



**The Corporation of the City of Temiskaming Shores  
Regular Meeting of Council  
Tuesday, January 7, 2020  
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 Council meeting – December 17, 2019

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

8. **Question and Answer Period**

9. **Presentations / Delegations**

10. **Communications**

a) Todd Smith, Minister – Ministry of Children, Community and Social Services

**Re:** Ontario's Poverty Reduction Strategy - Consultations

**Reference:** Received for Information

b) Margaret Villneff, President – Little Claybelt Homesteaders Museum

**Re:** Fate of former New Liskeard Library building

**Reference:** Referred to the Building Maintenance Committee

c) Amelia Humphries, City Clerk – City of Woodstock

**Re:** Ban of Single-Use Plastic Shopping Bags

**Reference:** Received for Information

d) AMO Policy Team – Association of Municipalities of Ontario

**Re:** Queen's Park Update

**Reference:** Received for Information

- e) Deborah Dekkers - Resident

**Re:** Parking Infractions – NLPS Christmas Concert

**Reference:** Referred to Protection to Persons & Property Committee

- f) Jamie McGarvey, AMO President – Association of Municipalities Ontario

**Re:** Transition of the Blue Box to Full Producer Responsibility

**Reference:** Referred to Technical and Environmental Compliance Coordinator

Draft Motion

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

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

Draft Motion

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

- a) Minutes of the District of Timiskaming Social Services Administration Board meeting held on August 21, 2019;
- b) Minutes of the District of Timiskaming Social Services Administration Board meeting held on September 18, 2019;
- c) Minutes of the District of Timiskaming Social Services Administration Board meeting held on October 16, 2019; and
- d) Minutes of the District of Timiskaming Social Services Administration Board meeting held on November 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 Recreation Services Committee meeting held on October 21, 2019; and
- b) Minutes of the Recreation Services Committee meeting held on November 18, 2019.

**13. Reports by Members of Council**

**14. Notice of Motions**

**15. New Business**

- a) **Memo No. 001-2020-CS – Amendment to By-law No. 2019-089 “Animal Control”**

*Draft Motion*

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 001-2020-CS; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2019-089 to delete section 4.1.10 for consideration at the January 7, 2020 Regular Council meeting.

- b) **Memo No. 002-2020-CS – Third reading – Amendment to By-law No. 2013-052 Building Permit Fees**

*Draft Motion*

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 002-2020-CS; and

That Council directs staff to prepare By-law No. 2019-163 being a by-law to amend By-law No. 2013-052, more specifically building permit fees for consideration of Third and Final Reading at the January 7, 2020 Regular Council meeting.

**c) Memo No. 003-2020-CS – Drainage Superintendent - Remuneration**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 003-2020-CS; and

That Council hereby directs staff to prepare the necessary by-law to amend By-law No. 2006-022 being a by-law to appoint a Drainage Superintendent to increase the remuneration rate from \$25/hour to \$30/hour for consideration at the January 7, 2020 Regular Council meeting.

**d) Administrative Report PPP-002-2020 – Naloxone Program for the Temiskaming Shores Fire Department**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report PPP-002-2020;

That Council directs staff to prepare the necessary by-law and agreement with the Timiskaming Health Unit for a Naloxone Distribution Agreement for consideration at the January 21, 2020 Regular Council meeting; and

That Council directs staff to develop a Carrying, Storage and Deployment of Naloxone Policy based on the Ontario Naloxone Program for the Temiskaming Shores Fire Department.

**e) Memo No. 001-2020-RS – Amendment to By-law No. 2019-018 – Appointment of Community members to Committees – Age Friendly**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 001-2020-RS; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2019-018 being a by-law to appointment members of the public to Boards and Committees by adding members to the Age Friendly Committee for consideration at the January 7, 2019 Regular Council meeting.

**16. By-laws**

Draft Motion

Be it resolved that:

By-law No. 2020-001 Being a by-law to provide for an Interim Tax Levy for the payment of taxes and to establish penalty and interest charges

By-law No. 2020-002 Being a by-law to authorize borrowing from time to time to meet current Expenditures during the Fiscal Year ending December 31, 2020

By-law No. 2020-003 Being a by-law to amend By-law No. 2019-089 (Agreement for Animal Control and Pound Services)

By-law No. 2020-004 Being a by-law to amend By-law No. 2006-022 (Remuneration for Drainage Superintendent)

By-law No. 2020-005 Being a by-law to amend By-law No. 2019-018 (Appointments to the Age Friendly Community Committee)

be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that

By-law No. 2019-163 Being a by-law to amend By-law No. 2013-052 (Building Department Fees);

By-law No. 2020-001;

By-law No. 2020-002;

By-law No. 2020-003;

By-law No. 2020-004; and

By-law No. 2020-005;

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

**17. Schedule of Council Meetings**

- a) Special – Wednesday, January 8, 2020 at 6:00 p.m. (Budget)
- b) Special – Thursday, January 9, 2020 at 6:00 p.m. (Budget)
- c) Special – Tuesday, January 14, 2020 at 6:00 p.m. (Budget)
- d) Special – Wednesday, January 15, 2020 at 6:00 p.m. (Budget)
- e) Special – Thursday, January 16, 2020 at 6:00 p.m. (Budget)
- f) Regular – Tuesday, January 21, 2020 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 December 17, 2019 – Closed Session Minutes**
- b) **Under Section 239 (2) (a) of the Municipal Act, 2001 – Security of the Property of the Municipality – Confidential Administrative Report PPP-001-2020 – Fire Department Cost Recovery By-law**

Draft Motion

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

**Matters from Closed Session:**

**a) Adoption of the December 17, 2019 Closed Session Minutes**

**Draft Motion**

Be it resolved that Council approves the December 17, 2019 Closed Session Minutes as printed.

**b) Under Section 239 (2) (a) of the Municipal Act, 2001 – Security of the Property of the Municipality - Confidential Administrative Report PPP-001-2020 – Fire Department Cost Recovery By-law**

**Draft Motion**

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-001-2020 and more specifically Appendix 04, being the Draft Fire Department Cost Recovery By-law; and

That Council directs staff to prepare the necessary by-law to adopt a Fire Department Cost Recovery By-law for consideration at the January 21, 2020 Regular Council meeting.

**20. Confirming By-law**

**Draft Motion**

Be it resolved that By-law No. 2020-006 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 **January 7, 2020** be hereby introduced and given first and second reading.

**Draft Motion**

Be it resolved that By-law No. 2020-006 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.

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen



**The Corporation of the City of Temiskaming Shores  
Regular Meeting of Council  
Tuesday, December 17, 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 Kidd at 6:00 p.m.

**2. Roll Call**

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

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

Regrets: Councillor Jesse Foley

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

Members of the Public Present: 1

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

None.

**4. Approval of Agenda**

*Resolution No. 2019-658*

Moved by: Councillor Jelly  
Seconded by: Councillor Laferriere

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

**Carried**

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

Councillor Hewitt disclosed a pecuniary interest in regards to Item 15 d) Administrative Report No. RS-018-2019 Bucke Park Operations.

Mayor Kidd disclosed a pecuniary interest in regards to Item 15 f) Temiskaming Shores Seniors Housing Corporation – TD Mortgage Guarantor

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

*Resolution No. 2019-659*

Moved by: Councillor Jelly  
Seconded by: Councillor McArthur

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

- a) Special meeting of Council – December 3, 2019; and
- b) Regular meeting of Council – December 3, 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) Craig Reid, Senior Advisor – Association of Municipalities Ontario

**Re:** Ontario announces E-Scooter Pilot on Municipal Roads

**Reference:** Received for information

b) Carman Kidd, Board Chair – Temiskaming Shores Seniors Housing Corporation

**Re:** TD Mortgage Guarantee

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

c) Ministry of Natural Resources and Forestry

**Re:** Timiskaming Forest 2021-2031 Forest Management Plan

**Reference:** Received for information

d) Anne Batisee – Temiskaming Native Women’s Support Group

**Re:** Land Use Agreement – Farmer’s Field near Mill Creek

**Reference:** Referred to the Municipal Clerk

**Resolution No. 2019-660**

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

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

**Carried**

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

None.

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

None.

**13. Reports by Members of Council**

Councillor Whalen reported on the following:

- Forestry: Ontario Environmental Registry has a hosting for the Ontario Forest Sector Strategy open for comment. Forestry has a significant impact on the local economy and has submitted comments as there is no protection from the Endangered Species Act. Encouraged Council to take the opportunity to have their voices heard.

Mayor Kidd reported on the following:

- Temagami Forest Management: Have been in discussion with MNRF for the past 6 years to acquire funding for to set up a Transition Team to set up a local Forest Management Company in the Temagami region.

**14. Notice of Motions**

None.

**15. New Business**

- a) **Memo No. 024-2019-PW – Recycling Agreement with Area Municipalities – Rate Increase**

Resolution No. 2019-661

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 024-2019-PW; and

That Council approves an increase for the acceptance of recyclable materials at the Spoke Transfer Station from \$271/tonne to a \$295/tonne rate effective January 1, 2020.

**Carried**

**b) Administrative Report No. PW-036-2019 – Marmak Asset Management**

Resolution No. 2019-662

Moved by: Councillor Hewitt

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-036-2019;

That Council re-confirms its commitment towards Asset Management and directs Staff to include an “Asset Management” funding component in the 2020 Operations Budget to address the recommendations and next steps in the Marmak – Municipal Finance Officers Assoc. (MFOA) “*Municipal Action Plan*”, dated September 30, 2019, for consideration at up-coming Budget deliberations; and

That Council directs staff to report back on the progress of the development of the AM Plan on a quarterly basis, with a deadline for completion of July 1, 2021.

**Carried**

**c) Memo No. 018-2019-RS – Ontario Trillium Foundation Funding – Splash Pad**

Resolution No. 2019-663

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 018-2019-RS; and

That Council directs staff to prepare the necessary by-law to enter into a funding agreement with the Ontario Trillium Foundation in the amount of \$150,000 towards the construction of the Rotary Splash Pad for consideration at the December 17, 2019 Regular Council meeting.

**Carried**

**d) Administrative Report No. RS-018-2019 – Bucke Park Operations**

Resolution No. 2019-664

Moved by: Councillor McArthur

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. RS-018-2019; and

That Council accepts the Sole Source Rationale prepared by staff and agrees to waive the tendering procedure in accordance with Section 10.10 (ii) of the City's Procurement Policy (By-law No. 2017-015); and

That Council directs staff to proceed with negotiations with the Bucke Park Recreation Committee for the operation of Bucke Park for the 2020 season.

**Carried**

**e) January to November 2019 Year-to-Date – Capital Financial Report**

Resolution No. 2019-665

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of the January to November 2019 Year-to-Date Capital Financial Report for information purposes.

**Carried**

**f) Temiskaming Shores Seniors Housing Corporation – TD Mortgage Guarantor**

*Mayor Kidd disclosed a pecuniary interest with this item and left the Council meeting and did not participate in the discussion of the subject matter nor did he vote on Resolution No. 2019-666.*

*Deputy Mayor McArthur chaired the meeting.*

Resolution No. 2019-666

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that the Council for the City of Temiskaming Shores hereby

acknowledges the request from the Temiskaming Shores Seniors Housing Corporation (TSSHC) for the City, as Guarantor of the TD loan to TSSHC, to increase the loan amount by \$153,265, from \$2,152,694 as outlined in Resolution No. 2019-512 to \$2,305,959; and

That Council hereby amends Resolution No. 2019-512 to increase the Guarantee amount from \$2,152,694 to \$2,305,959;

**Recorded Vote**

**For Motion**

Councillor Hewitt  
Councillor Jelly  
Councillor Laferriere  
Councillor McArthur

**Against Motion**

Councillor Whalen

**Carried**

**g) Memo No. 033-2019-CS – Job Site Challenge**

***Mayor Kidd resumed the Chair of the meeting.***

**Resolution No. 2019-667**

Moved by: Councillor Whalen  
Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 033-2019-CS for information purposes.

**Carried**

**h) Administrative Report No. CS-070-2019 – Economic Development Update**

**Resolution No. 2019-668**

Moved by: Councillor Hewitt  
Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-070-2019 for information purposes.

**Carried**



**16. By-laws**

Resolution No. 2019-669

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that:

By-law No. 2019-187 Being a by-law to amend By-law No. 2019-018 (Appointment of Rob Ritchie to the Recreation Committee)

By-law No. 2019-188 Being a by-law to enter into a Funding Agreement with the Ontario Trillium Foundation for the construction of a Splash Pad in the City of Temiskaming Shores

By-law No. 2019-189 Being a by-law to enter into a Memorandum of Understanding between Northern College of Applied Arts and Technology, the City of Temiskaming Shores and the Temiskaming Shores Public Library for library Services at Northern College – Haileybury Campus

be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2019-670

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that

By-law No. 2019-187;

By-law No. 2019-188; and

By-law No. 2019-189.

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, January 7, 2020 at 6:00 p.m.
- b) Special (Budget) – Wednesday, January 8, 2020 at 6:00 p.m.
- c) Special (Budget) – Thursday, January 9, 2020 at 6:00 p.m.
- d) Special (Budget) – Tuesday, January 14, 2020 at 6:00 p.m.
- e) Special (Budget) – Wednesday, January 15, 2020 at 6:00 p.m.
- f) Special (Budget) – Thursday, January 16, 2020 at 6:00 p.m.

**18. Question and Answer Period**

***Rob Ritchie***

Mr. Ritchie commented that Council, in regards to the Seniors project, will want to move very diligently in respect to the finances on it. Understands that many on the wait list when they are contacted are backing out.

**19. Closed Session**

**Resolution No. 2019-671**

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that Council agrees to convene in Closed Session at 6:45 p.m. to discuss the following matters:

- a) **Adoption of the July 23, 2019 – Closed Session Minutes**
- b) **Adoption of the November 19, 2019 – Closed Session Minutes**
- c) **Under Section 239 (2) (a) of the Municipal Act, 2001 – Security of the Property of the Municipality – Confidential Administrative Report No. PPP-005-2019 - Hazard Identification and Risk Assessment (HIRA);**
- d) **Under Section 239 (2) (a) of the Municipal Act, 2001 – Security of the Property of the Municipality – Confidential Administrative Report No.**

**PPP-006-2019 – Emergency Management Program – Municipal Compliance Report;**

- e) **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 – Outstanding Legal matters;**
- f) **Under Section 239 (2) (b) of the Municipal Act, 2001 – Personal matter about an identifiable individual including municipal or local board employees – HR Update;**

**Carried**

*Resolution No. 2019-672*

Moved by: Councillor Whalen  
Seconded by: Councillor Laferriere

Be it resolved that Council agrees to rise with report from Closed Session at 6:57 p.m.

**Carried**

*Matters from Closed Session:*

- a) **Adoption of the July 23, 2019 Closed Session Minutes**

*Resolution No. 2019-673*

Moved by: Councillor Jelly  
Seconded by: Councillor McArthur

Be it resolved that Council approves the July 23, 2019 Closed Session Minutes as printed.

**Carried**

- b) **Adoption of the November 19, 2019 Closed Session Minutes**

*Resolution No. 2019-674*

Moved by: Councillor McArthur  
Seconded by: Councillor Jelly

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

**Carried**

- c) **Under Section 239 (2) (a) of the Municipal Act, 2001 – Security of the Property of the Municipality – Confidential Administrative Report No. PPP-005-2019 - Hazard Identification and Risk Assessment (HIRA);**

Resolution No. 2019-675

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Confidential Administrative Report No. PPP-005-2019 and more specifically Appendix 01, being the revised Hazard Identification and Risk Assessment (HIRA); and

That Council accepts the revised Hazard Identification and Risk Assessment as presented which forms part of the annual maintenance requirements of the emergency management program.

**Carried**

- d) **Under Section 239 (2) (a) of the Municipal Act, 2001 – Security of the Property of the Municipality – Confidential Administrative Report No. PPP-006-2019 – Emergency Management Program – Municipal Compliance Report;**

Resolution No. 2019-676

Moved by: Councillor McArthur

Seconded by: Councillor Hewitt

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Confidential Administrative Report No. PPP-006-2019 and more specifically Appendix 01, being the Office of the Fire Marshal and Emergency Management (OFMEM) Municipal Compliance Report 2019; and

That Council accepts the Municipal Compliance Report 2019 as presented, which forms part of the annual compliance requirements of the emergency management program and authorizes the Community Emergency Management Coordinator to submit the report to the OFMEM confirming the

City of Temiskaming Shores 2019 Emergency Management Program compliance requirements.

**Carried**

- e) **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 – Outstanding Legal matters;**

Staff provided Council with an update in Closed Session.

- f) **Under Section 239 (2) (b) of the Municipal Act, 2001 – Personal matter about an identifiable individual including municipal or local board employees – HR Update;**

Resolution No. 2019-677

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Confidential Administrative Report No. CS-071-2019; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with J. L. Richards & Associates Limited for Planning Services for consideration at the December 17, 2019 Regular Council meeting.

**Carried**

Resolution No. 2019-678

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that By-law No. 2019-190 being a by-law to enter into an agreement with J. L. Richards and Associates Limited for Planning Services for the City of Temiskaming Shores be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2019-679

Moved by: Councillor Jelly  
Seconded by: Councillor McArthur

Be it resolved that By-law No. 2019-190 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**Carried**

**20. Confirming By-law**

Resolution No. 2019-680

Moved by: Councillor Laferriere  
Seconded by: Councillor Jelly

Be it resolved that By-law No. 2019-191 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Special meeting held on **December 3, 2019** and its Regular meeting held on **December 17, 2019** be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2019-681

Moved by: Councillor Whalen  
Seconded by: Councillor Hewitt

Be it resolved that By-law No. 2019-191 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**Carried**

**21. Adjournment**

Resolution No. 2019-682

Moved by: Councillor Jelly  
Seconded by: Councillor McArthur

Be it resolved that City Council adjourns at 7:01 p.m.

**Carried**

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Mayor – Carman Kidd

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Clerk – David B. Treen

**Ministry of Children,  
Community and Social  
Services**

**Ministère des Services à  
l'enfance et des Services  
sociaux et communautaires**



Minister's Office

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127-2019-9359

December 16, 2019

Dear Municipal Partner:

I am writing to let you know that the Ministry of Children, Community and Social Services, in collaboration with other ministries across government, is currently assessing Ontario's Poverty Reduction Strategy and is launching consultations to inform the development of a new five-year strategy, in accordance with the Poverty Reduction Act, 2009.

Our government believes that the people of Ontario are the province's greatest asset, and when they succeed, our economy and province succeed. However, we know that one in seven Ontario residents live in poverty.

Empowering people and supporting them during challenging times is a priority for our government. We also know that we cannot do this work alone. We are committed to listening and working with individuals, communities, organizations, businesses, Indigenous partners and all levels of government. It is our shared responsibility to create the conditions for success. To do so, we need organizations across the province to share their ideas and feedback about how we can work together to tackle poverty.

Our goal is to drive progress and identify solutions to reduce poverty. To inform our new Poverty Reduction Strategy, we will be asking Ontario residents how we can encourage job creation and connect people to employment opportunities; provide people with the right supports and services; and lower the cost of living and make life more affordable.

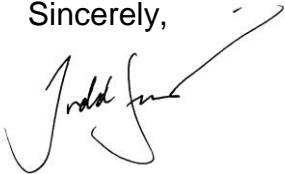
An online survey will be posted in January 2020 for a period of approximately 60 days. I hope that you will respond to the survey and encourage members of your community, including those who have experience living in poverty, to participate. We will share more information about the survey in the new year.

.../cont'd

We are also accepting written submissions and any recommendations for the next strategy as well as feedback on the previous 2014–19 Poverty Reduction Strategy, by e-mail at [prso@ontario.ca](mailto:prso@ontario.ca) or by mail at Poverty Reduction Strategy, 3rd Floor, 315 Front Street West, Toronto ON, M7A 0B8. If there are any questions on how identifying information included with a submission will be used, please contact: Manager, Strategic Policy Unit, MCCSS by e-mail at [prso@ontario.ca](mailto:prso@ontario.ca) or by telephone at (647) 308-9963.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Smith", with a long, sweeping flourish extending upwards and to the right.

Todd Smith  
Minister



**Ministry of Children,  
Community and Social  
Services**

**Ministère des Services à  
l'enfance et des Services  
sociaux et communautaires**



Minister's Office

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Télec. : 416 325-5240

127-2019-9359

Le 16 décembre 2019

Madame, Monsieur,

Je vous écris pour vous informer que le ministère des Services à l'enfance et des Services sociaux et communautaires s'emploie actuellement, en collaboration avec d'autres ministères du gouvernement, à évaluer la Stratégie ontarienne de réduction de la pauvreté et entame des consultations en vue de l'élaboration d'une nouvelle stratégie quinquennale, conformément à la *Loi de 2009 sur la réduction de la pauvreté*.

Le gouvernement estime que les Ontariennes et les Ontariens sont les principaux atouts de la province et que c'est leur réussite qui garantit le dynamisme de l'économie et l'essor de l'Ontario. Cependant, nous savons que, dans la province, une personne sur sept vit dans la pauvreté.

Le gouvernement s'est fixé comme priorité d'aider les gens à prendre leur avenir en main et à traverser les périodes difficiles. Or, nous ne pouvons pas accomplir ce travail seuls. Nous avons à cœur d'écouter les particuliers, les communautés, les organismes, les entreprises, les partenaires autochtones et tous les ordres de gouvernement, et de travailler à leurs côtés. Il est de notre responsabilité commune de créer les conditions propices à la réussite. À cette fin, nous avons besoin que les organisations de toute la province nous transmettent leurs idées et leurs commentaires sur les moyens d'œuvrer ensemble à la lutte contre la pauvreté.

Notre objectif est d'accélérer les progrès et de trouver des solutions destinées à réduire la pauvreté. En vue de la nouvelle Stratégie de réduction de la pauvreté, nous solliciterons l'avis de la population ontarienne sur les façons d'encourager la création d'emplois, de permettre aux gens de trouver un emploi, de fournir des soutiens et des services appropriés, d'abaisser le coût de la vie et de rendre le quotidien plus abordable.

.../suite

Nous publierons un sondage en ligne en janvier 2020 pendant environ 60 jours. J'espère que vous répondrez à ce sondage et que vous encouragerez les membres de votre communauté, y compris les personnes en situation de pauvreté, à y participer. Nous vous communiquerons de plus amples renseignements sur le sondage en début d'année prochaine.

Nous invitons également les intervenants à nous adresser des observations écrites, à nous faire part de leurs recommandations sur la prochaine stratégie et à nous transmettre leurs commentaires au sujet de la précédente Stratégie de réduction de la pauvreté (2014-2019), soit en nous envoyant un courriel à l'adresse [prso@ontario.ca](mailto:prso@ontario.ca), soit en nous écrivant par courrier postal à l'adresse suivante : Stratégie de réduction de la pauvreté, 315, rue Front Ouest, 3<sup>e</sup> étage, Toronto (Ontario) M7A 0B8. Si vous avez des questions relatives à l'utilisation des renseignements identificatoires figurant dans les observations qui nous sont transmises, veuillez communiquer avec la chef, Unité des politiques stratégiques, MSESC, par courriel à l'adresse [prso@ontario.ca](mailto:prso@ontario.ca) ou par téléphone au 647 308-9963.

Je me réjouis à l'idée d'échanger avec vous plus en détail.

Je vous prie d'agréer, Madame, Monsieur, mes salutations les plus cordiales.

Le ministre,



Todd Smith



# Little Claybelt Homesteaders Museum

Box 1718, B-883356 Highway 65  
New Liskeard, ON P0J 1P0  
Phone: 705-647-9575

<http://claybeltmuseum.ca>

December 10, 2019

RECEIVED  
DEC 13 2019

Mayor & Council  
City of Temiskaming Shores  
325 Farr Drive, Box 2050  
Haileybury Ontario  
P0J 1K0

Dear Mayor & Council:

At the Little Claybelt Homesteaders Museum meeting of December 9, 2019, a discussion took place regarding the current renovations taking place at the former Medical Centre in New Liskeard in preparation for its conversion into the new library for the City of Temiskaming Shores.

While the decision to move the library is not our concern, the fate of the former New Liskeard Library building is. As an organization dedicated to preserving the history of our area, the future of this building is of great concern for not only those living in this area but many who have resided here in the past and know this building as the centerpiece of the town.

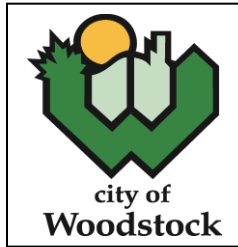
The New Liskeard Library was built in 1911 and with the assistance of a grant from Andrew Carnegie became one of only 125 Carnegie Libraries in Canada. It is one of three in Northeastern Ontario, North Bay and Sault Ste. Marie being the others.

It has been suggested that Council may in fact sell the building when the new library is ready and the fate of the current building would lay in the hands of the purchaser who may in fact have the option of just tearing the building down. We strongly believe that a decision such as this would not be in the best interest of the current residents nor those who have roots in this area.

We ask that Council not make any decision on this building without the assistance of public forum meetings in order to make a final decision based on the desires of the community.

Thank you for your time and cooperation.

Margaret Villneff  
President



Office of the City Clerk  
Woodstock City Hall  
P.O. Box 1539  
500 Dundas Street  
Woodstock, ON N4S 0A7  
Telephone (519) 539-1291

December 18, 2019

The Honourable Jeff Yurek,  
Minister of Environment, Conservation and Parks  
College Park 5th Flr, 777 Bay St,  
Toronto, ON M7A 2J3

**Re: Ban of Single-Use Plastic Handled Shopping Bags**

Please be advised that the Council of the Corporation of the City of Woodstock passed the following resolution at its regular Council meeting held on December 12, 2019:

“That Woodstock City Council continue to support the single-use plastic handled shopping bag ban in principle but defer a decision regarding implementation until the Provincial and/or Federal governments have announced their decision and plans for a ban;

And further that Woodstock City Council supports a harmonized ban of single-use plastic shopping bags across the Province of Ontario;

And further that staff be directed to participate in the consultations with the Minister of Environment, Conservation and Parks with respect to the new producer responsibility model for the Blue Box Program, including discussing solutions with respect to single-use plastic shopping bags;

And further that Council pre-approve \$5,000 in the 2020 revenue fund budget in order for the Woodstock Environment Advisory Committee to undertake a public education campaign to educate and encourage Woodstock residents to reduce the use and consumption of single-use plastic shopping bags;

And further that this resolution be circulated to the Minister of Environment, Conservation and Parks and all Ontario municipalities.”

Yours Truly,

Amelia Humphries, B. Math, M.P.A.  
City Clerk

c: All Ontario municipalities

December 16, 2019

## Queen's Park Update

### Cannabis

On December 12<sup>th</sup>, the government amended Ontario Regulation 478/18 under the *Cannabis License Act, 2018*. This opens Ontario's cannabis retail market in 2020. Retail applications begin on January 6, 2020 and the new changes in the regulation include:

- Ceasing the lottery for retail licenses
- Eliminating pre-qualification requirements for retailers
- Allowing licensed producers to open retail store connected to a production facility

On March 2, 2020, the restrictions on the total number of store authorizations permitted in the province will be revoked. Licensed operators will be allowed to have up to 10 stores until September 2020, up to 30 stores until September 2021 and up to 75 stores afterwards. Store applications will only be eligible in municipalities that have opted-in to sell cannabis.

For more information, visit [www.agco.ca](http://www.agco.ca).

### End of the Fall Legislative Session

The Legislative Assembly of Ontario ended its 2019 legislative session on December 12<sup>th</sup> and is adjourned until February 18, 2020. Here are some short summaries of Bills of municipal interest that have received Royal Assent.

**[Bill 132, Better for People, Smarter for Business Act, 2019](#)** – Received Royal Assent on Dec. 10<sup>th</sup>.

The legislative changes in Bill 132 of most municipal concern are to the *Aggregates Act*. While it is an improvement that a change will require an application process for below water table extraction, rather than just an amendment to a licence, it still allows the province to issue licences for below water table extraction while the *Safe Drinking Water Act*, Section 19 stipulates that owners of municipal drinking water sources are guilty of an offence if they fail to exercise care over a drinking water system, like a

well. As aquifers are connected, a decision of the province to allow below water table extraction could lead to contamination of municipal drinking water sources.

Given the conflict between these two Acts, AMO had asked for a concurrent amendment to the *Safe Drinking Water Act* to indemnify Council members for decisions on *Aggregates Act* applications that the province makes. This amendment was not made to the legislation that now has Royal Assent. We believe this will result in municipal councils appealing all provincial decisions on below water table extraction to the Local Planning Appeal Tribunal (LPAT) to show appropriate due diligence.

As well through Bill 132, the *Highway Traffic Act* was amended to allow municipal governments to pass by-laws that will allow some off-road vehicles to be driven on municipal highways.

For more information on this omnibus bill, please refer to AMO's [Bill 132 submission](#).

**[Bill 138, Plan to Build Ontario Together Act, 2019](#)** – Received Royal Assent on December 10<sup>th</sup>.

This omnibus Bill accompanied the 2019 Fall Economic Statement and affected 40 statutes. This included:

- Section 26.1 of the *Development Charges Act* is amended and will remove industrial development and commercial development from eligible development types that can be charged.
- Subsection 329 (2) of the *Municipal Act, 2001* and section 291 (2) of the *City of Toronto Act, 2006* has been amended regarding calculating property taxes when the permitted uses of land change.
- The *Supply Chain Management Act* specifies how the broader public sector may carry out supply chain management and procurement. AMO has confirmed that these provisions will not apply to municipalities.
- Section 37 of the *Planning Act* has been amended to set out a process for a person or public body to appeal a community benefits charge by-law to the Local Planning Appeal Tribunal.
- Section 40 (1) of the *Liquor Licence and Control Act* permits municipal councils to designate a recreational area under its jurisdiction to prohibit the possession of liquor.

**[Bill 136, Provincial Animal Welfare Services Act, 2019](#)** – Received Royal Assent on December 5<sup>th</sup>.

This bill creates an animal welfare framework. Under the Act, in the event of a conflict between a municipal by-law and the *Provincial Animal Welfare Services Act*, the provision that affords the greater protection to animals will prevail. The legislation

requires an implementation of a full provincial government-based animal welfare enforcement model.

The province has confirmed that all enforcement mechanisms will be performed by them.

**[Bill 124, Protecting a Sustainable Public Sector for Future Generations Act, 2019](#)**

– Received Royal Assent on November 7<sup>th</sup>.

Under Bill 124, broader public sector employee salary increases will be limited to 1% for the next three years. AMO has been assured that this Act does not apply to employers that are a municipality, a local board as defined in the *Municipal Act*, and persons and organizations that are appointed or chosen under the authority of a municipality.

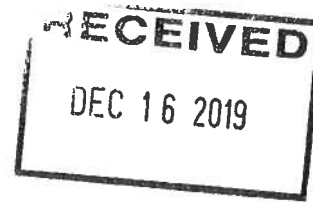
**AMO Contact:**

You can contact AMO's Policy Team at [policy@amo.on.ca](mailto:policy@amo.on.ca) or 416-971-9856.

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\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Dec 13 2019



Attention: Mayor Kidd and council

On Thursday December 12, 2019 I attended my granddaughters Christmas concert at NLPS.

I arrived at 140 and was gone as soon as concert was over. I guess I could have gone a little later as it turned out she was not on stage until near the end, but you never know that until you arrive. I admit I enjoy watching all the program and I feel it is important to support our school activities.

It is true I Later noticed I was parked in a no parking zone along with many others. There is little to no parking around the school and I am always nervous of walking in the winter at my age. I really feel that the city could make an exception with the parking rules when there are special activities at the school especially in the winter months. I hope that Mayor and council will give my thoughts some consideration. I know from posts on facebook that there were a lot of unhappy people that afternoon.

I am enclosing my cheque with my ticket as I am a senior and do not enjoy winter driving.

I am looking forward to your response.

Yours truly

A handwritten signature in cursive script that reads "Deborah Dekkers".

Deborah Dekkers Box 436 New Liskeard

705-647-2965



Dear Mayor/Head of Council:

**RE: Call for Action to Pass a Resolution about Transition of the Blue Box to Full Producer Responsibility**

I would ask your Council to pass a resolution outlining your municipal government's preferred date to transition your Blue Box program to full producer responsibility if provided the opportunity to self-determine (between January 1, 2023 and December 31, 2025). While the Province has not yet determined what mechanism will be used to choose when municipalities will transition, AMO believes your Councils are in the best position to decide when the best time to transition your Blue Box program is based on your specific circumstances (e.g. assets, contracts, integrated waste management system).

**AMO is asking that a Council resolution be passed by June 30, 2020, be directed to AMO and the Ontario Ministry of Environment Conservation and Parks, that specifies:**

1. Your Council's preferred date to transition based on existing service provision (between January 1, 2023, and December 31, 2025);
2. Rationale for transition date;
3. Whether your municipal government is interested in potentially continuing to provide services (e.g. contract management, collection, haulage processing services etc.) or not; and,
4. Key contacts if there are any follow-up questions.

**NOTE: Your Council's stated preference may not be the final determination of your transition date, nor are you obligated in any way by the date that is specified.**

Please read the rationale for self-determination (**Attachment 1**), and the example resolution (**Attachment 2**) for more details.

Thank you for your attention and assistance in this matter. If you have any questions or require further information, please contact Dave Gordon, Senior Advisor, at 416 389 4160 or [dgordon@amo.on.ca](mailto:dgordon@amo.on.ca) or Amber Crawford, Policy Advisor, at 416 971 9856 extension 353 or [acrawford@amo.on.ca](mailto:acrawford@amo.on.ca).

Sincerely,

Jamie McGarvey  
AMO President  
Mayor of Parry Sound



*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, August 21, 2019**  
at the NEOFACS Boardroom – 40 Third Street, Englehart

**Present:** Doug Jelly – Chair  
Derek Mundle – Vice-Chair  
Patrick Adams  
Cliff Fielder  
Sharon Gadoury-East (teleconference)

Patricia Hewitt  
Pat Kiely  
Ian MacPherson  
Airianna Misener  
Kelly Black, CAO

**Staff:** Dani Grenier-Ducharme – Children's Services Manager  
Lyne Labelle, Housing Services Manager

**Media:** Darlene Wroe, Temiskaming Speaker

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

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None

**2.0 PETITIONS AND DELEGATIONS**

None

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

**Resolution # 2019-61**  
Moved by: Cliff Fielder  
Seconded by: Ian MacPherson

**THAT the agenda of the regular meeting of the Board held on August 21, 2019 be approved as presented.**

Carried.

**4.0 ADOPTION OF PREVIOUS MINUTES**

**Resolution # 2019-62**  
Moved by: Derek Mundle  
Seconded by: Patrick Adams

**THAT the minutes of the regular meeting of the Board held on June 19, 2019 be approved as presented.**

Carried.

**5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

None

## 6.0 CORRESPONDENCE

- 6.1 Letter from the Agricultural Research Institute of Ontario (ARIO) dated August 14, 2019 re: lease for the DTSSAB South office.
- 6.2 Letter from the Minister of Health dated August 20, 2019 re: Land Ambulance
- 6.3 Letter from the Ministry of Health dated August 20, 2019 re: Land Ambulance Services Grant (LASG) Funding

**Resolution # 2019-63**  
Moved by: Pat Kiely  
Seconded by: Derek Mundle

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

Carried.

## 7.0 OTHER BUSINESS

### 7.1 Capital Project NLPS – Mitigation Fund

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

**Resolution # 2019-64**  
Moved by: Derek Mundle  
Seconded by: Cliff Fielder

**THAT the Board approve the use of Mitigation Funds to cover expenses of the capital project at New Liskeard Stepping Stones Daycare (NLSSDC) in the New Liskeard Public School (NLPS) with the additional costs attributed through the tender process. The global amount for this project is \$366,614.62.**

Carried.

The CAO will review the procurement policy regarding tendered projects for approval.

### 7.2 Capital Project Englehart - Mitigation Funds - Additional amount discussion

Dani Grenier-Ducharme – Children’s Services Manager, presented this item for discussion.

### 7.3 Request to deposit donated funds to EMS Vehicle Reserve

Kelly Black, CAO, presented this item for approval.

**Resolution # 2019-65**  
Moved by: Patrick Mundle  
Seconded by: Ian MacPherson

**THAT the Board approve a deposit of \$ 8,000 to the EMS Equipment Reserve Fund as received from donations towards the purchase of a Remote Patient Access Unit.**

### 7.4 Request to purchase Remote Patient Access Unit from donated reserves

This item was differed to the next regular meeting of the Board.

**7.5 Maximum Rent Increase for 2020**

Lyne Labelle, Housing Services Manager, presented this item for approval.

**Resolution # 2019-66**  
Moved by: Cliff Fielder  
Seconded by: Patricia Hewitt

**THAT the Board approve to increase the maximum rents for all DTSSAB owned community housing buildings the full 2.2% allowed as per the 2020 Market Rent Control Guidelines set by the Ministry, excluding the family units from Kirkland Lake and Temiskaming Shores. The increase would be effective January 1, 2020.**

Carried.

**7.6 Affordable Housing Development – 255 Grant Drive**

Kelly Black, CAO, presented this item for information.

**7.7 Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priority Housing Initiative (OPHI) Funding**

Kelly Black, CAO, presented this item for approval.

**Resolution # 2019-67**  
Moved by: Patrick Adams  
Seconded by: Patricia Hewitt

**THAT the Board approve the Investment Plan (IP) for Phase I of the Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priority Housing Initiative (OPHI) as presented. The funding provides Timiskaming District with \$903,705.00 in funding over three years ending March 31, 2022. The funding is to be allocated as presented:**

Program Name	Component	Total 3 Year Allocation
Canada-Ontario Community Housing Initiative (COCHI)	Capital Projects	\$142,405.00
Ontario Priority Housing Initiative (OPHI)	Ontario Renovates	\$494,170.00
Ontario Priority Housing Initiative (OPHI)	Home Ownership	\$160,000.00
Ontario Priority Housing Initiative (OPHI)	Housing Support Services	\$38,065.00
Ontario Priority Housing Initiative (OPHI)	Rent Supplement	\$31,000.00
COCHI & OPHI	Administration Costs	\$38,065.00
<b>TOTAL</b>		<b>\$903,705.00</b>

Carried.

**7.8 2019 Q2 operational overview report**

Kelly Black, CAO, presented this item for information.

**7.9 CAO Report**

Kelly Black, CAO, presented this item for information.

**8.0 ADJOURNMENT / NEXT MEETING**

**Resolution # 2019-68**  
Moved by: Ian MacPherson  
Seconded by: Cliff Fielder

**RESOLVED THAT the Board meeting be hereby adjourned at 6:13 p.m.**

**AND that the next meeting be held on September 18, 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, September 18, 2019

at the NEOFACS Boardroom – 40 Third Street, Englehart

---

**Present:** Doug Jelly – Chair  
Derek Mundle – Vice-Chair  
Patrick Adams  
Cliff Fielder  
Sharon Gadoury-East (teleconference)

Patricia Hewitt  
Pat Kiely  
Ian MacPherson  
Airrianna Misener  
Kelly Black, CAO

**Staff:** Dani Grenier-Ducharme – Children's Services Manager  
Lyne Labelle, Housing Services Manager  
Rachel Levis, Director of Human Resources  
Janice Loranger, Director of Finance  
John McCarthy, EMS Chief  
Mark Stewart, Director of Client Services

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

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None

**2.0 PETITIONS AND DELEGATIONS**

None

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

**Resolution # 2019-69**  
Moved by: Cliff Fielder  
Seconded by: Ian MacPherson

**THAT the agenda of the regular meeting of the Board held on September 18, 2019 be approved as amended:**

**Under item 7 – Other Business, addition of item 7.7 – Township of James Fire Department - outstanding invoice.**

Carried.

**4.0 ADOPTION OF PREVIOUS MINUTES**

**Resolution # 2019-70**  
Moved by: Patrick Adams  
Seconded by: Derek Mundle

**THAT the minutes of the regular meeting of the Board held on August 21, 2019 be approved as presented.**

Carried.

## 5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

With regards to the capital projects discussed under item 7.1 from the previous minutes, Kelly Black informed the Board that the Children's Services Manager, Dani Grenier-Ducharme, will create a local procedure for tendered projects.

## 6.0 CORRESPONDENCE

Kelly Black presented these items for information:

- 6.1 Media release from the Temiskaming Hospital, dated August 23, 2019 re: Platinum Patient Transfer Services Announcement
- 6.2 Article from Joe O'Grady published on August 27, 2019 re: Patient transfers a critical drain on health care resources
- 6.3 Letter from the Ministry of Municipal Affairs and Housing dated August 21, 2019 re: Local Homeless Enumeration
- 6.4 Letter from the Social Assistance Service Delivery Branch dated Sept. 12, 2019 re: 2020 Ontario Works Program Delivery Funding Allocation
- 6.5 Correspondence from the Ministry of Education dated August 28, 2019 re: Implementation of child care funding changes

**Resolution # 2019-71**

Moved by: Pat Kiely

Seconded by: Patrick Adams

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

Carried.

## 7.0 OTHER BUSINESS

### 7.1 Child Care funding changes – Example of the phased-in approach

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

### 7.2 Approval for selling retired paramedic pick-up trucks for public bid

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

**Resolution # 2019-72**

Moved by: Derek Mundle

Seconded by: Ian MacPherson

**THAT the Board approve the sale of two retired paramedic response pick-up trucks by means of a public closed bidding process.**

Carried.

### 7.3 Request to purchase Remote Patient Access Unit from donated reserves

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

**THAT the Board direct the EMS department to begin the purchase of a remote patient access unit with the donated funds accumulated in the EMS Equipment Reserve Fund in the amount of \$79,655.00.**

Carried.

**7.4 General Insurance Renewal 2019/2020**

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

**Resolution # 2019-74**  
Moved by: Pat Kiely  
Seconded by: Ian MacPherson

**THAT the Board approve the renewal of our general insurance package with Frank Cowan Company at an approximate cost of \$81,103 plus applicable taxes. This amount may change slightly due to additions or deletions to our ambulance fleet.**

Carried.

**7.5 2019 Q2 Financial Report**

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

**7.6 Approval of policy #OHS-12: Physical and Psychological Health, Safety and Wellness – Employer Statement of Commitment**

Rachel Levis, Director of Human Resources, presented this item for approval.

**Resolution # 2019-75**  
Moved by: Cliff Fielder  
Seconded by: Airianna Misener

**THAT the Board approve the updated policy OHS-12 – Physical and Psychological Health, Safety and Wellness – Employer Statement of Commitment.**

Carried.

**7.7 Township of James Fire Department - outstanding invoice**

Kelly Black, CAO, presented this item for information.

Dani Grenier-Ducharme left the meeting at 7:30 PM.

**8.0 In Camera Session**

**Resolution # 2019-76**  
Moved by: Ian MacPherson  
Seconded by: Derek Mundle

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

Carried.



**9.0 Return to the Regular Meeting**

**Resolution # 2019-77**  
Moved by: Patricia Hewitt  
Seconded by: Cliff Fielder

**THAT the Board resolve to rise from the in camera session and reconvene with the regular meeting of the Board without report at 7:44 p.m.**

Carried.

**8.0 ADJOURNMENT / NEXT MEETING**

**Resolution # 2019-78**  
Moved by: Sharon Gadoury-East  
Seconded by: Patrick Adams


**RESOLVED THAT the Board meeting be hereby adjourned at 7:50 p.m.**

**AND that the next meeting be held on October 16, 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, October 16, 2019**  
at the NEOFACS Boardroom – 40 Third Street, Englehart

**Present:** Doug Jelly – Chair  
Derek Mundle – Vice-Chair  
Patrick Adams  
Cliff Fielder  
Sharon Gadoury-East  
Patricia Hewitt (via teleconference)  
Ian MacPherson  
Kelly Black, CAO

**Regrets:** Pat Kiely; Airianna Misener

**Staff:** Steve Cox, Housing Services Maintenance Manager  
Lyne Labelle, Housing Services Manager  
John McCarthy, EMS Chief

**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 # 2019-79**  
Moved by: Sharon Gadoury-East  
Seconded by: Patrick Adams

**THAT the agenda of the regular meeting of the Board held on October 16, 2019 be approved as presented.**

Carried.

**4.0 ADOPTION OF PREVIOUS MINUTES**

**Resolution # 2019-80**  
Moved by: Cliff Fielder  
Seconded by: Ian MacPherson

**THAT the minutes of the regular meeting of the Board held on September 18, 2019 be approved as presented.**

Carried.

**5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

Regarding item 7.7 – Township of James' Outstanding Invoice: Kelly Black, CAO, reported that she left a message with the Emergency Management Office (EMOI) for clarification on the onus

of a search and rescue. Kelly will contact Reeve Terry Fiset from the Township of James once the DTSSAB receives the EMO's clarification.

## 6.0 CORRESPONDENCE

Kelly Black presented these items for information:

- 6.1 Letter from the Ministry of Children, Community and Social Services, dated October 3, 2019 re: Ontario Works (OW) and the Transition Child Benefit (TCB)

**Resolution # 2019-81**  
Moved by: Derek Mundle  
Seconded by: Cliff Fielder

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

Carried.

## 7.0 OTHER BUSINESS

### 7.1 Elevator Service Contract Renewal

Steve Cox, Housing Services Maintenance Manager, presented this item for approval.

**Resolution # 2019-82**  
Moved by: Sharon Gadoury-East  
Seconded by: Patrick Adams

**THAT the Board award the contract for servicing the elevator equipment at our buildings located at 25 – 25 A Tweedsmuir Road Kirkland Lake – 100 Market Street New Liskeard and 480 Broadway Avenue Haileybury, ON to ThyssenKrupp (Canada) Ltd for a four year term effective January 1, 2020 through December 31, 2023.**

Carried.

Steve Cox left the meeting at 5:37 PM.

### 7.2 Transfer of Kirkland Lake Non-Profit Housing Corporation

Lyne Labelle, Housing Services Manager, presented this item for information.

**Resolution # 2019-83**  
Moved by: Cliff Fielder  
Seconded by: Ian MacPherson

**THAT the Board approve to give direction to the Housing Services Manager to proceed with the transfer of ownership of the asset known as Kirkland Lake Non-Profit Housing Corporation to the District of Timiskaming Social Services Administration Board's Local Housing Corporation.**

Carried.

Lyne Labelle left the meeting at 5:42 PM.

**7.3 2019 Q3 Operational Overview Report**

Kelly Black presented this item for information.

The Board directed John McCarthy, EMS Chief, to prepare a letter for them to congratulate the Paramedics who participated to the Paramedic Memorial Ride in September.

**7.4 CAO Report**

Kelly Black presented this item for information.

**7.5 Service Integration Model**

Kelly Black presented this item for information.

**8.0 ADJOURNMENT / NEXT MEETING**

**Resolution # 2019-84**  
Moved by: Derek Mundle  
Seconded by: Ian MacPherson

**RESOLVED THAT the Board meeting be hereby adjourned at 6:15 PM.**

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

Carried.

Minutes signed as approved by the Board:

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

2019-11-20  
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, November 20, 2019

at the NEOFACS Boardroom – 40 Third Street, Englehart

**Present:** Doug Jelly – Chair  
Derek Mundle – Vice-Chair  
Patrick Adams  
Cliff Fielder  
Pat Kiely  
Airianna Leveille  
Ian MacPherson  
Kelly Black, CAO

**Regrets:** Sharon Gadoury-East  
Patricia Hewitt

**Staff:** Steve Cox, Housing Services Maintenance Manager  
Lyne Labelle, Housing Services Manager  
Rachel Levis, Director of Human Resources  
Janice Loranger, Director of Finance

**Media:** Darlene Wroe, The Temiskaming Speaker

**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 # 2019-85**  
Moved by: Cliff Fielder  
Seconded by: Airianna Leveille

**THAT the agenda of the regular meeting of the Board held on November 20, 2019 be approved as presented.**

Carried.

**4.0 ADOPTION OF PREVIOUS MINUTES**

**Resolution # 2019-86**  
Moved by: Patrick Adams  
Seconded by: Derek Mundle

**THAT the minutes of the regular meeting of the Board held on October 16, 2019 be approved as presented.**

Carried.

## **5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

Kelly Black reported that a letter will be forwarded to the Ministry of Community Safety and Correctional Services to reconfirm the responsibility of search and rescue services in unincorporated areas. The findings will then be shared with the council and the reeve of Elk Lake.

Kelly Black also reported that, on behalf of the Board, a letter was presented to the Paramedics who participated to the Paramedic Memorial Ride in September to congratulate them of their involvement.

## **6.0 OTHER BUSNIESS**

### **6.1 Children's Services Capital Projects Policy**

Kelly Black presented this item for information.

### **6.2 Housing Services – Pest Control Contractor Renewal**

Steve Cox, Housing Services Maintenance Supervisor, presented this item for approval.

**Resolution # 2019-87**  
Moved by: Ian MacPherson  
Seconded by: Patrick Adams

**THAT the Board award the contract for pest control to Orkin Canada Corporation for a four year term effective January 1, 2020 through December 31, 2023.**

Carried.

### **6.3 2020 Housing Services Budget**

Lyne Labelle, Housing Services Manager, presented this item for information. Steve Cox, Housing Services Maintenance Manager, provided additional information.

Steve Cox and Lyne Labelle left the meeting at 6:18 PM.

### **6.4 2020 Ontario Works Budget**

Kelly Black presented this item for information.

### **6.5 2020 Program Support Budget**

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

### **6.6 EMS Service Review**

Kelly Black presented this item for information.

### **6.7 CAO Report**

Kelly Black presented this item for information.

Janice Loranger and Darlene Wroe left the meeting at 6:44 PM.

**6.0 IN CAMERA SESSION**

**Resolution # 2019-88**  
Moved by: Derek Mundle  
Seconded by: Cliff Fielder

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

Carried.

**7.0 RETURN TO THE REGULAR MEETING**

**Resolution # 2019-89**  
Moved by: Cliff Fielder  
Seconded by: Airianna Leveille

**THAT the Board resolve to rise from the in camera session and reconvene with the regular meeting of the Board without report at 7:12 PM.**

Carried.

Rachel Levis left the meeting at 7:12 PM.

**8.0 ADJOURNMENT / NEXT MEETING**

**Resolution # 2019-90**  
Moved by: Pat Kiely  
Seconded by: Patrick Adams

**RESOLVED THAT the Board meeting be hereby adjourned at 7:13 PM.**

**AND that the next meeting be held on December 18, 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

**1.0 CALL TO ORDER**

The meeting was called to order at 6:29 p.m.

**2.0 ROLL CALL**

PRESENT:	Mayor Carman Kidd; Councillor Mike McArthur; Chris Oslund, City Manager; Tammie Caldwell, Director of Recreation; Matt Bahm, Director of Recreation; Jeff Thompson, Superintendent of Community Programs; Paul Allair, Superintendent of Parks and Facilities; Dan Lavigne; Chuck Durrant (Left at 6:58pm); Simone Holzamer
REGRETS:	Councillor Jesse Foley; Richard Beauchamp;

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

There were no revisions or deletions to the agenda.

**4.0 APPROVAL OF AGENDA**

**Recommendation RS-2018-047**

**Moved by:** Dan Lavigne

**Seconded by:** Chuck Durrant

Be it recommended that the Recreation Services Committee Agenda for the October 21, 2019 meeting be approved as printed.

**CARRIED**

**5.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE**

There was no disclosure of pecuniary interest and general nature

**6.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES**

**Recommendation RS-2019-048**

**Moved by:** Carman Kidd

**Seconded by:** Chuck Durrant

That the minutes of the Recreation Services Committee of September 9, 2019 be adopted as presented.



**CARRIED**

**7.0 DELEGATIONS / PUBLIC PRESENTATIONS**

There were no delegations/public presentations

**8.0 UNFINISHED BUSINESS**

None

**9.0 NEW BUSINESS**

i) Budget

Director Caldwell gave a verbal presentation of the proposed 2020 recreation budget to the committee. It was noted that we have little control over major expenses including wages and energy costs for facilities. There are also some unknowns that must be addressed before a clearer picture of the budget forms.

1. Summer Ice – Staff to convene a meeting with arena users special to summer ice use. To break even the NL arena needs approximately 34 paid hours per week in the summer to break even and the number of hours booked has fluctuated between 28-43 depending on the week. By moving our start up date from Mid-July to Mid-August there would be a potential to save costs and still be able to book the majority of summer ice users during that time period.
2. Bucke Park – Operations for Bucke Park are not decided yet and will be updated once a meeting with interested parties is completed.
3. Marinas – The lease to operate the New Liskeard marina is vacant. Staff is considering the benefit of operating the New Liskeard marina with summer students or contracting it out for a flat fee. Haileybury marina will operate and be staffed as it has in the past by City staff.

Director Caldwell then discussed proposed operating and capital budgets for the upcoming season. Proposed projects are re-grouting of the pool, a dehumidifier for the Haileybury Arena and the Rotary Splash Pad project. The

Splash Pad committee has determined that they will propose moving forward with the project in 2020 if 80% of the funding is in place.

Recreation projects included in the building maintenance budget include the replacement of Haileybury Arena roof and the municipality's portion of the New Liskeard Arena upgrade project being submitted to the ICIP grant.

ii) Programming Update

The Committee received the presentation by Jeff Thompson, Superintendent of Community Programming.

iii) Parks and Facilities Update

The Committee received the presentation by Paul Allair, Superintendent of Parks and Facilities

iv) Director's/Property Maintenance Update

The Committee received the presentation by Tammie Caldwell, Director of Recreation

v) Kelly Howard – Request to waive Rental Fee of NL Community Hall

The Committee considered the request from Kelly Howard for use of the New Liskeard Community Hall for a New Years Eve fundraiser event with proceeds to be given to Zack's Crib and that rental fees be waived for the event.

**Recommendation RS-2019-049**

**Moved by:** Simone Holzamer

**Seconded by:** Carman Kidd

That the Recreation Committee approve the fee to be waived for the rental of the New Liskeard Community Hall for the New Years Eve Fundraiser in support of Zack's Crib and directs staff to contact Zack's Crib that they would be willing to waive the fee for one fundraiser per year as per the practice with other youth organizations.

**CARRIED**

vi) Walter Pape -

The Committee reviewed the letter from Mr. Walter Pape in regards to the maintenance of City of Temiskaming Shores signs at highway entrances, the Mill Creek Trail and the issue with the stairs at Riverside Place.

**10.0 SCHEDULE OF MEETINGS 2019**

- November 18
- December 9
- January 13
- February 10
- March 9
- April 6
- May 11
- June 8

**11.0 CLOSED SESSION**

There was no closed session.

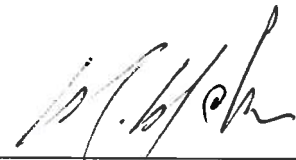
**12.0 ADJOURNMENT**

**Recommendation RS-2018-050**

**Moved by:** Dan Lavigne

Be it resolved that the Recreation Services Committee meeting of Monday October 21, 2019 be adjourned at 7:25 p.m.

**CARRIED**



Committee Chair



Recorder

**1.0 CALL TO ORDER**

The meeting was called to order at 6:35 p.m.

**2.0 ROLL CALL**

PRESENT:	Councillor Mike McArthur; Councillor Jesse Foley; Matt Bahm, Director of Recreation; Paul Allair, Superintendent of Parks and Facilities; Dan Lavigne; Chuck Durrant; Richard Beauchamp
REGRETS:	Mayor Carman Kidd; Chris Oslund, City Manager; Jeff Thompson, Superintendent of Community Programs; Simone Holzamer

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

There were no revisions or deletions to the agenda.

**4.0 APPROVAL OF AGENDA**

**Recommendation RS-2019-051**

**Moved by:** Chuck Durrant

**Seconded by:** Jesse Foley

Be it recommended that the Recreation Services Committee Agenda for the November 18, 2019 meeting be approved as printed.

**CARRIED**

**5.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE**

There was no disclosure of pecuniary interest and general nature

**6.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES**

None

**7.0 DELEGATIONS / PUBLIC PRESENTATIONS**

There were no delegations/public presentations

## **8.0 UNFINISHED BUSINESS**

None

## **9.0 NEW BUSINESS**

### **i) Programming Update**

The Committee received the presentation by Matt Bahm, Director of Recreation on behalf of Jeff Thompson. The director outlined the processes that have been put in place now that Jeff will be off for an extended period of time. It was noted that the saunas are scheduled to be refurbished and a new Happy Heart Program has started. The 1-year contract for the Age Friendly Coordinator has been filled by Yvonne Walford. She started in her new position the previous week and will be looking into new program opportunities for 2020.

### **ii) Parks and Facilities Update**

The Committee received the presentation by Paul Allair, Superintendent of Parks and Facilities. The Superintendent noted that Arena/Parks staff have completed winterization of all necessary facilities including the removal of docks from the South Haileybury Marina for the winter months. It was noted that staff have also been busy with Remembrance Day ceremonies, setup for the Haileybury Night of Lights and the upcoming Village Noel event.

### **iii) Director's/Property Maintenance Update**

The Committee received the presentation by Matt Bahm, Director of Recreation. The director noted that the second draft of the budget was submitted last week and further work will be completed before the next meeting. It was also noted that the director along with other city representatives met with representatives of the Bucke Park Recreation Committee and had a productive meeting regarding the operations of Bucke Park in 2020. The director also mentioned that the Recreation Master Plan consultants met with the steering committee at the end of October. The next set of meetings with the consultants will take place in December.

### **iv) Bethany Marques – Request to waive Rental Fee for Dymond Community Hall**

The committee reviewed the request from Bethany Marques to waive the rental fee for the Dymond Community Hall on November 23<sup>rd</sup> for a Scouts Family Event.

**Recommendation RS-2019-052**

**Moved by:** Jesse Foley

**Seconded by:** Richard Beauchamp

Be it recommended that the Recreation Committee approve the fee to be waived for the rental of the Dymond Community Hall by Bethany Marques for the Scouts Community Family Day event on November 23, 2019.

**CARRIED**

v) Carol Boehringer – Request to waive rental fee for Riverside Place

The committee reviewed the request from Carol Boehringer to waive the rental fee for Riverside Place on December 17<sup>th</sup> for Northern Star's annual Christmas party.

**Recommendation RS-2019-053**

**Moved by:** Chuck Durrant

**Seconded by:** Dan Lavinge

Be it recommended that the Recreation Committee approve the fee to be waived for the rental of Riverside Place by Northern Star for their annual Christmas Party event on December 17, 2019.

**CARRIED**

**10.0 SCHEDULE OF MEETINGS**

- **December 9**
- **January 13**
- **February 10**
- **March 9**
- **April 6**
- **May 11**
- **June 8**

**11.0 CLOSED SESSION**

There was no closed session.

**12.0 ADJOURNMENT**

**Recommendation RS-2019-054**

**Moved by:** Dan Lavigne

Be it resolved that the Recreation Services Committee meeting of November 18, 2019 be adjourned at 7:15 p.m.

**CARRIED**

  
\_\_\_\_\_  
Committee Chair

  
\_\_\_\_\_  
Recorder

# **Memo**

**To:** Mayor and Council  
**From:** Clayton Seymour, Chief Building Official  
**Date:** January 7, 2020  
**Subject:** Amend By-law No. 2019-089 “Animal Control”  
**Attachments:** None

---

Mayor and Council:

On May 21, 2019 Council entered into an agreement with Ms. Roxanne St. Germain for the provision of Animal Services through By-Law No. 2019-089 which includes provisions for the enforcement of Animal Control and the operation of a pound.

Under section 4.1.10 of the initial agreement, the Contractor was to provide humane services for the community including the provision of euthanasia when required. This is not in line with current policy as council has adopted a “no-kill” approach to animal control.

As per the recommendation of the PPP Committee, it is recommended that Council direct staff to amend By-law No. 2019-089 to delete section 4.1.10 and any associated references, and to forward a copy to the Contractor.

Prepared by:	Reviewed and approved by:	Reviewed and submitted for Council’s consideration by:
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“Original signed by”	“Original signed by”	“Original signed by”
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<hr/> Clayton Seymour, CBCO Chief Building Official	<hr/> Shelly Zubyck, CHRP Director of Corporate Services	<hr/> Christopher Oslund City Manager
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# Memo

**To:** Mayor and Council  
**From:** Clayton Seymour, Chief Building Official  
**Date:** January 7, 2020  
**Subject:** Third reading - Amendment to By-law No. 2013-052 Building Permit Fees  
**Attachments:** None

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Mayor and Council:

At the October 1, 2019 Regular Council meeting Administrative Report CS-051-2019 was considered and resulted in provisional approval (1<sup>st</sup> & 2<sup>nd</sup> Reading) of By-law No. 2019-163 being a by-law to amend By-law No. 2013-052 (Building By-law); more specifically the building permit fee structure.

Council also directed staff to provide notice of a public meeting to be held prior to consideration of Third Reading. At the November 5, 2019 Regular Council meeting a public meeting was held with respect to the proposed amendments to the Building Permit Fees schedule in By-law No. 2013-052. There were comments at the public meeting and to date there have been no comments received.

It is recommended that Council provide Third and Final Reading of By-law No. 2019-163 to amend By-law No. 2013-052, more specifically building permit fees for consideration at the January 7, 2020 Regular Council meeting.

Prepared by:	Reviewed and approved by:	Reviewed and submitted for Council's consideration by:
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“Original signed by”

\_\_\_\_\_  
Clayton Seymour, CBCO  
Chief Building Official

“Original signed by”

\_\_\_\_\_  
Shelly Zubyck, CHRP  
Director of Corporate Services

“Original signed by”

\_\_\_\_\_  
Christopher Oslund  
City Manager

# Memo

**To:** Mayor and Council  
**From:** David B. Treen, Municipal Clerk  
**Date:** January 7, 2020  
**Subject:** Drainage Superintendent - Remuneration  
**Attachments:** **Appendix 01** - Drainage Superintendent Email

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Mayor and Council:

Mr. Ed Gorecki, Drainage Superintendent for the City of Temiskaming Shores, submitted the attached email requesting an increase to his hourly rate for providing the services of a Drainage Superintendent.

By-law No. 2006-022 appoints Mr. Gorecki as the City's Drainage Superintendent who shall carry out the duties imposed upon him pursuant to The Drainage Act, 1990 and shall submit such reports and carry out such other duties as may be required of him by Council from time to time.

As stated in Mr. Gorecki's letter his hourly rate is currently \$25/hr. (since January 2014) of which 50% is recovered through the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). He is requesting that Council consider an increase to \$30/hr. plus a mileage rate of \$0.50/km. The mileage rate currently applied is in accordance with City's Business and Travel Expense Policy.

The City currently has nine (9) municipal drains throughout its boundaries which Mr. Gorecki inspects annually and recommends maintenance works to keep them in good repair. The City benefits greatly from Mr. Gorecki's knowledge, experience, efficiency and effectiveness as a Drainage Superintendent.

It is recommended that Council direct staff to amend By-law No. 2006-022 to increase the hourly rate for Drainage Superintendent from \$25/hr. to \$30/hr. and that Mr. Gorecki's mileage rate be set at the annual per kilometer rate established by the City's Business Travel and Expense Policy (By-law No. 2018-140, as amended).

Prepared by:

Reviewed and approved by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

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David B. Treen  
Municipal Clerk

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Shelly Zubyck  
Director Corporate Services

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Christopher W. Oslund  
City Manager

## Dave Treen

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**From:** Ed & Nancy Gorecki <ednancy1@parolink.net>  
**Sent:** Tuesday, December 3, 2019 11:23 AM  
**To:** amyvickerymenard@armstrong.ca; Ginny Montminy; Dave Treen; Hilliard Twp; Reynald; dthibeault@charltonanddack.com; Deanna Stevenson  
**Subject:** Drainage Superintendent Salary

All Municipal councils / Clerks,

Re: Drainage Superintendent Salary / compensation for services rendered.

As per discussions earlier this year, I would request Council(s) to review my salary rate which is presently \$25.00 / hr. since 2013 (except for Township of Eanturel whom are presently paying \$30.00 / hr. Milage rate is \$.50 / km or standard Municipal rate which is sufficient.

I would request consideration of a raise from \$25.00 / hr. to \$30.00 / hr. At this time of financial uncertainty in respective Municipalities, I hesitate to make this request. I increasingly find in all Municipalities that I serve, that more complex drainage issues are arising, especially with aging infrastructure. More expensive /complicated repairs are being required due to high flow / heavy rains / erosion / blocked catch basins and burst drain mains.

Reviews/ recommendation/ repairs require more technical input/ knowledge of the Drainage Act/ other Provincial Acts and OMAFRA policies, including Endangered Species Act/ Species at Risk/ Engineer Reports/ water flow control systems/ Environmental Assesments/ Severences/Corporate Farm drainage systems/ Dept. Oceans & Fisheries/ OMAFRA/ Lakes & Rivers Improvement Act and new construction of Municipal Drains etc..

Just a word of caution, it is my general observation that Municipal Drains, closed and open in Central Temiskaming are deteriorating at a rapid rate. Most of these drains were constructed in mid 1980's to accomodate field tile drainage. Today, the old type concrete pipe/ tiles are failing due to many factors:

- Poor soil management by landowners/ cash croppers, erosion, no grass waterway, exposed concrete mains which were previously covered by 36 inches of soil, now only 4 inch covering, no crop rotation, fields are cultivated and planted yearly.
- Heavy agricultural equipmnet, tractors, cultivaters, combines, grain trucks, large manure spreaders are crushing the concrete tiles.
- new tiling connected to existing drains created additional flow/ stress and over capacity to the drain.
- Catch basins are continually blocked with harvest waste, straw, corn debris, silt, beaver dams, manure etc.

Under the respective Engineers Reports, and Drainage Act, the Municipalities are charged with the duty of maintaining these infrastructures. I can see the day when OMAFRA terminates or severely limits the grant system ( 66.6 % ) for new drain construction and maintenance of existing drains, leaving the Municiplities and landowners responsible for 100 % of the costs.

OMAFRA pays grants to the Municipalities for costs of employing a Drainage Superintendent. These grants are up to 50 % of my salary and 18 % of salary for trave/milage.

Please review this request and / or advise if further information can be provided to Council as required.

Thanks,

Yours truly,

Ed Gorecki

R.M. Tech./ D.S.

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**Subject:** Naloxone Program for the Temiskaming  
Shores Fire Department

**Report No.:** PPP-002-2020  
**Agenda Date:** January 7, 2020

---

### **Attachments**

**Appendix 01:** Draft TSFD Naloxone Distribution Agreement

**Appendix 02:** Draft Fire Department Naloxone Policy and Procedure

**Appendix 03:** Police-Fire Naloxone Supplementary Form

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-002-2020;
2. That Council directs staff to prepare the necessary by-law and agreement with the Temiskaming Health Unit for a Naloxone Distribution Agreement for consideration at the January 21, 2020 Regular Council meeting; and
3. That Council directs staff to develop a Carrying, Storage and Deployment of Naloxone Policy based on the Ontario Naloxone Program for the Temiskaming Shores Fire Department.

### **Background**

The growing opioid epidemic is increasingly affecting fire departments across Canada and in Northeastern Ontario. Because of this growing epidemic, it impacts how fire departments respond and the dangers they encounter when they arrive on the scene of an incident.

### **Analysis**

On November 14, 2019 members of the Fire Department attended a drug safety presentation by the Ontario Provincial Police (OPP). This seminar was designed to provide Emergency Services Personnel responding to any emergency incident where drugs may be involved with the skills and information needed to work safely and effectively.

On December 4, 2019 the Fire Department Advisory Committee met and discussed the high volume of dangerous drugs such as methamphetamine in our area, and the risks these drugs pose to Firefighters. When firefighters come in contact with opioids (either through direct contact or secondary contamination), this creates a unique and often unknown risk.

Because firefighters are at increased risk when responding to emergencies, or conducting inspections, and the fact that many opioids can be ingested either by skin contact (namely fentanyl) or via inhalation, firefighters must be properly trained on how to safely respond to emergencies and in a way that minimizes risk to their own health and safety. Part of this is understanding how to administer naloxone (also known as Narcan), an effective countermeasure that blocks opioid receptors and can prevent imminent death.

The Advisory Committee agreed that the fire department should look into implementing a naloxone program into the department. The primary thrust for the program would be to have Narcan available for Firefighters in the event of accidental exposure. On December 16, 2019, the Fire Chief and Training Officer met with representatives from the Timiskaming Health Unit to discuss the implementation of a Naloxone Program into the Fire Department.

Based on the above, the Fire Department is respectfully requesting Council to consider approving the implementation of the Ontario Naloxone Program for the Temiskaming Shores Fire Department.

**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

There are no financial implications associated with implementing this program as all training and the naloxone kits are provided free of charge through the Ontario Naloxone Program.

Staffing implications associated with the proposed amendments are limited to regular administrative functions.

**Alternatives**

Alternatives include not authorizing the implementation of the program.

**Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

“Original signed by”

“Original signed by”

\_\_\_\_\_  
Timothy H. Uttley  
Fire Chief

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

This Agreement dated \_\_\_\_\_, 2020

**B E T W E E N:**

**TIMISKAMING HEALTH UNIT**  
(the "Health Unit")

- and -

**TEMISKAMING SHORES FIRE DEPARTMENT**  
(**"the Service"**)

**RECITALS:**

- A. The Service wishes to perform services with respect to the administration of Naloxone;
- B. The Health Unit wishes to provide Naloxone to the Service pursuant to the terms and conditions of this Agreement.

**NOW THEREFORE**, the Parties agree as follows:

**1. DEFINITIONS**

In this Agreement, the following definitions will apply:

- (1) **"Agreement"** means this agreement between the Health Unit and the Service;
- (2) **"Person"** means a person who receives a Naloxone from the Service pursuant to this Agreement;
- (3) **"Medical Officer of Health"** means the Medical Officer of Health for the Health Unit or his designate;
- (4) **"Naloxone"** means an opioid overdose reversal kit and/or naloxone refills provided to the Service by the Health Unit that includes Naloxone nasal spray;
- (5) **"Party"** means a party to this agreement; and

- (6) “**Services**” means the services provided by the Service pursuant to section 2 of this Agreement.

## **2. OBLIGATIONS OF THE SERVICE**

The Service agrees to perform the following:

- (1) develop policies and procedures for the administration and storage of Naloxone prior to administering any Naloxone to a Person;
- (2) ensure that the Service’s staff receive appropriate training with respect to the administration and storage of Naloxone; and
- (3) administer Naloxone to Persons in accordance with all applicable provincial and federal laws and directives.

## **3. RECORDS AND DATA COLLECTION**

The Service shall maintain and submit to the Health Unit information and statistics regarding the administration of Naloxone by the Service under this Agreement, as requested by the Health Unit. In doing so, the Service shall complete the applicable forms set out in this Agreement as Schedule “A” and submit to the Health Unit.

## **4. REPRESENTATIONS AND WARRANTIES**

The Service represents and warrants that:

- (1) it is conducting its Service’s operations in compliance with all applicable federal, provincial and municipal laws, and all rules, regulations, by-laws, notices, orders, approvals, directives, protocols, policies and guidelines;
- (2) it has authority and any necessary approval to enter into this Agreement and to carry out its terms; and
- (3) it has the legislative authority to carry out the Services.

## **5. TERM OF THIS AGREEMENT**

This Agreement shall be in effect from \_\_\_\_\_ until terminated by one of the Parties in accordance with section 12 of this Agreement.



## 6. OBLIGATIONS OF THE HEALTH UNIT

- (1) Subject to the availability of ongoing funding and direction from the Province of Ontario, the Health Unit shall use best efforts to make Naloxone available to the Service in a timely manner. The Health Unit assumes no responsibility for any unauthorized use of the Naloxone by the Service.

## 7. OCCUPATIONAL HEALTH AND SAFETY ACT

- (1) The Service shall comply with all federal, provincial or municipal occupational health and safety legislative requirements, including, and without limitation, the *Occupational Health and Safety Act*, R.S.O., 1990, c.0.1 and all regulations thereunder, as amended from time to time (collectively the "OHSA").
- (2) Nothing in this section shall be construed as making the Health Unit the "employer" (as defined in the OHSA) of any workers employed or engaged by the Service for the Services, either instead of or jointly with the Service.
- (3) The Service acknowledges and represents that:
  - (a) The staff have been provided with training and possess the knowledge and skills to allow them to work safely;
  - (b) The Service has provided, and will provide during the course of the Agreement, all necessary personal protective equipment for the protection of workers;
  - (c) The Service has in place occupational health and safety policies in accordance with the OHSA; and
  - (d) The Service has a process in place to ensure that health and safety issues are identified and addressed and a process in place for reporting work-related injuries and illnesses.
- (4) The Service shall immediately advise the Medical Officer of Health or his designate in the event of any of the following:
  - (a) An order(s) is issued to the Service by the Ministry of Labour arising out of the subject matter of this Agreement;
  - (c) A charge is laid or a conviction is entered arising out of the subject matter of this Agreement, including but not limited to a charge or conviction under the OHSA, the *Criminal Code*, R.S.C 1985, c. C-46, as amended and the *Workplace Safety and Insurance Act*, 1997, S.O. 1997, c. 16, Sched. A, as amended.

- (4) The Parties agree that employees of the Health Unit, including senior officers, have

no authority to direct, and will not direct, how employees, workers or other persons employed or engaged by the Service do work or perform a task that is the subject of this Agreement.

## **8. WORKPLACE SAFETY AND INSURANCE ACT**

- (1) The Service must be in compliance with the *Workplace Safety and Insurance Act* throughout the Agreement and shall submit to the Health Unit a valid Workplace Safety and Insurance Board (“WSIB”) Clearance Certificate prior to the commencement of the Agreement and at any time during the Agreement at the Health Unit’s request.
- (2) Where the Service is not required to be registered with the WSIB and is not covered by WSIB Optional Insurance, the Service shall maintain Employer’s Liability Insurance in the amount of not less than two million dollars (\$2,000,000.00) per occurrence. Evidence of this coverage shall be included on the Health Unit’s standard Certificate of Insurance form.

## **9. INDEMNIFICATION**

The Service shall indemnify and hold harmless the Health Unit, its Chair, Council members, officers, agents and employees, successors and assigns, from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the Health Unit and against all losses, liabilities, judgments, claims, suits, demands or expenses which the Health Unit may sustain, suffer or be put to resulting from or arising out of the Service’s failure to exercise reasonable care, skill or diligence or from any omission in the performance of the Agreement. This indemnification shall include any legal costs incurred by the Health Unit on a substantial indemnity basis, including those incurred to defend any criminal prosecutions against the Health Unit resulting from the actions of the Service. This indemnity shall survive the expiration or termination of this Agreement.

## **10. INSURANCE**

Without restricting the generality of the requirement to indemnify the Health Unit, the Service shall obtain, maintain, pay for and provide evidence of insurance coverage, taken out with insurance companies licensed to transact business in the Province of Ontario and acceptable to the Health Unit’s Insurance and Risk Manager. Listed below are the insurance requirements deemed necessary for the Agreement by the Health Unit’s Insurance and Risk Manager.

### **Commercial General Liability Insurance**

Commercial General Liability (“CGL”) insurance must include the Health Unit as an Additional Insured, with limits of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily and personal injury, death and damage to property including loss of use. The CGL insurance will include Cross Liability and Severability of Interest Clauses, Products and Completed Operations coverage (twelve (12) months), and Standard Non- Owned Automobile Liability with limits of not less than one million dollars (\$1,000,000.00).

### **Automobile Liability Insurance**

Automobile Liability Insurance in respect of licensed vehicles must have limits of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property. Coverage shall be in the form of a standard owner’s form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned and/or leased or operated by or on behalf of the Service.

The Health Unit will accept in place of the above-mentioned insurance coverage, a combination of primary liability limits and umbrella insurance or excess liability limits which meet the CGL and/or Automobile Liability coverage limits noted above.

Such coverage must in all respects be satisfactory to the Health Unit’s Insurance and Risk Manager and shall be maintained continuously by the Service from either the commencement of the Services or the signing of the Agreement, whichever is earliest. The policies must be endorsed to provide the Health Unit with not less than thirty (30) days’ written notice in advance of cancellation, or any change or amendment restricting coverage.

All of the above insurance must be evidenced on the Health Unit’s standard Certificate of

## **11. CONFIDENTIAL INFORMATION**

- (1) The Health Unit, at its own cost and expense and upon being requested by the Service so to do, will provide such information as is in when the opinion of the Health Unit’s Medical Officer of Health is necessary in connection with this Agreement. The Service shall treat as confidential and proprietary to the Health Unit all information, documentation, models or materials of any kind which are provided by the Health Unit or come to the attention of the Service in the course of carrying out the Services and shall not use or disseminate such information or materials for any reason without the express written permission of the Health Unit (“Confidential Information”).

- (2) The Service shall not use, disclose, disseminate or reproduce or in any way making known to third parties or to the public any Confidential Information of the Health Unit communicated to or acquired by the Service in the course of carrying out the Services, except:
  - (a) as may be strictly required for the purposes of carrying out the Services, or as expressly permitted in advance by the Health Unit in writing, or
  - (b) as may be required by law to be disclosed pursuant to a court or tribunal order or other legal compulsion and, if so compelled, the Service shall only furnish the portion of the Health Unit Confidential Information that it is legally required to furnish.
  
- (3) Any reports or other documentation delivered to the Health Unit by the Service shall become the property of the Health Unit and may be subject to disclosure under the terms of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56.

## **12. TERMINATION**

- (1) The Health Unit or the Service may, at any time and without cause, terminate the Agreement upon 7 calendar days' notice to the other Party.
  
- (2) Either Party may immediately terminate the Agreement if the other Party fails to comply with the terms of the Agreement.

## **13. AUDIT**

The Health Unit may audit and inspect documents relating to the subject matter of the Agreement and shall have the right to make copies thereof upon reasonable notice to the Service. The Service shall cause all such documents to be preserved and kept available for audit and inspection at any reasonable time, and from time to time, until the expiration of two (2) years from the date of termination of this Agreement pursuant to section 12.

#### 14. NOTICE

- (1) Any notice herein required or permitted to be given under this Agreement shall be in writing and shall be deemed to be given if either delivered personally or sent by facsimile transmission or by mail and addressed as follows:

**In the case of the Health Unit to:**

Timiskaming Health Unit  
42-247 Whitewood Avenue, PO Box 1090  
New Liskeard, ON, P0J1P0  
**Attention:** Erin Cowan, Manager, Infectious Diseases  
**Facsimile:** 705-647-5779

**In the case of the Service to:  
Temiskaming Shores Fire  
Department**

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

**Attention:** Timothy H. Uttley  
**Facsimile:** 705-647-8297

- (2) Any notice given in accordance with subsection (1) is effective on the date of delivery of the notice if hand delivered or on the day of transmission by facsimile, or on the third business day following the date of mailing, as the case may be.
- (3) Either Party may at any time give notice under this section to the other of a change of address or facsimile and thereafter such changed address or facsimile shall be substituted for the previous address set out in subsection (1).

#### 15. COMPLETE AGREEMENT

- (1) This Agreement and its Schedule constitute the complete and exclusive statement of the Agreement between the Parties.
- (2) This Agreement may be changed only by a written amendment signed by authorized representatives of both parties.

#### 16. FORCE MAJEURE

The Parties acknowledge that in the event of circumstances beyond the control of either Party such as a community disaster, a strike, a fire, a communicable disease outbreak or

other situation in which a Party's obligations under this Agreement would substantially interfered with, the Party reserves the right to suspend performing its obligations under this Agreement immediately without penalty until such time as the Party reasonably determines that it is able to resume performance of its obligations under the Agreement.

This Agreement takes effect from the first date written above.

**TIMISKAMING HEALTH UNIT**

---

Name: Dr. Glen Corneil

Title: Acting Medical Officer of Health/CEO

I have authority to bind the Corporation

**Temiskaming Shores Fire Department**

---

Name: Timothy H. Uttley

Title: Fire Chief

---

Name:

Title:

I/We have authority to bind the Service.

Schedule "A"

Naloxone Order Form

Ontario Naloxone Program – Reporting Form

(See Attached)

**Naloxone Order Form**  
**Ontario Naloxone Program**  
**Timiskmaing Health Unit for Ministry of Health & Long-Term Care**

**Ordered By:**

<b>Organization Name:</b>			
<b>Last Name:</b>		<b>First Name:</b>	
<b>Email:</b>		<b>Telephone Number:</b>	
<b>Address:</b>			
<b>Order Date:</b> (dd/mm/yyyy)			

**Order:**

Description	Units/Containers	Total Number Required
Naloxone Hydrochloride 4mg Nasal Spray Kit	2x4mg pre-assembled kits	
Naloxone Hydrochloride 4mg Nasal Sprays Refills	2x4mg nasal sprays	

**Additional Order Information (To be shared with Naloxone Distribution Lead)**

Your order form may be submitted electronically (preferred) to:

[mackinnonk@timiskaminghu.com](mailto:mackinnonk@timiskaminghu.com)

Should you not be able to submit electronically, you may submit via fax at: **705-647-5779**

**(Attention to: Kaireen MacKinnon)**

Questions can be directed to the Harm Reduction Enhancement Program at 1-705-647-4305 x 2217, [mackinnonk@timiskaminghu.com](mailto:mackinnonk@timiskaminghu.com)



<b>Ministry of Health and Long-Term Care Ontario Naloxone Program</b>			
<b>Police and Fire Services Quarterly Reporting Form to Timiskaming Health Unit</b>			
<b>Org. Name:</b>		<b>Quarter: (see below)</b>	
<b>Contact:</b>	<b>Email:</b>	<b>Tel:</b>	

**Key outcomes for the quarter:**

Output	Number	
Number of individuals (who are not a member of a police and/or fire service) who were administered naloxone by your organization. Please specify the number of doses each individual received. <u>E.g.:</u> 10 individuals received 1 dose becomes: 10 individuals, 1 dose 8 individuals received 2 doses becomes: 8 individuals, 2 doses		
	Individual(s)	Dose(s)
	10	1
	8	2
Number of police and/or fire service members who were administered naloxone by your organization. Please specify the number of doses each individual received. <u>E.g.:</u> 10 individuals received 1 dose becomes: 10 individuals, 1 dose 8 individuals received 2 doses becomes: 8 individuals, 2 doses		
	Individual(s)	Dose(s)
	10	1
	8	2
Number of times paramedics came to the scene when a member of your organization administered naloxone.		

**Please provide any additional information you feel is pertinent to the Timiskaming Health Unit and Ministry of Health and Long-Term Care, including information about drug trends in your community:**

**Due Dates**

<b>Q1 (April – June)</b>	<b>Q2 (July – September)</b>	<b>Q3 (October – December)</b>	<b>Q4 (January – March)</b>
<b>July 15</b>	<b>October 15</b>	<b>January 15</b>	<b>April 15</b>

Your reporting form may be submitted electronically (preferred) to: [mackinnonk@timiskaminghu.com](mailto:mackinnonk@timiskaminghu.com)  
 Should you not be able to submit electronically, you may submit via fax at: **705-647-5779 (Attention to: Kaireen MacKinnon)**

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## Policy for the Carrying, Storage, and Deployment of Naloxone

Adopted on: \_\_\_\_\_

### Background

Death from drug-related overdose is a leading cause of accidental death in Ontario. Naloxone is an opioid antagonist used to temporarily reverse the effects of an opioid overdoses.

All fire services in Ontario are eligible to receive Naloxone to prevent overdoses, and potentially to help firefighters in case of an exposure to opioids. Naloxone is available for Fire Departments to order through the Timiskaming Health Unit.

### Definitions

Opioid: Medications or drugs that are derived from the opium poppy or that mimic the effect of an opiate. Opiate drugs are narcotic sedatives that depress activity of the central nervous system; these will reduce pain, induce sleep, and in overdose, will cause people to stop breathing. Firefighters may encounter opiates in the form of morphine, methadone, codeine, heroin, fentanyl, oxycodone (OxyContin® and Percocet®), and hydrocodone (Vicodin®).

B. Naloxone: A medication that can be used to temporarily reverse the effects of an opiate overdose. Specifically, it displaces opioids from the receptors in the brain that control the central nervous system and respiratory system. It is marketed under various trademarks, including Narcan®.

### Policy

The \_\_\_\_\_ Fire Department will ensure:  
(Organizations name)

1. That Naloxone is properly stored, carried and deployed to ensure its efficacy in response to an opioid overdose.
2. That each member of the Fire Department is trained in preventing, recognizing and responding to an overdose with the use of Naloxone.
3. That Naloxone kits will be replaced on as need bases, based on the guidelines set out in the procedure.
4. Timely reporting to Timiskaming Health Unit will be completed utilizing the appropriate forms as outlined in the Memorandum of Understanding

## Timiskaming Health Unit Policy for the Carrying, Storage, and Deployment of Naloxone

### Carrying Naloxone

Please identify where and how the Naloxone will be carried by the fire department:

### Storage of Naloxone

Naloxone must be stored in a cool dry place, stored between the temperatures of 15-25 C, and kept out of the reach of children. Please outline where Naloxone will be stored in your Fire Department.

### Deployment of Naloxone

Naloxone is to be deployed when there is a suspected overdose. A signs of a suspected opioid overdose include:

- The individual can't be woken up
- Breathing is slow or has stopped
- Snoring or gurgling sounds
- Fingernails and lips are blue or purple
- Pupils are tiny (pinned) or eyes are rolled back
- Body is limp

Naloxone will be administered in a five step process:

- 1) Stimulate: Shake the individuals shoulders, shout their name, apply a sternal rub
- 2) Ensure the ambulance is being deployed
- 3) Give CPR including rescue breathing
- 4) Give Naloxone at any time: Make sure they are lying on their back. Insert tip of nozzle into one nostril. Press the plunger firmly, resuming CPR.
- 5) Evaluate, is it working? Continue compressions until the person responds or the ambulance arrives. If they are not awake after 2-3 minutes, administer the second dose of Naloxone. Describe to the EMS how many doses of Naloxone have been given.

Recovery Position: If the person begins to breathing on their own place them in recovery position.

Training for the Deployment of Naloxone

Each firefighter will be trained in the deployment of Naloxone for an opioid overdose. It is our responsibility as a Fire Department to ensure each Fire Fighter is trained on preventing, recognizing and responding to overdose.

Ordering & Reordering Naloxone Kits

The Fire departments is eligible to order two Naloxone kits per firefighting vehicle. The Naloxone Order Form attached as Appendix A will be used to order initial kits and for the further reordering of Naloxone

Reordering will occur:

- A month before the Naloxone expires.
- When Naloxone and been deployed and needs to be replaced.
- When a new service vehicle is deployed and needs to be stocked with Naloxone.
- If the Naloxone is lost or stolen.
- If the current supply Naloxone temperature exceeds or is below 15-25 Celsius

Reordering will occur by submitting the Naloxone Order Form Appendix A. This duty is the responsibility of \_\_\_\_\_ in our Fire Department.  
(Position)

Reporting

As outlined in the memorandum of understanding it is the responsible of the fire departments to ensure timely quarterly reporting to the Public Health Unit utilizing the ‘Police and Fire Quarterly Reporting Form’ attached as Appendix B. The reporting form must be submitted at least 5 business days prior to the due date listed on the bottom of the form. This duty is the responsibility of \_\_\_\_\_ in our Fire Department.  
(Position)

References:

New York State Fire Prevention and Control. (2015). *Administration and maintenance of intranasal naloxone model policy*. Retrieved from:

<http://www.dhSES.ny.gov/ofpc/resources/naloxone/documents/modelpolicy.pdf>

Timiskaming Health Unit. (2017). Naloxone Training Manual. Internal document.

Appendix A

<b>Naloxone Order Form</b> Ontario Naloxone Program Timiskaming Health Unit for Ministry of Health & Long-Term Care			
Ordered By:			
<b>Organization Name:</b>			
<b>Last Name:</b>		<b>First Name:</b>	
<b>Email:</b>		<b>Telephone Number:</b>	
<b>Address:</b>			
<b>Order Date: (dd/mm/yyyy)</b>			

**Order:**

Description	Units/Containers	Total Number Required
Naloxone Hydrochloride 4mg Nasal Spray Kit	2x4mg pre-assembled kits	
Naloxone Hydrochloride 4mg Nasal Sprays Refills	2x4mg nasal sprays	

**Additional Order Information (To be shared with Naloxone Distribution Lead)**

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Your order form may be submitted electronically (preferred) to:  
[mackinnonk@timiskaminghu.com](mailto:mackinnonk@timiskaminghu.com)

Should you not be able to submit electronically, you may submit via fax at: **705-647-5779**  
**(Attention to: Kaireen MacKinnon)**

Questions can be directed to the Harm Reduction Enhancement Program at 1-705-647-4305 x 2217, [mackinnonk@timiskaminghu.com](mailto:mackinnonk@timiskaminghu.com)

Appendix B

<b>Ministry of Health and Long-Term Care Ontario Naloxone Program</b>			
<b>Police and Fire Services Quarterly Reporting Form to Timiskaming Health Unit</b>			
<b>Org. Name:</b>		<b>Quarter: (see below)</b>	
<b>Contact:</b>	<b>Email:</b>	<b>Tel:</b>	

**Key outcomes for the quarter:**

Output	Number											
Number of individuals (who are not a member of a police and/or fire service) who were administered naloxone by your organization. Please specify the number of doses each individual received. <u>E.g.:</u> 10 individuals received 1 dose becomes: 10 individuals, 1 dose 8 individuals received 2 doses becomes: 8 individuals, 2 doses	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="font-size: small;">Individual(s)</th> <th style="font-size: small;">Dose(s)</th> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">2</td> </tr> </table>	Individual(s)	Dose(s)	10	1	8	2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="font-size: small;">Individual(s)</th> <th style="font-size: small;">Dose(s)</th> </tr> <tr> <td style="width: 50px; height: 50px;"></td> <td style="width: 50px; height: 50px;"></td> </tr> </table>	Individual(s)	Dose(s)		
Individual(s)	Dose(s)											
10	1											
8	2											
Individual(s)	Dose(s)											
Number of police and/or fire service members who were administered naloxone by your organization. Please specify the number of doses each individual received. <u>E.g.:</u> 10 individuals received 1 dose becomes: 10 individuals, 1 dose 8 individuals received 2 doses becomes: 8 individuals, 2 doses	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="font-size: small;">Individual(s)</th> <th style="font-size: small;">Dose(s)</th> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">2</td> </tr> </table>	Individual(s)	Dose(s)	10	1	8	2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="font-size: small;">Individual(s)</th> <th style="font-size: small;">Dose(s)</th> </tr> <tr> <td style="width: 50px; height: 50px;"></td> <td style="width: 50px; height: 50px;"></td> </tr> </table>	Individual(s)	Dose(s)		
Individual(s)	Dose(s)											
10	1											
8	2											
Individual(s)	Dose(s)											
Number of times paramedics came to the scene when a member of your organization administered naloxone.												

**Please provide any additional information you feel is pertinent to the Timiskaming Health Unit and Ministry of Health and Long-Term Care, including information about drug trends in your community:**

**Due Dates**

<b>Q1 (April – June)</b>	<b>Q2 (July – September)</b>	<b>Q3 (October – December)</b>	<b>Q4 (January – March)</b>
<b>July 15</b>	<b>October 15</b>	<b>January 15</b>	<b>April 15</b>

Your reporting form may be submitted electronically (preferred) to: [mackinnonk@timiskaminghu.com](mailto:mackinnonk@timiskaminghu.com)  
 Should you not be able to submit electronically, you may submit via fax at: **705-647-5779 (Attention to: Kaireen MacKinnon)**

**Ministry of Health and Long-Term Care  
Supplemental Order Form: Naloxone for Police and Fire Services**

Police and fire services in Ontario are eligible to receive naloxone to prevent overdoses, and potentially to help police and firefighters in case of exposure to opioids. The eligibility criteria are:

<b>Police Services</b>	
<b>Eligible</b>	<b>Ineligible</b>
<ul style="list-style-type: none"> <li>• Municipal police officers</li> <li>• Ontario Provincial Police (OPP) officers</li> <li>• First Nations police constables</li> </ul>	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Special Constables, Auxiliaries, Civilians</li> </ul>
<p>Note: Police services are eligible to receive naloxone to provide access to police officers or First Nations constables who may reasonably encounter a situation where a person has overdosed and may require naloxone, and potentially to help police and firefighters in case of exposure to opioids.</p>	
<b>Fire Services</b>	
<b>Eligible</b>	<b>Ineligible</b>
<ul style="list-style-type: none"> <li>• Municipal fire services</li> <li>• First Nations fire services</li> <li>• Northern Fire Protection Program</li> </ul>	
<p>Note: Fire services are eligible to receive two naloxone kits for each of their vehicles (apparatus) for use in their role as first responders, and potentially to help police and firefighters in case of exposure to opioids.</p>	

1.	Name of police or fire service:

2.	Address (including postal code) of police or fire service:

3.	Name and contact information (phone number and e-mail) of organizational lead for naloxone distribution:

4.	Size of police or fire service (# of police officers or # of fire vehicles):

5.	How many naloxone kits is your service requesting? For police services, please list the duty assignments (e.g., general patrol, drug squad, specialized teams, etc.) that will carry naloxone, and the estimated number of kits per duty assignment:

By confirming the statements below, the \_\_\_\_\_ police/fire service confirms:

- It has a signed agreement with the local Public Health Unit for the provision of naloxone.
- The service has appropriate authorization, training, handling and storage protocols in place to properly use and store naloxone.

Print Name:

Print Position:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Your reporting form may be submitted electronically (preferred) to: **Kaireen MacKinnon** at [mackinnonk@timiskaminghu.com](mailto:mackinnonk@timiskaminghu.com)

Should you not be able to submit electronically, you may submit via fax at:



# Memo

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** January 7, 2020  
**Subject:** Amend By-law No. 2019-018 – Appointment to Age Friendly Committee  
**Attachments:** None

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Mayor and Council:

Committee members were appointed under By-Law No. 2019-018 at the January 8, 2019 Regular Council meeting.

Staff recently reviewed the Age Friendly Committee's Terms of Reference and the Committee Appointment By-law No. 2019-018. Upon review, staff noted that two members of the committee had been omitted from the by-law and one appointment to the committee is no longer a member.

Therefore, staff is recommending that By-law No. 2019-018 be amended to include:

Jessy Genier	Age Friendly Community Committee
Janice Labonte	Age Friendly Community Committee

And that By-law No. 2019-018 be amended to remove:

Danielle Covello	Age Friendly Community Committee
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Prepared by:	Reviewed and submitted for Council's consideration by:
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"Original signed by"

"Original signed by"

---

Mathew Bahm  
Director of Recreation

---

Christopher W. Oslund  
City Manager

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

**By-law No. 2020-001**

**Being a by-law to provide for an Interim Tax Levy for the payment of taxes and to establish penalty and interest charges**

**Whereas** Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**And whereas** the Council of The Corporation of the City of Temiskaming Shores deems it appropriate to provide for such interim levy on the assessment of property in the City of Temiskaming Shores;

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

1. The amount levied on a property shall not exceed the percentage prescribed by the Minister under Section Subsection 317 (3), paragraph 2 of the Act; or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for 2019.
2. The percentage under paragraph 1 may be different for different property classes but shall be the same for all properties in a property class.
3. For the purposes of calculating the total amount of taxes for 2019 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2019 because assessment was added to the tax roll during 2019, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
4. An interim billing of 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for 2019 shall be imposed for all classes.
5. An interim billing of 50 per cent of the annual local improvement charges shall be imposed for all classes, where applicable.
6. The provisions of the by-law apply in the event that assessment is added for the year 2020 to the tax roll after the date this by-law is passed and an interim levy shall be imposed and collected.
7. The said interim tax levy shall become due and payable in two (2) instalments as follows:
  - a) approximately 50 percent of the interim levy shall become due and payable on the 16<sup>th</sup> day of March, 2020; and

- b) the balance of the interim levy shall become due and payable on the 15<sup>th</sup> day of May, 2020.

Non-payment of the amount on the dates stated in accordance with Section 344 shall constitute default.

- 8. On all taxes of the interim levy, which are in default on the 1st day of default, a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the 1st day of each and every month the default continues, until December 31st, 2020.
- 9. a) On all taxes of the interim tax levy in default on January 1st, 2020, interest will be added at the rate of 1.25 percent per month for each month or fraction thereof of default.  
b) On all other taxes in default on January 1st, 2020, interest shall be added at the rate of 1.25 percent per month or fraction thereof, and all by-laws and parts of by-laws inconsistent with this policy are hereby rescinded.
- 10. Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
- 11. The tax collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
- 12. This by-law shall come into force and take effect on the day of the final passing thereof.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of January, 2020.

---

Mayor – Carman Kidd

---

Clerk – David B. Treen

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

**By-law No. 2020-002**

**Being a by-law to authorize borrowing from time to time  
to meet current Expenditures during the Fiscal Year  
ending December 31, 2020**

**Whereas** Section 407, Subsection 1, of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides for the temporary borrowing by a municipality, at any time during a fiscal year, until taxes are collected and other revenues are received, of the amount council considers necessary to meet the current expenditures of the municipality for the year;

**And whereas** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the municipality, except with the approval of the Ontario Municipal Board, is limited by Section 407, subsection 2, of the Municipal Act, 2001, S.O. 2001, c.25, as amended;

**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 the Treasurer are hereby authorized to borrow, from time to time during the year 2020 (hereinafter referred to as the current year), such sums as may be necessary to meet the current expenditures of the municipality for the year, including amounts required in the year as set out in Section 407 subsection (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, until the taxes are collected and other revenues are received.
2. That a promissory note of bankers' acceptance made under Section 1 shall be signed by the Head of Council or such other person as is authorized by by-law to sign it and by the Treasurer.
3. That the Terms and Conditions for credit facilities available to The Corporation of the City of Temiskaming Shores from the Bank of Nova Scotia as set out in Schedule "A", hereto attached and forming part of the by-law, are hereby accepted.
4. That the Mayor and Treasurer are hereby authorized to enter into a Security Agreement with the Bank of Nova Scotia, a copy of which is attached hereto as Schedule "B" and forming part of this by-law.
5. That the Terms and Conditions for credit facilities available to The Corporation of the City of Temiskaming Shores from the Bank of Nova Scotia are hereby accepted.
6. That the total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed the limits as outlined in Section 407, subsection 2, of the Municipal Act, 2001, S.O. 2001, c.25, as amended.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of January, 2020.

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Mayor – Carman Kidd

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Clerk – David B. Treen

## TERMS AND CONDITIONS

CREDIT NUMBER: 01

AUTHORIZED AMOUNT: \$4,000,000

TYPE

Operating Line

PURPOSE

General operating requirements

CURRENCY

Canadian dollars

AVAILMENT

The Borrower may avail the credit by way of direct advances evidenced by Agreement re Operating Credit Line.

INTEREST RATE

The Bank's Prime Lending Rate, from time to time, minus 0.25% with interest payable monthly.

REPAYMENT

Advances are repayable on demand

SPECIFIC SECURITY

The following security, evidenced by documents in form satisfactory to the Bank and registered or recorded as required by the Bank, is to be provided prior to any advances or availment being made under the Credit:

Agreement re: Operating Credit Line

CONDITIONS PRECEDENT

The following conditions are to be met to the satisfaction of the Bank and its solicitors prior to the implementation of the increase in the Operating Limit from the existing \$2,000,000 to \$4,000,000:

Listing of the Borrower's upcoming construction projects with estimated costs and expected starting dates.

Resolution authorizing the Borrower to increase borrowing by way of a limit increase to \$4,000,000 under the operating facility.

SPECIFIC CONDITIONS

Until all debts and liabilities under the Credit have been discharged in full, the following conditions will apply in respect of the Credit:

January 1 to September 30 of each year:

Advances under the Operating credit are to be limited to 50% of total estimated revenue of the Borrower as set out in the budget adopted for the year and approved by Council;

October 1 to December 31 of each year:

Advances under the Operating credit are to be limited to 25% of total estimated revenue of the Borrower as set out in the budget adopted for the year and approved by Council.

CREDIT NUMBER: 02

AUTHORIZED AMOUNT: \$2,000,000

(Current balance: \$516,786)

TYPE

Equipment Financing Line – Revolving Term/Lease (Scotia Leasing)

PURPOSE

To assist with the acquisitions of new equipment

AVAILMENT

The Borrower may avail the Credit by way of direct advances evidenced by Demand Promissory Notes and/or by Lease Agreement with supporting documentation and/or Conditional Sale Contracts in form satisfactory to the Bank.

INTEREST RATEDirect Advances

The Bank's Prime Lending Rate from time to time per annum, with interest payable monthly.

The Borrower has the option to fix the interest rate for the balance of the term of the loan at any time subject to availability. Rates will be quoted upon request.

Scotia Lease/Conditional Sales ContractFloating Rate Option:

The base payment applicable to each contract will be set on the commencement date of the contract based upon the Bank's Prime Lending Rate per annum, calculated and payable monthly.

The total periodic payment will be adjusted monthly with changes in the Bank's Prime Lending Rate.

Fixed Rate Option:

The Borrower has the option to fix the payments for the balance of the term of the contract provided that the Borrower is not then in default under any credits. This option must be exercised prior to the commencement of the last third of the initial term of the contract.

Although the fixed rate will be set on the date notification is received by the Bank, the new rate will be effective on the next payment due date (provided the next payment due date is at least 10 days from receipt of the notice). A fee is payable when this option is exercised. The fixed rate will be quoted on request/based on Scotia Leasing's Base Rate at the time the option to fix the rate is exercised plus 1.25% per annum, calculated and payable monthly.

FEES

Standard Documentation Fees as prescribed by Scotia Leasing, payable at the time of each Lease drawdown.

DRAWDOWN

The undrawn portion of the credit is subject to Annual Review.

Advances are to be made in minimum multiples of \$50,000.

REPAYMENTDirect Advances

Advances are repayable in equal monthly instalments of principal, commencing within 30 days of drawdown, with a final payment of the balance of principal and interest then outstanding due at the end of the selected term. The maximum term of each loan is 5 years and the maximum amortization is 5 years.

Scotia Lease – ABC Purchase Option

Leases are repayable in accordance with the terms and conditions of each respective lease contract. The maximum term of any such lease/contract shall not exceed 60 months. At the end of the term to option, the lessee shall elect one of the following options:

- A. purchase the equipment for up to a maximum of 20% of the original cost;
- B. indentify a third party acceptable to the Bank to purchase the equipment from the Bank for up to a maximum of 20% of the original cost;
- C. rent the equipment for an additional term and revised rent payment to be authorized by the Bank.

Scotia Lease – \$1 Purchase Option

Leases are repayable in accordance with the terms and conditions of each respective lease contract. The maximum term of any such lease/contract shall not exceed 60 months. At the end of the term, the lessee shall elect to purchase the equipment for \$1.00.

PREPAYMENT

Prepayments are to be applied against installments of principal in the inverse order of their maturities.

Direct AdvancesFloating Interest Rate:

Prepayment is permitted without penalty at any time in whole or in part.

Fixed Interest Rate:

Prepayment of any advance made by the Bank pursuant to this loan agreement (each an Advance”), in whole or in part, is permitted at any time. In addition to any other amount then payable by the Borrower pursuant to the terms hereof (including, without limitation, accrued



interest) in respect of the amount being prepaid (the "Prepayment Amount"), the Borrower shall pay to the Bank an amount equal to the greater of:

- (i) three months simple interest on the Prepayment Amount at the rate applicable to the relevant Advance being prepaid, and
- (ii) The Bank's Funding Loss. For the purposes hereof, "Funding Loss" means, in respect of the Advance being prepaid, any loss, cost or expense which may be incurred by the Bank by reason of the reemployment, for the Prepayment Period, of the funds acquired by the Bank to fund such Advance. "Prepayment Period" means the period commencing on, and including, the date on which the Prepayment Amount is paid to the Bank to, but excluding, the scheduled repayment date of the relevant Advance.

#### Scotia Lease/Conditional Sales Contract

Leases/Conditional Sale Contracts are not cancellable, and no prepayments of principal are permitted.

#### SPECIFIC SECURITY

The following security, evidenced by documents in form satisfactory to the Bank and registered or recorded as required by the Bank, is to be provided prior to any advances or availment being made under the Credit(s):

##### Direct Advances

General Security Agreement supported by a Chattel Mortgage over specific equipment financed with replacement cost insurance coverage, loss, if any, payable to the Bank.

##### Scotia Lease

Lease Agreement(s)/Conditional Sales Contract(s) covering equipment leased.

Comprehensive General Liability insurance for a minimum of \$2 million per occurrence with the Bank recorded as an additional named insured.

All Risk Insurance covering the replacement value of the equipment with the Bank recorded as loss payee and additional named insured.

Vehicles – Collision and Comprehensive (All Perils) Liability and Damage to vehicle for \$5 million per occurrence showing the Bank as loss payee and additional named insured.

Resolution of the Council authorizing leases.

#### SPECIFIC CONDITIONS

Until all debts and liabilities under the Credit have been discharged in full, the following conditions will apply in respect of the Credit:

Prior to drawdown, the Bank is to be satisfied with the quality, value and eligibility of all assets being leased or financed.

The amount of financing shall not exceed 100% of the cost of the equipment being financed exclusive of the relative taxes and the Borrower shall provide security deposits, advance rentals and/or down payments to reduce financing to this limit.

CREDIT NUMBER: 03

AUTHORIZED AMOUNT: \$750,000

TYPE

Scotia Visa Business Card - Availment, interest rate and repayment as per Cardholder Agreement.

PURPOSE

Business expenses

CURRENCY

Canadian Dollars

SPECIFIC SECURITY

The following security, evidenced by documents in form satisfactory to the Bank and registered or recorded as required by the Bank, is to be provided prior to any advances or availment being made under the Credit:

Scotia Visa Business Card Agreement

GENERAL SECURITY, TERMS AND CONDITIONS APPLICABLE TO ALL CREDITS

GENERAL SECURITY

The following security, evidenced by documents in form satisfactory to the Bank and registered or recorded as required by the Bank, is to be provided prior to any advances or availment being made under the Credits:

Municipal Borrowing By-Law for Current Expenditures containing a pledge of tax revenues

Security Agreement, Municipalities and School Boards

Banking Resolution, Municipalities and a supporting List of Officers

GENERAL CONDITIONS

Until all debts and liabilities under the Credits have been discharged in full, the following conditions will apply in respect of the Credits:

The Borrower agrees to:

- (i) comply with all applicable borrowing legislation
- (ii) advise the Bank of any breach of statutory borrowing limits
- (iii) provide the Bank with certificates of estimated revenues from time to time, upon request.

The Borrower will give the Bank the opportunity to offer additional future banking and credit requirements.

For ongoing Credit Risk management purposes, all operating accounts of the Borrower shall be maintained with the Bank as long as the Borrower has any operating line facilities with the Bank.

#### GENERAL BORROWER REPORTING CONDITIONS

Until all debts and liabilities under the Credits have been discharged in full, the Borrower will provide the Bank with the following:

Annual Audited Consolidated Financial Statements of the Borrower, within 150 days of the Borrower's fiscal year end.

Annual Budget for the ensuing year, within 150 days of fiscal year end.

Copy of current Municipal Borrowing By-Law is required in January of each year.

Copy of current Security Agreement in January of each year.

At the time of the annual review, the Municipality's Treasurer must provide the bank with the following:

- a) Details of short term borrowings from other banks and from its own Reserve funds
- b) Copy of a By-Law approving annual estimates.

Such other financial information as the Bank may reasonably require from time to time.

#### OTHER FEES

In addition to, and not in substitution for the obligations of the Borrower and the rights of the Bank upon the occurrence of an event of default herein, the Borrower shall pay to the Bank:

- (a) a fee of \$300 per occurrence (or such higher amount as may be determined by the Bank from time to time) during which the Borrower is late in providing the Bank with financial or other information required herein;
- (b) a fee of \$300 per occurrence (or such higher amount as may be determined by the Bank from time to time) during which loan payments of principal, interest or other amounts are past due; and
- (c) a fee of \$1,500 per occurrence (or such higher amount as may be determined by the Bank from time to time) during which the Borrower is in default of any other term or condition contained in this Commitment Letter or in any other agreement to which the Borrower and the Bank are parties.

The imposition or collection of fees does not constitute an express or implied waiver by the Bank of any event of default or any of the terms or conditions of the lending arrangements, security or rights arising from any default. Fees may be charged to the Borrower's deposit account when incurred.

## SCHEDULE "A"

ADDITIONAL TERMS AND CONDITIONS APPLICABLE  
TO ALL CREDITS

(In the event of a conflict, the terms and conditions of any lease agreement and/or conditional sale contract supersede the terms and conditions in this Schedule A with regard to such leases and/or conditional sale contracts.)

1. Calculation and Payment of Interest

Interest on loans/advances made in Canadian dollars will be calculated on a daily basis and payable monthly on the 22nd day of each month (unless otherwise stipulated by the Bank). Interest shall be payable not in advance on the basis of a calendar year for the actual number of days elapsed both before and after demand of payment or default and/or judgment.

2. Interest on Overdue Interest

Interest on overdue interest shall be calculated at the same rate as interest on the loans/advances in respect of which interest is overdue, but shall be compounded monthly and be payable on demand, both before and after demand and judgment.

3. Indemnity Provision

If the introduction, adoption or implementation of, or any change in, or in the interpretation of, or any change in its application to the Borrower of, any law, regulation, guideline or request issued by any central bank or other governmental authority (whether or not having the force of law), including, without limitation, any liquidity reserve or other reserve or special deposit requirement or any tax (other than tax on the Bank's general income) or any capital requirement, has due to the Bank's compliance the effect, directly or indirectly, of (i) increasing the cost to the Bank of performing its obligations hereunder or under any availment hereunder; (ii) reducing any amount received or receivable by the Bank or its effective return hereunder or in respect of any availment hereunder or on its capital; or (iii) causing the Bank to make any payment or to forgo any return based on any amount received or receivable by the Bank hereunder or in respect of any availment hereunder determined by the Bank in its discretion, then upon demand from time to time the Borrower shall pay such amount as shall compensate the Bank for any such cost, reduction, payment or forgone return (collectively "Increased Costs") as such amounts are reasonably determined by the Bank and set forth in a certificate to the Borrower.

In the event of the Borrower becoming liable for such Increased Costs the Borrower shall have the right to prepay in full, without penalty, the outstanding principal balance under the affected credit other than the face amount of any document or instrument issued or accepted by the Bank for the account of the Borrower, including, without limitation, a Letter of Credit, a Letter of Guarantee or a Bankers' Acceptance. Upon any such prepayment, the Borrower shall also pay the then accrued interest on the amount prepaid and the Increased Costs to the date of prepayment together with such amount as will compensate the Bank for the cost of any early termination of its funding arrangements in accordance with its normal practices, as such amounts are calculated in a certificate reasonably prepared by the Bank.

4. Environment

The Borrower agrees:

- (a) to obey all applicable laws and requirements of any federal, provincial, or any other governmental authority relating to the environment and the operation of the business

activities of the Borrower;

- (b) to allow the Bank access at all times to the business premises of the Borrower to monitor and inspect all property and business activities of the Borrower;
- (c) to notify the Bank from time to time of any business activity conducted by the Borrower which involves the use or handling of hazardous materials or wastes or which increases the environmental liability of the Borrower in any material manner;
- (d) to notify the Bank of any proposed change in the use or occupation of the property of the Borrower prior to any change occurring;
- (e) to provide the Bank with immediate written notice of any environmental problem and any hazardous materials or substances which have an adverse effect on the property, equipment, or business activities of the Borrower and with any other environmental information requested by the Bank from time to time.
- (f) to conduct all environmental remedial activities which a commercially reasonable person would perform in similar circumstances to meet its environmental responsibilities and if the Borrower fails to do so, the Bank may perform such activities; and
- (g) to pay for any environmental investigations, assessments or remedial activities with respect to any property of the Borrower that may be performed for or by the Bank from time to time.

If the Borrower notifies the Bank of any specified activity or change or provides the Bank with any information pursuant to subsections (c), (d), or (e), or if the Bank receives any environmental information from other sources, the Bank, in its sole discretion, may decide that an adverse change in the environmental condition of the Borrower or any of the property, equipment, or business activities of the Borrower has occurred which decision will constitute, in the absence of manifest error, conclusive evidence of the adverse change. Following this decision being made by the Bank, the Bank shall notify the Borrower of the Bank's decision concerning the adverse change.

If the Bank decides or is required to incur expenses in compliance or to verify the Borrower's compliance with applicable environmental or other regulations, the Borrower shall indemnify the Bank in respect of such expenses, which will constitute further advances by the Bank to the Borrower under this Agreement.

#### 5. Periodic Review

The obligation of the Bank to make further advances or other accommodation available under any Credit(s) of the Borrower under which the indebtedness or liability of the Borrower is payable on demand, is subject to periodic review and to no adverse change occurring in the financial condition or the environmental condition of the Borrower or any guarantor.

#### 6. Evidence of Indebtedness

The Bank's accounts, books and records constitute, in the absence of manifest error, conclusive evidence of the advances made under this Credit, repayments on account thereof and the indebtedness of the Borrower to the Bank.

#### 7. Acceleration

- (a) All indebtedness and liability of the Borrower to the Bank payable on demand, is repayable by the Borrower to the Bank at any time on demand;

- (b) All indebtedness and liability of the Borrower to the Bank not payable on demand, shall, at the option of the Bank, become immediately due and payable, the security held by the Bank shall immediately become enforceable, and the obligation of the Bank to make further advances or other accommodation available under the Credits shall terminate, if any one of the following Events of Default occurs:
- (i) the Borrower or any guarantor fails to make when due, whether on demand or at a fixed payment date, by acceleration or otherwise, any payment of interest, principal, fees, commissions or other amounts payable to the Bank;
  - (ii) there is a breach by the Borrower of any other term or condition contained in this Commitment Letter or in any other agreement to which the Borrower and the Bank are parties;
  - (iii) any default occurs under any security listed in this Commitment Letter under the headings "Specific Security" or "General Security" or under any other credit, loan or security agreement to which the Borrower is a party;
  - (iv) any bankruptcy, re-organization, compromise, arrangement, insolvency or liquidation proceedings or other proceedings for the relief of debtors are instituted by or against the Borrower and, if instituted against the Borrower, are allowed against or consented to by the Borrower or are not dismissed or stayed within 60 days after such institution;
  - (v) a receiver is appointed over any property of the Borrower or any guarantor or any judgment or order or any process of any court becomes enforceable against the Borrower or any guarantor or any property of the Borrower or any guarantor or any creditor takes possession of any property of the Borrower or any guarantor;
  - (vi) any course of action is undertaken by the Borrower or any guarantor or with respect to the Borrower or any guarantor which would result in the Borrower's or guarantor's reorganization, amalgamation or merger with another corporation or the transfer of all or substantially all of the Borrower's or any guarantor's assets;
  - (vii) any guarantee of indebtedness and liability under the Credit Line is withdrawn, determined to be invalid or otherwise rendered ineffective;
  - (viii) any adverse change occurs in the financial condition of the Borrower or any guarantor.
  - (ix) any adverse change occurs in the environmental condition of:
    - (A) the Borrower or any guarantor of the Borrower; or
    - (B) any property, equipment, or business activities of the Borrower or any guarantor of the Borrower.

#### 8. Costs

All costs, including legal and appraisal fees incurred by the Bank relative to security and other documentation and the enforcement thereof, shall be for the account of the Borrower and may be charged to the Borrower's deposit account when submitted.

#### 9. Counterparts and Execution of Documents.

This Commitment Letter and any security and other documents relating to the credits established

in it may be executed in counterparts and by different parties in different counterparts, all of which when taken together will constitute a single contract. Subject to applicable conditions precedent, a document will become effective when it has been executed by the Bank (if execution by the Bank is contemplated by the document) and the Bank has received counterparts of the document that, when taken together, bear the signatures of each of the other relevant parties. Delivery of an executed counterpart of a document or a signature page to the document by telecopy or by sending a scanned or other copy by electronic mail or similar means shall be as effective as delivery of an originally executed counterpart, but the Bank may from time to time require delivery of originally executed documents. The Bank may create and store copies of documents in any form as part of its business records, including by microfilm, photocopy and electronic image. Copies may be held in place of original documents and substituted for original documents for any purpose. In administering the credits established in the Commitment Letter and in otherwise dealing with the Borrower and any guarantor, the Bank may rely and act on e-mail, telecopier and other electronic communications that it reasonably believes have been sent by or on behalf of the Borrower or any guarantor, but the Bank may from time to time require that communications from the Borrower or any guarantor be in a non-electronic form specified by the Bank.

10. Representation or Warranty

The Borrower and each Guarantor represents and warrants to the Bank that all financial and other information (including, without limitation, any financial forecasts) provided to the Bank in connection with the credit(s) provided pursuant to this Commitment Letter is true and accurate in all material respects and has been prepared in accordance with Canadian Generally Accepted Accounting Principles consistently applied, and acknowledges that the offer of credit contained in this Commitment Letter is made in reliance on the truth and accuracy of this information and the representation and warranties above.

**Security Agreement  
Municipalities and School Boards**

To: THE BANK OF NOVA SCOTIA, (the 'Bank')

**WHEREAS** by the passage of By-Law 2020-002 by The Corporation of the City of Temiskaming Shores on the 7<sup>th</sup> day of January, 2020 authority was given to the Treasurer together with the Mayor to borrow from the Bank the sum or sums therein mentioned and this Agreement was authorized.

**AND WHEREAS** the Corporation desires to borrow the said sum or sums from the Bank.

**NOW IT IS HEREBY AGREED** by the Corporation that in consideration of the Bank advancing or providing the said sum or sums to the Corporation that all the revenues of the Corporation of whatever nature and kind are hereby charged to and in favour of the Bank, as security for payment of the moneys so advanced or provided by the Bank and any interest thereon and any other charges in connection therewith and the Bank shall have a lien upon all such revenues until the charge hereby and by the said By-Law created is satisfied.

The Corporation represents and warrants that the whole or any part or parts of the revenues of the Corporation are not subject to any prior charge, except as disclosed to the Bank in writing.

IN WITNESS WHEREOF the Corporation has caused this agreement to be executed by its proper officers as required by law this 7<sup>th</sup> day of January, 2020.

Witness: \_\_\_\_\_

)  
) \_\_\_\_\_  
) Carman Kidd, Mayor  
)  
) \_\_\_\_\_  
) Laura-Lee MacLeod, Treasurer



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

**By-law No. 2020-003**

**Being a by-law to amend By-law No. 2019-089 being an Agreement for 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 adopted By-law No. 2019-089 at the May 21, 2019 Regular Council meeting being a three (3) year agreement with Ms. Roxanne St. Germain o/a Animals First - Temiskaming Shores and Area Animal Services for Animal Control and Pound Services;

**And whereas** Council considered Memo No. 001-2020-CS at the January 7, 2020 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2019-089 to delete section 4.1.10 and any other reference to euthanizing of animals for consideration at the January 7, 2020 Regular Council meeting;

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

1. That Schedule "A" to By-law No. 2019-089, as amended be further amended by deleting Article 4.1.10.
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 7<sup>th</sup> day of January, 2020.

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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. 2020-004**

**Being a by-law to amend By-law No. 2006-022, as amended being  
a by-law to appoint a Drainage Superintendent pursuant to the  
Drainage Act, RSO, 1990 – Remuneration Increase**

**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** Section 93 of the Drainage Act, RSO 1990 authorizes the council of a local municipality to appoint a drainage superintendent and provide for his/her remuneration for the purposes and in the manner set out therein;

**And whereas** Council adopted By-law No. 2006-022 at the February 27, 2006 Regular Council meeting appointing Ed Gorecki as the Drainage Superintendent for the City of Temiskaming Shores;

**And whereas** Council considered Memo No. 003-2020-RS at the January 7, 2020 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2006-022 to increase the remuneration rate from \$25/hr to \$30/hr for consideration at the January 7, 2020 Regular Council meeting;

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

1. That By-law No. 2006-022, as amended be further amended by removing article 2 and replacing it with the following:

***The Drainage Superintendent appointed hereunder shall receive a remuneration rate of \$30/hr and a mileage rate in accordance with the City's Business Travel and Expense Policy being By-law No. 2018-140, as amended and shall hold office until such time as he resigns or his employment is terminated by resolution of Council.***

2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor changes or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of January, 2020.

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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. 2020-005**

**Being a by-law to amend By-law No. 2019-018, as amended being  
a by-law to appoint community representatives to various  
Committees and Boards for the 2019-2022 Term of Council – Age  
Friendly Community Committee**

**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 adopted By-law No. 2019-018 to appoint community representatives to various Committees and Boards for 2019-2022 term of Council;

**And whereas** Council considered Memo No. 001-2020-RS at the January 7, 2020 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2019-018 to appoint Jessy Genier and Janice Labonte to the Age Friendly Committee and remove Danielle Covello from the Age Friendly Committee for consideration at the January 7, 2020 Regular Council meeting;

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

1. That Schedule "A" to By-law No. 2019-018, as amended be further amended by removing **Danielle Covello** as a community representative to the Age Friendly Community Committee for the 2019-2022 Term of Council;
2. That Schedule "A" to By-law No. 2019-018, as amended be further amended by appointing **Jessy Genier** and **Janice Labonte** as community representatives to the Age Friendly Community Committee for the 2019-2022 Term of Council;
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor changes or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of January, 2020.

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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. 2019-163**  
**Being a by-law to amend By-law No. 2013-052 being a**  
**by-law to regulate Construction, Demolition, Change of**  
**Use, Inspections, Permits and associated Fees**

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

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

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

**And whereas** under Section 10.(2) 6 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws with respect to matters of health, safety and well-being of persons;

**And whereas** Section 7.(1) of *the Building Code Act, 1992, S.O. 1992, Chapter 23*, as amended provides that a *Council* may pass by-laws and make regulations, applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of this Act;

**And whereas** Section 7.(8.1) of *the Building Code Act, 1992, S.O. 1992, Chapter 23*, as amended provides that Section 398 of the Municipal Act, 2001, S.O. 2001, c. 25 applies, with necessary modifications, to fees established by a municipality under clause 7.(1)(c) of *the Building Code Act*;

**And whereas** Section 398.(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

**And whereas** Section 398.(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the treasurer of a municipality may add fees and charges imposed by the municipality to the tax roll;

**And whereas** Council adopted By-law No. 2013-052 being a by-law to regulate Construction, Demolition, Change of Use, Inspections, Permits and associated Fees (Building By-law) on May 21, 2013;

**And whereas** Council considered Administrative Report No. CS-051-2019 at the October 1, 2019 Regular Council meeting and directed staff to prepare the

necessary by-law to amend By-law No. 2013-052 to modify and impose Building Permit Application fees;

**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 By-law No. 2013-052 by deleting **Appendix 01 – Classes of Permits and Permit Fees** and replacing it with Schedule “A” – **Building Permit Fees Structure**, a copy of which is attached hereto and forming part of this by-law.
2. That is by-law is effective as of January 1, 2020.
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 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 and second time** this 15<sup>th</sup> day of October, 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

## Appendix 01 Building Permit Fees Structure

The fees payable by the applicant or authorized agent for a construction, demolition, change of use, conditional permit or inspection fees shall be as follows:

Permit fees shall be **\$9.50 per thousand** based on a value of contract price. If there is no contract price in a written agreement, the permit fee will be calculated by Building Department as follows:

Residential	\$1.45 per sq ft
Residential Retrofit	\$0.85 per sq ft
Residential Accessory Building	\$0.65 per sq ft
Residential Deck	\$0.50 per sq ft
Seasonal Building no interior finish (insulation, sheeting, etc.)	\$0.85 per sq ft
Commercial/Industrial/Assembly/Institutional	\$2.60 per sq ft
Commercial/Industrial/Assembly/Institutional Retrofit	\$1.45 per sq ft
Commercial/Industrial/Assembly/Institutional Cold Storage	\$0.85 per sq ft

### Alterations

### Flat Fee

### Res / Comm

Interior Renovations	\$175 / \$275
New foundations	\$275 / \$450
Foundation repairs	\$125 / \$200
New roof (structural changes)	\$250 / \$425
New doors and windows (structural changes)	\$95 / \$175
Deck Repairs	\$95 / N/A
Plumbing modification (additions or relocations)	\$95 / \$175
Fire alarm system	\$125 / \$225
Wood Fired Appliance (no WETT cert)	\$95 / \$175
Rooftop Solar	\$225 / \$375

### Agricultural

### Rate per sq ft

Farm buildings / additions	\$0.60
Prefabricated storage silos	\$175 Flat Fee
Pole barn / coverall	\$0.45
Restoration	\$0.30



**Demolitions:**

**Flat Fee**

Residential	\$ 95
Agricultural	\$ 95
Commercial/Industrial/Assembly/Institutional	\$175

**Other:**

**Flat Fee**

Change of use permit	\$95
Change of use if construction is required	\$95 + fee formula
Permit renewal/dormant file	\$95
Moving permit (relocation of structure over 108 sq ft to or from a property)	\$175
Inspection request by owner/re-inspection	\$55 each visit
Administrative charge	\$55
Accessible Upgrade	\$55
Revisions	\$65
Orders	\$200

**Notes:**

**There shall be an administration charge equal to one and a half times the above calculated fees, applied to all construction that begins prior to the issuance of a permit;**

**No permit shall be less than \$95.00;**

**Fees will be rounded to the nearest dollar;**

**Conditional and partial permits will be calculated at the regular rate for the complete project.**

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

**By-law No. 2020-006**

**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 January 7, 2020**

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

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

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

**And whereas** 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 **January 7, 2020** 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 7<sup>th</sup> day of January, 2020.

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Mayor – Carman Kidd

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Clerk – David B. Treen