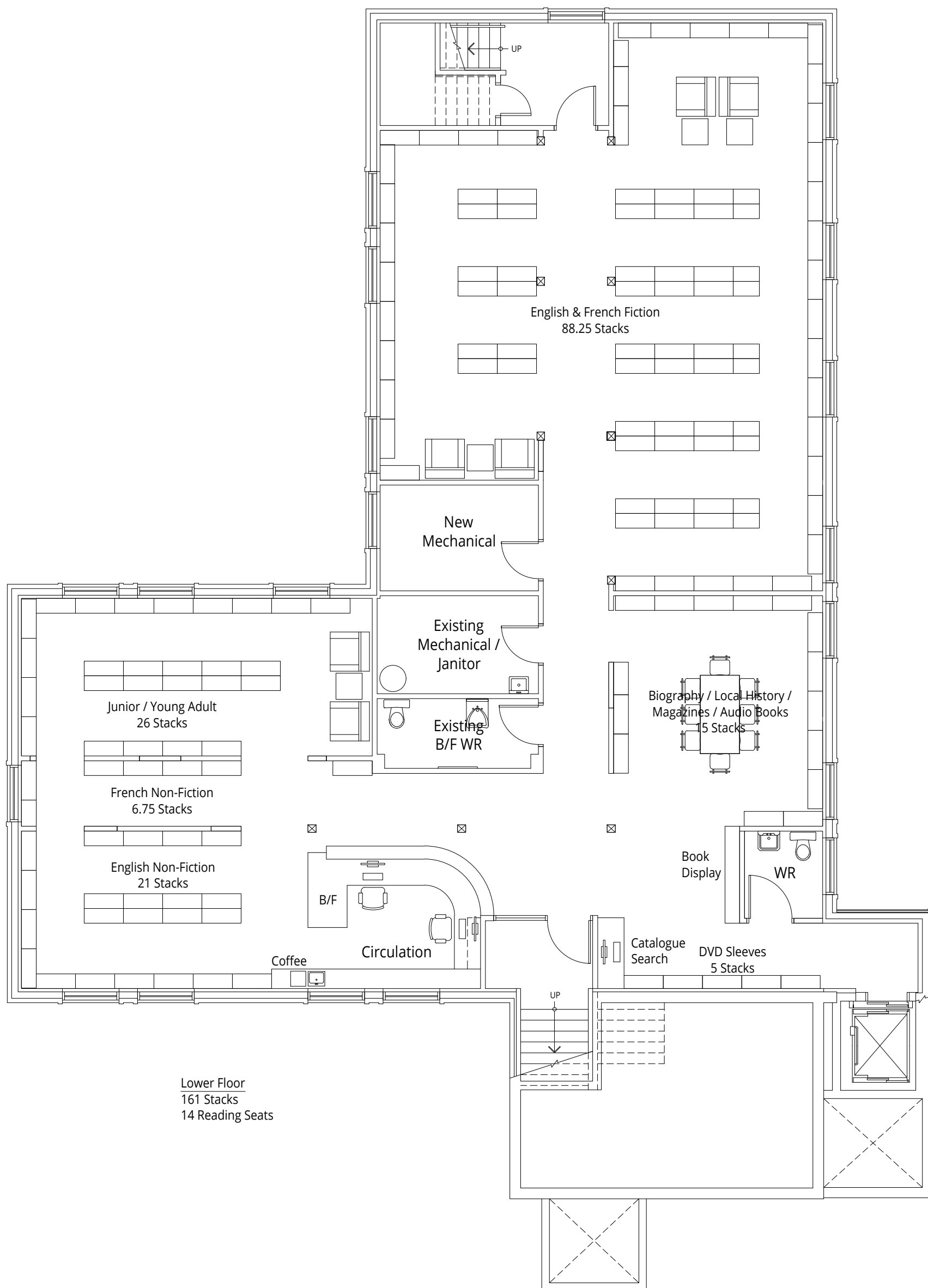
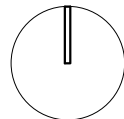
<b>Easy Reading / Other</b>				
French Easy, Board Books and readers	31	3		
English Easy (Incl. board books, easy readers, language and math)	99	8		
Puzzles	10	1		
Games and Backpacks	12	1		
<b>Total</b>	<b>130</b>	<b>11</b>	<b>17</b>	<b>Upper Level</b>
<b>Other</b>				
DVD Sleeves (12 linear ft of floor area)	48	4		
<b>Total</b>	<b>48</b>	<b>4</b>	<b>5</b>	<b>Lower Level</b>
<b>Collection Total</b>	<b>2137.2</b>	<b>178</b>	<b>179</b>	
New Book Display	12	1	<b>1</b>	<b>Lower Level</b>
DVDs (stored behind circulation desk)	20	2	<b>2</b>	<b>Lower Level</b>

## 7.0 Appendices

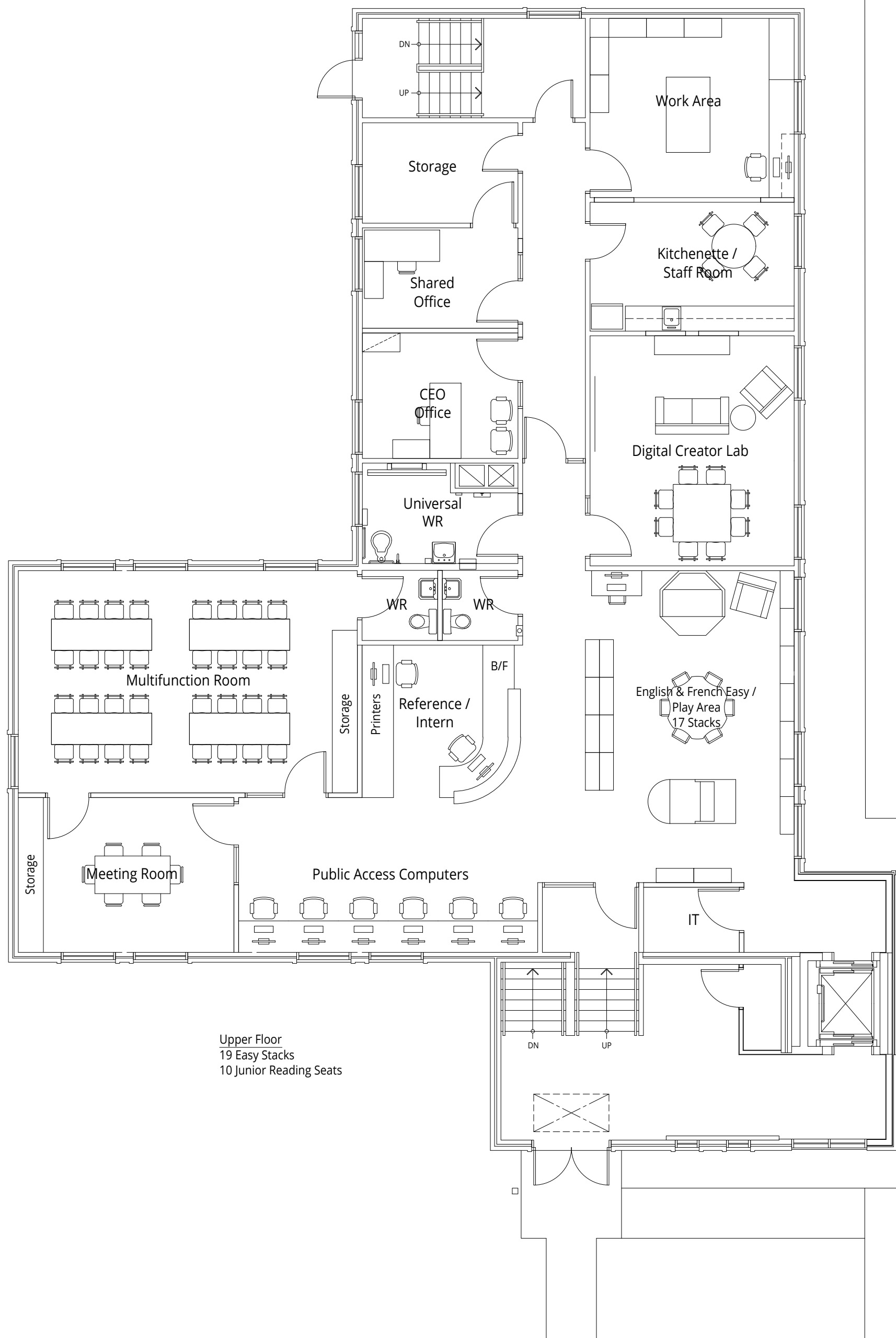
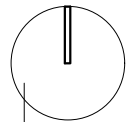
C PROPOSED DRAWINGS





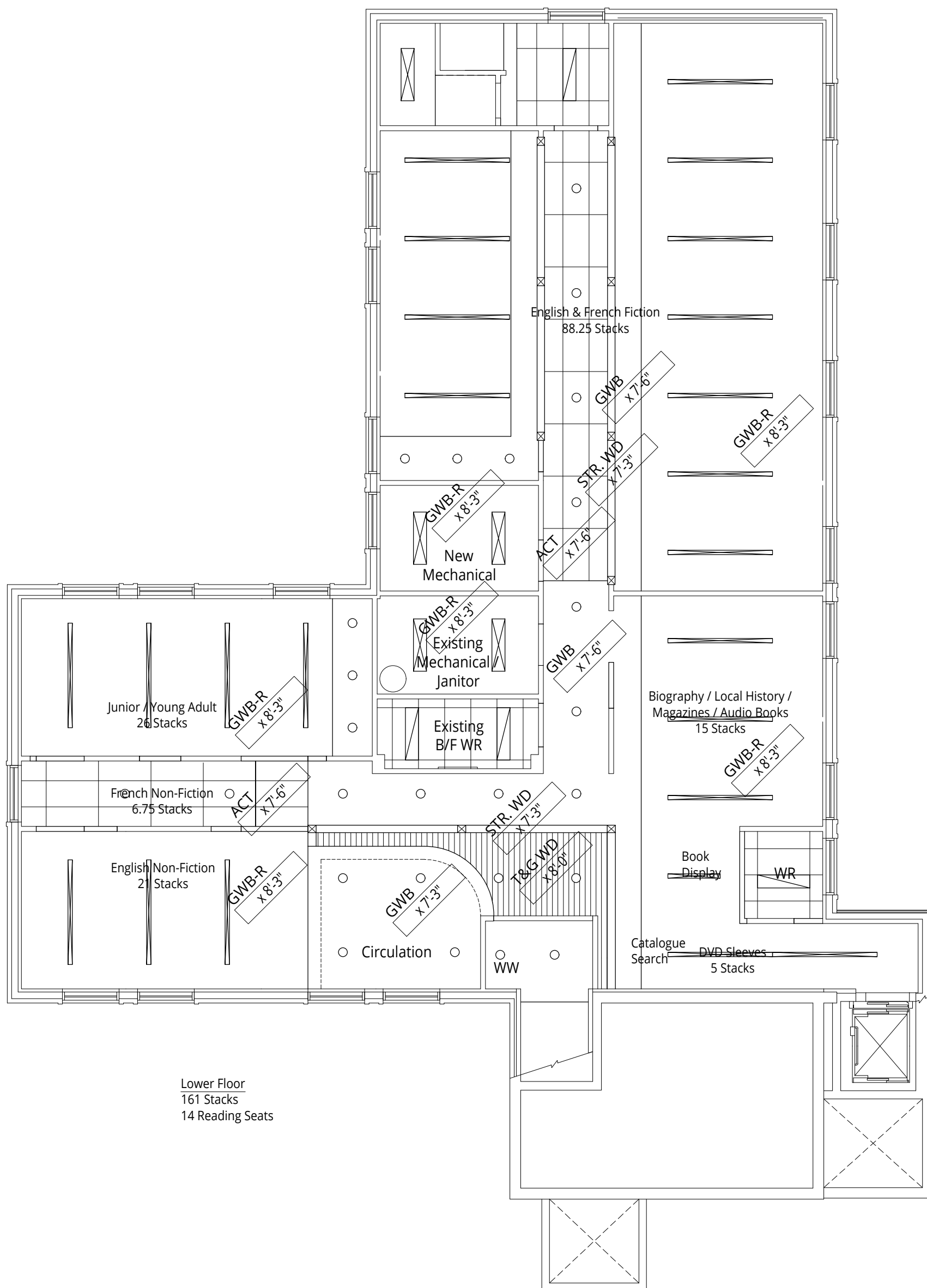
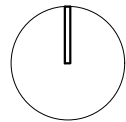


Lower Floor  
161 Stacks  
14 Reading Seats

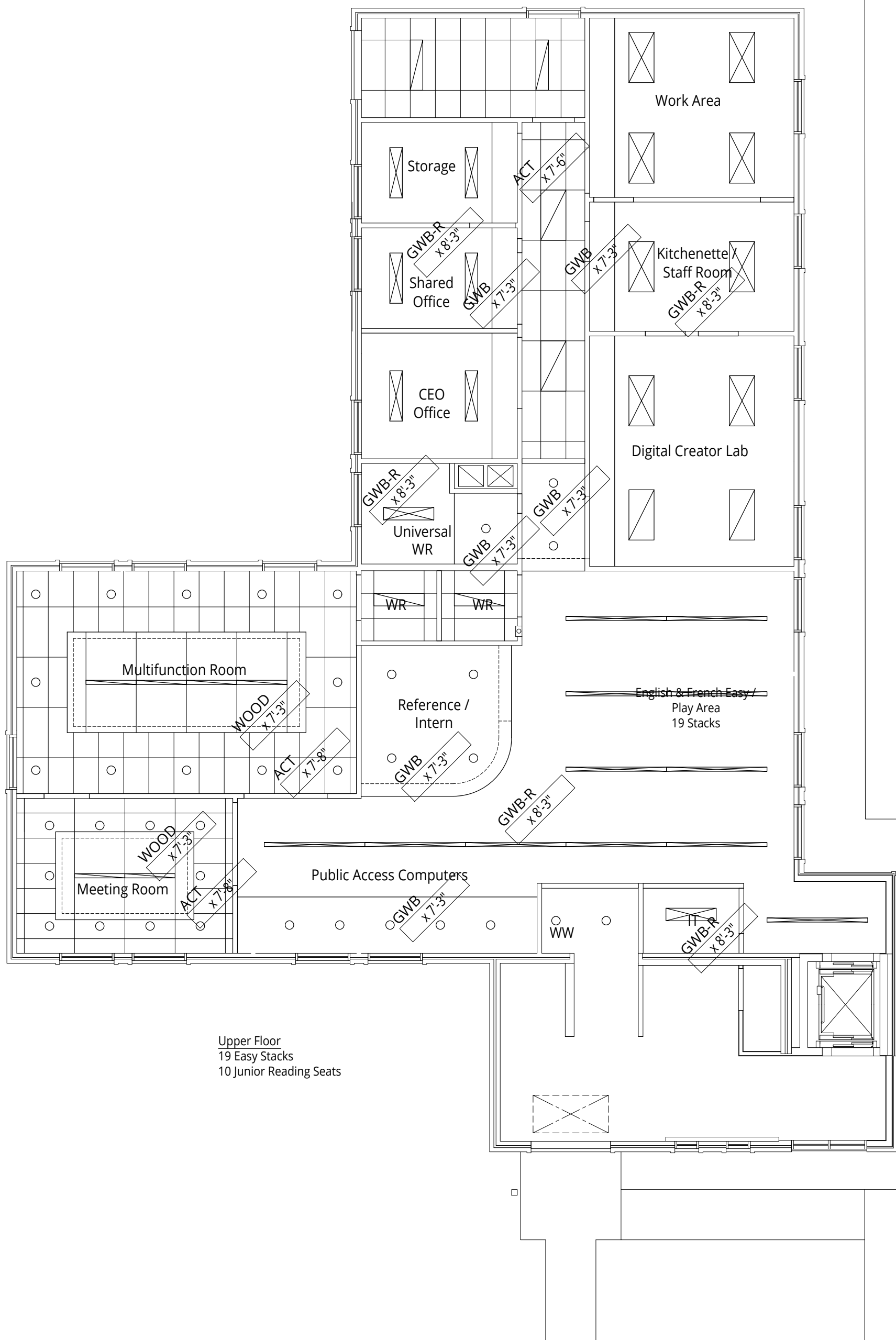
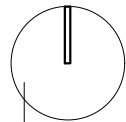


Upper Floor  
 19 Easy Stacks  
 10 Junior Reading Seats





Lower Floor  
 161 Stacks  
 14 Reading Seats



## 7.0 Appendices

D MECHANICAL DESIGN BRIEF

Mitchell Jensen Architects Inc.  
124A Main Street East  
North Bay, Ontario P1B 1A8

Project No. **2018-657127**

October 10, 2018

Attention: **Nathan Jensen**

Re: **New Liskeard Library Renovation**

**MECHANICAL DESIGN BRIEF**  
**OCTOBER 10th, 2018**

1.0 General

- .1 Design of the mechanical systems will be based on the following codes and regulations:
  - Ontario Building Code OBC/2012
  - Ontario Fire Code O. Reg. 388/2007
  - CSA B149.1-10 Natural Gas Installation Code
  - NFPA 13 Standard for the Installation of Sprinkler Systems
  - ANSI / ASHRAE 62-2010 Ventilation for Acceptable Indoor Air Quality
  - HVAC Duct Construction Standards – SMACNA
  - CAN/CSA-B214 Installation Code for Hydronic Heating Systems
  - NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
- .2 All materials shall conform to CSA, HEPC and CEC requirements and shall bear CSA and / or ULC label. Gas fired equipment shall bear CGA label.

2.0 Life Safety

- .1 The existing mechanical and new mechanical rooms will be sprinklered with a wet system to NFPA 13 standards. The existing sprinkler system in the existing mechanical room will be extended to cover the new mechanical room. Backflow prevention and supervised isolation valve will be added.
- .2 Mechanical room will be sprinklered to Ordinary Hazard requirements. The system will be hydraulically designed. All valves will be monitored by the Fire Alarm System (If there is one, if not valves will be locked in the open position). Zoning shall match fire alarm zoning.
- .3 Concealed sprinkler heads with chrome escutcheons will be used in all areas with finished ceilings. Upright brass heads in unfinished areas. Guards will be installed on all low heads.



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- .4 The sprinkler system will be piped off of the existing 1½” domestic water main located above corridor 121.
- .5 Multi-purpose stored pressure dry chemical 5 lb. fire extinguishers will be installed throughout the building to meet the coverage requirements of the Ontario Fire Code. Recessed cabinets will be installed in all public areas. Wall hung extinguishers will be used in Building Services areas.

### 3.0 Plumbing and Drainage

- .1 All plumbing and drainage work shall be installed as required by the Ontario Building Code, and shall meet the requirements of all provincial and municipal authorities having jurisdiction.
- .2 Fixtures shall be of commercial grade, white, vitreous china. Screw fixtures stop valves will be provided on the hot and cold water supply to every fixture.
- .3 Water closets will be 6-litre floor mounted with manually operated flush tanks and black open front seats without covers. Barrier free water closets will also be 6-litre floor mounted models with manually operated flush tanks and black open front seats with covers.
- .4 Faucets will have single lever center-sets installed.
- .5 Stainless steel drop in sinks will be provided for the coffee station and staff room as shown on the architectural plans.
- .6 Floor mounted slop sink will be installed in janitor's rooms.
- .7 Floor drains will be installed in the mechanical room, janitor's room, and at locations where condensate from cooling equipment requires them.
- .8 Automatic metered trap primer units activated by pressure drop will be provided for all floor drains.
- .9 Non-freeze hose bibs with backflow preventers will be installed where requested by the Owner.
- .10 Cold water supply will be piped off of the existing 1½” main located in the existing mechanical room.
- .11 Domestic hot and cold water will be piped to all appropriate fixtures.
- .12 Hot water will be generated using the existing 4.5KW electric hot water tank located in the mechanical room. A new hot water recirculation system using an all bronze circulation pump will be provided to maintain temperatures in the hot water distribution system during occupied hours. The recirculation pump will be controlled by the Building Management System.



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- .13 Above ground water piping shall be type "L" copper c/w lead free solder joints.
- .14 Isolation valves will be provided throughout the building to permit isolation of individual areas. Valves will be provided at each bank of washrooms. Valves up to 2" shall be full throat bronze ball valves.
- .15 Quarter turn screw fixture stop valves will be provided on the hot and cold water supply to every fixture.
- .16 Domestic water piping will be thermally insulated to O.B.C. standards. Insulation will be covered in canvas or PVC jacketing in areas where pipe insulation is exposed.
- .17 Floors will be provided with sanitary facilities as shown on Architectural floor plans. All fixtures will be connected to the existing sanitary sewer system.
- .18 All buried sanitary piping shall be PVC SDR 35 with solvent joints.
- .19 All above ground sanitary and vent piping may be PVC system 15 DWV approved for flame spread and smoke. PVC DWV system XFR is to be used where system 15 PVC DWV is not permitted (in return air ceiling spaces or return air shafts). Certified F-stop devices on PVC piping will be provided whenever piping penetrates rated walls or floor assemblies.
- .20 A new natural gas feed c/w meter will be extend from the street to the building.
- .21 Natural gas piping will be extended to all pieces of gas fired equipment including heating boilers and air handling unit.

### 3.0 Heating, Ventilation and Air Conditioning

- .1 A hydronic heating plant consisting of two 175 MBH input high efficiency condensing natural gas fired boilers with minimum of 5:1 turndown will be provided to supply hot water to the hydronic piping distribution system.
- .2 The heating boilers will have dedicated circulation pumps interlocked with the boilers. All hydronic elements shall be selected to operate with the boilers in condensing mode (150°F supply, 120°F return).
- .3 Each room along the building exterior will be provided with hydronic radiation panels or baseboards controlled through a local heating thermostat.
- .4 Wall mounted hydronic fan forced heaters will be provided at each entrance to the building with remote mounted thermostats to control the operation of the fan.
- .5 Piping for the hydronic system shall be assembled using screwed joints.
- .6 Isolation valves will be installed on the supply and return piping to each heater in the



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- system. All valves up to 2" shall be full throat bronze ball valves.
- .7 Circuit balancing valves will be installed on all main branch lines, all hydronic elements that do not have 2-way control valves and at each piece of equipment in the mechanical room to balance the flow to the design requirements. The piping distribution system will be done using a reverse return piping grid.
  - .8 Piping shall be insulated to O.B.C. / ASHRAE requirements. In exposed areas, the insulation shall be finished with PVC jacketing.
  - .9 Air handler for the library will be an outdoor packaged unit complete with MERV 8 pre-filters, gas fired heating sections, DX cooling sections, supply fan sections with high-efficiency motor and variable frequency drive, built in condensing unit, and a dry-bulb controlled economizer section.
  - .10 Preliminary sizing for the Library unit is 15 tons, 5000 CFM.
  - .11 Fresh air quantities for all spaces will meet the requirements of ASHRAE 62.1 – 2010.
  - .12 Building sanitary and general exhaust systems will be ducted outside the building with fans controlled through occupancy sensors.
  - .13 Acoustic duct lining will be installed on the supply and return of the air handler to reduce sound transmission through the ductwork distribution system.
  - .14 Internally acoustically lined transfer ducts will be installed for rooms with sound rating wall partitions to transfer the return from the room to the adjacent ceiling plenum.
  - .15 Ductwork will be fabricated and installed in strict accordance with latest SMACNA standards, manufactured of galvanized steel and sealed in accordance with SMACNA Class "C" requirements.
  - .16 Ductwork will be run above the dropped ceilings and in bulkheads. Round spiral wound ductwork will be used in areas with no ceilings. All exposed ductwork insulation shall be finished with canvas and lagging cement.
  - .17 Manual balancing dampers will be provided at all branch takeoffs and in other locations where necessary for system balancing.
  - .18 VAV control boxes will be installed on the supply air distribution systems to allow for zoning control of rooms. Spaces with common exposures and open areas will be grouped together. Controls for the VAV boxes are to be interlocked with the perimeter heating controls in rooms along the building's perimeter. ASHRAE Standard 55 will be used as a guideline for zoning of controls for rooms.
  - .19 Return air will be drawn back to the unit through the ceiling plenum through ceiling mounted grilles.



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.20 Ductwork will be insulated to O.B.C. / ASHRAE standards.

### 4.0 Controls

.1 The existing City of Timiskaming Shores control system will be extended to control, schedule and monitor the mechanical systems and ancillary systems as designated by the Owner (exterior lighting, interior lighting, energy monitoring meters etc.). All equipment, damper and valve actuators will be electric or electronic. Design to be based on Honeywell.

### **SNC-LAVALIN INC.**

**Mechanical Dept.**

per:

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Dean Cecutti, EIT.

P:\2018\2018-657127 New Liskeard Library renovation\docs\design\MECH



## 7.0 Appendices

E ELECTRICAL DESIGN BRIEF

Mitchell Jensen Architects Inc.  
124A Main Street East  
North Bay, Ontario P1B 1A8

Project No. **2018-657127**

2018 November 07

Attention: **Nathan Jensen**

Re: **New Liskeard Library renovation**

## **ELECTRICAL DESIGN BRIEF**

### **1. GENERAL**

- .1 The project entails the renovation of an existing combustible construction building, a former medical office to accommodate the municipal library. The library will occupy both floors of the building, with community collaborative spaces included in the floor plan. Total building area is estimated to be 7,800 square feet.

### **2. CODES AND STANDARDS**

- .1 Design of the electrical systems will be based on the following codes and regulations:
- Ontario Building Code OBC/15
  - Ontario Electrical Safety Code (2015) CSA C22.1-02
  - Ontario Fire Code O. Reg. 388/2007
  - CSA C282-09 - Emergency Electrical Power Supply for Buildings
  - ANSI/ASHRAE/IESNA 90.1-2013 – Energy Standards for Buildings.
  - IES Lighting Handbook, 10th Edition
  - CSA B44–13 Safety Code for Elevators
  - CAN/ULC-S524-14 Standard for the Installation of Fire alarm Systems
  - CAN/ULC- S537-13 -Standard for the Verification of Fire Alarm
- .2 Comply with requirements of the OBC and OESC, including Provincial and other amendments, Electrical Bulletins, and local by-laws or rules regulating the installation of electrical equipment and their seismic restraint. In no instance, however, shall the standards established by the Contract Documents be reduced by any of these Codes or Regulations.
- .3 Materials shall bear the approval of the Canadian Standards Association or other approved Certification Agencies and where applicable, the Underwriters' Laboratories of Canada.

### **3. INCOMING SERVICES**

- .1 The existing building is serviced by a single phase 120/240V, 600A electrical service. This service is determined to be inadequate for the HVAC equipment and will require upgrading to a three phase system. A new service will be required from the local utility.
- .2 Existing voice/data services terminate in the upper floor closet. This space will be maintained and the existing voice and data services will be reworked to suit the new space layout and function.

### **4. POWER DISTRIBUTION**

- .1 A new three phase service will be required. The voltage shall be 120/208V 3Ø 4W. The main service entrance device will be rated between 400A and 600A. New metering and distribution will be required in the existing electrical room. Layout and configuration will be determined as the design is progressed.
- .2 In general, loads will be locally fed from the main electrical room as it is centrally located in the basement of the building.
- .3 Maximum allowable voltage drop of all feeders shall be 2% and 3% for branch circuits.
- .4 A Surge Protection Device (SPD) shall be provided on the electrical distribution system.

### **5. BACKUP POWER**

- .1 No provisions for a backup generator or other power system will be included in the construction.

### **6. LIGHTING SYSTEM**

- .1 The lighting system will be an integral component of the architectural design and commensurate with decor and finishes proposed. The Lighting systems and controls shall be designed in conjunction with the architect. Lighting fixture selection must suit the application and the architectural themes and finishes in each space.
- .2 Energy efficiency shall be the leading factor in the selection of lighting sources for the project. Lighting system design shall be in accordance with ASHRAE 90.1-2013, Section 9.
- .3 High performance lighting fixtures with LED sources shall be selected. LED light fixtures shall be specification grade, having solid state components, and high performance optics. LED drivers shall have a power factor >90%, THD <20%, and CRI >85, with a rated ambient temperature of 40 deg.C. The system shall be tested in accordance with LM-79. Lumen maintenance shall be tested in accordance with IES LM-80. Luminaires shall have a minimum efficacy of 100 Lumens/Watt. Dimming shall be provided in all areas.
- .4 Lighting levels will meet the IES recommended levels. Refer to IES Lighting Handbook, 10<sup>th</sup> Edition.

- .5 Lighting fixtures shall be provided with a standard manufacturer's warranty of five years on parts and labour.
- .6 The lighting Control system shall provide for timed operation as well as the integration of local occupancy sensors and daylight sensors.
  - .1 Light harvesting using daylight sensors shall be used in perimeter spaces with large areas of window glazing.. Daylight sensors will determine natural light contributions to the space. Fixtures shall be dimmed to match the natural light contributions to the space.
  - .2 Occupancy sensors shall be provided in all rooms to provide on-off control in unoccupied spaces. Passive Infrared, ultrasonic and dual technology sensors will be used to suit the application. All occupancy sensors with the exception of hallways and stairwells will be set to manual "ON", automatic "OFF". The controlled lighting shall have at least one control step between 30% and 70% (inclusive) of full lighting power in addition to all off, except in the following spaces where full automatic-on is allowed;
    - a. public corridors and stairwells,
    - b. restrooms,
    - c. primary building entrance areas and lobbies, and areas where manual-on operation would endanger the safety or security of the room or building occupant(s).
  - .3 Lighting in stairwells, restrooms, lobby, public corridors and change rooms shall have one or more control devices to automatically reduce lighting power by at least 50% within 20 minutes of all occupants leaving that controlled zone.
  - .4 In washrooms, storage areas, stairwells and corridors, ultrasonic detectors shall be utilized. In public area, selected fixtures shall not be connected to the occupancy sensors. This will provide a minimum level of security lighting. Manual switching shall be provided for the security lighting.
  - .5 In server closets, and janitor rooms, and storage rooms, wall switch type occupancy sensors shall be utilized.
  - .6 In general all light fixtures shall be complete with dimming capabilities.
  - .7 IESNA recommendations and practices for exterior lighting will be followed to highlight the façade, landscapes, walkways and parking areas in conjunction to providing a safe night environment. Wall or canopy mounted exterior lighting shall be provided at all entrances and receiving areas. LED sources shall be utilized for all exterior lighting. All exterior lighting shall be full cut-off "dark sky friendly" .

## **7. EMERGENCY and EXIT LIGHTING**

- .1 Emergency lighting and Exit signs are required in all exit paths in accordance with OBC requirements.
- .2 Emergency lighting and Exit signs will be connected to stand alone mini inverters.
- .3 A selection of the regular lighting fixtures will be connected to the Emergency power supply and serve as the emergency lighting fixtures. Where connected to dimming or occupancy sensors the lighting control system will automatically increase the emergency lighting fixtures to full brightness during a failure of utility power to the light fixture.
- .4 Illuminated exit signs will be L.E.D. type with "Pictogram" signage, White symbol on green background.

## **8. FIRE ALARM SYSTEM**

- .1 If a fire alarm system is requested it will be addressable, single stage, zoned, supervised and annunciated. The main control panel will be located in the electrical room. A remote annunciator will be located in the main lobby.
- .2 Horn/Strobe combinations will be used as alarm signalling devices.
- .3 Alarm Initiating devices will be provided to OBC requirements. All detection and interface to the elevator controllers will be provided in accordance with CSA B.44, latest edition.
- .4 Provisions shall be made for the remote monitoring of the system in accordance with CAN/ULC-S559 and CAN/ULC-S561-13

## **9. PUBLIC ADDRESS SYSTEM**

- .1 A public address (PA) system is not scheduled for this project.

## **10. IT SYSTEMS**

- .1 Provisions shall be made for a Voice/Data cabling system through-out the building.
- .2 The system shall consist of the supply and installation of a complete cable and conduit system as follows:
- .3 A horizontal cabling system consisting of Category 6A cable c/w RJ 45 jacks will be installed between the patch panel and voice/data outlet. Each voice/ data outlet shall consist of two Cat 6A jacks suitable for either voice or data connections. All voice data cabling shall terminate in MDF, or nearest IDF.
- .4 Each telecommunications outlet shall consist of a single gang deep (89mm) outlet box complete with a 25mm conduit extending to the nearest cable tray.

- .5 Additional cabling shall be provided at ceiling level for wireless access points. Wireless access coverage shall extend through the entire facility. Provide two (x2) Cat 6A cables to each wireless access point. Exact placement of wireless access points shall be determined by the service provider.
- .6 The cabling system shall be tested and certified. All riser and horizontal communications cables shall be tested to ensure compliance to Category 6A rated specifications. Testing of all fibers shall also be completed. All UTP cables shall be tested to ensure Category 6a compliance. A 20 year warranty certificate shall be provided by the manufacturer to the owner at the completion of the project.
- .7 Provide a complete telecommunications grounding and bonding system in accordance with EIA/TIA/ANSII/CSA Standards.
- .8 All electronic voice/data system equipment, ie. Servers, Switches, shall be provided by the owner.

## **11. CCTV SYSTEM**

- .1 In general the CCTV systems shall be an IP based PoE system. A network of conduits, cable tray, junction boxes, and cabling will be provided as necessary to complete the installation of the CCTV. The main equipment rack and console shall be located within the IT Communications room.
- .2 The Electrical Division will supply and install all CCTV cabling and the associated conduit/cable tray system.
- .3 CCTV system cabling will be FT-6 rated and run in cable trays, conduit or in free air.
- .4 All wiring will be terminated and tested by the Electrical Division.
- .5 CCTV Cameras shall be located at each entrance and in all public corridors and lobby spaces.
- .6 CCTV coverage shall include all exterior spaces, including all entrances, the building perimeter, and the parking lots.

## **12. SECURITY/ACCESS CONTROL SYSTEM**

- .1 The security system shall comprise of an intrusion detection system. The main security control centre shall be located in the office area and shall contain the central control equipment for all system.
- .2 Magnetic door contacts shall be provided at all exterior doors.
- .3 Motion detectors shall be provided in all areas which have direct access to the exterior by doors or windows to monitor any intrusion outside normal working hours.

## 14. MISCELLANEOUS REQUIREMENTS

- .1 Branch circuit wiring shall consist of a minimum of #12 AWG, Type T-90 insulated copper wiring installed in conduit.
- .2 Conduit shall be run concealed in ceiling spaces and finished walls. Conduit shall be allowed to be run exposed at ceiling level in areas with exposed structure including, mechanical and electrical rooms. Where conduit is run exposed it shall be installed in a neat manner, tight to the structure and parallel to building lines.
- .3 EMT conduit shall be complete with steel couplings and connectors. Connectors shall have insulated throats.
- .4 A cable tray system shall be installed within the corridor ceiling spaces for the routing of communications cabling. The cable tray system shall be of the "basket" style. The tray shall have solid bottom covers where run exposed in areas accessible to the public. The tray shall be suspended directly from the structure with a series of trapeze hangers. Conduit shall be extended from the tray to the communications outlets. The tray and conduit shall be bonded to the electrical grounding system.
- .5 Outlet boxes shall be suitable for the wall construction in which they are mounted. Sectional steel type where concealed in steel stud partitions. MBD masonry type where installed in masonry walls. FS cast construction where surface mounted in reach of the public. Stamped steel construction where installed in all other areas. Custom floor and ceiling boxes shall be required where required for theatrical lighting and power and communications.
- .6 Lighting panels shall be of the "panelboard" type with separate tubs, interiors, and trims. Breakers shall be of the bolt-in style. Main bus shall be constructed of copper. Panels shall be recessed or surface mounted to suit the application. All panels shall be complete with a type-written directory installed behind a transparent cover. Recessed panels shall be complete with two 1" empty conduit stubs installed to each of the ceiling space above the panel and the ceiling space below the panel where applicable.
- .7 Fire ratings of all assemblies shall be maintained. Penetrations by conduit or cable tray systems shall be sealed with ULC tested fire stop systems. All systems shall be tested as a part of the assembly in which they are installed. Manufacturer's data sheets and installation instructions shall be submitted for approval prior to installation.
- .8 Wiring devices shall be specification grade, colour to match architectural finishes. Cover plates shall be stainless steel in public areas.
- .9 In addition to specific purpose receptacles identified in the room data sheets, general convenience receptacles shall be provided throughout the building in areas such as corridors, lobby, and service rooms. At exterior of building, receptacles shall be provided under lockable covers. Receptacles shall be provided above each counter in the washrooms. Floor boxes will be provided in meeting rooms and other areas as required. Public spaces will be provided with convenience receptacles for use by the public for cell phone or laptop charging. Generally, all receptacles in the building shall be duplex 15/20A T-slot configuration and connected to 20A branch circuits. Receptacles for cleaning purposes shall be 20A, twist lock type if requested.

- .10 Ground fault receptacles shall be provide where installed within 1.5m of all sinks. This would include washrooms, canteen, dressing, and, janitor rooms. All exterior receptacles shall be ground fault protected.
- .11 All power wiring for owner supplied equipment such as vending machines, kitchen equipment, office equipment, etc. will be provided by Division 16. Information regarding locations, power requirements (volts/phase/current in Amps or KW, type of connections, etc.) will be provided during the design process.

**END OF ELECTRICAL DESIGN BRIEF**

**SNC-LAVALIN INC.**  
Infrastructure Engineering

per:



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Stéphane Chiasson, P.Eng.  
Electrical department



## 7.0 Appendices

F CONSTRUCTION COST ESTIMATE

# New Liskeard Library Relocation Feasibility Study

## Schematic Design Estimate (Rev.1)

Prepared for:  
**Mitchell Jensen Architects**

Prepared by:

**A.W. HOOKER**®  
QUANTITY SURVEYORS

2265 Upper Middle Rd. E Suite 400  
Oakville, ON L6H 0G5

T 905.823.8111  
F 905.823.5111  
[info@awhooker.com](mailto:info@awhooker.com)

[www.awhooker.com](http://www.awhooker.com)

October 25, 2018

October 25, 2018  
Mitchell Jensen Architects  
124A Main Street East  
North Bay, ON, P1B 1A8

Attn: Andrew Bruce-Payne, B. Arch, OAA

Re: 118118 – New Liskeard Library Relocation Feasibility Study – Schematic Design Estimate (R.1)

Dear Andrew,

Please find enclosed our Schematic Design Estimate for the above project. The estimate is based on design drawings and information provided by Mitchell Jensen Architects received on October 11, 2018.

This estimate is meant to reflect the fair market value for the construction of this project; it is not intended to be the prediction of the lowest bid and should be representative of the median bid amount received in a competitive bidding scenario.

We recommend that the owner and/or the design team carefully review the cost estimate report, including line item descriptions, unit price clarifications, exclusions, inclusions and assumptions, contingencies, escalation, and mark-ups. This is to ensure that the design intent is captured within the content of the report.

Please refer to the preamble of our cost report for all exclusions, assumptions, and information pertaining to the estimate.

We trust our work will assist in the decision making process and look forward to our continued involvement in this important project.

Sincerely,  
A.W. Hooker Associates Ltd



Jeremy Smith, PQS, CET  
Senior Quantity Surveyor

Sincerely,  
A.W. Hooker Associates Ltd



Tim Moore, PQS  
Partner

Encl. (118118 – New Liskeard Library Relocation Feasibility Study – Schematic Design Estimate (R.1) – October 25, 2018)

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# 1. Introduction to the Estimate

## 1.1 Project Description

This project consists of the relocation of the New Liskeard Public Library from its current location at 50 Whitewood Avenue to a former medical office building located at 285 Whitewood Avenue, New Liskeard. This new location will be a barrier free facility that will consist of library stacks, circulation space, work area, kitchenette/staff room, offices, digital creator lab, universal washroom, meeting room, and a multifunction room.

## 1.2 Type of Estimate

This Schematic Design Estimate is intended to establish a realistic elemental estimate of the hard construction costs based on the level of design information provided. Detailed quantities have been measured from drawings where possible for the proposed building (excluding site). This estimate reflects our opinion as to the fair market value for the hard construction of this project.

The accuracy of the estimate is based on the documentation provided and design stage is intended to be +/- 20%. This accuracy is based on the definition for Estimate Classifications (Class (A, B, C & D) outlined in the \*Guide to Cost Predictability in Construction prepared by the Joint Federal Government & an Industry Cost Predictability Taskforce. Contingencies are included to offset the accuracy risk, to the extent that the estimated amount represents the current opinion of the likely fair market value at the time of tender.

The intention of the estimate is **not** to predict the low bid price received; typically based on historical tender results estimates are more likely to be towards the median value of bids received under competitive conditions. This is a deliberate methodology due to the inherent risk in attempting to predict the low bid and numerous factors which can contribute to lower than anticipated tender submissions which are beyond our control.

\*Reference: [http://www.cca-acc.com/pdfs/en/CCA/Guide\\_to\\_Cost\\_Predictability.pdf](http://www.cca-acc.com/pdfs/en/CCA/Guide_to_Cost_Predictability.pdf)

# 2. Basis of the Estimate

## 2.1 General Information

From the design information provided, we have measured quantities where possible and applied typical unit rates for each of the specific elements based on the project specifications. Where specific design information has not been provided, unit rates are based on historical cost data for this type of project. In some instances where design information is limited, we have made reasonable assumptions based on our experience with projects of a similar scope and design. Estimates for mechanical and electrical systems are developed based on information prepared by the project engineers, historical projects and experience.

Significant changes to the basis of design will impact the estimate value; this is particularly critical where changes are made after the final estimate prior to tender. We recommend that all major design or scope changes be reviewed for their cost, time and constructability impact prior to incorporation in a finalized tender package.

## 2.2 Location Cost Base

The location cost base for this estimate is New Liskeard, Ontario.

## 2.3 Unit Rates

The unit rates in the preparation of the elemental estimate include labour and material, equipment, and subcontractors overheads and profits. We have assumed for pricing purposes that non-union contractors would perform the work. We have assumed the fair wage policy would be in effect. The unit rates for each of the elements are based on typical mid-range costs for the type of design, construction, and materials proposed.

Unit rates in all estimates combine the material, labour, and equipment components for a single unit cost for ease of presentation. This estimate is not a prediction of low bid. Pricing assumes competitive bidding for every aspect of the work.

## 2.4 Taxes

Harmonized Sales Tax (HST) is excluded from our estimate.

## 2.5 Construction Schedule

The estimate has been prepared on the assumption that the work will be performed within the timelines of a normal construction schedule. The duration of the schedule would be based on the work being performed during regular daytime work hours. We have assumed the structural components of the building would be constructed in predominantly non-winter months. No allowances have been included for premium time and after hours work associated with an accelerated construction schedule.

## 2.6 General Requirements and Fees

The General Requirements for the General Contractor are included as a percentage of the hard construction cost. This estimate of the prime contractor's site overheads includes site supervision and labour, access to the site, site accommodations, site protection, temporary utilities, clean up, equipment, and other miscellaneous project requirements provided by the General Contractor.

The Fee element of the estimate is meant to cover the General Contractor's fee to perform the work. The fee would be based on the competitive nature of the bidding process and the market conditions at the time of tender.

## 2.7 Bonding and Insurance

We have included the median estimated costs for 50% Performance, 50% Labour and Materials, and 10% bid bonds. These are the traditional bonding requirements commonly requested by the owner. The actual final bonding costs will vary depending on the selected contractors' performance history.

The estimate includes an allowance for general liability and builder's risk insurance based on an average cost per \$1,000 of estimated hard construction costs. The actual insurance costs would be subject to the insurance requirements for the project.

## 2.8 Procurement

It was assumed for the preparation of this estimate that the project would be tendered to a prequalified list of bidders with a project specific lump sum contract. Pricing is based on competitive tender results with a minimum of four (preferably six tender submissions) at general contractor and major trade level. Pre-qualification with a restrictive list of contractors or subcontractors may result in a higher tendered cost due to the inherent reduction in competitiveness. Tenders receiving two or less submissions (occasionally three) historically tend to have a much higher risk of an overrun in cost when compared to the budget established in an estimate. Ensuring adequate bonafide bidders is a prerequisite for competitive bidding scenarios, on which the estimate is predicated.

## 2.9 Specifications

Where detailed and comprehensive specifications are unavailable, we have assumed that no onerous special requirements will be applicable to this project. It was assumed that all materials and equipment could be substituted with an alternative product to avoid sole-sourcing which results in a non-competitive market condition.

## 2.10 Soft Costs

The estimated soft costs have been excluded from this estimate.

An itemized list of potential soft costs has been shown on the Master Estimate Summary. These costs include items traditionally funded by the owner and separate from the hard construction costs which would be applicable to the contractor. The soft costs include items such as consultant fees; disbursements; project management fees; independent inspection and testing; third party commissioning; legal fees; permits and development charges; operational and moving expenses; financing and loan fees; owner supplied furnishings, fixtures, and equipment; land acquisition costs; and Harmonized Sales Tax.

# 3. Contingencies

## 3.1 Design and Pricing Contingency

A design and pricing contingency has been included in the estimate as a percentage of the hard construction costs including the general requirements and fees. This contingency is meant to cover design and pricing unknowns in the preparation of this estimate and reflect the incomplete nature of the design information provided at the time the estimate is prepared.

The estimate includes the following design and pricing contingencies by discipline:

Design Contingencies			The contingency where included in our estimate is not meant to cover significant additional program space or quality modifications, but rather to provide some flexibility as the design develops. The design contingency typically decreases as the design progresses and more definition and detail is available to refine the basis of the cost estimate. If the owner anticipates significant changes to the basis of design we recommend additional contingency be retained as a reserve for the scope modifications.
Architectural	-	10%	
Structural	-	10%	
Mechanical	-	10%	
Electrical	-	10%	
Siteworks	-	10%	

## 3.2 Escalation Contingency

The estimate excludes an allowance for escalation. This allowance, when included, is meant to provide for increases in construction costs due to changes in market conditions between the time of the estimate and the potential construction commencement. For projects with a schedule in excess of 12 months, the contingency is based on a timeframe that takes escalation to the midpoint of the construction phase.

Escalation during construction is included in the unit rates; essentially this allowance is the risk carried by the general contractor and trades with a fixed price made years before the work is completed or carried out for some trades.

### 3.3 Construction Contingency (Post Contract Changes)

The estimate includes a contingency for the construction phase of the project. This contingency is meant to cover the potential cost of post contract changes that may occur after the project is tendered.

This allowance of 5% is to provide for increases in construction costs due to Change Orders issued during construction.

This contingency excludes any major program or scope requests by the client; these should form part of an overall project management reserve or be reflected in increased funding.

## 4. General Liability

### 4.1 Statement of Probable Costs

A.W. Hooker Associates Ltd. (HOOKER) has no control over the cost of labour and materials, the general contractors or any subcontractors' methods of determining prices, or competitive bidding and market conditions. This opinion of probable cost of construction is based on the experience, qualifications, and best judgment of the professional consultant familiar with the construction industry. HOOKER does not warranty that proposals or actual construction costs will not vary from this or subsequent estimates.

### 4.2 Ongoing Cost Control

A.W. Hooker Associates Ltd. **recommends** that the owner and/or the design team carefully review the cost estimate report, including line item descriptions, unit price clarifications, exclusions, inclusions and assumptions, contingencies, escalation, and mark-ups. This is to ensure that the design intent is captured within the content of the report. This is especially important at early stage estimates which tend to be based on a lesser level of design completion.

If the project is over budget or there are unresolved budget issues, alternative systems or schemes should ideally be evaluated before proceeding with the design phase. We recommend that cost control be implemented throughout the various stages of the design process to ensure the proposed design remains within the overall budget. It is recommended that the final estimate be produced by HOOKER using Bid Documents to determine overall cost changes, which may have occurred since the preparation of this estimate. The final update estimate will address changes and additions to the documents as well as addenda issued during the bidding process. HOOKER cannot reconcile bid results to any estimate not produced from bid documents including all addenda.



## 5. Estimate Scope Clarifications

### 5.1 List of Exclusions

1. Harmonized Sales Tax (HST)
2. Project Soft Costs (as described in item 2.10 above and shown on Master Estimate Summary)
3. Furniture, furnishings, and equipment (except as noted in the estimate)
4. Premium time / after hours work
5. Accelerated construction schedule
6. Escalation allowance
7. Abatement and handling of asbestos and other hazardous materials
8. Handling and removal of contaminated soils
9. Special foundation systems such as caissons or pile foundations
10. Premium for construction management or alternate approaches to procurement
11. Sole sourced equipment or building control systems
12. Audio/ Visual Equipment & Cabling; estimate includes empty conduit only

### 5.2 List of Assumptions

#### Architectural / Structural / Landscaping:

1. An allowance has been included to structurally reinforce the upper floor
2. All partitions will be 8.25 FT high
3. Porcelain tile will be used in the vestibule and washrooms, VCT will be used in storage areas and kitchenette, concrete sealer will be used in services areas, the remaining areas to be carpet.

#### Mechanical:

4. Fair wage labour will undertake the works
5. Work to be conducted during regular working hours
6. Existing storm drainage system to remain without modifications or supplements
7. Natural gas incoming service upgrade by local gas company at no capital cost to project
8. Sprinkler head relocation according to new building layout is included in our estimate
9. Mechanical room exhaust system is included in our estimate
10. Existing BAS head-end workstation to be re-used
11. Existing civil utilities to remain

#### Electrical:

12. A 600A 120/208V main service will be provided to the building
13. A new single stage addressable fire alarm system will be provided
14. The electrical contractor will carry the cost for the supply and installation of security and communications equipment.
15. Cable tray will be provided in corridor ceiling space
16. The supply of Audio Visual equipment will not be included in the electrical contractor's bid
17. An allowance of \$25,000 has been included for Hydro's pole mounted transformer and cabling connection charge
18. The existing communications duct bank will remain and be reutilized

#### General:

19. Various assumptions have been made based on the design information available and our experience with projects of a similar nature. Please refer to the specific items within the estimate for the detailed assumptions made.

## 6. Documentation Received

Drawings and design documentation were prepared by the following consultants:

Pages	Documentation Received	Documentation Issued
2 Dwgs	Architectural Drawings prepared by Mitchell Jensen Architects	October 10, 2018
2 Dwgs	Architectural Demolition Drawings prepared by Mitchell Jensen Architects	October 10, 2018
2 Dwgs	Reflective Ceiling Plans prepared by Mitchell Jensen Architects	October 10, 2018
4 Dwgs	Mechanical drawings prepared by SNC Lavalin	October 10, 2018
5. Pages	Mechanical design brief prepared by SNC Lavalin	October 10, 2018
6 Dwgs	Electrical drawings prepared by SNC Lavalin	October 10, 2018
7. Pages	Electrical design brief prepared by SNC Lavalin	October 9, 2018

## 7. Gross Floor Area Summary

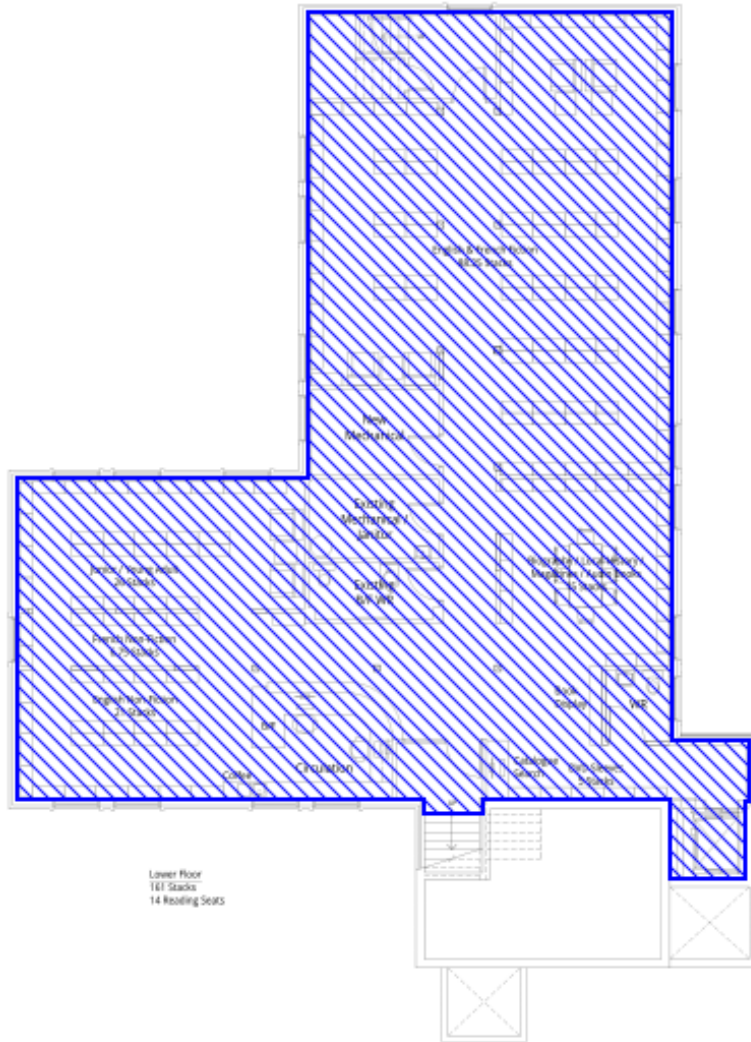
The following gross floor areas of renovation construction have been measured from floor plan drawings. The areas were measured electronically with a digitizer and checked longhand by dimensioning and scaling. The gross area calculations were performed in accordance with the Standard Method of Measurement published by the Canadian Institute of Quantity Surveyors.

### 7.1 Summary of Renovation Construction Area

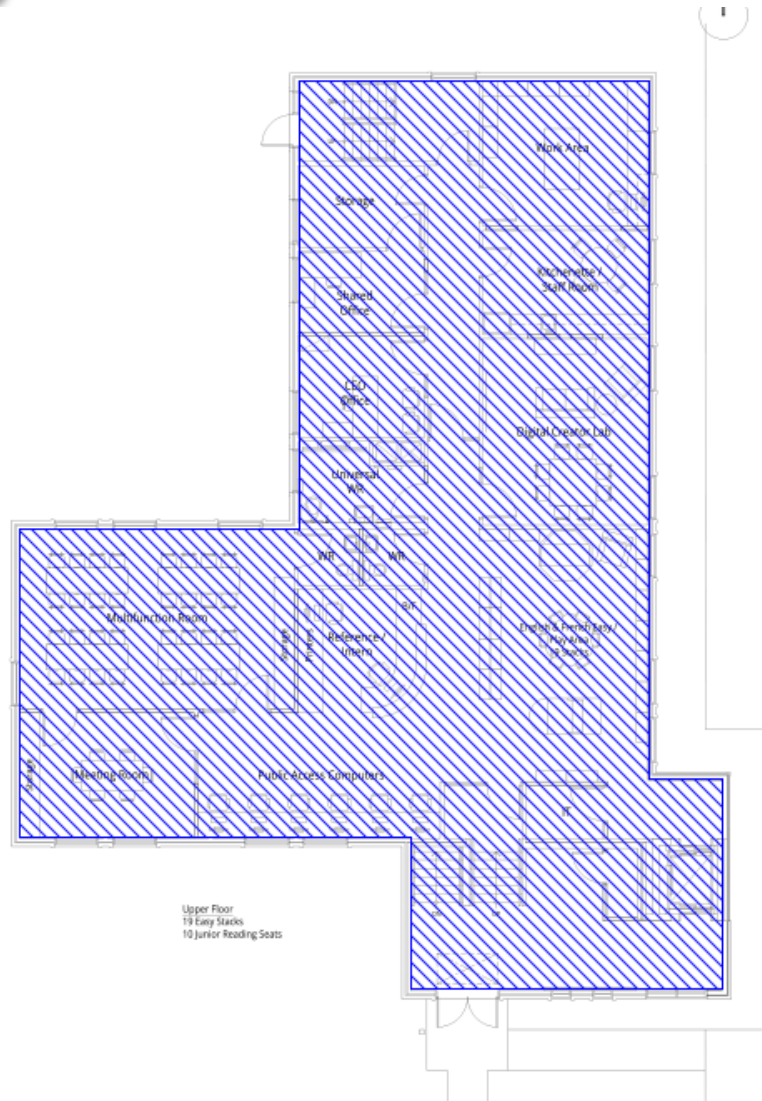
Area Description	Gross Floor Area
Basement Level	3,406
Ground	3,895
<b>Total Gross Floor Area (square feet)</b>	<b>7,301</b>
<b>Total Gross Floor Area (square meter)</b>	<b>678</b>

## 7.2 Gross Floor Areas (graphical representations)

### Basement Level



# Ground Floor



**MASTER ESTIMATE SUMMARY**  
**NEW LISKEARD LIBRARY RELOCATION**  
 SCHEMATIC DESIGN ESTIMATE (Rev.1)  
 OCTOBER 25, 2018

Hard Construction Costs		GFA (SF)	Unit (Cost/SF)	Sub Total	Estimated Total	% of Total
1	Building Shell	7,301	\$5.65		\$41,250	2.6%
	- Sub Structure		\$0.00	\$0		
	- Structure		\$5.65	\$41,250		
	- Exterior Enclosure		\$0.00	\$0		
2	Building Interiors	7,301	\$33.85		\$247,136	15.6%
	- Partitions and Doors		\$6.96	\$50,779		
	- Finishes		\$17.66	\$128,946		
	- Fittings and Equipment		\$9.23	\$67,411		
3	Mechanical	7,301	\$64.92		\$473,976	30.0%
	- Plumbing and Drainage		\$9.66	\$70,550		
	- Fire Protection		\$1.55	\$11,300		
	- Heating, Ventilation, Air Conditioning		\$38.64	\$282,126		
	- Controls		\$15.07	\$110,000		
4	Electrical	7,301	\$43.08		\$314,560	19.9%
	- Service and Distribution		\$9.76	\$71,229		
	- Lighting, Devices, and Heating		\$16.39	\$119,657		
	- Systems and Ancillaries		\$16.94	\$123,674		
5	Site Work	7,301	\$6.04		\$44,075	2.8%
	- Site Development (prep, surfaces, landscaping)		\$0.27	\$2,000		
	- Mechanical Site Services		\$0.00	\$0		
	- Electrical Site Services		\$5.76	\$42,075		
6	Ancillary Work	7,301	\$8.96		\$65,414	4.1%
	- Demolition		\$8.96	\$65,414		
	- Alterations		\$0.00	\$0		
7	Contractor's General Requirements	8%	7,301	\$15.74	\$114,900	7.3%
8	Contractor's Fees (OH&P)	5%	7,301	\$8.90	\$65,000	4.1%
9	Design Contingency	10%	7,301	\$19.00	\$138,700	8.8%
<b>Sub Total (current dollars)</b>		<b>7,301</b>	<b>\$206.14</b>		<b>\$1,505,000</b>	
10	Escalation Contingency		Excluded			0.0%
<b>Sub Total (Excluding Escalation)</b>		<b>7,301</b>	<b>\$206.14</b>		<b>\$1,505,000</b>	
11	Construction Contingency (post contract)	5%	7,301	\$10.31	\$75,300	4.8%
<b>Total Estimated Hard Construction Cost</b>		<b>7,301</b>	<b>\$216.41</b>		<b>\$1,580,000</b>	

Estimated Construction Costs (Breakdown by Major Component)		GFA SF	Unit Cost/SF	Estimated Total	% of Total
1	Building	7,301	\$196.41	\$1,434,000	90.8%
2	Alterations and Demolition	7,301	\$11.92	\$87,000	5.5%
3	Site Work (including M&E site services)	7,301	\$8.08	\$59,000	3.7%
4	Soft Costs	7,301	\$0.00	Excluded	0.0%
<b>Total Estimated Hard and Soft Construction Costs</b>		<b>7,301</b>	<b>\$216.41</b>	<b>\$1,580,000</b>	

**ITEMIZED AND SEPARATE ESTIMATE SUMMARY****NEW LISKEARD LIBRARY RELOCATION**

SCHEMATIC DESIGN ESTIMATE (Rev.1)

OCTOBER 25, 2018

No.	Description	Quant.	Unit	Rate	Sub Total
<b>Separate Estimates: (Not Included Above)</b>					
<i>The Separate costs listed below are EXCLUDED in our estimate. The amount identified for each item is inclusive of all mark ups on a prorated basis (General Requirements, Fee and Contingencies).</i>					
1	Handrails to exterior ramp				\$11,000
2	Tactile warning indicators at end of ramp to parking lot				\$3,000
3	Tactile warning indicators at top step of exterior stairs				\$3,000
4	Handrails to exterior stairs				\$2,000
<b>Total Separate Estimates Cost</b>					<b>\$19,000</b>

**MECHANICAL ESTIMATE SUMMARY**  
**NEW LISKEARD LIBRARY RELOCATION**  
 SCHEMATIC DESIGN ESTIMATE (Rev.1)  
 OCTOBER 25, 2018

Gross Floor Area **7,301 SF**

Description Element\Sub-Element	Specialty Sub Break down	Sub Element Total	Element Total	\$ per SF Sub Element	\$ per SF Element	% Element
<b>C1 Mechanical</b>						
<b>C1.1 Plumbing &amp; Drainage</b>			<b>\$70,550</b>		<b>\$9.66</b>	<b>14.9%</b>
C1.11 - Plumbing Fixtures		\$13,050		\$1.79		
C1.12 - Domestic Water		\$20,875		\$2.86		
C1.13 - Sanitary Waste & Vent		\$19,325		\$2.65		
C1.14 - Storm		\$0		\$0.00		
C1.15 - Natural Gas		\$3,050		\$0.42		
C1.16 - Specialty Systems:		\$5,250		\$0.72		
- C1.16.8 - Selective / General Demolition	\$5,250					
C1.17 - Miscellaneous Works and General Accounts		\$9,000		\$1.23		
<b>C1.2 Fire Protection</b>			<b>\$11,300</b>		<b>\$1.55</b>	<b>2.4%</b>
C1.21 - Standpipe		\$0		\$0.00		
C1.22 - Sprinklers		\$10,000		\$1.37		
C1.23 - Specialty Systems		\$0		\$0.00		
C1.24 - Fire Extinguisher		\$1,300		\$0.18		
C1.25 - Miscellaneous Works and General Accounts		\$0		\$0.00		
<b>C1.3 Heating, Ventilation &amp; Air Conditioning</b>			<b>\$282,126</b>		<b>\$38.64</b>	<b>59.5%</b>
C1.31 - Liquid Heat Transfer (Heating)		\$132,200		\$18.11		
C1.32 - Liquid Heat Transfer (Cooling)		\$0		\$0.00		
C1.33 - Steam and Condensate		\$0		\$0.00		
C1.34 - Air Distribution		\$97,875		\$13.41		
C1.35 - Exhaust Systems		\$3,150		\$0.43		
C1.36 - Specialty Systems		\$0		\$0.00		
C1.37 - Support Systems and Works		\$11,901		\$1.63		
- C1.37.1 - Noise and Vibration Isolation	\$0					
- C1.37.2 - Mechanical Wiring and Starters	\$0					
- C1.37.3 - Balancing and Commissioning	\$6,000					
- C1.37.8 - Selective Demolition	\$5,901					
C1.38 - Miscellaneous Works and General Accounts		\$37,000		\$5.07		
<b>C1.4 Controls</b>			<b>\$110,000</b>		<b>\$15.07</b>	<b>23.2%</b>
C1.41 - Controls and Automation		\$110,000		\$15.07		
C1.42 - Miscellaneous Works and General Accounts		\$0		\$0.00		
<b>Total Building (C1) Mechanical</b>			<b>\$473,976</b>		<b>\$64.92 Per SF</b>	
<b>Metric Conversion</b>			<b>678 m2</b>		<b>\$698.79 Per m2</b>	

**ELECTRICAL ESTIMATE SUMMARY**  
**NEW LISKEARD LIBRARY RELOCATION**  
 SCHEMATIC DESIGN ESTIMATE (Rev.1)  
 OCTOBER 25, 2018

Gross Floor Area **7,301 SF**

Description Element/Sub-Element	Sub Element Total	Element Total	\$ per SF Sub Element	\$ per SF Element	% Element
<b>C2 Electrical</b>					
<b>C2.1 Service &amp; Distribution</b>		<b>\$71,229</b>		<b>\$9.76</b>	<b>20.0%</b>
C2.11 - Main Service	\$21,030		\$2.88		
C2.12 - Emergency Power	\$6,900		\$0.95		
C2.13 - Distribution	\$22,400		\$3.07		
C2.14 - Feeders	\$2,885		\$0.40		
C2.15 - Motor Controls & Wiring	\$8,890		\$1.22		
C2.16 - Miscellaneous	\$970		\$0.13		
C2.17 - Electrical Contractors Overhead	\$8,154		\$1.12		
<b>C2.2 Lighting, Devices &amp; Heating</b>		<b>\$119,657</b>		<b>\$16.39</b>	<b>33.6%</b>
C2.21 - Lighting	\$73,265		\$10.03		
C2.22 - Branch Devices & Wiring	\$30,289		\$4.15		
C2.23 - Heating	\$1,224		\$0.17		
C2.24 - Electrical Contractors Overhead	\$14,879		\$2.04		
<b>C2.3 Systems &amp; Ancillaries</b>		<b>\$123,674</b>		<b>\$16.94</b>	<b>34.7%</b>
C2.31 - Fire Alarm System	\$18,253		\$2.50		
C2.32 - Security System	\$33,108		\$4.53		
C2.33 - Communications	\$43,600		\$5.97		
C2.34 - P.A. & A.V. Systems	\$1,712		\$0.23		
C2.35 - Miscellaneous	\$5,840		\$0.80		
C2.36 - Electrical Contractors Overhead	\$21,161		\$2.90		
<b>Total Building (C2) Electrical</b>		<b>\$314,560</b>		<b>\$43.08 Per SF</b>	
<b>Metric Conversion</b>		<b>678 m2</b>		<b>\$463.76 Per m2</b>	
<b>D1.3 Siteworks - Electrical Summary</b>					
<b>D1.3 Electrical Site Services</b>		<b>\$42,075</b>		<b>\$5.76</b>	<b>11.8%</b>
D1.31 - Site - Power	\$31,304		\$4.29		
D1.32 - Site - Communications	\$0		\$0.00		
D1.33 - Site - Lighting	\$6,572		\$0.90		
D1.34 - Site - Electrical Contractors Overhead	\$4,199		\$0.58		
<b>Total Siteworks (D1.3) Electrical</b>		<b>\$42,075</b>		<b>\$5.76 Per SF</b>	
<b>Metric Conversion</b>		<b>678 m2</b>		<b>\$62.03 Per m2</b>	
<b>Total Building (C2) and Siteworks (D1.3) Electrical</b>		<b>\$356,635</b>		<b>\$48.85 Per SF</b>	
<b>Metric Conversion</b>		<b>678 m2</b>		<b>\$525.79 Per m2</b>	



**ELEMENTAL SUMMARY**  
**NEW LISKEARD LIBRARY RELOCATION**  
 SCHEMATIC DESIGN ESTIMATE (Rev.1)  
 OCTOBER 25, 2018

Gross Floor Area **7,301 SF**

Description Element/Sub-Element	Ratio	Quantity	Unit	Unit Rate	Elemental Cost		\$ per SF Sub Element	\$ per SF Element	%
					Sub Element	Element Total			
<b>A. SHELL</b>									
<b>A1. Sub-Structure</b>						\$0		\$0.00	0.0%
A1.1 Foundations	0.00	0	SF	\$0.00	\$0		\$0.00		
A1.2 Basement Excavation	0.00	0	SF	\$0.00	\$0		\$0.00		
<b>A2. Structure</b>						\$41,250		\$5.65	2.6%
A2.1 Lowest Floor Construction	0.10	750	SF	\$15.00	\$11,250		\$1.54		
A2.2 Upper Floor Construction	0.53	3,895	SF	\$7.70	\$30,000		\$4.11		
A2.3 Roof Construction	0.00	0	SF	\$0.00	\$0		\$0.00		
<b>A3. Exterior Enclosure</b>						\$0		\$0.00	0.0%
A3.1 Walls Below Grade	0.00	0	SF	\$0.00	\$0		\$0.00		
A3.2 Walls Above Grade	0.00	0	SF	\$0.00	\$0		\$0.00		
A3.3 Windows & Entrances	0.00	0	SF	\$0.00	\$0		\$0.00		
A3.4 Roof Finish	0.00	0	SF	\$0.00	\$0		\$0.00		
A3.5 Projections	0.00	0	SF	\$0.00	\$0		\$0.00		
<b>B. INTERIORS</b>									
<b>B1 Partitions &amp; Doors</b>						\$50,779		\$6.96	3.2%
B1.1 Partitions	0.17	1,246	SF	\$19.93	\$24,829		\$3.40		
B1.2 Doors	0.07	504	SF	\$51.49	\$25,950		\$3.55		
<b>B2 Finishes</b>						\$128,946		\$17.66	8.2%
B2.1 Floor Finishes	0.95	6,965	SF	\$8.37	\$58,312		\$7.99		
B2.2 Ceiling Finishes	0.95	6,965	SF	\$8.59	\$59,817		\$8.19		
B2.3 Wall Finishes	1.85	13,521	SF	\$0.80	\$10,817		\$1.48		
<b>B3 Fittings &amp; Equipment</b>						\$67,411		\$9.23	4.3%
B3.1 Fittings & Fixtures	1.00	7,301	SF	\$9.23	\$67,411		\$9.23		
B3.2 Equipment	0.00	0	SF	\$0.00	\$0		\$0.00		
B3.3 Conveying Systems	0.00	0	SF	\$0.00	\$0		\$0.00		
<b>C. SERVICES</b>									
<b>C1 Mechanical</b>						\$473,976		\$64.92	30.0%
C1.1 Plumbing & Drainage	1.00	7,301	SF	\$9.66	\$70,550		\$9.66		
C1.2 Fire Protection	1.00	7,301	SF	\$1.55	\$11,300		\$1.55		
C1.3 HVAC	1.00	7,301	SF	\$38.64	\$282,126		\$38.64		
C1.4 Controls	1.00	7,301	SF	\$15.07	\$110,000		\$15.07		
<b>C2 Electrical</b>						\$314,560		\$43.08	19.9%
C2.1 Service & Distribution	1.00	7,301	SF	\$9.76	\$71,229		\$9.76		
C2.2 Lighting, Devices & Heating	1.00	7,301	SF	\$16.39	\$119,657		\$16.39		
C2.3 Systems & Ancillaries	1.00	7,301	SF	\$16.94	\$123,674		\$16.94		
<b>D. SITE &amp; ANCILLARY WORK</b>									
<b>D1 Site Work</b>						\$44,075		\$6.04	2.8%
D1.1 Site Development	1.00	7,301	SF	\$0.27	\$2,000		\$0.27		
D1.2 Mechanical Site Services	0.00	0	SF	\$0.00	\$0		\$0.00		
D1.3 Electrical Site Services	1.00	7,301	SF	\$5.76	\$42,075		\$5.76		
<b>D2 Ancillary Work</b>						\$65,414		\$8.96	4.1%
D2.1 Demolition	1.00	7,301	SF	\$8.96	\$65,414		\$8.96		
D2.2 Alterations	0.00	0	SF	\$0.00	\$0		\$0.00		
<b>Z. GENERAL REQUIREMENTS &amp; CONTINGENCIES</b>									
<b>Z1 General Requirements &amp; Fees</b>						\$179,900		\$24.64	11.4%
Z1.1 General Requirements	1.00	7,301	SF	\$15.74	\$114,900		\$15.74		
Z1.2 Fees	1.00	7,301	SF	\$8.90	\$65,000		\$8.90		
<b>Z2 Allowances</b>						\$214,000		\$29.31	13.5%
Z2.1 Design Contingency	1.00	7,301	SF	\$19.00	\$138,700		\$19.00		
Z2.2 Escalation Contingency				Excluded			\$0.00		
Z2.3 Construction Contingency	1.00	7,301	SF	\$10.31	\$75,300		\$10.31		
<b>TOTAL ESTIMATED CONSTRUCTION COST (nearest ,000)</b>						<b>\$1,580,000</b>		<b>\$216.45</b>	<b>100.0%</b>

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b>A. SHELL</b>						
<b><u>A2.1 STRUCTURE - Lowest Floor Construction</u></b>						
1	Infill slab on grade where removed to accommodate mechanical scope including tie-ins	750	SF	\$15.00	\$11,250	
<b>TOTAL FOR STRUCTURE - Lowest Floor Construction</b>		0.10	750 SF	\$15.00	\$11,250	
<b><u>A2.2 STRUCTURE - Upper Floor Construction</u></b>						
<b><u>A2.21 - Upper Floor Construction</u></b>						
2	Allowance to reinforce existing upper floor construction, assumed 3 new columns as shown on proposed lower floor plan	1	LS	\$30,000.00	\$30,000	
<b>TOTAL FOR STRUCTURE - Upper Floor Construction</b>		0.53	3,895 SF	\$7.70	\$30,000	
<b>B. INTERIORS</b>						
<b><u>B1.1 PARTITIONS &amp; DOORS - Partitions</u></b>						
<b><u>B1.11 - Fixed Partitions</u></b>						
3	Gypsum board partitions including:	982	SF	\$10.50	\$10,311	
3.1	- gypsum board, type 'x'					
3.2	- metal stud					
3.3	- sound attenuation batts					
3.4	- gypsum board, type 'x'					
4	Plumbing chase including:	46	SF	\$14.50	\$667	
4.1	- gypsum board, type 'x'					
4.2	- metal stud					
4.3	- sound attenuation batts					
4.4	- air space					
4.5	- sound attenuation batts					
4.6	- metal stud					
4.7	- gypsum board, type 'x'					
5	Hollow metal framed partitions (door sidelights)	134	SF	\$32.50	\$4,355	
6	Infill single door with gypsum board assembly	4	NO	\$500.00	\$2,000	
7	Tie-in to existing	22	NO	\$125.00	\$2,750	
8	Rough carpentry	7,301	SF	\$0.40	\$2,920	
9	Caulking, sealing, and firestopping	7,301	SF	\$0.25	\$1,825	
<b><u>B1.12 - Moveable Partitions</u></b>						
10	NIL					
<b><u>B1.13 - Structural Partitions &amp; Shear Walls</u></b>						
11	NIL					
<b>TOTAL FOR INTERIOR PARTITIONS &amp; DOORS - Partitions</b>		0.17	1,246 SF	\$19.93	\$24,829	

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b><u>B1.2 PARTITIONS &amp; DOORS - Interior Doors</u></b>						
<b><u>B1.21 - Interior Doors &amp; Hardware</u></b>						
12	Hollow metal door and frame including installation and paint finish					
12.1	- single	13	NO	\$750.00	\$9,750	
13	Re-finish existing door including preparing door to receive new finish	11	NO	\$250.00	\$2,750	
14	Door hardware supply allowance	13	NO	\$650.00	\$8,450	
15	Barrier free operators (assumed to upper level universal washroom only)	1	NO	\$2,500.00	\$2,500	
16	Allowance for door glazing	1	LS	\$2,500.00	\$2,500	
<b>TOTAL FOR INTERIOR PARTITIONS &amp; DOORS - Doors</b>		0.07	504	SF	\$51.49	\$25,950
<b><u>B2.1 FINISHES - Floor Finishes</u></b>						
<b><u>B2.11 - Floor Finishes</u></b>						
17	Prepare floor to receive new finish	6,965	SF	\$1.00	\$6,965	
18	Porcelain tile to vestibule and washrooms	710	SF	\$11.50	\$8,165	
19	Carpet tile to library space, corridor, work area, offices and meeting rooms	5,467	SF	\$6.00	\$32,802	
20	Vinyl composite tile to storage, kitchen and staff room	598	SF	\$4.20	\$2,512	
21	Concrete sealer to mechanical and janitor rooms	190	SF	\$1.25	\$238	
22	Flooring bases including:					
22.1	- porcelain tile	297	LF	\$7.60	\$2,257	
22.2	- carpet	1,047	LF	\$4.50	\$4,712	
22.3	- rubber	265	LF	\$2.50	\$663	
<b>TOTAL FOR FINISHES - Floor Finishes</b>		0.95	6,965	SF	\$8.37	\$58,312
<b><u>B2.2 FINISHES - Ceiling Finishes</u></b>						
<b><u>B2.21 - Ceiling Finishes</u></b>						
23	Gypsum board with paint finish to underside of structure	1,567	SF	\$7.50	\$11,753	
24	Fire rated gypsum board with paint finish to underside of structure	3,836	SF	\$8.00	\$30,688	
25	Tongue and groove wood slat ceiling including stain finish	308	SF	\$27.50	\$8,470	
26	Suspended acoustical tile	1,254	SF	\$4.20	\$5,267	
27	Gypsum board bulkheads	260	SF	\$14.00	\$3,640	
<b>TOTAL FOR FINISHES - Ceiling Finishes</b>		0.95	6,965	SF	\$8.59	\$59,817

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b><u>B2.3 FINISHES - Wall Finishes</u></b>						
<b><u>B2.31 - Wall Finishes</u></b>						
28	Paint	13,521	SF	\$0.80	\$10,817	
<b>TOTAL FOR FINISHES - Wall Finishes</b>		1.85	13,521	SF	\$0.80	\$10,817
<b><u>B3.1 FITTINGS &amp; EQUIPMENT - Fittings &amp; Fixtures</u></b>						
<b><u>B3.11 - Miscellaneous Metals</u></b>						
						\$3,651
29	Miscellaneous metals including lintels, bracing, and so forth	7,301	SF	\$0.50	\$3,651	
<b><u>B3.12 - Millwork</u></b>						
						\$54,880
30	Circulation desk including:	22	LF	\$1,079.09	\$23,740	
30.1	- reception desk	22	LF	\$760.00	\$16,720	
30.2	- upper service counter	15	LF	\$100.00	\$1,500	
30.3	- upper shelving	4	LF	\$100.00	\$400	
30.4	- kitchen type counter with lower cabinets	16	LF	\$320.00	\$5,120	
31	Storage cabinets	25	LF	\$300.00	\$7,500	
32	Kitchen type counter with upper and lower cabinets	14	LF	\$400.00	\$5,600	
33	Wall mounted counter for public access computer desks	24	LF	\$100.00	\$2,400	
34	Wall mounted counter for printer/work desk with lower cabinets	12	LF	\$325.00	\$3,900	
35	Reference/intern desk including	14	LF	\$838.57	\$11,740	
35.1	- reception desk	14	LF	\$760.00	\$10,640	
35.2	- upper service counter	11	LF	\$100.00	\$1,100	
<b><u>B3.13 - Specialties</u></b>						
						\$8,880
36	Washroom accessories including:					
36.1	- toilet paper dispenser	4	NO	\$55.00	\$220	
36.2	- soap dispenser	4	NO	\$65.00	\$260	
36.3	- paper towel dispenser	4	NO	\$150.00	\$600	
36.4	- grab bars	1	PR	\$350.00	\$350	
36.5	- swing up grab bar	1	NO	\$300.00	\$300	
36.6	- mirrors	4	NO	\$300.00	\$1,200	
36.7	- change table	1	NO	\$2,500.00	\$2,500	
37	Allowance for tack boards and white boards	1	LS	\$1,500.00	\$1,500	
38	Interior signage (doors only)	13	NO	\$150.00	\$1,950	
<b><u>B3.14 - Furniture</u></b>						
						\$0
39	NIL					
<b>TOTAL FOR FITTINGS &amp; EQUIP. - Fittings &amp; Fixtures</b>		1.00	7,301	SF	\$9.23	\$67,411

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b><u>B3.2 FITTINGS &amp; EQUIPMENT - Equipment</u></b>						
<b><u>B3.21 - Equipment</u></b>						
40	Kitchen equipment					Excluded
<b>TOTAL FOR FITTINGS &amp; EQUIP. - Equipment</b>		0.00	0	SF	\$0.00	\$0

<b><u>B3.3 FITTINGS &amp; EQUIPMENT - Conveying Systems</u></b>						
<b><u>B3.31 - Elevators</u></b>						
41	NIL					
<b><u>B3.32 - Escalators &amp; Moving Walks</u></b>						
42	NIL					
<b><u>B3.33 - Material Handling Systems</u></b>						
43	NIL					
<b>TOTAL FOR FITTINGS &amp; EQUIP. - Conveying Systems</b>		0.00	0	SF	\$0.00	\$0

**C1. SERVICES - MECHANICAL**

**C1.1 Plumbing & Drainage**

**C1.11 - Plumbing Fixtures** \$13,050

*Commercial quality, water conserving fixtures and fittings as follows:*

44	Water closets- floor mounted, tank type c/w manual flush valve	4	NO	\$800.00	\$3,200
45	Lavatories "L-1" wall hung, manual single handle faucet c/w fixture carrier	4	NO	\$900.00	\$3,600
46	Kitchen sink - counter mounted, single compartment, stainless steel	2	NO	\$750.00	\$1,500
47	Rough-ins for above fixtures	10	NO	\$450.00	\$4,500
48	Rough-in connection to coffee machine	1	NO	\$250.00	\$250

**C1.12 - Domestic Water** \$20,875

49	Connect to existing water service in mechanical room	1	NO	\$750.00	\$750
50	Existing electric hot water tank to remain				
51	New hot water recirculation pump	1	NO	\$1,200.00	\$1,200
52	Domestic hot, cold and recirculation piping type "L" copper c/w solder joints fittings and supports	400	LF	\$25.00	\$10,000
53	Thermal insulation to above piping	400	LF	\$7.00	\$2,800
54	Isolation ball valves	13	NO	\$125.00	\$1,625
55	Non-freeze hose bibs	3	NO	\$450.00	\$1,350
56	Line items such as air vents, shock absorbers, drain valves and the like	1	NO	\$750.00	\$750
57	Trap seal primer assemblies - electronic type	2	NO	\$1,200.00	\$2,400

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b><u>C1.13 - Sanitary Waste &amp; Vent</u></b>						<b>\$19,325</b>
58	Connection to existing sanitary site services - 4" dia. c/w cleanout	1	NO	\$500.00	\$500	
59	Below grade PVC sanitary collection piping c/w joints & fittings - 4" dia.	125	LF	\$20.00	\$2,500	
60	Trenching, bedding & backfill for above piping	125	LF	\$15.00	\$1,875	
61	Above grade IPEX XFR PVC sanitary collection piping c/w joints, fittings and supports - 3" - 4" dia.	100	LF	\$50.00	\$5,000	
62	Above grade vent piping DWV copper c/w joints, fittings and supports and vent thru roof assemblies	175	LF	\$30.00	\$5,250	
63	Floor drains and trap assemblies	6	NO	\$450.00	\$2,700	
64	Cleanouts and line items	6	NO	\$250.00	\$1,500	
<b><u>C1.14 - Storm</u></b>						<b>\$0</b>
65	Assumes storm drainage piping to remain without modifications or supplements				Info only	
<b><u>C1.15 - Natural Gas</u></b>						<b>\$3,050</b>
66	New incoming natural gas piping c/w meter by local gas utility company				Info only	
67	Natural gas piping, black steel schedule 40, with screwed fittings, joints, supports and painting	50	LF	\$40.00	\$2,000	
68	Hook-up connection assemblies to equipment:					
68.1	- Boilers	2	NO	\$350.00	\$700	
68.2	- Air handling unit	1	NO	\$350.00	\$350	
<b><u>C1.16 - Specialty Systems:</u></b>						<b>\$5,250</b>
<b><u>C1.16.8 - Selective / General Demolition</u></b>						<b>\$5,250</b>
69	Disconnect, remove & dispose of existing obsolete plumbing fixtures & cut back & cap services	21	NO	\$250.00	\$5,250	
<b><u>C1.17 - Miscellaneous Works and General Accounts</u></b>						<b>\$9,000</b>
70	Supervision, site overheads, clean ups, small tools, rentals, submittals, CAD drawings, overheads and profit	1	NO	\$9,000.00	\$9,000	
<b>TOTAL FOR MECHANICAL - Plumbing &amp; Drainage</b>		<b>1.00</b>	<b>7,301</b>	<b>SF</b>	<b>\$9.66</b>	<b>\$70,550</b>
<b><u>C1.2 Fire Protection</u></b>						
<b><u>C1.22 - Sprinklers</u></b>						<b>\$10,000</b>
71	Add wet sprinkler system serving new/existing mechanical rooms - light/ordinary hazard wet system to NFPA standards c/w supervised valve, backflow preventer, distribution piping and heads	1	NO	\$10,000.00	\$10,000	
<b><u>C1.24 - Fire Extinguisher</u></b>						<b>\$1,300</b>
72	Recessed cabinet fire extinguishers	4	NO	\$250.00	\$1,000	
73	Wall mounted ABC rated fire extinguishers	2	NO	\$150.00	\$300	

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b><u>C1.25 - Miscellaneous Works and General Accounts</u></b>						\$0
74	Included in above rates				Info only	
<b>TOTAL FOR MECHANICAL - Fire Protection</b>		1.00	7,301	SF	\$1.55	<b>\$11,300</b>
 <b><u>C1.3 Heating, Ventilation &amp; Air Conditioning</u></b>						
<b><u>C1.31 - Liquid Heat Transfer (Heating)</u></b>						<b>\$132,200</b>
75	High efficiency natural gas fired modulating condensing boilers @175 MBH, 5:1 turndown ratio c/w exhaust vent flue kit, BACnet ready controls, safeties & accessories (+1 redundancy)	2	NO	\$7,000.00	\$14,000	
76	Heating water, vertical in-line primary circulation pumps (including +1 redundancy) c/w VFD's, suction diffusers & triple duty valves	2	NO	\$2,500.00	\$5,000	
77	Air and expansion control and bypass filter	1	NO	\$2,500.00	\$2,500	
78	Hydronic wall fin radiators equal to Rosemex	80	LF	\$75.00	\$6,000	
79	Hydronic ceiling panel radiators equal to TWA	300	LF	\$80.00	\$24,000	
80	Hydronic force flow heaters/ Unit heaters	3	NO	\$1,500.00	\$4,500	
81	Heating water piping sch 40 black steel c/w screwed joints, fittings & supports between heat exchanger & heating water coils and equipment (reverse return piping layout)	900	LF	\$35.00	\$31,500	
82	Thermal insulation to above piping	900	LF	\$8.00	\$7,200	
83	Isolation/ circuit balancing valves	20	NO	\$250.00	\$5,000	
84	Hook-up connection assemblies:					
84.1	- Boilers	2	NO	\$3,000.00	\$6,000	
84.2	- Pumps	2	NO	\$3,000.00	\$6,000	
84.3	- Hydronic force flow heaters/ Unit heaters	3	NO	\$1,500.00	\$4,500	
84.4	- Wall fin radiators/ Ceiling panel radiators (Assume one control point per room)	16	NO	\$1,000.00	\$16,000	
 <b><u>C1.34 - Air Distribution</u></b>						<b>\$97,875</b>
85	Commercial quality, packaged air handling unit equal to Trane 'Voyager'- gas fired heating, DX cooling @ 15 tons, 5000 CFM c/w BACnet ready controls, filters, supply & return fans, safeties & accessories. Manufacturer's field start-up included	1	NO	\$37,500.00	\$37,500	
86	Galvanized steel supply air rectangular ductwork as per SMACNA standards of construction and gauges	3,000	LBS	\$9.00	\$27,000	
87	Thermal insulation to above rectangular ductwork	2,500	SF	\$4.00	\$10,000	
88	Weather-proof insulation to outdoor exposed ductwork	400	SF	\$10.00	\$4,000	
89	Acoustic lining to air handler's supply & return ducts only	400	SF	\$5.00	\$2,000	
90	VAV terminal boxes	8	NO	\$750.00	\$6,000	
91	Transfer air ducts - acoustically lined	6	NO	\$500.00	\$3,000	
92	Balancing dampers	1	NO	\$1,000.00	\$1,000	
93	Fire dampers and fire stopping	1	NO	\$3,000.00	\$3,000	
94	Supply air diffusers - square type	12	NO	\$150.00	\$1,800	
95	Supply air grilles - duct mounted	19	NO	\$125.00	\$2,375	
96	Return air grilles	2	NO	\$100.00	\$200	

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b><u>C1.35 - Exhaust Systems</u></b>						<b>\$3,150</b>
97	Exhaust fans c/w rubber isolators, starter	2	NO	\$500.00	\$1,000	
98	Allowance for exhaust system for mechanical room	1	NO	\$1,000.00	\$1,000	
99	Galvanized steel exhaust air ductwork as per SMACNA standards of construction and gauges - 6" to 8" dia.	40	LF	\$15.00	\$600	
100	Thermal insulation to above ductwork (10 ft. from roof/ wall opening)	10	LF	\$10.00	\$100	
101	Exhaust air wall termination kits	2	NO	\$125.00	\$250	
102	Exhaust air grilles	4	NO	\$50.00	\$200	
<b><u>C1.37 - Support Systems and Works</u></b>						<b>\$11,901</b>
<b><u>C1.37.1 - Noise and Vibration Isolation</u></b>						<b>\$0</b>
103	Vibration isolation generally included in equipment and/or hook-up costs					Info Only
104	Noise control achieved by acoustic duct lining on supply & return of the air handler					Info Only
<b><u>C1.37.3 - Balancing and Commissioning</u></b>						<b>\$6,000</b>
<b><u>Balancing</u></b>						
105	Adjust, balance and set air flow rates to design specifications. Submit report.	1	NO	\$3,000.00	\$3,000	
<b><u>Commissioning</u></b>						
106	Place system in to first class operating condition. Manufacturer's field start-up included in equipment rates above.	1	NO	\$3,000.00	\$3,000	
<b><u>C1.37.8 - Selective Demolition</u></b>						<b>\$5,901</b>
107	Disconnect, remove & dispose of existing air handling units c/w respective condensing units	3	NO	\$750.00	\$2,250	
108	Disconnect, remove & dispose of existing obsolete ductwork, grilles & devices	7,301	SF	\$0.50	\$3,651	
<b><u>C1.38 - Miscellaneous Works and General Accounts</u></b>						<b>\$37,000</b>
109	Supervision, site overheads, clean ups, small tools, rentals, submittals, CAD drawings, overheads and profit	1	NO	\$37,000.00	\$37,000	
<b>TOTAL FOR MECHANICAL - HVAC</b>		1.00	7,301	SF	\$38.64	<b>\$282,126</b>
<b><u>C1.4 MECHANICAL - Controls</u></b>						
<b><u>C1.41 - Controls and Automation</u></b>						<b>\$110,000</b>
110	Building automation system (BAS) will be extended from existing City of Timiskaming Shores control system to control & monitor performance of mechanical HVAC equipment & devices. BAS will be direct digital control (DDC) based by Honeywell c/w factory installed controllers, field sensors, thermostats, dampers, control wiring and programming as follows:					
110.1	- Programming & graphics (existing City of Timiskaming Shores head end workstation to be re-used)	1	NO	\$10,000.00	\$10,000	
110.2	- Boilers	2	NO	\$4,000.00	\$8,000	
110.3	- Boiler circulation pumps	2	NO	\$4,000.00	\$8,000	
110.4	- Air handling unit	1	NO	\$10,000.00	\$10,000	
110.5	- VAV boxes	8	NO	\$1,800.00	\$14,400	
110.6	- Wall fin radiator/ Ceiling panel radiators	16	NO	\$1,800.00	\$28,800	



No.	Description	Quant.	Unit	Rate	Sub Total	Total
110.7	- Hydronic force flow heaters/ unit heaters	3	NO	\$1,800.00	\$5,400	
110.8	- Exhaust fans	3	NO	\$1,800.00	\$5,400	
110.9	- Motorized dampers (allowance)	1	NO	\$5,000.00	\$5,000	
110.10	- Miscellaneous devices and controls (fire protection, plumbing, electrical, etc.)	1	NO	\$5,000.00	\$5,000	
110.11	- Premium for single source controls contractor (Honeywell)	1	NO	\$10,000.00	\$10,000	
<b>C1.42 - Miscellaneous Works and General Accounts</b>						\$0
111	Included in above rates					
<b>TOTAL FOR MECHANICAL - Controls</b>		1.00	7,301	SF	\$15.07	\$110,000
Total Mech Unit Rate					\$64.92	
<b>C2. SERVICES - ELECTRICAL</b>						
<b>C2.1 ELECTRICAL - Service &amp; Distribution</b>						
<b>C2.11 - Main Service</b>						\$21,030
112	600A 120/208V main switchboard c/w main breaker and SPD	1	NO	\$20,000.00	\$20,000	
113	Utility meter socket	1	NO	\$1,030.00	\$1,030	
<b>C2.12 - Emergency Power</b>						\$6,900
114	1440W 120/208V UPS system	1	NO	\$3,900.00	\$3,900	
115	1000W 120/208V UPS system	1	NO	\$3,000.00	\$3,000	
116	Life safety lighting provided by battery units, remote heads, and exit lights					See C2.21 - Lighting
<b>C2.13 - Distribution</b>						\$22,400
117	225A 120/208V 60cct power panel c/w main breaker	4	NO	\$5,600.00	\$22,400	
117.1	- LP-A					
117.2	- LP-B					
117.3	- LP-C					
117.4	- LP-D					
<b>C2.14 - Feeders</b>						\$2,885
118	4#3/0 + 1#2 in 2" emt	100	LF	\$28.85	\$2,885	
<b>C2.15 - Motor Controls &amp; Wiring</b>						\$8,890
119	40A 208V 3P power connection with line and load side wiring and weatherproof disconnect switch for AHU-1	1	NO	\$1,051.85	\$1,052	
120	15A 120V 1P power connection to washroom exhaust fan	2	NO	\$357.90	\$716	
121	VAV Box Connection	8	NO	\$570.90	\$4,567	
122	Power connections to mechanical equipment with associated line and load side wiring	7,301	SF	\$0.35	\$2,555	
<b>C2.16 - Miscellaneous</b>						\$970
123	Upgrade existing building grounding system to accommodate new distribution equipment	1	LS	\$970.00	\$970	

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b><u>C2.17 - Electrical Contractors Overhead</u></b>						\$8,154
124	Supervision	1	LS	\$2,525.00	\$2,525	
125	Premium time, etc.				N/A	
126	Job set-up, etc.	1	LS	\$3,311.00	\$3,311	
127	Rentals, small tools, etc.	1	LS	\$1,325.00	\$1,325	
128	Permits & inspections	1	LS	\$861.00	\$861	
129	Insurance	1	LS	\$132.00	\$132	
<b>TOTAL FOR ELECTRICAL - Service &amp; Distribution</b>		1.00	7,301	SF	\$9.76	\$71,229
 <b><u>C2.2 ELECTRICAL - Lighting, Devices &amp; Heating</u></b>						
<b><u>C2.21 - Lighting</u></b>						\$73,265
Lighting costs include the supply and installation of fixtures with associated wiring and supports						
130	1' x 4' recessed dimmable LED low profile fixture, type A	8	NO	\$465.00	\$3,720	
131	1' x 4' recessed dimmable LED low profile fixture, type B	7	NO	\$465.00	\$3,255	
132	2' x 4' recessed dimmable LED low profile fixture, type C	10	NO	\$475.00	\$4,750	
133	2' x 4' recessed dimmable LED low profile fixture, type D	2	NO	\$475.00	\$950	
134	4' suspended narrow linear dimmable LED fixture, type F4	1	NO	\$485.00	\$485	
135	8' suspended narrow linear dimmable LED fixture, type F8	35	NO	\$515.00	\$18,025	
136	4' pendant mounted linear dimmable LED fixture, type G4	6	NO	\$500.00	\$3,000	
137	4" surface mounted LED striplight, type H	6	NO	\$275.00	\$1,650	
138	6" recessed dimmable LED potlight, type I	36	NO	\$428.75	\$15,435	
139	6" recessed dimmable LED potlight, type J	25	NO	\$428.75	\$10,719	
140	Emergency lighting battery unit	2	NO	\$911.95	\$1,824	
141	"Green running man" LED Exit light	7	NO	\$326.85	\$2,288	
142	Emergency lighting control override module	46	NO	\$155.75	\$7,165	
 <b><u>C2.22 - Branch Devices &amp; Wiring</u></b>						\$30,289
Branch device costs include the supply and installation of devices with associated wiring and supports						
143	15A 125V duplex receptacle	69	NO	\$122.70	\$8,466	
144	15A 125V duplex receptacle, GFI	7	NO	\$136.09	\$953	
145	15A 125V quad receptacle	17	NO	\$171.17	\$2,910	
146	15A 125V floor mounted quad receptacle	8	NO	\$269.87	\$2,159	
147	Ceiling mounted occupancy sensor	7	NO	\$371.65	\$2,602	
148	Ceiling mounted occupancy sensor	26	NO	\$342.25	\$8,899	
149	Wall mounted occupancy sensor	6	NO	\$316.00	\$1,896	
150	Lighting control station for emergency lighting control	13	NO	\$185.00	\$2,405	
 <b><u>C2.23 - Heating</u></b>						\$1,224
151	Power connections to Div 15 force flow/unit heater	3	NO	\$407.90	\$1,224	

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b><u>C2.24 - Electrical Contractors Overhead</u></b>						<b>\$14,879</b>
152	Supervision	1	LS	\$5,528.00	\$5,528	
153	Premium time, etc.				N/A	
154	Job set-up, etc.	1	LS	\$5,501.00	\$5,501	
155	Rentals, small tools, etc.	1	LS	\$2,200.00	\$2,200	
156	Permits & inspections	1	LS	\$1,430.00	\$1,430	
157	Insurance	1	LS	\$220.00	\$220	
<b>TOTAL FOR ELECTRICAL - Lighting, Devices &amp; Heating</b>		1.00	7,301	SF	\$16.39	<b>\$119,657</b>
<b><u>C2.3 ELECTRICAL - Systems &amp; Ancillaries</u></b>						
<b><u>C2.31 - Fire Alarm System</u></b>						<b>\$18,253</b>
158	Single stage addressable fire alarm system c/w control panel, annunciator, pullstations, smoke / heat detectors, combination horn / strobe lights, connections to sprinkler zones...	7,301	SF	\$2.50	\$18,253	
<b><u>C2.32 - Security System</u></b>						<b>\$33,108</b>
159	Security access and intrusion alarm empty infrastructure system c/w motion detector outlets in each room containing of a window	7,301	SF	\$0.85	\$6,206	
160	Interior ceiling mounted CCTV camera outlet	6	NO	\$755.80	\$4,535	
161	Exterior wall mounted CCTV camera outlet	2	NO	\$779.99	\$1,560	
162	Supply, installation, and programming of security equipment and associated head end	7,301	SF	\$2.85	\$20,808	
<b><u>C2.33 - Communications</u></b>						<b>\$43,600</b>
163	Communications empty conduit outlet, 1 drop	22	NO	\$212.00	\$4,664	
164	Communications floor mounted empty conduit outlet, 4 drops	8	NO	\$212.00	\$1,696	
165	WAP empty conduit ceiling outlet	7	NO	\$172.38	\$1,207	
166	CAT 6A Cable drop	82	NO	\$278.42	\$22,830	
167	Allowance for backbone cabling and hardware	1	LS	\$8,130.00	\$8,130	
168	Allowance for communications cable tray	150	LF	\$33.82	\$5,073	
<b><u>C2.34 - P.A. &amp; A.V. Systems</u></b>						<b>\$1,712</b>
169	Public Address system not in scope of work				Excluded	
170	Audio Visual floor mounted empty conduit outlet	1	NO	\$212.00	\$212	
171	Allowance for undeveloped Audio Visual infrastructure system	1	LS	\$1,500.00	\$1,500	
172	Supply and installation of Audio Visual equipment not in scope of work				Assumed	
<b><u>C2.35 - Miscellaneous</u></b>						<b>\$5,840</b>
173	<u>Washroom call assistance:</u>					
174	Washroom call assistance rough-in c/w the following: -call assistance pushbutton outlet -door contact outlet -power to door operator -push-to-lock outlet -push-to-open outlet -press for emergency outlet	1	NO	\$1,650.00	\$1,650	

No.	Description	Quant.	Unit	Rate	Sub Total	Total
174.1	-electric strike outlet -dome light c/w sounder outlet -assistance requested annunciator -power supply					
175	Supply and installation of call assistance equipment	1	LS	\$2,000.00	\$2,000	
176	Allowance for miscellaneous systems (clocks, intercom, etc...)	7,301	SF	\$0.30	\$2,190	
<b><u>C2.36 - Electrical Contractors Overhead</u></b>						<b>\$21,161</b>
177	Supervision	1	LS	\$12,012.00	\$12,012	
178	Premium time, etc.				N/A	
179	Job set-up, etc.	1	LS	\$5,382.00	\$5,382	
180	Rentals, small tools, etc.	1	LS	\$2,153.00	\$2,153	
181	Permits & inspections	1	LS	\$1,399.00	\$1,399	
182	Insurance	1	LS	\$215.00	\$215	
<b>TOTAL FOR ELECTRICAL - Systems &amp; Ancillaries</b>		<b>1.00</b>	<b>7,301</b>	<b>SF</b>	<b>\$16.94</b>	<b>\$123,674</b>
				Total Elec Unit Rate	<b>\$43.08</b>	

**D. SITE & ANCILLARY WORK**

**D1.1 SITEWORK - Site Development**

**D1.11 - Preparation**

183	NIL					<b>\$0</b>
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**D1.12 - Hard Surfaces**

184	NIL					<b>\$0</b>
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**D1.13 - Improvements**

185	NIL					<b>\$0</b>
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**D1.14 - Landscaping**

186	Allowance to making good landscaping where disturbed to accommodate electrical works	1	LS	\$2,000.00	\$2,000	<b>\$2,000</b>
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**TOTAL FOR SITE WORK - Site Development**

<b>1.00</b>	<b>7,301</b>	<b>SF</b>	<b>\$0.27</b>	<b>\$2,000</b>
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**D1.3 SITEWORK - Electrical Site Services**

**D1.31 - Site - Power**

191	Allowance for Hydro pole mounted transformer and connection charge	1	LS	\$25,000.00	\$25,000	<b>\$31,304</b>
192	3 - 4" direct buried PVC conduit c/w excavation and backfill for secondary cabling	40	LF	\$50.60	\$2,024	
193	300 rwu90 secondary conductor	400	LF	\$7.30	\$2,920	
194	2/0 rwu90 secondary ground conductor	100	LF	\$3.60	\$360	
195	W/P pull box	1	NO	\$1,000.00	\$1,000	

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b><u>D1.32 - Site - Communications</u></b>						\$0
196	Existing incoming communications ductbank to remain and be reutilized				Assumed	
197	Exterior wall mounted CCTV cameras included above				See C2.32	
<b><u>D1.33 - Site - Lighting</u></b>						\$6,572
198	20W exterior LED wallpack, type AA	11	NO	\$481.05	\$5,292	
199	Exterior lighting controller c/w time clock, photocell, and contactor	1	NO	\$1,280.50	\$1,281	
<b><u>D1.34 - Site - Electrical Contractors Overhead</u></b>						\$4,199
200	Supervision	1	LS	\$819.00	\$819	
201	Premium time, etc.					N/A
202	Job set-up, etc.	1	LS	\$1,988.00	\$1,988	
203	Rentals, small tools, etc.	1	LS	\$795.00	\$795	
204	Permits & inspections	1	LS	\$517.00	\$517	
205	Insurance	1	LS	\$80.00	\$80	
<b>TOTAL FOR SITE WORK - Electrical Site Services</b>		1.00	7,301	SF	\$5.76	\$42,075
 <b><u>D2.1 ANCILLARY WORK - Demolition</u></b>						
<b><u>D2.11 - Demolition</u></b>						
206	Remove and dispose the following:					
206.1	- slab on grade including saw cutting and x/ray	750	SF	\$15.00	\$11,250	
206.2	- x-ray and core to accommodate new services	3	NO	\$750.00	\$2,250	
206.3	- single doors	40	NO	\$150.00	\$6,000	
206.4	- gypsum board partitions	4,953	SF	\$2.50	\$12,383	
206.5	- floor finishes	6,965	SF	\$1.00	\$6,965	
206.6	- ceiling finishes	6,965	SF	\$1.50	\$10,448	
206.7	- millwork	203	LF	\$23.00	\$4,669	
206.8	- closet including door	1	NO	\$450.00	\$450	
206.9	- washroom accessories	1	LS	\$1,000.00	\$1,000	
206.10	- miscellaneous specialties including electrical	1	LS	\$7,500.00	\$7,500	
207	Temporary partitions and hoarding				Assumed not required	
208	Garbage bins and dumping fees	1	LS	\$2,500.00	\$2,500	
<b><u>D2.12 - Hazardous Materials</u></b>						
209	This estimate excludes allowances for asbestos abatement and the handling of hazardous materials					Excluded
<b>TOTAL FOR ANCILLARY WORK - Demolition</b>		1.00	7,301	SF	\$8.96	\$65,414
 <b><u>D2.2 ANCILLARY WORK - Alterations</u></b>						
<b><u>D2.21 - Alterations</u></b>						
210	NIL					
<b>TOTAL FOR ANCILLARY WORK - Alterations</b>		0.00	0	SF	\$0.00	\$0

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b>Z. GENERAL REQUIREMENTS &amp; CONTINGENCIES</b>						
<b><u>Z1.1 GENERAL REQUIREMENTS &amp; FEES - General Requirements</u></b>						
<b><u>Z1.11 - Supervision &amp; Labour Expenses</u></b>						
211	Allowance for the General Contractor's supervision & labour expenses as follows:	1	LS	\$94,881	\$94,900	8.0%
211.1	- supervision and coordination of subcontractors					
211.2	- site superintendent and vehicle					
211.3	- general labour expenses					
<b><u>Z1.12 - Temporary Conditions</u></b>						
212	Allowance for the temporary conditions provided by the General Contractor including:				Included in Z1.11	
213	Access to site					
213.1	- traffic control					
213.2	- pedestrian safety					
213.3	- removal of exterior cladding for access					
213.4	- temporary closure panels					
214	Site accommodations:					
214.1	- temporary site office					
214.2	- temporary signage					
214.3	- telephone and fax					
214.4	- stationary supplies and office equipment					
215	Site protection:					
215.1	- hoarding and gates					
215.2	- safety guard rails					
215.3	- fire extinguishers					
215.4	- first aid kits					
215.5	- temporary shoring					
215.6	- temporary stairs and ladders					
215.7	- protection for site elevators and flooring					
216	Temporary utilities:					
216.1	- temporary construction power panels					
216.2	- temporary water source					
217	Site clean up:					
217.1	- daily clean up in addition to the trades					
217.2	- final cleaning					
217.3	- dump bins					
217.4	- dumping charges					
218	Equipment:					
218.1	- material hoisting equipment					
218.2	- cranes and operators					
218.3	- small tool rental					
218.4	- pumps and pumping equipment					
219	Miscellaneous					
219.1	- CPM scheduling					
219.2	- land surveying					
219.3	- testing and inspections					
219.4	- photography					

No.	Description	Quant.	Unit	Rate	Sub Total	Total
<b>Cash Allowances</b>						<b>\$0</b>
220	Independent inspection and testing				Excluded	
221	Door hardware supply				Included in B 1.2	
<b>Z1.13 - Permits, Insurance &amp; Bonds</b>						<b>\$20,000</b>
222	Building permit				Excluded	
223	General Liability and Builder's Risk insurance	1	LS	\$8,000	\$8,000	
224	Labour & Material and Performance bonding	1	LS	\$12,000	\$12,000	
<b>TOTAL FOR GEN. REQ'MENTS &amp; FEES - Gen. Req'ments</b>		1.00	7,301	SF	\$15.74	<b>\$114,900</b>
<b>Z1.2 GENERAL REQUIREMENTS &amp; FEES - Fees</b>						
<b>Z1.21 - General Contractor's Fees</b>						
225	Allowance for the General Contractor's Fees (Head Office Overhead, Profit and Risk). (applied to measured works plus general requirements)	1	LS	\$65,066	\$65,000	5.0%
<b>TOTAL FOR GEN. REQ'MENTS &amp; FEES - Fees</b>		1.00	7,301	SF	\$8.90	<b>\$65,000</b>
<b>Z2.1 ALLOWANCES - Design Contingency</b>						
226	Design Contingency as a percentage of the above to cover increases in the overall scope of the design during the remaining stages of the design phase  (applied to measured works plus general requirements and fees)					
226.1	- Architectural	1	LS	\$38,000	\$38,000	10.0%
226.2	- Structural	1	LS	\$4,800	\$4,800	10.0%
226.3	- Siteworks	1	LS	\$5,100	\$5,100	10.0%
226.4	- Mechanical Services	1	LS	\$54,600	\$54,600	10.0%
226.5	- Electrical Services	1	LS	\$36,200	\$36,200	10.0%
<b>TOTAL FOR ALLOWANCES - Design Contingency</b>		1.00	7,301	SF	\$19.00	<b>\$138,700</b>
<b>Z2.2 ALLOWANCES - Escalation Contingency</b>						
227	Contingency for escalation that might occur between the date of the estimate and the anticipated tender date (applied to measured works plus general requirements, fees and Design Contingency)				Excluded	0.0%
<b>TOTAL FOR ALLOWANCES - Escalation Contingency</b>		0.00	0	SF	\$0.00	<b>\$0</b>
<b>Z2.3 ALLOWANCES - Construction Contingency</b>						
228	Construction Contingency for post contract changes (applied to measured works plus general requirements, fees, Design Contingency and Escalation Contingency)	1	LS	\$75,300	\$75,300	5.0%
<b>TOTAL FOR ALLOWANCES - Construction Contingency</b>		1.00	7,301	SF	\$10.31	<b>\$75,300</b>

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

**By-law No. 2019-067**

**Being a by-law to enter into an agreement with G.  
Belanger Construction for renovations at the Haileybury  
Medical Centre**

**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-011-2019 at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with G. Belanger Construction for renovations at the Haileybury Medical Centre at an upset limit of \$48,000 plus applicable taxes for consideration at the April 16, 2019 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 G. Belanger Construction for renovations at the Haileybury Medical Centre at an upset limit of \$48,000 plus taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.



**Read a first, second and third time and finally passed** this 16<sup>th</sup> day of April, 2019.

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule “A” to

**By-law 2019-067**

Agreement between

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

and

**G. Belanger Construction**

for renovations at the Haileybury Medical Centre

**This agreement** made in duplicate this 16<sup>th</sup> day of April, 2019.

Between:

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

(hereinafter called “the Owner”)

and

**G. Belanger Construction**

(hereinafter called “the Contractor”)

Witnesseth:

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

**Article I:**

The Contractor will:

- a) Do and fulfill everything indicated in Request for Quotation PW-RFQ-002-2019;
- b) Do and fulfill everything indicated by the agreement, as certified by the City by **Friday, June 21, 2019.**

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid Forty-Eight Thousand Dollars and Zero Cents (\$48,000.00) plus applicable taxes subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

All communications in writing between the parties 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:

**G. Belanger Construction**  
349 Niven Street South  
Haileybury, Ontario  
P0J 1P0  
Attn.: Steve Belanger

The Owner:

**City of Temiskaming Shores**  
P.O. Box 2050 / 325 Farr Drive  
Haileybury, Ontario  
P0J 1K0  
Attn.: Mitch Lafreniere

**Remainder of page left blank intentionally**

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

Signed and Sealed in )  
the presence of )

Contractor's Seal )  
(if applicable) )

Municipal Seal )

**G. Belanger Construction**

\_\_\_\_\_  
President - Steve Belanger

\_\_\_\_\_  
Witness – Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Corporation of the City of  
Temiskaming Shores**

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

## **The Corporation of the City of Temiskaming Shores**

### **By-law 2019-068**

#### **Being a by-law to amend By-law No. 2005-036 being a by-law to adopt a Municipal Alcohol Policy for the Corporation of the City of Temiskaming Shores – Five (5) year review**

**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 municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and

**Whereas** Council passed By-law No. 2005-036 to adopt a Municipal Alcohol Policy for the Corporation of the City of Temiskaming Shores; and

**Whereas** Council considered Administrative Report No. RS-007-2019 at the April 16, 2019 Regular Council meeting and directed staff, in compliance with the requirement for a review within a five (5) year period, to prepare the necessary by-law to amend By-law 2005-036 for consideration at the April 16, 2019 Regular Meeting of Council;

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

1. That By-law No. 2005-036, as amended be hereby further amended by removing Schedule "A" and replacing it with Schedule "A", hereto attached 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 to not alter the intent of the by-law or its associated schedule.
3. That By-law No. 2005-036 being a by-law to adopt a Municipal Alcohol Policy for the Corporation of the City of Temiskaming Shores be reviewed by within a five (5) year period ending March 31, 2024.

**Read a first, second and third time** and finally passed this 16<sup>th</sup> day of April, 2019.

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule “A” to

**By-law No. 2019 – 068**

**Municipal Alcohol Policy**

Original Draft:	April 5, 2005
Final Draft:	April 11, 2005
Reviewed:	July 2014
Amended:	September 9, 2014
Reviewed:	September 2018
Amended:	April 16, 2019



**City of Temiskaming Shores  
Municipal Alcohol Policy Manual**

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## 1.0 Definitions

**At the Door** means the sale of admission tickets immediately prior to and at the general location of the event;

**City** means the Corporation of the City of Temiskaming Shores;

**City Staff** means City of Temiskaming Shores staff identified by the City as a contact for either Municipal Alcohol Policy purposes or the facility or premises in question as the context requires;

**Door Monitor** means any paid or volunteer person(s) who checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, and arranges safe transportation;

**Duty to Control** means the duty to protect participants from foreseeable harm to themselves or others;

**Energy Drink** means a type of beverage containing stimulant drugs, usually caffeine, which is marketed as providing mental and physical stimulation;

**Event** means any gathering of any kind whether social, business or otherwise, on City property. The event may include the set-up, tear-down, clean-up, and other activities that occur in, on, or around any City properties related to the preparations for, conduct of, or finalization of the event and use of City property;

**Event – Public** means an event at which any alcohol is consumed that is open to the public to attend and is conducted by a registered charity or not for profit entity or an event of municipal, provincial, national, or international significance where the intent may be to generate revenue;

**Event – Private** means an event at which any alcohol is consumed that is not open to the public and for which notification is limited to invited guests where the intent may not be to generate revenue;

**Event – Outdoor** means an event where money is collected for liquor through an admission charge to the event, admission or liquor tickets sold to people attending the event, or the collection of money for liquor before the event;

**Event - No Sale** means an event where liquor is served without charge, no money is collected directly or indirectly for liquor from guests, and the permit holder absorbs all the costs;

**Event Worker** means any person who serves or sells liquor or is involved in an event where alcohol is served on municipal property;

**Facility Manager** means the City official, or designate, having operational jurisdiction over the facility, property, or area where alcohol is being served;

**Floor Supervisor** means any paid or volunteer person(s) who talks with participants, monitors patron behavior, monitors for intoxication and underage drinkers, responds to problems and complaints, assists door monitors when necessary, removes intoxicated persons, and arranges safe transportation;

**Letter of Municipal Significance** means a letter from the City Clerk declaring that the event is an "Event of Municipal Significance". Such a letter is required before granting a special occasion for a public event;

**Licensed Security** means security personnel licensed under the Private Security and Investigative Services Act who monitors entrances and patrolling licensed areas. Licensed Security must ensure the safety and security of the establishment, its employees and patrons;

**Municipal Alcohol Policy (MAP)** means a local municipal policy to manage events held on properties and facilities owned, operated, and/or maintained by the Corporation of the City of Temiskaming Shores where alcohol is sold and/or served;

**Municipal Property** means any municipally-owned or leased lands, buildings, or structures;

**Permit Holder** means any person or organization applying to hold an event on municipal property and shall include the person or organization on whose behalf such person(s) apply or seek permission to hold the event and the person whose name is listed as the permit holder on a Special occasion Permit (this may include a sponsor);

**Private Place** means an indoor area usually not open to the public and not open to the public during the event;

**Server** means a paid or volunteer person(s) who accepts tickets for the purchase of alcoholic drinks, serves drinks to a maximum of four per person, monitors for intoxication and underage drinkers, refuses service when patron appears to be intoxicated or near intoxication, offers a non-alcoholic substitute, and co-ordinates with event staff;

**Smart Serve** means the Smart Serve training program offered by Smart Serve Ontario, designed to train staff and volunteers who work in areas where alcohol is sold and/or served, such as in bars, restaurants, banquet halls and other public facilities. The Smart Serve Program is the only server training program that is recognized by the Alcohol and Gaming Commission of Ontario and approved by this policy;

**Special Occasion Permit (SOP)** means the permit required any time liquor is offered for sale or given away or served anywhere other than in a licensed establishment or a private place;

**Stag and Doe** means a social event relating to an upcoming wedding which acts as a fundraiser for an engaged couple;

**Standard Drink** means as per Low Risk Alcohol Drinking Guidelines as developed by an expert panel representing Health Canada, Canadian Centre for Substance Abuse and the Alberta Drug and Alcohol Commission and endorsed by the Liquor License Board of Ontario and the Canadian Association of Mental Health:

- 12 oz. or 341 ml of 5% beer, cider, cooler **OR**
- 5 oz. or 142 ml of 12% alcohol content wine **OR**
- 1.5 oz. or 43 ml of 40% distilled alcohol

As per Section 13. (1) of Reg. 389/91 Special Occasions Permit: No person shall sell, offer for sale or serve at premises to which a permit applies, a drink that contains more than eighty-five milliliters of spirits.

**Ticket Seller** means any paid or volunteer person(s) who sells alcohol tickets to a maximum four (4) per person per purchase, monitors for intoxication and underage drinkers, refuses sale to patrons at or near intoxication, and refunds tickets on request;

**Wedding** means a marriage ceremony and the associated celebration such as marriage, nuptials, and commitment ceremonies;

## **2.0 Purpose of the Alcohol Policy**

The Municipal Alcohol Policy consists of a range of measures designed to prevent alcohol related problems and to increase the enjoyment of those who use City facilities. By reducing the potential for alcohol related problems, the City of Temiskaming Shores reduces the risk of injury and death, and reduces the level of liability it may be exposed to while increasing the general user's enjoyment of the facilities.

## **3.0 Implementation and Monitoring**

1. The Municipal Alcohol Policy will be implemented April 11<sup>th</sup>, 2005.
2. The Municipal Alcohol Policy will be submitted for review to the Timiskaming Health Unit and the Temiskaming Shores Police Services Board every five years.
3. The Municipal Alcohol Policy will be reviewed by the Mayor and Council of Temiskaming Shores every five years.

## **4.0 Policy Objectives**

1. To provide operational procedures for those holding events in municipally owned facilities where alcohol use is permitted.
2. Comply with the provincial Liquor License Act.

3. To ensure that events where alcohol use is permitted are properly supervised and operated.
4. To support the decision of abstainers not to drink alcohol.
5. To encourage and support the responsible use of alcohol as part of a social function rather than the reason for it.
6. To provide a balance of "wet" and "dry" facilities and events to ensure that all community members have access to safe and enjoyable recreation activities.
7. To equip staff and volunteers with skills and knowledge to manage events and enforce the policy.

## 5.0 Administration

1. The City Clerk may issue a letter of municipal significance for any occasion except the following:
  - a) All youth and minor sports events, including banquets
2. Notwithstanding Section 4.0 Article 1. areas not suitable for the consumption / advertising of alcohol include:
  - a) All arena change rooms
  - b) All arena entrances, lobbies, and seating areas during youth sports
  - c) All ice surfaces except when floor covering is in place or there is no ice on the surface
  - d) All municipally owned trails, and walkways
  - e) All municipal sports playing fields when being used for its originally intended purposes
  - f) All playground areas
3. The City reserves the right to change the designation of any site at its discretion.
4. Parks/Facilities eligible for Alcohol Use Events are listed in Appendix No. 01 of the by-law
5. Parks/Facilities not eligible for Alcohol Use Events are listed in Appendix No. 02 of the by-law.
6. Applications for municipal support of a Special Occasion Permit shall include the following:
  - a) **Name and contact information** of the event permit holder including at least one secondary contact

- b) **Insurance** – A minimum of \$5,000,000 liability insurance with the City of Temiskaming Shores named as an additional or co-insured, proof of which must be provided to the City Clerk and/or the person or department in charge of the rental space a minimum of fourteen (14)
  - c) **Safe Transportation Strategy** which provides safe transportation options for all drinking participants at the event which may include:
    - Designated Drivers
    - Promotion of taxis, buses, or other forms of alternate transportation
    - Transportation provided by the event sponsor
  - d) **Security**
    - Public Events require a security plan outlining security measures that will be in place. Security must be kept until all patrons have departed from the premises
    - Any company providing security shall carry a minimum of \$5,000,000 liability insurance associated with their security activities
  - e) **Evacuation Plan** outlining the location of entrance and exit accesses
  - f) **Signed agreement** (Appendix 05) indicating that the permit holder understands and will abide by the Municipal Alcohol Policy.
  - g) **Signage** – Proper Signage will be posted in accordance with Appendix 04 and be clearly visible at the event.
7. **Controls** - The permit holder of an event has a duty to control including but not limited to the following:
- a) The event sponsor must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and must show proof of this to the municipal Facility Manager at least fourteen (14) days prior to the event;
  - b) Anyone involved in the sales/service of liquor (Servers, Door Monitors, Ticket Sellers, Floor Supervisors, Security, and Management Services) at paid or a free bar must be over the age of 18, have valid Smart Serve Certificate on their person, and must act in accordance with the Municipal Alcohol Policy;
  - c) A coat check system is encouraged and backpacks are not admissible to a licensed event;
  - d) All drinks must be served in cans, disposable paper or plastic cups unless the event is a private function;
  - e) Low-alcohol (4% beer) or extra light (2.5% beer) beverages must be made available and at a lower cost than regular beer. O. Reg 389/91 s.28 (2);
  - f) Non-alcoholic drinks must be available at no charge or at a cost significantly lower than that of drinks containing alcohol;

- g) No practices that encourage increased drinking i.e. oversize drinks, double shots, pitchers of beer, drinking contest volume discounts;
- h) The Permit Holder is required to post and inform all patrons of any beverage that has an alcohol content above 5%;
- i) Alcohol may not be served in public areas without a Special Occasion permit and/or in areas nearby or outside of any area with a valid Special Occasion Permit;
- j) All exits must be monitored to ensure that no alcohol is taken outside and that occupancy limits are complied with;
- k) No extra-strength alcohol drinks will be provided. As per Section 13. (1) of Reg. 389/91 Special Occasion Permit: No person shall sell, offer for sale or serve at premises to which a permit applies, a drink that contains more than eighty-five milliliters of spirits. The City supports and strongly recommends serving the 'standard drink' sizes to help guests manage their consumption responsibly: A standard drink is:
  - 12 oz. or 341 ml of 5% beer, cider, cooler **OR**
  - 5 oz. or 142 ml of 12% alcohol content wine **OR**
  - 1.5 oz. or 43 ml of 40% distilled alcohol
- l) A minimum of two people will be designated to stay at the table where tickets are being sold
- m) Tickets, where applicable, must be purchased from designated ticket seller and redeemed at the bar
- n) Unused tickets, where applicable, are to be redeemable for cash at any time during the event to a maximum of four (4) tickets
- o) The municipality reserves the right to require the presence of police officers for the duration of an event, the cost to be borne by sponsoring group or individual
- p) All event workers are to wear highly visual identification
- q) Ensure compliance with the clearly defined ratio of event workers according to the type of event (Attached as Appendix 03 to the by-law) or otherwise approved in writing by the City of Temiskaming Shores
- r) All alcohol purchased under the Special Occasion Permit must be opened by the event staff and may not leave the service area in a closed manner
- s) The permit holder must adhere to the Ontario Fire code, City of Temiskaming Shores by-laws, and/or any other current and applicable legislation
- t) Anyone over the age of 19 who is entering a public special Occasion Permit event must be identified, in a manner that is clearly visible and which cannot be altered, indicating they are of legal drinking age.
- u) The Permit Holder shall ensure that an item of identification is inspected before admitting a person apparently under the age of 19 and ensure that before liquor

- is sold or served to a person apparently under the age of 19, an item of identification of the person is inspected.
- v) Acceptable identification for alcohol at any event must be inspected by the permit holder or designated event staff prior to alcohol sale/service. (Ontario Driver's license with a photo, Canadian passport, Canadian Citizenship Card with photo, Canadian Armed Forces Identification Card, Photo card issued by the Liquor Control Board of Ontario. A secure Indian Status Card issued by the Government of Canada, A permanent Resident Card issued by the Government of Canada, A photo card issued under the Photo Card Act, 2008, the Ontario Health Card if offered voluntarily)
  - w) An adequate amount of food with substance shall be offered at any event where alcohol is being served.
  - x) The Permit Holder and all event workers must be sober and of sound mind during and immediately after the event is concluded.
  - y) Tickets may not be sold at the door for a private event
  - z) Event workers must check the photo identification of all participants at masquerade events to assist in ensuring everyone is of legal age.
  - aa) Alcohol shall not be served after 2:00 am
  - bb) There must be no 'last call'
  - cc) All entertainment must be completed by 2:00 am (consistent with when alcohol sales end)
  - dd) All evidence of alcohol consumption must be cleared by 2:30 a.m. and the facilities vacated by 3:00 am. (Liquor License Act of Ontario)
  - ee) Special Occasion Permit holders must report in writing to the City within 24 business hours or the next regular business day, all incidents in which patrons are injured or ejected from an event, or when Police/Fire/Ambulance have been dispatched.
8. **Outdoor Events Area** – The outdoor area shall be clearly defined and separated from unlicensed areas by a minimum of 36" (0.9 m) high partition.

## 6.0 Accountability Inspection

The City of Temiskaming Shores reserves the right to have a municipal representative attend any and all public events held on City of Temiskaming Shores owned property to protect the best interests of the Corporation. This person will have complete authority to close any event not complying with The City of Temiskaming Shores Municipal Alcohol Policy, and/or Recreation Department Facility Permit Terms and Conditions. Cost of this person will be borne by the event organizer(s) at the sole discretion of the City.



## **7.0 Severability**

Should any section, subsection, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.

## **8.0 Signage**

Signs included in Appendix 04 shall be prominently and permanently displayed in designated facilities, in sizes suitable to the facility and space to be used to address

- Accountability
- Statement on Intoxication
- Sober Driver Spot Check
- No "Last Call"
- Alcohol Ticket Sales
- Proof of Age
- Fetal Alcohol Syndrome
- Designated Drivers

## **9.0 Insurance and Indemnification**

All events/activities on municipal property which will involve the consumption of alcohol will be required to obtain a Special Occasions Permit issued by the Alcohol and Gaming Commission of Ontario and ensure that all conditions associated with the issuance of that permit are met throughout the term of that activity. In addition, the facility renter/event organizer must produce proof at least 14 days prior to the event that the following forms of coverage have been bound for the full term of the activity:

- a) Public liability and property damage insurance with an insurer satisfactory to the City in an amount not less than five million dollars (\$5,000,000.00). This insurance shall name the Corporation of the City of Temiskaming Shores as an additional insured for the period of the rental stated on the facility permit. This insurance endorsement shall also state that coverage will respond to all claims relating to the A.G.C.O. Licensed activities held on the premises and shall not exclude participants.
- b) The permit holder agrees to indemnify and save the City of Temiskaming Shores, its elected officials, public officials, and employees, harmless from all claims, damages, losses and expenses which might arise as a result of this event taking place.

## **10.0 Enforcement Procedures and Penalties**

- 10.1 The event workers must report any infraction of this policy to the designated municipal staff as soon as possible within 24 hours of the occurrence, or by the start of the next working day, and complete an incident report form.

- 10.2 The event staff must report any infraction of this policy to police whenever they believe such action is needed.
- 10.3 When the permit holder, despite requests, does not correct MAP infractions, the designated municipal representative must close down the event.
- 10.4 When participants are found to be drinking alcohol in restricted areas such as dressing/change rooms, the municipal representative will intervene and request that the illegal use cease. If the drinking continues, police must be called.
- 10.5 Permit holders and rental groups who fail to comply with the City of Temiskaming Shores Municipal Alcohol Policy shall be subject to the following consequences:

10.5.1 Short-term Procedures

- a) The City Manager of the City of Temiskaming Shores and the Director responsible for the facility the infraction occurred will review infractions.
- b) The designated municipal representative will send a registered letter describing the problem to the permit holder/rental group, informing the group that their rental privileges for the next scheduled rental or event have been revoked.
- c) The group/team's rental privileges for the next scheduled rental or event (alcohol or no alcohol) will be revoked.
- d) Future rental privileges to penalized groups will depend on their convincing the municipal staff and/or council's designate that they will follow all policy regulations at future functions.

10.5.2 Long-term Penalties

- a) When a permit holder contravenes the MAP a second time following a warning, the permit holder and sponsoring group will not be allowed to rent municipally owned facilities *for a minimum period of one year*.
- b) Should a permit holder, team or group contravene the municipality's MAP a second time, they will be permanently barred from renting municipally owned facilities unless the decision is overturned through appeal to council.

**Penalties concerning use of facilities may be appealed to the City Manager.**

## 11.0 Low Risk Drinking Guidelines

Canada's Low-Risk Alcohol Drinking Guidelines (LRDG) help Canadians moderate their alcohol consumption and reduce their immediate and long-term alcohol-related harm. The

LRDG posters are to be displayed wherever alcohol is served in order to inform patrons of related risks.

English: <http://www.ccsa.ca/Resource%20Library/2012-Canada-Low-Risk-Alcohol-Drinking-Guidelines-Poster-en.pdf>

French: <http://www.ccsa.ca/Resource%20Library/2012-Canada-Low-Risk-Alcohol-Drinking-Guidelines-Poster-fr.pdf>

## **Appendix 01**

### **Facilities Eligible for Alcohol Use Events**

Dymond Community Hall - 181 Drive-In Theatre Road  
Dymond Ball Parks - Laurette Street  
Riverside Place - 55 Riverside Place  
Don Shepherdson Memorial Arena Hall - 75 Wellington Street  
Don Shepherdson Memorial Arena Floor Space - 75 Wellington Street  
New Liskeard Community Hall - 90 Whitewood Ave  
Waterfront Pool/Fitness Centre Lounge and deck area - 77 Wellington Street  
Algonquin Beach Park - 15 Beach Boulevard  
New Liskeard Waterfront Park (Spurline) - Fleming Drive  
New Liskeard Fall Fair Grounds - Riverside Drive  
Haileybury Community Hall (Floor and Hall) - 400 Ferguson Avenue  
Haileybury Arena Floor Space – 400 Ferguson Avenue  
Haileybury Lion's Den - 400 Ferguson Avenue  
Harbourplace - 451 Farr Drive  
Rotary Farr Park  
City Hall Lobby - 325 Farr Drive  
Temiskaming Art Gallery - 325 Farr Drive  
Murray Daniels Park - Lakeview Avenue South  
Bucke Park - 523060 Bucke Park Road

## Appendix No. 02

### Facilities/Parks Not Eligible for Alcohol Use Events:

#### Parks:

- Skateboard Park - 490 White's Drive – Ambulance entrance
- Pete's Dam Park - 784285 Pete's Dam Road
- Little Claybelt Museum - 883356 Hwy 65 Dymond
- Dymond Firefighters Park
- Dymond Outdoor Rink - 400 Laurette Street
- Shaver Park
- Christian Street Park
- Haileybury Lions Park
- Lakeview Avenue Park
- Camsell Park
- Haileybury Cenotaph Park
- Hughes Lookout
- Haileybury Waterfront Beach
- New Liskeard Cenotaph Park
- Baker Street Playground
- Heard Street Playground
- New Liskeard Lions Playground
- Rebecca Street Playground
- Sutcliffe Playground
- New Liskeard Lions Tennis Courts

#### Facilities

- Dymond Community Complex: Offices and Garage
- Dymond Fire Station - 181 Drive-In Theatre Road
- Haileybury Fire Station - 486 Georgina Avenue
- Haileybury Branch Library - 545 Lakeshore Road
- Haileybury Medical Centre - 95 Meridian Avenue
- Temiskaming Shores Sailing School Facility - 451 Farr Drive
- Haileybury Public Works Complex Buildings - 500 Broadway Street
- Haileybury Office/Storage/Washroom Building - 400 Morrissett Drive
- Temiskaming Shores Cemetery Facilities
- Public Works Facilities - 1 View Street
- Haileybury Equipment Garage - Land Fill Site

- New Liskeard Public Works Complex - 200 Lakeshore Road
- New Liskeard Storage - Wellington Street
- New Liskeard Fire Station - 28 Wellington Street
- New Liskeard Branch Library - 50 Whitewood Avenue
- All sport facilities other than those listed in Section 4.0

### Appendix 03

#### Required Ratio of Event Workers

The following is the recommended minimum ratio of event workers per number of participants:

<b># of Participants</b>	<b>Floor Bartenders</b>	<b>Door Monitors</b>	<b>Ticket Supervisors</b>	<b>Sellers</b>
Under 25	1	0	1	0
25 to 50	1	1	1	1
51 to 100	2	2	2	2
101 to 200	2	3	3	2
201 to 300	3	3	3	3
301 to 400	3	3	4	3
401 to 500	4	4	4	5
501 to 750	6	6	6	6
751 to 1300	8	8	8	8

\* For the purpose of a Family Reception of up to 300, Floor Monitors and Door Supervisors may be the same individuals.

## Appendix 04

### Required Signage

Signage specified below is permanently located in the Municipal Halls including Haileybury Arena Hall, New Liskeard Community Hall, Riverside Place and Dymond Hall. The Permit Holder will be required to provide signage for any licensed events held in other facilities and outdoor venues.

#### 1) **Accountability**

The sponsor will post a sign at main exits and in bar areas stating:

- The name of the sponsor,
- The event License holder,
- Address and telephone number of the Ontario Provincial Police Temiskaming Detachment.
- A blank sign format shall be provided to the sponsor by the municipality. (Attached as Appendix No. 06)

#### 2) **Statement on Intoxication**

Placed in the bar areas and at the entrance

The City of Temiskaming Shores strives to provide recreation facilities for all members of the community to enjoy. We honor the rights of everyone, including those who choose to abstain, and welcome their participation in our social events.

Servers are required by law not to serve anyone who is or appears to be intoxicated or to serve anyone to the point of intoxication.

Low-alcohol beverages, coffee, soft drinks, and food items are available

#### 3) **Sober Driver Spot Check**

A wall sign is to be located at the main exits:

The Ontario Provincial Police thank you for helping to reduce impaired driving everywhere in the City of Temiskaming Shores. We look forward to personally thanking you at one of our roadside spot checks for leaving this event as a Sober Driver.



4) **No "Last Call"**

At the entrance to the halls in facilities designated as eligible for Special Occasion Permit, indicating that there will be no last call before the closing of the bar.

5) **Alcohol Ticket Sales**

In the alcohol ticket sales table outlining the regulations.

No more than four (4) tickets per person may be sold at a time. Tickets may be redeemed prior to 1:00am

6) **Proof of Age**

Near entrances and in bar areas designated as eligible for alcohol use which read:

You must be 19 years or older to consume alcohol at a Special Occasion Permit event. The only acceptable proof of age is government-issue photo identification.

7) **Fetal Alcohol Syndrome**

In all areas where alcohol is served in order to inform participants about the risks of fetal alcohol syndrome. The sign must be a minimum of 8 x 10 inches.

Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.

8) **Designated Drivers**

In all facilities designated as eligible for alcohol-Licensed events thanking designated drivers for their contribution to the health and safety of their friends and the community at large.

We appreciate our Designated Drivers and thank them for their contribution to the health and safety of their friends and the community. In recognition of your contribution, we are pleased to offer you free coffee and soft drinks.

## Appendix 05

### Agreement – Special Occasion Permit Holder

1. I have received and reviewed a copy of the City of Temiskaming Shores Municipal Alcohol Policy Manual.
2. I understand that I must adhere to the conditions of the City of Temiskaming Shores Municipal Alcohol Policy and the Liquor License Act of Ontario.
3. I understand that if I or other individuals at the event fails to adhere to the Temiskaming Shores Municipal Alcohol Policy, the City Staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit, and the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Appendix 06**  
**Accountability Sign**

---

**NAME OF SPONSOR**

---

**EVENT LICENSE HOLDER**

**ONTARIO PROVINCIAL POLICE  
TEMISKAMING DETACHMENT**

**911**

**ADDRESS:**  
**300 Armstrong Street North**  
**New Liskeard**

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

**By-law No. 2019-069**

**Being a by-law to execute an Agreement between the City of  
Temiskaming Shores and Ms. Roxanne St. Germain o/a  
Temiskaming Area Animal Services for the provision of Animal  
Control and Pound Services**

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

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

**And whereas** Council considered Administrative Report CS-016-2019 at the April 16, 2019 Regular Council meeting and directed staff to prepare the necessary by-law to enter into a three (3) year agreement with Ms. Roxanne St. Germain o/a Temiskaming Area Animal Services for Animal Control and Pound Services in the amount of \$71,500 annually plus applicable taxes for consideration at the April 16, 2019 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 the Corporation of the City of Temiskaming Shores enters into an agreement with Ms. Roxanne St. Germain o/a Temiskaming Area Animal Services for the provision of Animal Control and Pound Services, a copy attached hereto as Schedule "A" forming part of this by-law.
2. That the Mayor and Clerk are hereby authorized to sign and seal the said agreement on behalf of the Corporation.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

**Read a first, second and third time and finally passed** this 16<sup>th</sup> day of April, 2019.

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Deputy Mayor – Doug Jelly

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Clerk – David B. Treen

**This agreement** made in triplicate this 16<sup>th</sup> day of April, 2019.

Between:

**The Corporation of the City of Temiskaming Shores**  
herein after referred to as the "City"

And:

**Ms. Roxanne St. Germain o/a Temiskaming Area Animal Services**  
herein after referred to as the "Contractor"

**Whereas** the City deems it desirable to enter into an Agreement for Animal Control and Pound Services as herein set forth;

**Now therefore** in consideration of the mutual covenants herein expressed the parties hereto covenant and agree as follows:

## **1.0 Term**

- 1.1 This Agreement shall remain in effect for a three (3) year term commencing on June 1, 2019 and terminating on May 31, 2022.
- 1.2 At the termination date of this agreement, the agreement will continue on a monthly basis at the current rate until a new agreement is signed or until cancelled on thirty (30) days notice by either party. The City shall not be liable for costs or damages of any kind caused to the contractor by such cancellation.

## **2.0 Creation and Nature of Relationship**

- 2.1 The City will appoint the Contractor as a License Agent and Registrar to act on the City's behalf for dog and cat tags in accordance with the provisions of the Animal Control By-law.
- 2.2 The City will appoint the Contractor and his designated Animal Control Officers as Municipal Law Enforcement Officers.
- 2.3 This Agreement is an Agreement for services to be rendered to the City as an independent Contractor, and the parties have not created and do not intend to create by this Agreement or any subsequent renewals or extension thereof, a joint venture, partnership or employee relation between them.
- 2.4 The Contractor will provide the Contractor's services to the City of Temiskaming Shores as an independent contractor and not as an employee.

Accordingly:

- The Contractor agrees that the City shall have no liability or responsibility for the withholding, collection or payment of any taxes, employment insurance premiums or Canada Pension Plan contributions on any amounts paid by the City to the Contractor or amounts paid by the Contractor to its employees or contractors. The Contractor agrees to indemnify the City from any and all claims in respect to the Company’s failure to withhold and/or remit any taxes, employment insurance premiums or Canada Pension Plan contributions.
- The Contractor agrees that as an independent contractor, the Contractor will not be qualified to participate in or to receive any employee benefits that the city may extend to its employees.
- The Contractor is free to provide services to other clients so long as there is no interference with the Contractor’s contractual obligations to the City.
- The Contractor has no authority to and will not exercise or hold itself out as having any authority to enter into or conclude any contract or to undertake any commitment or obligation for, in the name of or on behalf of the City.

### 3.0 Services Provided

#### 3.1 Pound Services

- 3.1.1 As Poundkeeper, the Contractor shall provide a certified (inspected) pound pursuant to the Animals for Research Act R.S.O. 1990 c. A.22 as amended from time to time. This Pound shall serve as the municipal pound for receiving and caring for animals, and for the burial, euthanizing or cremation of dead animals. The Contractor shall also provide at his or her own expense all labour, vehicles, tools, equipment, etc. for the performance of such work.
- 3.1.2 The Contractor agrees to provide pound services at the location described below, and on those days and times as set out below:

**Location of Pound:**

55 Regina Street  
New Liskeard, Ontario

**Normal Hours of Operation – Pound Services**

<b>Days</b>	<b>Minimum Requirements</b>
Monday to Friday	8:00 a.m. to 4:30 p.m. by appointment.
Saturday	8:00 a.m. to 4:30 p.m. by appointment.
Sunday	<b>Closed</b>
Statutory Holidays	<b>Closed</b>

- 3.1.3 The Contractor shall carry out the duties of Poundkeeper and operate the

Pound in accordance with the provisions of the City’s Animal Control By-law; The Animals for Research Act; The Dog Owners Liability Act; Protection of Livestock and Poultry from Dogs Act; The Livestock, Poultry and Honey Bee Protection Act; The Pounds Act; The Provincial Offences Act; The Municipal Act, as well as any regulations passed thereunder.

- 3.1.4 The Pound is to be capable of housing a minimum of five (5) dogs and five (5) cats.
- 3.1.5 Care and cleanliness within the Pound shall comply with the standards prescribed by the Animals for Research Act and shall be inspected by the Ontario Ministry of Agriculture and Food, Animal Industry Branch Inspectors. Copies of all Animal Industry Branch Inspector reports carried out during this Agreement shall be forwarded to the City within 7 days of the Inspection.
- 3.1.6 The Contractor shall maintain a complete record of all Pound Services as stipulated under the Animals for Research Act – Regulation No. 23, Pounds, and, submit a Monthly Pound Services Report to the City by the 15th day of the next month.
- 3.1.7 The Contractor may put up for adoption any animal in the Contractors care after expiration of the redemption period. In such a case, the Contractor shall be responsible for the cost or care of the animal from the date of impound.
- 3.1.8 In the event a dog or cat is adopted by a resident of the City of Temiskaming Shores then the Contractor agrees to sell a license to the new owner pursuant to the Animal Control By-law and to record the name, address, telephone number and impound number.
- 3.1.9 The Contractor may arrange for euthanasia and dispose of impounded animals that have not been claimed, in accordance with the Animal Control By-law and The Animals for Research Act.
- 3.1.10 The Contractor will assist the City in providing a program of humane services for the residents of the City of Temiskaming Shores by receiving, accepting and euthanizing any animal released to the City for euthanasia purposes.
- 3.1.11 The Contractor agrees to provide for the legal disposal of animals.
- 3.1.12 In the event a dead animal cannot be buried or otherwise disposed of immediately, freezing is permitted in an approved freezing appliance. Frozen cadavers shall be maintained at a constant temperature not higher than -5 degrees Celsius.

3.1.13 The Contractor shall be responsible for the care, feeding, impounding and quarantining of all animals placed in its care and for the payment of supplies, materials and equipment for the provision of such care and feeding.

### 3.2 Animal Control Services

3.2.1 **Normal Hours of Operation:** The Contractor shall provide a minimum of one (1) Animal Control Officer on duty with vehicle and equipment as required, on those days and times as set out below:

#### Normal Hours of Operation – Animal Control Services

Days	Minimum Requirements
Monday to Friday	8:00 a.m. to 4:30 p.m.
Saturday	8:00 a.m. to 4:30 p.m.
Sunday	<b>Closed</b>
Statutory Holidays	<b>Closed</b>

3.2.2 **After Hours Service:** The Contractor agrees to provide the following services to the City at such times of the day outside of the normal hours of operation:

- a) Respond to calls within the geographic boundaries of the City of Temiskaming Shores, with respect to injured dogs and/or cats that require emergency treatment;
- b) Respond to calls within the geographic boundaries of the City of Temiskaming Shores, involving vicious dog or vicious cat at large complaints;
- c) Respond to requests for assistance from the City’s By-law Enforcement Officer or the Ontario Provincial Police;
- d) The supply of an Animal Control Officer, vehicle and equipment as may be required to respond to any such calls as noted above.

3.2.3 **Issue Provincial Offence Notices** to those persons who have violated the Animal Control By-law.

3.2.4 **Appear in Provincial Court** to give evidence regarding infractions of the Animal Control By-law or any associated provincial legislation

3.2.5 **Deal with complaints** from the public in connection with dogs or cats being permitted to run at large.



- 3.2.6 **Deal with complaints** from the public in connection with dogs or cats making unnecessary noise.
- 3.2.7 **Co-operate with other enforcement agencies**, as directed, in dealing with domestic animals.
- 3.2.8 **Aid to injured animals** found on public property, administer euthanasia if necessary.
- 3.2.9 **Maintain a complete record of all Animal Control Services**, including but not limited to the Monthly Animal Control Activity Report and the Monthly Occurrence Report to be submitted to the City on or before the 15<sup>th</sup> day of the next month.
- 3.2.10 **Provide additional records** and/or reports as required from time to time by the City.
- 3.2.11 **Provide patrols** for a minimum of 10 hours per week and complete a Monthly Record of Patrols to be submitted to the City on or before the 15<sup>th</sup> day of the next month. Patrols may be at the discretion of the City.
- 3.2.12 **Pro-actively sell dog and cat tags** in accordance with the City’s Animal Control By-law and remit tag fees to the City each month on or before the 15<sup>th</sup> day. Act as the Registrar for dog and cat tags and submit the Register to the City on or before the 15<sup>th</sup> day of each month. Method of sale may include but are not limited to appointing Licence Agents, door-to-door sales, public service announcements, mailouts, website, kiosks, etc.
- 3.2.13 **Maintain a webpage** on the City’s website which may include hours of operation for Animal Control and Pound Services, FAQs, Contact information, Fees, Fines and POA process.
- 3.2.14 The Contractor shall carry out the duties of Animal Control Officer in accordance with the provisions of the City’s Animal Control By-law; The Animals for Research Act; The Dog Owners Liability Act; Protection of Livestock and Poultry from Dogs Act; The Livestock, Poultry and Honey Bee Protection Act; The Pounds Act; The Provincial Offences Act; The Municipal Act, as well as any regulations passed thereunder.

#### 4.0 Staffing

##### 4.1 Required Information

- 4.1.1 Animal Control Officer(s) shall within 120 days of the start of the contract, and any renewal thereof, be required to provide a Police Records Search

Certificate Intended for the Vulnerable Sector.

- 4.1.2 Animal Control Officer(s) shall provide proof of completion of Accessible Customer Service Training within 30 days of the start of the contract.

#### **4.2 Minimum Qualifications**

- 4.2.1 Knowledge of and ability to enforce the City’s Animal Control By-law as well as all associated municipal policies, procedures and directives as amended from time to time.
- 4.2.2 An understanding and ability to apply all related provincial legislation, including but not limited to, The Animals for Research Act, The Dog Owners Liability Act, The Livestock, Poultry and Honey Bee Protection Act, The Protection of Livestock and Poultry from Dogs Act, The Municipal Act, The Pounds Act, The Provincial Offences Act, and as well as any regulations passed thereunder and amended from time to time.
- 4.2.3 An understanding and familiarity of Court proceedings, knowledge of, and demonstrated ability to apply applicable Parts of the Provincial Offences Act.
- 4.2.4 Acquired investigative skills in the areas of identifying, collecting and preserving evidence, including, but not limited to, conducting interviews, making notes and presenting evidence at court proceedings.
- 4.2.5 Knowledge, appreciation and ability to appropriately use the privileges conferred in the role of Provincial Offences Officer.
- 4.2.6 Demonstrated ability to distinguish between the various breeds of dogs and cats.
- 4.2.7 Must be physically capable of performing duties of Animal Control Officer.

#### **5.0 Uniforms**

- 5.1 Animal Control Officer(s) will be required to wear uniforms while in performance of their duties, the cost of which is included in the contract.
- 5.2 Uniforms shall be maintained in an appropriate manner.
- 5.3 Uniforms shall identify the Officer as an Animal Control Officer.

#### **6.0 Minimum Vehicle Requirements**

- 6.1 The Contractor shall supply a minimum of one (1) Animal Control vehicle that contains the necessary equipment to ensure proper animal control.

6.2 All vehicles will contain communication equipment.

6.3 All vehicles will be identified on the exterior as Animal Control Vehicles.

## **7.0 Reporting**

7.1 The Contractor shall report to the staff person designated by the City Manager to oversee the Animal Control and Pound Services Contract.

7.2 All documentation required by this Agreement shall be submitted in accordance with the required timelines set out in the Agreement.

## **8.0 Accounting Procedures**

8.1 The Contractor shall remit to the City all fees collected for the sale of dog and cat tags on or before the 15th day of each month.

8.2 The City shall pay the contractor the monthly contract amount on the last business day of each month.

8.3 The Contractor is entitled to retain Impoundment, Daily Boarding, Humane Services/Adoption, Euthanized Services, and Disposal of Non-impounded Animal fees as outlined in the Animal Control By-law.

8.4 The Contractor agrees that the City shall have access to all books and records maintained in its capacity as License Agent and Registrar for the City and all books, records, papers and things required to be maintained under the terms and conditions of the Agreement. Such access shall be at all reasonable times by either the City's employees or its authorized agents or both. All expenses in connection with such examination shall be borne by the City.

## **9.0 Workplace Safety Insurance Board**

9.1 The Contractor agrees to submit to the City, a Clearance Certificate from the Workplace Safety and Insurance Board (WSIB) of Ontario every 60 days; or written confirmation from the Workplace Safety Insurance Board that the Contractor and employees are not subject to Workplace Safety Insurance.

9.2 Workplace Safety Insurance Act coverage, assessments or reports are the exclusive responsibility of the Contractor. If in default under the Act or Regulations, the City may withhold payment in an amount sufficient to cover such default or cancel the contract.

## **10.0 Supervision**

10.1 The Contractor shall advise the City in writing the name of the person that the

Contractor designates as being the person in charge who is responsible for directing and supervising work and operations under the Agreement.

- 10.2 The Contractor shall advise the City in writing the name of the person who the Contractor designates as an alternate who is responsible for directing and supervising work and operations in the absence of the person in charge. All orders or instructions given to the person in charge or the alternate by the City shall be as binding on the Contractor as though given to him in person.

### **11.0 Insurance**

- 11.1 The Contractor agrees to maintain during the term of this agreement Vehicle Liability Insurance and Contractor’s Liability Insurance, naming the City as co-insured, in the following amounts:

- a) Vehicle Liability Insurance: \$2 million
- b) Contractor’s Liability Insurance: \$ 2 million

- 11.2 The Contractor shall annually, within 7 days of the insurance renewal date, submit to the City a Certificate of Insurance together with an Undertaking from the insurance company that such insurance will not be cancelled or reduced in coverage without thirty (30) days prior written notice to the City.

- 11.3 Should the City be of the opinion that the insurance taken out by the Contractor is inadequate in any respect for any reason whatsoever, the Contractor shall forthwith take out additional insurance satisfactory to the City.

### **12.0 Indemnification and Save Harmless**

The Contractor hereby covenants at all times to indemnify and save harmless the City against all claims and demands which may be brought against or made upon the Contractor and against all loss, liabilities, judgments, costs, demand or expenses, including legal costs, which the City may suffer resulting from or incidental to the services contracted subject to this Agreement or from any act or omission to act on the part of the Contractor, its servants, agents, employees, contractors, sub-contractors, owners, operators or any of them during the currency of this Agreement.

### **13.0 Safety Measures**

- 13.1 If at any time the methods or equipment used by the Contractor are found to be unsafe or inadequate for securing the safety of persons who may be endangered, the City may order the Contractor to do whatever is necessary to eliminate the hazard.

- 13.2 The Contractor shall immediately report to the City any incident in which it is

involved concerning injury or damage to the person or property of others and provide all information available.

- 13.3 The Contractor shall adhere to the Occupational Health and Safety Act and all other applicable statutes.

#### **14.0 General**

- 14.1 The records of the Contractor containing the information referred to in this Agreement, equipment and other appurtenances used in fulfilling the Agreement, shall be open at all reasonable times for inspection by the City.
- 14.2 The Contractor may perform Animal Control and Pound Services for others. Such services shall not affect the level of service being provided by the Contractor to the City in accordance with the terms of this Agreement, nor reduce the efficiency and quality of service provided to the City.
- 14.3 This Agreement is for Animal Control and Pound Services only and does not include any Veterinary Services. The Contractor acknowledges and agrees that it shall not provide Veterinary Services to any animal brought to it pursuant to this Agreement. All required Veterinary Services shall be provided by a Veterinarian. The City shall not have any direct or indirect involvement with care provided by a Veterinarian.

#### **15.0 Notice**

- 15.1 Notices required to be given to the City under this agreement shall be sent by prepaid registered mail addressed to:

**The City of Temiskaming Shores at P.O. Box 2050, 325 Farr Drive, Haileybury, Ontario P0J 1K0**, to the attention the Clerk and any such notice shall be deemed to have been received by the City on the fifth day after the day of mailing.

- 15.2 Notices required to be given to the Contractor under this agreement shall be sent by prepaid registered mail addressed to:

**Temiskaming Area Animal Services, 55 Regina St. North, New Liskeard, ON P0J 1P0**, to the attention of Ms. Roxanne St. Germain and any such notice shall be deemed to have been received by the Contractor on the fifth day after the day of mailing.

#### **16.0 Non-Assignability**

Neither this Agreement nor any interest of either of the parties (including any interest in monies belonging to or which may accrue to either party) may be assigned, pledged,

transferred, mortgaged or hypothecated.

### **17.0 Non-Waiver**

No covenant or condition of this Agreement can be waived except by written consent of both parties.

### **18.0 Entire Agreement**

- 18.1 This Agreement shall constitute the entire Agreement between the City and the Contractor, and it shall not be amended, altered or changed except by written agreement.
- 18.2 This Agreement may be executed in any number of counterparts, each of which when so executed and delivered, shall be deemed to be an original, but such counterparts together shall constitute but one and the same instrument.
- 18.3 The Contractor will execute work in accordance with the provisions of this Agreement.

### **19.0 Binding Effect**

This Agreement, including all covenants and conditions, shall extend to, be binding upon and enure to the benefit of each and all the successors and assigns of the respective parties hereto and wherever the singular or masculine is used in the Agreement, it shall be construed as if the plural and the feminine or the neuter, as the case may be, had been used where the context or the party or parties hereto so required and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.

### **20.0 Payment**

- 20.1 The City agrees to pay to the Contractor for services provided in accordance with the following:
  - a) June 1, 2019 to May 31, 2022 - \$5,958.33 plus HST per month
- 20.2 Payments will be by cheque or electronic transfer payment made payable to the Contractor issued in the normal course of business by the City's Treasurer on the last business of each month.

### **21.0 Interpretation**

This Agreement shall be interpreted in accordance with the laws of the Province of Ontario.

**22.0 Titles**

The Titles to the paragraphs of this Agreement are solely for the convenience of the parties hereto, and is not an aid in the interpretation of this instrument.

**23.0 Freedom of Information**

The Contractor consents to the release to the public of this Agreement and all associated documents in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

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

Signed and Sealed in )  
the presence of )

**Temiskaming Area Animal Services**

\_\_\_\_\_  
Owner – Ms. Roxanne St. Germain

\_\_\_\_\_  
Witness - Signature

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Municipal Seal )

**Corporation of the City of  
Temiskaming Shores**

\_\_\_\_\_  
Deputy Mayor – Doug Jelly

\_\_\_\_\_  
Clerk – David B. Treen

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

**By-law No. 2019-070**

**Being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on April 16, 2019**

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

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

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

**And whereas** it is the desire of the Council of The Corporation of the City of Temiskaming Shores to confirm proceedings and By-laws;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the actions of the Council at its Regular meeting held on **April 16, 2019** 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 16<sup>th</sup> day of April, 2019.

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Mayor – Carman Kidd

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Clerk – David B. Treen