



**The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, June 16, 2020 – 6:00 p.m.
City Hall – Council Chambers – 325 Farr Drive**

Agenda

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

Draft Motion

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

5. **Disclosure of Pecuniary Interest and General Nature**
6. **Review and adoption of Council Minutes**

Draft Motion

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

- a) Regular meeting of Council – June 2, 2020; and
 - b) Special meeting of Council – June 9, 2020.
7. **Public Meetings pursuant to the Planning Act, Municipal Act and other Statutes**

8. Question and Answer Period

9. Presentations / Delegations

10. Communications

- a) Tanya Daniels, City Clerk – City of Brantford

Re: Support – Essential Workers Day, 2020-05-28

Reference: Received for Information

- b) AMO Communications

Re: AMO COVID-19 Update – Federal Gas tax Funding Accelerated Pandemic Pay, ESA Changes, Additional Re-openings, 2020-06-01

Reference: Received for Information

- c) AMO Events

Re: AMO Annual Conference Updates, 2020-06-05

Reference: Received for Information

- d) AMO Communications

Re: AMO COVID-19 Update – Regional Approach to Stage 2, Emergency Orders Extended and Short-Term Rentals, 2020-06-08

Reference: Received for Information

- e) AMO Communications

Re: AMO COVID-19 Update – Child Care and Patio Extensions, 2020-06-09

Reference: Received for Information

f) AMO Events

Re: AMO 2020 Conference Program Update, 2020-06-10

Reference: Received for Information

g) Municipality of McDougall

Re: Support – FONOM Opinion regarding Northern OPP Detachments, 2020-06-10

Reference: Received for Information

h) Tracy Macdonald, Assistant Clerk – Town of Orangeville

Re: Support – Training Requirements for Diversity, Empathy and Use of Force for the Ontario Provincial Police, 2020-06-10

Reference: Received for Information

i) Timiskaming Health Unit

Re: Timiskaming Health Unit Audited Financial Statements December 31, 2019

Reference: Received for Information

j) Carman Kidd, Board of Health Chair - Timiskaming Health Unit

Re: Basic Income for Income Security During COVID-19 Pandemic and Beyond, 2020-06-09

Reference: Received for Information

k) Julia Danos, Director, Intergovernmental Policy and Program Delivery Branch – Ministry of Infrastructure

Re: Investing in Canada Infrastructure Program – Green Funding Stream – Haileybury Wastewater Treatment Facility Rehabilitation, 2020-06-11

Reference: Received for Information

- l) Darrin Canniff, Mayor/CEO – Municipality of Chatham-Kent

Re: Support - Recommendations presented from Long-Term Care and Retirement Home Partners, 2020-06-11

Reference: Received for Information

- m) Darrin Canniff, Mayor/CEO – Municipality of Chatham-Kent

Re: Support - Government's Commission on Long-Term Care, 2020-06-11

Reference: Received for Information

- n) Lori McDonald, Director of Corporate Services/Clerk – Town of Bracebridge, 2020-06-12

Re: Support – Establishment of Municipal Financial Assistance Program to Offset the Financial Impact of the COVID-19 Pandemic

Reference: Received for Information

Draft Motion

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

11. Committees of Council – Community and Regional

Draft Motion

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

- a) Minutes of the Timiskaming Board of Health meeting held on April 22, 2020.

12. Committees of Council – Internal Departments

Draft Motion

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

- a) Minutes of the Corporate Services Committee meeting, held on May 27, 2020; and
- b) Minutes of the Temiskaming Shores Public Library Board, held on April 15, 2020.

13. Reports by Members of Council

14. Notice of Motions

15. New Business

a) Support – FONOM

Draft Motion

Whereas Council for the City of Temiskaming Shores received correspondence dated May 14, 2020 from the Federation of Northeastern Ontario Municipalities (FONOM) regarding the issues and challenges facing their 110 members; and

Whereas the FONOM Board reviewed and discussed AMO's Policy Paper on the "OPP Detachment Boards, Building a Framework for Better Policing Governance"; and

Whereas the FONOM Board identified several issues with the DSSAB Boards replacing the current Detachments Boards, noting that Community Policing is distinctive to each Municipality, and the current DSSAB's would not be the best solution for overseeing the Northern OPP Detachments; and

Whereas the FONOM board outlined several issues including the discrepancy between the number of DSSAB Boards to the number of Detachments; the representation on some boards, with members of the municipalities with no OPP contracts; the concern that this will start a conversation about the creation of Upper Tier or Regional Governments in the North.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby supports the Federation of Northeastern Ontario Municipalities' position that the current DSSABs would not be the best solution for overseeing the Northern OPP detachments; and

Further that a copy of this resolution be sent to FONOM, AMO and John Vanthof, MPP Timiskaming-Cochrane.

b) Support – Township of Armour, High Speed Internet Connectivity in Rural Ontario

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby supports the Township of Armour's resolution dated April 28, 2020, on the need to make substantial investments in high-speed internet connectivity in rural areas; and

Further that a copy of this resolution and the letter be circulated to the Honourable Doug Ford, Premier of Ontario; John Vanthof, MPP Timiskaming-Cochrane and the Township of Armour.

c) Memo No. 010-2020-CS – Penalty Relief – May Tax Installment

Draft Motion

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 010-2020-CS; and

That Council directs the Treasurer to continue with the relief of penalty for the May 15th tax installment until July 31, 2020; and

That effective August 1, 2020 all penalty/interest charges be applied to outstanding taxes as per By-law 2020-059.

d) Administrative Report No. CS-026-2020 – Occupation of Land Agreement – 485 Ferguson Avenue (Whiskey Jack Beer Co.)

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-026-2020; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Marc Andre Therrien and Luc Johnson for occupation of land (laneway) adjacent to Whiskey Jack Beer Company (485 Ferguson Ave.), to accommodate an outdoor patio, for consideration at the June 16, 2020 Regular Council meeting.

e) Administrative Report No. PPP-006-2020 – Year-End Report

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-006-2020 regarding the 2019 Annual Report for the Temiskaming Shores Fire Department for information purposes.

f) Memo No. 012-2020-PW – Textile Diversion Pilot Program

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 012-2020-PW; and

That Council hereby approves hosting one collection period from July 27-30, 2020 under the Textile Diversion Pilot Program with Talize Inc./Recycling Rewards.

g) Memo No. 013-2020-PW – Transition of Blue Box to Full Producer Responsibility

Draft Motion

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 013-2020-PW; and

That Council for the City of Temiskaming Shores is concerned about a recent proposal by the Ministry of Environment, Conservation and Parks that could jeopardize over 135 small rural, remote, and Northern community Blue Box programs across the Province as well as servicing to schools and public spaces; and

That Council for the City of Temiskaming Shores strongly advocates for language to be included in the regulation that ensures municipalities under 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government's Blue Box mediation as well as schools and public spaces; and

Further that Council directs Staff to forward this resolution to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

h) Administrative Report No. PW-018-2020 – Air Exchanger – Dentist Office

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-018-2020; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with R&R Company LTD. for the Supply and Delivery of two (2) air exchangers in the amount of \$ 10,590 plus applicable taxes, for consideration at the June 16th, 2020 Regular Council meeting.

i) Administrative Report No. PW-019-2020 – Haileybury Medical Centre Cleaning Contract

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-019-2020; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Lynn Boucher for cleaning services at the Haileybury Medical Centre, for consideration at the June 16, 2020, Regular Council meeting.

j) Administrative Report No. PW-020-2020 – Electronic Waste Collection and Recycling

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-020-2020; and

That Council agrees to provide Waste Electronic Collection Services post transition to full producer responsibility on December 31st, 2020; and

Further that Council directs staff to prepare the necessary By-law to enter into an agreement with Electronic Producers Recycling Association (EPRA) for Waste Electronic Collection Services for consideration at the June 16, 2020 Regular Council meeting.

16. By-laws

Draft Motion

Be it resolved that:

- By-law No. 2020-065 Being a by-law to enter into an Occupation of Land Agreement with Marc Andre Therrien and Luc Johnson to permit the use of the laneway adjacent to the 485 Ferguson Avenue – Whiskey Jack Beer Company– Outdoor Patio
- By-law No. 2020-066 Being a by-law to enter into an agreement with R&R Company Ltd. for the Supply and Delivery of Two Air Exchangers for the Dentist Office located at 95 Meridian in Haileybury
- By-law No. 2020-067 Being a by-law to authorize an Agreement between the City of Temiskaming Shores and Lynn Boucher for the Cleaning of the Haileybury Medical Centre
- By-law No. 2020-068 Being a by-law to enter into an agreement with the Electronic Producers Recycling Association for Electronic Waste Collection Services

be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that:

- By-law No. 2020-065;
By-law No. 2020-066;
By-law No. 2020-067; and
By-law No. 2020-068.

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

17. Schedule of Council Meetings

- a) Regular – Tuesday, July 14, 2020 at 6:00 p.m.
- b) Regular – Tuesday, August 11, 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 June 2, 2020 – Closed Session Minutes**
- b) **Adoption of the June 9, 2020 – Closed Session Minutes**
- c) **Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – Organizational Chart**

Draft Motion

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

20. Confirming By-law

Draft Motion

Be it resolved that By-law No. 2020-069 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on **June 16, 2020** be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that By-law No. 2020-069 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 - Logan Belanger



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, June 2, 2020 – 6:00 p.m.
Electronic Meeting

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 Jesse Foley, Patricia Hewitt, Doug Jelly, Jeff Laferriere, Mike McArthur and Danny Whalen

Present: Christopher W. Oslund, City Manager
Logan Belanger, Municipal Clerk
James Franks, Economic Development Officer
Shelly Zubyck, Director of Corporate Services
Tim Uttley, Director of Fire Services
Doug Walsh, Director of Public Works
Mathew Bahm, Director of Recreation
Brad Hearn, IT Administrator
Laura Lee MacLeod, Treasurer

Regrets: N/A

3. Review of Revisions or Deletions to Agenda

N/A

4. Approval of Agenda

Resolution No. 2020-306

Moved by: Councillor McArthur

Seconded by: Councillor Foley

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

Carried

5. Disclosure of Pecuniary Interest and General Nature

None

6. Review and adoption of Council Minutes

Resolution No. 2020-307

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

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

- a) Regular meeting of Council – May 19, 2020

Carried

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

7.1. Potential Disposition of Land

Property: Haileybury Public Library, 545 Lakeshore Road

Purpose: The City is considering the disposition of the Haileybury Public Library.

Mayor Kidd outlined that the purpose of this public meeting is to present to Council and the public details related to the proposed disposition of land, being the Haileybury Public Library, located at 545 Lakeshore Road. The meeting also allows the public to provide comments on the proposed disposition prior to Council making a decision.

Mayor Kidd declared this to be an open public meeting and requested the Clerk, Logan Belanger to outline the details of the proposed disposition.

Municipal Clerk Logan Belanger, utilizing PowerPoint, outlined the background, including a review of the questions and comments received during and following the May 19, 2020 public meeting. The subject property and immediate area were illustrated using an aerial photograph.

Mrs. Belanger outlined that no new comments or questions were received through the City's Facebook page prior to the meeting.

Prior to disposition, the City would investigate the easement providing legal access over neighbouring lands; meetings would be scheduled with the Corporate Services and Building Maintenance Committees to review comments from the public meetings and postings; and to present a follow-up report for Council consideration at a future Council meeting.

Mayor Kidd inquired if there were any comments from members of Council. Councillor McArthur stated that due to the City's financial situation, he is hoping to sell the building, as the coffers may be used by the City for the benefit of the taxpayers. Councillor McArthur commented that this is an opportunity to sell a building, as there is an arrangement with Northern College for Library services in Haileybury, and a new Library established in New Liskeard. Councillor McArthur hopes that Council considers the opportunity that the City may make some money for the taxpayers down the road, without donating or giving anything away.

Councillor Whalen expressed appreciation to the family for use of the facility over the years, and for allowing Council to make a decision on the future of the building. Councillor Whalen commented that there may be some personal attachment to the building, but there is no historical significance. Mayor Kidd thanked Councillor Whalen, and commented that since the building was donated, the City is not looking to make a significant profit, and if there is someone that can utilize the building, Council would consider the proposal.

Councillor Laferriere commented that this is an asset owned by the ratepayers, and believes it is owed to the ratepayers, if it is determined there is no internal need for the building, that the City receives the best return on selling the property. Councillor Laferriere stated that he is in favour of disposing of properties and facilities, that the City does not need or is using, as there is a cost to maintain and operate those facilities. Councillor Laferriere recommended considering the business case when reviewing comments, to ensure there is value to warrant keeping the building.

Councillor Hewitt understands that the City has extra facilities, but would encourage further public consultation, as these are difficult times for some individuals to participate, and asked if these are the same individuals that helped build this City. Councillor Hewitt would like a vision of working together moving forward, and believes we owe that to the constituents.

The Director of Corporates Services indicated there are no comments within the Chat box. Mayor Kidd declared that this public meeting is closed, and Council will give due consideration to the proposed disposition.

7.2. Potential Disposition of Land

Property: New Liskeard Public Library, 50 Whitewood Avenue

Purpose: The City is considering the disposition of the New Liskeard Public Library.

Mayor Kidd outlined that the purpose of this public meeting is to present to Council and the public details related to the proposed disposition of land, being the New Liskeard Public Library, located at 50 Whitewood Avenue. The meeting also allows the public to provide comments on the proposed disposition prior to Council making a decision.

Mayor Kidd declared this to be an open public meeting and requested the Clerk, Logan Belanger to outline the details of the proposed disposition.

Municipal Clerk, Logan Belanger, utilizing PowerPoint, outlined the background, including a review of the questions and comments received during and following the May 19, 2020 public meeting. The subject property and immediate area were illustrated using an aerial photograph, and on a Plan of Subdivision. It was noted that the Library and Cenotaph are on located on Parcel 1487NND Lots 29-32 on Plan M22-NB, at the corner of Whitewood Avenue and Wellington Street; however, the proposed sale would not include the Cenotaph Park. A photograph of the property line between the cenotaph and the library (i.e. between lots 30 and 31 on Plan M22-NB) was provided to outline proximity to the building (approximately 2 meters).

The following planning comments were received:

- Municipalities have an exemption under Section 50(3)(c) of the Planning Act and they can acquire part of a parcel of land, or dispose of land while retaining abutting property without the need to obtain consents.
- The lands are Zoned C1 General Commercial, which has no minimum frontage or area, no minimum interior side yard, and a maximum lot coverage of 80%.

Notice of this public meeting was provided via the Community Bulletin in accordance with the City's disposition of land By-law No. 2015-160, as well as on the City's website and Facebook page.

Mrs. Belanger outlined that no new comments or questions were received through the City's Facebook page prior to the meeting. However, a comment was received regarding the memorial fountain in memory of Dr. J.D. McNaughton, located on the exterior of the New Liskeard Library Building, and concern for the fountain should the building be sold.

Next steps include determining the footprint of the Library in relation to Lots 29 to 32 on Parcel 1487NND, as the intent is for the disposition of the library building only. In addition, staff are confirming that the City may proceed through a municipal process for land disposal and sale, for the transfer of the lands, should the disposition be approved, as well as the lot coverage. Meetings would be scheduled

with the Corporate Services and Building Maintenance Committees to review comments from the public meetings and postings, and to present a follow-up report for Council consideration at a future Council meeting.

Mayor Kidd commented that there is interest in the building, as he was contacted by a private business owner expressing interest in purchasing the building. An RFP process was discussed to review proposals when considering options for the disposition.

Mayor Kidd inquired if there were any comments from members of Council. Councillor Whalen inquired if OCARE would use the entire facility, and discussed the number of user groups using City facilities, and if there is a way to conglomerate all groups into one building. If so, there may be a benefit to the transit system and downtown business when all group members travel to the downtown core, as well as would reduce cleaning costs at various facilities. Councillor Whalen hopes Council will take time to look at various options, as there is a potential to make some dollars, but questioned if there is also potential to save dollars.

City Manager, Christopher Oslund commented on the OCARE proposal in response to Councillor Whalen's question. The non-profit group, OCARE, would own the building, but would look at the City donating or transferring the building at no cost; however, the organization would assume all costs associated with repairs and operations. The plan would be to rent the bottom floor for commercial space, for the rental income to cover the operation costs for the non-profit; and the upstairs would become a public and educational space. Councillor Hewitt commented that this is a significant building and is part of our heritage, and believes this comes at bad time, in regards to not having public consultation, as it is the heart and soul of the downtown area. The Library building is changing from literary services, but it is still a community hub, and requires more individuals have their say on how they would like this building to move forward. Councillor Hewitt commented that if the building was placed on the market, or shared with OCARE, we need more consultation from the public.

Councillor Whalen inquired if the building was owned by a non-profit, would it be a taxable property. City Manager, Christopher Oslund, commented that it would become a taxable property, but would likely fall under the charitable tax rebate program (i.e. 40 percent tax reduction); however, any space rented for commercial purposes, would likely not receive the charitable tax rebate.

Councillor McArthur commented that if the building was transferred to the non-profit organization, ownership may revert back to the City. He thought the intent was to sell the building, as new locations in New Liskeard and at Northern College have been established for library services. Councillor McArthur recommended the possibility of it being owned by a downtown merchant, as the City may someday own the building if the non-profit organization left. Councillor McArthur was fine with either direction; however, if the building cannot be sold, there would not be an opportunity for a business to set-up.

City Manager, Christopher Oslund, commented that the intention of this meeting was not for a decision, but for the purpose of gathering input. The OCARE presentation was one proposal received, and the Committees' will review the proposal, and will bring back for Council discussion. If there are other proposals, such as from merchant associations, those will be reviewed for consideration as well. Mr. Oslund noted that although this is a different way of public consultation (not to minimize to the value of face-to-face discussion), the engagement has been greater than any he has seen, in any other public consultation held by the City. Over 10,000 people have viewed the postings, numerous comments have been received, and people have presented to Council. Although, there has not been an opportunity to meet face-to-face, Mr. Oslund commented that more people have been reached through this process, than through a public meeting at City Hall. Mr. Oslund recognized that this process was different than interacting with the public in-person; however, is proud of the process, noting that the consultation allowed for the use of different mediums for public engagement, that have not been used in the past. Mayor Kidd commented that the Library Board held public meetings over the past year-and-a half, where the public had the opportunity to attend City Hall to provide comments, as well as through the use of surveys.

Councillor Laferriere recognized the participation through the previous public consultations, during which Council met with the public face-to-face. Surveys were also collected, and many people visited the library branches to provide comments. Councillor Laferriere commented on the cost of retaining the building, noting one challenge is accessibility and costs, and looking at the capital required to meet those requirements. Councillor Laferriere's preference is to sell the facility; and the challenge is whether Council would like to keep the designation, noting that there is historical value there, and perhaps value for existing businesses downtown looking to grow their business. Councillor Laferriere recommended reviewing options and alternatives to see where the interest is, and to make sure consideration is given to all comments received, to ensure an informed decision is made, in the best interest of the ratepayers. Mayor Kidd commented that if the City retains ownership, the building would need to be accessible by 2026, and would be a significant cost to the City.

Councillor Jelly stated that a decision is not being made tonight, and that the comments will be reviewed and assessed at the Building Maintenance and at the Corporate Services Committees. Councillor Jelly noted two stumbling blocks, one being the right-of-way in Haileybury, and the other being the accessibility and municipal heritage designation in New Liskeard. Councillor Jelly is pleased with the process, and noted that Council has a lot to think about. Councillor Jelly commented that this will come back for a discussion before a decision is made, and is sure Council will look at everything presented and the ideas before them. Much needs to be finalized before a decision is made, and due-diligence will be given to ensure each building is handled in the proper manner.

Councillor Hewitt appreciated the City Manager's comments regarding public consultation, but questioned if it was with the individuals that need to be at the table

for the vision moving forward. Councillor Hewitt would not want a decision made prematurely, and wants to ensure the best interest of the Community. This building is a community hub, and does come down to heritage, culture and supporting the history. Councillor Hewitt appreciates Councillor Jelly's comments, regarding Council taking time to give the matter serious consideration, but would like to hear more public input.

The Director of Corporates Services indicated there were two comments within the Chat box, both expressing their agreement with how the virtual meetings are going and how they are able to participate.

Mayor Kidd declared that this public meeting is closed, and Council will give due consideration to the proposed disposition.

8. Question and Answer Period

The Director of Corporates Services read one comment received in the chat box stating, based on the maintenance operational plan, we still need to maintain potholes, as defined in the document. There are many areas that require immediate attention, such as on Drive-in-Theatre Road and the South end of Crystal Crescent. Recommended that old-style patching should continue while the new machine catches up.

Mayor Kidd commented that the new spray patcher is in-service, and noted that Drive-in-Theatre Road has seen increased commercial traffic with the construction of the new building on Grant Drive. The Director of Public Works commented that crews are out patching potholes.

9. Presentations / Delegations

None

10. Communications

a) Danielle Manton, City Clerk – City of Cambridge

Re: Support – Provincial Funding for Rehabilitation Facilities, 2020-05-13

Reference: Received for Information

b) AMO Events

Re: Virtual AMO 2020 Conference Program Information, 2020-05-14

Reference: Received for Information

c) FONOM

Re: Media Release, 2020-05-14

Reference: Received for Information, and Councillor Jelly requested this item be returned for support.

d) J. Bunn, Deputy City Clerk - City of Kitchener

Re: Support – Universal Basic Income, 2020-05-14

Reference: Received for Information

e) Timiskaming Health Unit

Re: Secondary Residences – COVID-19, 2020-05-14

Reference: Received for Information

f) AMO Communications

Re: COVID-19 Update: Municipal Fiscal Request, Emergency Orders, Pandemic Pay, LTC Homes Commission, Extended School and Child Care Closures, and Summer Camps, 2020-05-19

Reference: Received for Information

g) Charlene Watt, Deputy Clerk - Township of Armour

Re: Support - High Speed Internet Connectivity in Rural Ontario, 2020-05-20

Reference: Received for Information, and Councillor Jelly requested this item be returned for support.

h) AMO Communications

Re: AMO Watchfile, 2020-05-28

Reference: Received for Information

- i) AMO Communications

Re: AMO COVID-19 Update – Looking Ahead, 2020-05-28

Reference: Received for Information

- j) AMO Communications

Re: AMO COVID-19 Update – Pandemic Pay Update, 2020-05-28

Reference: Received for Information

Resolution No. 2020-308

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

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

Carried

11. Committees of Council – Community and Regional

Resolution No. 2020-309

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

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

- a) Minutes of the New Liskeard Business Improvement Area (BIA) Board of Management meeting held on March 11, 2020.

Carried

12. Committees of Council – Internal Departments

Resolution No. 2020-310

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

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

- a) Minutes of the Corporate Services Committee Meeting on May 13, 2020; and
- b) Minutes of the Protection to Persons and Property Committee Minutes on May 13, 2020.

Carried

13. Reports by Members of Council

Councillor McArthur updated that the Temiskaming Transit Committee resumed the collection of bus fares for the month of June, at two-dollars per person; however, requested exact change. Passengers may also begin boarding through the front door. Effective July 1, 2020, regular fares will resume and the City will begin issuing monthly bus passes online only. Cleaning and sanitizing practices are occurring every two hours, and the City is working with Stock Transportation to ensure passengers enjoy their rides, with a reminder to please stay at a distance from others. The Temiskaming Transit Committee is recommending the use of face coverings, when physical distancing is not possible. Councillor McArthur commented that on behalf of Transit Committee, he thanks the drivers, Stock Transportation and the passengers for their cooperation, and we look forward to continuing this great service for all of Temiskaming Shores and Cobalt.

Councillor Whalen commented that there was a meeting of the executive for the Temiskaming Municipal Association (TMA) through teleconference. He advised that the TMA is continuing to work on behalf of the membership, and actions are being taken; however, it is difficult to communicate during this time.

Councillor Foley, provided a reminder that this is normally bicycle friendly month in the City, and advised that a member of the Bicycle Friendly Community Committee was interviewed by Radio Canada to discuss the cycling infrastructure in the City. In addition, the Recreation Department installed a bicycle repair station near the Pool Fitness Centre, to complete minor bike repairs. Councillor Foley was pleased to hear the positive recognition for the bicycle infrastructure in the City, and encouraged everyone to visit the Bike Temiskaming Shores Facebook page to view the scheduled group rides planned throughout the month.

Mayor Kidd updated that there is a new airport manager with the Earleton-Timiskaming Regional Airport Authority as the existing manger will be retiring. Mayor Kidd participated on a teleconference with the Ontario Northland (ONR), regarding the bus services low use over the past couple of months, as such it has been difficult to maintain routes. The ONR is encouraging municipalities to promote use of the bus parcel express to ship packages.

14. Notice of Motions

None

15. New Business

a) Support - Timiskaming Health Unit - Consultation for a new Ontario Poverty Reduction Strategy, 2020-04-30

Resolution No. 2020-311

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

Whereas the Timiskaming Health Unit (THU) recently commended the Government of Ontario's interest in poverty reduction and its public consultation to inform the development of a new provincial strategy; and

Whereas the THU stated that the prolonged stress of continually struggling to satisfy basic needs negatively impacts the physical and mental health of entire families; and

Whereas poverty does not just affect those experiencing it; poverty costs the Ontario economy over \$27 billion annually, with the cost of maintaining poverty far outweighing the cost of addressing it; and

Whereas in the District of Timiskaming, 18% of people continue to live in low-income households, including 20% of children under the age of 18 years; and

Whereas poverty persists in the presence of low unemployment rates, while a strong economy and job creation are essential combatants of poverty, low educational attainment, precarious employment, low wages, disability, as well as a lack of affordable housing and child care contribute to its maintenance; and

Whereas a comprehensive poverty reduction strategy must address an entire gamut of issues, from a lack of individual resources and supports to political and economic structures.

Now therefore be it resolved that Council for the Corporation of the City of Temiskaming Shores hereby supports the Timiskaming Health Unit's recommendations for Ontario's new poverty reduction strategy, outlined in its letter to the Ontario Government on April 30, 2020; and

Further that a copy of this resolution be forwarded to the Honourable Todd Smith, Minister of Children, Community and Social Services.

MOTION TO AMEND

The following motion was introduced to amend Resolution 2020-311 to include the Federation of Ontario Northern Municipalities (FONOM) on the distribution list:

Resolution No. 2020-311-A

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

That Council for the City of Temiskaming Shores hereby amends Resolution No. 2020-311, to include the Federation of Ontario Northern Municipalities (FONOM) on the distribution list to receive a copy of the resolution.

Carried

Resolution No. 2020-311 (AS AMENDED)

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

Whereas the Timiskaming Health Unit (THU) recently commended the Government of Ontario's interest in poverty reduction and its public consultation to inform the development of a new provincial strategy; and

Whereas the THU stated that the prolonged stress of continually struggling to satisfy basic needs negatively impacts the physical and mental health of entire families; and

Whereas poverty does not just affect those experiencing it; poverty costs the Ontario economy over \$27 billion annually, with the cost of maintaining poverty far outweighing the cost of addressing it; and

Whereas in the District of Timiskaming, 18% of people continue to live in low-income households, including 20% of children under the age of 18 years; and

Whereas poverty persists in the presence of low unemployment rates, while a strong economy and job creation are essential combatants of poverty, low educational attainment, precarious employment, low wages, disability, as well as a lack of affordable housing and child care contribute to its maintenance; and

Whereas a comprehensive poverty reduction strategy must address an entire gamut of issues, from a lack of individual resources and supports to political and economic structures.

Now therefore be it resolved that Council for the Corporation of the City of Temiskaming Shores hereby supports the Timiskaming Health Unit's

recommendations for Ontario's new poverty reduction strategy, outlined in its letter to the Ontario Government on April 30, 2020; and

Further that a copy of this resolution be forwarded to the Honourable Todd Smith, Minister of Children, Community and Social Services, and the Federation of Ontario Northern Municipalities (FONOM)

Carried

b) Approval of Council meeting Schedule – July 2020 to January 2021

Resolution No. 2020-312

Moved by: Councillor Foley

Seconded by: Councillor Jelly

Whereas By-law No. 2008-160 (Procedural By-law), as amended indicates that Regular meetings of Council shall be held on the first and third Tuesdays of each month commencing at 6:00 p.m. unless otherwise decided by Council; and

Whereas Council typically reduces summer meetings in July and August to one meeting.

Now therefore be it resolved that Council for the City of Temiskaming Shores does hereby confirm the following schedule of meetings for the months of July 2020 to December 2020:

Tuesday, July 14, 2020	Regular Meeting (2 nd Tuesday)
Tuesday, August 11, 2020	Regular Meeting (2 nd Tuesday)
Tuesday, September 1, 2020	Regular Meeting
Tuesday, September 15, 2020	Regular Meeting
Tuesday, October 6, 2020	Regular Meeting
Tuesday, October 20, 2020	Regular Meeting
Tuesday, November 3, 2020	Regular Meeting
Tuesday, November 17, 2020	Regular Meeting
Tuesday, December 1, 2020	Regular Meeting
Tuesday, December 15, 2020	Regular Meeting

Carried

c) Memo No. 009-2020-CS – 2019 Year End Financial Report

Resolution No. 2020-313

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo Report No. 009-2020-CS for information.

Carried

d) Administrative Report No. CS-021-2020 – 2020 Tax Ratios

Resolution No. 2020-314

Moved by: Councillor McArthur

Seconded by: Councillor Whalen

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-021-2020; and

That Council directs staff to prepare the necessary by-laws utilizing the Revenue Neutral Tax Ratios for 2020 for consideration at the June 2, 2020 Regular Council Meeting.

Carried

e) Administrative Report No. CS-022-2020 – Accounts Receivable Policy

Resolution No. 2020-315

Moved by: Councillor Foley

Seconded by: Councillor Hewitt

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-022-2020; and

That Council directs staff to prepare the necessary by-law to adopt a new Accounts Receivable Policy for consideration at the June 2, 2020 Regular Council Meeting.

Carried

f) Administrative Report No. CS-023-2020 – Fireworks Display 2020

Resolution No. 2020-316

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-023-2020; and

That Council agrees to cancel the City's Canada Day Fireworks Display scheduled for July 1, 2020 and confirms that the deposit paid to North Star Fireworks will be applied towards a postponed Fireworks Display to be determined once restrictions concerning the COVID-19 Pandemic allow for larger gatherings.

Carried

g) Administrative Report No. CS-024-2020 – Tourism Economy Restart Plan

Resolution No. 2020-317

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-024-2020; and

That Council directs staff to move forward with the partnered marketing programs to support local businesses as the economy restarts.

Carried

h) Administrative Report No. CS-025-2020 – 673 Browning Street

Resolution No. 2020-318

Moved by: Councillor Hewitt

Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-025-2020; and

That Council for the City of Temiskaming Shores directs staff to proceed with the sale of land by public tender for the property described as 673 Browning Street, with a minimum tender amount of \$5,000.

Carried

i) Administrative Report No. PPP-005-2020 – Appointment of District Chief

Resolution No. 2020-319

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-005-2020; and

That Council hereby appoints Kyle Brown as Volunteer District Chief to the Temiskaming Shores Fire Department in accordance with the *Volunteer Firefighter Hiring and Promotional Policy*.

Carried

j) Memo No. 011-2020-PW – Industrial Wastewater Disposal – Calamity Creek Project - MTO Request

Resolution No. 2020-320

Moved by: Councillor Foley

Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 011-2020-PW; and

That Council confirms the Execution of a Memorandum of Understanding between the City and the Ministry of Transportation, for the disposal of leachate from the Ministry's Calamity Creek Project at the New Lisheard Lagoon.

Carried

k) Administrative Report No. PW-016-2020 – FCM Funding Application Submission – PSD Asset Management

Resolution No. 2020-321

Moved by: Councillor Hewitt

Seconded by: Councillor Whalen

Whereas Council for the City of Temiskaming Shores considers that the requirements of O. Reg. 588/17 are much more prescriptive when preparing the City's updated Asset Management Plan, and will require the acquisition and use of appropriate software and external resources.

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-016-2020, for potential funding to obtain Asset Management Software, associated training, and consultant assistance to prepare an Asset management Plan and comply with the O. Reg 588/17 (*Municipal Asset Management Regulation*) requirements; and

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

- Acquisition of and training with Asset Management Software System;

- Preparation of a O.Reg. 588/17 compliant Asset Management Plan (AMP) for July 1st, 2021;
- Lifecycle Planning and Level of Service framework for all Core Assets included in the AMP; and

That Council for the City of Temiskaming Shores directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the acquisition of Assessment Management software training and consulting assistance; and

That Council for the City of Temiskaming Shores commits up to a combined total of \$50,000 from its 2020 and 2021 budgets toward the cost of this initiative.

Carried

l) Administrative Report No. PW-017-2020 – Contract Award – Supply and Deliver Miscellaneous Culverts

Resolution No. 2020-322

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-017-2020; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with *Hub Capp* for the award of the Supply and Delivery of Miscellaneous Culverts in the amount of \$ 13,409.05 plus applicable taxes for consideration at the June 2nd, 2020 Regular Council meeting.

Carried

m) Administrative Report No. RS-007-2020 – Bucke Park 2020 Operations Contract

Resolution No. 2020-323

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-007-2020; and

That Council acknowledges the execution of the 2020 Bucke Park Operator's Agreement, signed by the City Manager on May 29, 2020 in order to permit the opening of Bucke Park Campground in accordance and compliance with

Ontario Regulation 82/20 under the Emergency Management and Civil Protection Act; and

That Council directs staff to prepare the necessary by-law to confirm the 2020 Bucke Park Operator's Agreement for consideration at the June 2, 2020 Regular Council meeting.

Carried

16. By-laws

Resolution No. 2020-324

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that:

By-law No. 2020-057 Being a by-law to adopt the 2020 Municipal Budget for the City of Temiskaming Shores

By-law No. 2020-058 Being a by-law to establish tax ratios for 2020

By-law No. 2020-059 Being a by-law to provide for the adoption of 2020 tax rates for municipal and school purposes and to further provide penalty and interest for payment in default

By-law No. 2020-060 Being a by-law with respect to water and sewer service rates

By-law No. 2020-061 Being a by-law to adopt an Accounts Receivable Policy

By-law No. 2020-062 Being a by-law to enter into an agreement with Hub Capp for the Supply and Delivery of Miscellaneous Culvert Pipe to various locations within the City of Temiskaming Shores

By-law No. 2020-063 Being a by-law to enter into an Agreement with Sylvian Gelineau for the Operation of Bucke Park Campground for the 2020 Operating Season

be hereby introduced and given first and second reading.

Carried

Resolution No. 2020-325

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Be it resolved that:

By-law No. 2020-057;
By-law No. 2020-058;
By-law No. 2020-059;
By-law No. 2020-060;
By-law No. 2020-061;
By-law No. 2020-062; and
By-law No. 2020-063.

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, June 16, 2020 at 6:00 p.m.
- b) Regular – Tuesday, July 14, 2020 at 6:00 p.m.

18. Question and Answer Period

19. Closed Session

Resolution No. 2020-326

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that Council agrees to convene in Closed Session at 7:20 p.m. to discuss the following matters:

- a) **Adoption of the May 19, 2020 – Closed Session Minutes**
- b) **Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – Human Resources Update**
- c) **Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – COVID-19 Letter of Understanding (LOU) Update**

Carried

Resolution No. 2020-327

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that Council agrees to rise with report from Closed Session at 7:50 p.m.

Carried

Matters from Closed Session

Adoption of the May 19, 2020 Closed Session Minutes

Resolution No. 2020-328

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that Council approves the May 19, 2020 Closed Session Minutes as printed.

Carried

Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – Human Resources Update

Council provided direction to the City Manager.

Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – COVID-19 Letter of Understanding (LOU) Update

Council accepted the LOU update for information.

20. Confirming By-law

Resolution No. 2020-329

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Be it resolved that By-law No. 2020-064 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on **June 2, 2020** be hereby introduced and given first and second reading.

Carried

Resolution No. 2020-330

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that By-law No. 2020-064 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2020-331

Moved by: Councillor Hewitt

Seconded by: Councillor Whalen

Be it resolved that City Council adjourns at 7:50 p.m.

Carried

Mayor- Carman Kidd

Clerk - Logan Belanger



The Corporation of the City of Temiskaming Shores

Special Meeting of Council

Tuesday, June 9, 2020 – 6:00 p.m.

City Hall – Haileybury Boardroom – 325 Farr Drive

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 Jesse Foley, Patricia Hewitt (via teleconference 6:05 p.m.), Doug Jelly, Jeff Laferriere, Mike McArthur and Danny Whalen

Present: Christopher W. Oslund, City Manager
Logan Belanger, Municipal Clerk
Shelly Zubyc, Director of Corporate Services

Regrets: None

3. Approval of Agenda

Resolution No. 2020-332

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

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

Carried

4. Declaration of Special Council Meeting

Resolution No. 2020-333

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores declares this meeting a “Special Meeting of Council” in accordance to Section 7 of Procedural By-law No. 2008-160.

Carried

5. Disclosure of Pecuniary Interest and General Nature

None

6. Closed Session

Resolution No. 2020-334

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that Council agrees to convene in Closed Session at **6:03** p.m. to discuss the following matters:

- a) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – Organizational Chart**

Carried

Resolution No. 2020-335

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

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

Carried

Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – Organizational Chart

Council provided direction to the City Manager and to the Director of Corporate Services.

7. Adjournment

Resolution No. 2020-336

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

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

Carried

Mayor- Carman Kidd

Clerk - Logan Belanger



May 28, 2020

Will Bouma, MPP
96 Nelson Street
Suite 101
Brantford, ON N3T 2X1

Sent via email will.bouma@pc.ola.org

Phil McColeman, MP
108 St. George Street
Suite 3
Brantford, ON N3R 1V6

Sent via email phil.mccoleman@parl.gc.ca

Re: Essential Workers Day – March 17

Please be advised that Brantford City Council at its meeting held May 26, 2020 adopted the following:

10.1 Essential Workers Day – Councillor Wall

WHEREAS the Province of Ontario enacted a Declaration of Emergency on March 17th, 2020 in response to the COVID-19 Worldwide Pandemic; and

WHEREAS during the state of emergency certain services have been deemed essential services by the Government of Ontario; and

WHEREAS citizens are asked to isolate at home to reduce the spread of COVID-19 as essential workers continue to work and provide an essential service to their community; and

WHEREAS essential workers across the country are risking their lives; and

WHEREAS some essential workers have been stricken with illness, suffered trauma or injury, or lost their lives as a result of providing an essential service; and

WHEREAS without this dedicated workforce, essential services, including but not limited to, healthcare, police, fire, paramedics, military, social services, community services, food distribution, agriculture, postal and delivery services, education, security, transit, financial services, hospitality, commerce, manufacturing, construction, maintenance and repair, waste management, sanitation services, government, and administrative services would fail to function; and

WHEREAS our community owes a profound debt of gratitude to every single essential worker who ensured our community could continue to operate;

NOW THEREFORE, the Municipal Council of The Corporation of the City of Brantford HEREBY RESOLVES as follows:

- A. THAT March 17 BE PROCLAIMED by the Council for The Corporation of the City of Brantford to be Essential Workers Day in the City of Brantford; and
- B. THAT the Clerk BE DIRECTED to provide a copy of this resolution, with a covering letter, to MPP Will Bouma and MP Phil McColeman to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic; and
- C. THAT all municipalities across Ontario and Canada BE INVITED to proclaim March 17 to be Essential Workers Day in their respective municipalities, and that a copy of this resolution be provided to AMO, LUMCO, FCM, and ROMA for that purpose.



Tanya Daniels
City Clerk
tdaniels@brantford.ca

cc All Ontario municipalities
Association of Municipalities of Ontario (AMO)
Large Urban Mayor's Caucus of Ontario (LUMCO)
Federation of Canadian Municipalities
Rural Ontario Municipal Association (ROMA)

Logan Belanger

From: AMO Communications <Communicate@amo.on.ca>
Sent: Monday, June 1, 2020 3:48 PM
To: Logan Belanger
Subject: AMO COVID-19 Update - June 1st, 2020

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June 1, 2020

AMO COVID-19 Update – Federal Gas Tax Funding Accelerated, Pandemic Pay, ESA Changes, Additional Re-openings

Federal Gas Tax Funding Accelerated for 2020

Prime Minister Justin Trudeau [announced today](#) that the federal government would accelerate the payment of the 2020 federal Gas Tax Fund allocation to help municipalities pay for infrastructure projects and take advantage of the summer construction season. The Prime Minister called the accelerated federal Gas Tax Fund in 2020 “a first step” in supporting towns and cities. The \$2.2 billion (nation-wide) in federal Gas Tax funding will be forwarded in one payment in June rather than in two installments in July and November and can pay for a range of capital projects in 18 different categories. In Ontario, funds go directly to the City of Toronto and to AMO for the 443 municipal governments in the province. AMO administers \$647 million this year in Gas Tax funds on behalf of the Government of Canada.

While accelerated federal Gas Tax Fund allocations is a welcome first step, AMO has supported FCM’s call for \$10 billion in emergency funding from the federal government to help municipalities to continue operating during the emergency. Municipal funding sources have been severely challenged by the response to COVID-19, including delayed property tax payments, diminished or eliminated fares and program services, and increased need for equipment to protect employees continuing to work. AMO continues to call for urgent emergency support so that municipal governments can continue to offer critical services that support health, safety, and economic activity in our communities. The Prime Minister acknowledged that more needs to be done to provide financial assistance to municipalities and the federal government will do more “hand in hand with the provinces”.

Pandemic Pay Updates

On May 28th, the Ministry of Health hosted a teleconference that AMO attended to outline the parameters, timing, and process for flowing the pandemic pay to essential workers which, for Health, includes the public health and paramedic service program. We are now able to share the [slides](#) used at this teleconference.

As noted previously, the Province will be distributing this temporary top-up pay through existing transfer payment agreements so that employers will pay eligible employees through their existing payroll processes. These funds will be distributed to employers on an allocation basis and will be reconciled at a later date. June 5, 2020 is the target date for the funds to begin being transferred.

Information about these pandemic pay funds for eligible employees of long-term care homes, and housing and shelters is yet to be released. This information will be distributed as soon as it is received. We understand that all of the four programs in the three ministries – public health, paramedic services, long-term care homes, and the housing and shelter sector are looking to distribute the first allocation this week to the home employers to make payments to eligible employees.

The provincial programs will determine eligibility and are expected to provide program specific guidance and webinars as part of their allocation rollouts. The [provincial pandemic pay program website](#) continues to be updated.

On Saturday, May 30th, the Province announced an [emergency order](#) eliminating barriers to eligible frontline workers receiving pandemic pay. It will allow employers with unionized workforces to provide pandemic pay to eligible employees without the need to negotiate separate terms or conditions with their bargaining agents.

We continue to ask that the four programs' templates and reporting/reconciliation processes be identical to reduce municipal administrative burden. Although we know that the programs are trying to have an integrated approach across the ministries, we further understand that the four programs' administrative processes may be different as the programs are different.

COVID Related Changes to *Employment Standards Act (ESA)*

On Friday, May 29th the Province released a [new regulation](#) under the *Employment Standards Act, 2000* (ESA) that is intended to provide temporary relief from the ESA's termination and severance provisions for employers whose operations have been shut down or otherwise curtailed by COVID-19 – [O. Reg. 228/20, Infectious Disease Emergency Leave](#) (IDEL Regulation).

It should be noted upfront that these new rules do not apply to unionized staff. Collective agreement provisions and the ESA's usual temporary layoff rules will continue to apply in unionized workplaces.

There are three basic components in this IDEL Regulation:

- changes to infectious disease emergency leave (IDEL)
- certain employees are to be on IDEL (not on layoff – thus stopping the ESA clock)
- deeming certain actions not to be a constructive dismissal.

For more detailed information on this ESA regulation change, please refer to a May 31st [Hicks Morley update](#) on this subject.

Retirement Home Amendments

The Province has now made [amendments](#) to the *Retirement Homes Act, 2010* regulation, enabling the Retirement Homes Regulatory Authority (RHRA) to better support seniors living in retirement homes during the COVID-19 outbreak. The regulation change increases the emergency payment the RHRA can pay to eligible retirement home residents from \$2,000 to \$3,500.

In the event of an emergency, such as an outbreak, this funding can be used to support residents to cover costs for transportation, alternative accommodation, or temporary care. The regulation change also requires retirement homes to report infectious disease outbreaks to the RHRA during COVID-19 and beyond.

More Re-openings Permitted

The Ontario government is starting to reintroduce [camping in Ontario Parks and recreational camping on Crown land](#), starting today – June 1, 2020. Backcountry camping will be available at Ontario Parks, including access points, paddle and portage routes, and hiking trails. Ontario Parks will also be expanding day-use activities to include picnicking and off-leash pet areas. All these reopened activities require the public to continue to practice required public health measures.

The Province has also amended an emergency order to allow drive-in movie theatres that were in existence before May 29, 2020 to reopen with restrictions and, as well, the reopening of batting cages as of May 31st.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

*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.



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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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From: AMO Events <events@amo.on.ca>
Sent: Friday, June 5, 2020 7:02 AM
To: Logan Belanger
Subject: quest for AMO Conference Delegation Meetings Now Open!

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AMO Annual Conference Updates

June 5, 2020

Request for AMO Conference Delegation Meetings Now Open!

Delegation meetings are a key feature of the AMO conference. That's not changing, it's just going virtual. The AMO conference provides an opportunity for members of your Council to meet with government ministers and officials. It also provides an opportunity for delegations with other parties.

"The AMO conference is an important opportunity for the Government of Ontario to connect directly with municipal councils from every part of Ontario. This year, we look forward to making that same connection through AMO's virtual 2020 Conference." Hon. Steve Clark, Minister of Municipal Affairs and Housing

For information on requesting delegation meetings as part of your AMO 2020 Conference experience, check out the 2020 Conference [website](#).

Thank You!

Thank you for your continued interest in the 2020 AMO Conference. Responding to COVID-19 and supporting our members through challenging times has been AMO's number one priority. A virtual conference in 2020 is an important part of AMO's commitment to serve our members. The AMO 2020 virtual conference will ensure AMO members have access to up-to-date information, lessons learned from COVID-19, and critically important networking opportunities that bring Ontario municipalities together in the service of our communities. [Register today](#).

Questions

If you have questions about the Virtual AMO 2020 Conference, you may find the answers at our [Frequently Asked Questions \(FAQ\)](#) section on the AMO conference webpage. If you have questions that are not answered there, please send them to events@amo.on.ca.

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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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From: AMO Communications <Communicate@amo.on.ca>
Sent: Monday, June 8, 2020 3:25 PM
To: Logan Belanger
Subject: AMO COVID-19 Update - June 8th, 2020

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June 8, 2020

COVID-19 Update - Regional Approach to Stage 2, Emergency Orders Extended, and Short-Term Rentals

Regional Approach to Stage 2 [Reopening](#)

Today the Province [announced](#) that the government is easing restrictions in communities where it is safe to do so, based on trends of key public health indicators such as lower rates of transmission, increased capacity in hospitals, and progress made in testing.

Effective this coming Friday, June 12, 2020 at 12:01 a.m., the Province will increase the limit on social gatherings from five to 10 people across the province, regardless of whether a region has moved to Stage 2.

Additionally, all places of worship in Ontario will also be permitted to open with physical distancing in place and attendance limited to no more than 30% of the building capacity to ensure the safety of worshippers.

The public health units that are not allowed to move to Stage 2 yet, will provide weekly updates to the Province to determine when they can move past Stage 1. This list currently includes the GTHA, border communities of Windsor-Essex and Lambton County, and Haldimand County. For greater clarity, the public health unit regions allowed to move into Stage 2 on Friday, June 12 12:01 a.m. include:

- Algoma Public Health
- Brant County Health Unit
- Chatham-Kent Public Health
- Eastern Ontario Health Unit

- Grey Bruce Health Unit
- Haliburton, Kawartha, Pine Ridge District Health Unit
- Hastings Prince Edward Public Health
- Huron Perth Public Health
- Kingston, Frontenac and Lennox & Addington Public Health
- Leeds Grenville & Lanark District Health Unit
- Middlesex-London Health Unit
- North Bay Parry Sound District Health Unit
- Northwestern Health Unit
- Ottawa Public Health
- Peterborough Public Health
- Porcupine Health Unit
- Public Health Sudbury & Districts
- Region of Waterloo Public Health and Emergency Services
- Renfrew County and District Health Unit
- Simcoe-Muskoka District Health Unit
- Southwestern Public Health
- Thunder Bay District Health Unit
- Timiskaming Health Unit
- Wellington-Dufferin-Guelph Public Health.

Businesses and services permitted to reopen with proper health and safety measures in place in regions entering Stage 2 include:

- water recreational facilities such as outdoor splash pads and wading pools, and **all** swimming pools;
- outdoor-only recreational facilities and training for outdoor team sports, with limits to enable physical distancing;
- outdoor dine-in services at restaurants, bars and other establishments, including patios, curbside, parking lots and adjacent properties;
- select personal and personal care services with the proper health and safety measures in place, including tattoo parlours, barber shops, hair salons, and beauty salons;
- shopping malls under existing restrictions, including food services reopening for take-out and outdoor dining only;
- tour and guide services, such as bike and walking, bus and boat tours, as well as tasting and tours for wineries, breweries, and distilleries;
- beach access and additional camping at Ontario Parks;
- drive-in and drive-through venues for theatres, concerts, animal attractions and cultural appreciation, such as art installations;
- film and television production activities, with limits to enable physical distancing; and
- weddings and funerals, with limits on social gatherings to 10 people.

We are expecting further provincial information soon on child care, summer camps, and public transit as people will need to rely on these services to be able to return to workplaces.

The government has created a [resource page](#) to prevent COVID-19 in the workplace to help those who are able to open. More details will be shared as they become available.

Municipal governments have asked the Province, during their planning, for adequate notice when orders are amended so that municipalities and their staff can prepare for a safe reopening of designated activities and services. In announcing this today, the Province has given us greater notice which is appreciated.

Emergency Orders Extended to June 19th

The Ontario government has extended all [emergency orders](#) currently in force under s.7.0.2 (4) of the *Emergency Management and Civil Protection Act* until June 19, 2020. As well, the Province is extending the suspension of limitation periods and time periods in proceedings until September 11, 2020 under [s.7.1](#) of the *Emergency Management and Civil Protection Act*. This will mean that people will not experience legal consequences if the original time requirements of their cases are not met while this order is in effect.

Short Term Rentals

As of June 5th, short-term rentals are now allowed to resume operations, following an [amendment](#) to an order under the Province of Ontario's *Emergency Management and Civil Protection Act* and are now considered an essential business. It should be noted that all short-term rentals must continue to comply with all municipal bylaws

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

*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.



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Logan Belanger

From: AMO Communications <Communicate@amo.on.ca>
Sent: Tuesday, June 9, 2020 2:29 PM
To: Logan Belanger
Subject: AMO COVID-19 Update – Child Care and Patio Extensions

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June 9, 2020

COVID-19 Update – Child Care and Patio Extensions

Child Care Reopening Plan

Today the Province [announced](#) a reopening plan for child care to support economic recovery. Up until now, only emergency child care has been available to essential front-line workers in select locations in communities throughout Ontario. This emergency care will end June 26th as child care centres are permitted to reopen at reduced capacity (i.e. fewer children). They will be subject to health and safety, and operational protocols and requirements. Mandatory training, reporting, and support will be provided by local Medical Officers of Health.

Patio Extensions during COVID-19

Yesterday the Province introduced [new measures](#) to support those who have liquor sales licenses to be able to temporarily extend their patios using public health measures once able to safely reopen for business. This was a measure to help local businesses that AMO and municipal leaders asked for in recent weeks and as of June 12th will be available to those regions who are able to reopen safely.

Regulation 719 under the *Liquor Licence Act* (LLA) has been amended to provide flexibility for liquor sales licensees (e.g. licensed bars and restaurants) to temporarily extend their physical premises beyond 14 days provided they have municipal approval and meet the criteria below.

Once permitted to open again and until January 1, 2021 at 3:00 a.m., liquor sales licensees who wish to temporarily extend the physical size of their existing licensed

patio or to temporarily add a new licensed patio within the approved period, are authorized to do so, if the following criteria are met:

- the physical extension of the premises is adjacent to the premises to which the license to sell liquor applies;
- the municipality in which the premises are situated has indicated it does not object to an extension;
- the licensee is able to demonstrate sufficient control over the physical extension of the premises;
- there is no condition on the liquor sales license prohibiting a patio; and,
- the capacity of any new patio, or extended patio space where the licensee has an existing licensed patio, does not exceed 1.11 square metres per person.

The Province has also minimized administrative burden for licensees under this amendment as they are not required to apply to the Alcohol and Gaming Commission of Ontario (AGCO) or pay a fee to temporarily extend their patio or add a temporary new licensed patio. The AGCO has also worked to reduce administrative burden on this process.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

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Logan Belanger

From: AMO Events <events@amo.on.ca>
Sent: Wednesday, June 10, 2020 6:11 PM
To: Logan Belanger
Subject: AMO 2020 Conference: Program Update

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June 10, 2020

AMO 2020 Conference: Program Update

What are some of the issues that matter most to you? If they include any of the following, you will be glad to know it's just a sample of the sessions we are working on for the AMO conference:

- COVID-19 Response: Lessons Learned
- Transforming Long-Term Care in Ontario
- The COVID-19 Recovery: Municipal Services and Local Economic Recovery
- Transition to Full Producer Responsibility
- Fighting Climate Change by Cutting Food Waste
- The Green Recovery: The Municipal Role in Climate Change
- The Future of 911
- Broadband Connectivity in a Pandemic World
- Building Strong Relationships with Indigenous Communities
- An Economic Perspective on Immigration and Youth Retention
- Data and Digital Governance

And all the usual elements, including speeches by the Premier, opposition leaders, and Ministers, along with a new twist on the Ministers' forum, an AGM, and Board elections.

We are also developing a panel on ***Ontario's Path to Economic Recovery*** and AMO's first ***Women's Leadership Forum*** - with details to be announced very soon.

"I look forward to hearing from municipal leaders during the AMO 2020 Conference to better understand how the Province can support municipalities during these unprecedented times and as we work together toward economic recovery from the COVID-19 outbreak."

Steve Clark, Minister of Municipal Affairs and Housing

Request a Delegation Meeting

Delegation meetings are a key feature of the AMO conference. That's not changing, it's just going virtual. The AMO conference provides an opportunity for delegates to meet with government ministers and officials. It also provides an opportunity for delegations with other parties. For information on requesting a delegation meeting as part of your AMO 2020 Conference experience, [click here](#). Note the deadline for government delegations is June 30th.

You need to be Registered to Participate

One way the virtual conference is identical to our past, in-person conferences is that you must be a registered delegate to participate in all conference activities, including voting for the AMO Board for 2020-2022. But instead of a badge, access to the conference's virtual environment is only by a unique username and password. If you are already registered, you don't need to do a thing. If not, [Register today](#).

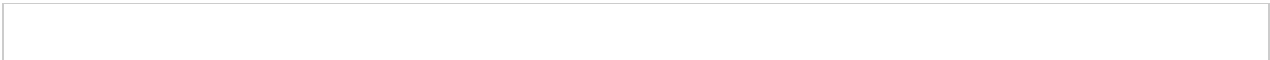
Thank You!

Thank you for your continued interest in the 2020 AMO Conference. Responding to COVID-19 and supporting our members through challenging times has been AMO's number one priority. A virtual conference in 2020 is an important part of AMO's commitment to serve our members. The AMO 2020 virtual conference will ensure AMO members have access to up-to-date information, lessons learned from COVID-19, and critically important networking opportunities that bring Ontario municipalities together in the service of our communities.

Questions

If you have questions about the Virtual AMO 2020 Conference, you may find the answers at our [Frequently Asked Questions \(FAQ\)](#) section on the AMO conference webpage. If you have questions that are not answered there, please send them to events@amo.on.ca

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RESOLUTION NO.: 2020- 64

DATE: June 3, 2020

CARRIED: ✓

DEFEATED: _____

MOVED BY:

Councillor Ryman

DIVISION LIST

Councillor Constable

Councillor Gregory

Councillor Malott

Councillor Ryman

Mayor Robinson

FOR

AGAINST

SECONDED BY:

Councillor Constable

WHEREAS Council for the Corporation of the Municipality of McDougall received correspondence dated May 14, 2020 from The Federation of Northern Ontario Municipalities (FONOM) regarding issues discussed at their May 13th, 2020 virtual meeting;

AND WHEREAS the correspondence brought attention to AMO's Discussion Paper "New Ontario Provincial Police Detachment Boards: Building a Framework for Better Policing Governance";

AND WHEREAS AMO's discussion paper proposes that Northern Ontario District Social Services Administration Boards (DSSAB) replace the current OPP Detachment Boards;

AND WHEREAS the FONOM Board has identified several issues with DSSAB Boards replacing the current Detachment Boards, and recognizes that Community Policing is distinctive to each Municipality;

THEREFORE BE IT RESOLVED THAT the Council for the Corporation of the Municipality of McDougall is in agreement with the opinion of FONOM, that the current DSSAB's would not be the best solution for overseeing the Northern OPP Detachments;

BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to FONOM and its member municipalities, AMO, the Honourable Sylvia Jones, Solicitor General, and Norm Miller, MPP for Parry Sound-Muskoka.

Logan Belanger

From: Tracy MacDonald <tmacdonald@orangeville.ca>
Sent: Wednesday, June 10, 2020 3:18 PM
To:

[REDACTED]

To:



Subject:

Orangeville Council Resolution - Diversity Training Program

Good afternoon,

Orangeville Council at its June 8, 2020 meeting passed the following resolution:

“WHEREAS The Town of Orangeville recognizes there have been questions in the public related to both diversity training and use of force training and protocols for Police Services, including in Ontario;

WHEREAS the Town recognizes that police officers join this profession out of a desire to do good, to serve and to protect the communities they serve;

AND WHEREAS an understanding of community diversity can foster authentic inclusion;

AND WHEREAS empathy training, and de-escalation training, can support understanding other people’s perspectives;

AND WHEREAS the Town recognizes that policing can be a dangerous profession, and officer as well as community safety are critical considerations in law enforcement;

AND WHEREAS the Ontario Provincial Police have indicated they have a comprehensive diversity training program, however there may not be the same resources available across the entire province for smaller Police Services;

AND WHEREAS there is concern in the public about the boundaries of use of force, such as neck restraints, and oversight;

AND WHEREAS there isn't clarity on a common bar on diversity and empathy training or on use of force and oversight;

THEREFORE BE IT RESOLVED that the Mayor write to the Solicitor General to encourage common training requirements for all members of Police Services in Ontario as it relates to diversity, empathy and use of force;

AND THAT the Solicitor General provide clarity on police oversight going forward given the anticipated changes to legislation to ensure effective accountability continues;

AND THAT annual updates or refresher courses be mandatory to ensure our Police Services have the best and current information available to them;

AND THAT THE TOWN request that the use of force protocols be reviewed to ensure they are safe and would meet current standards, and then shared across the province;

AND THAT THE TOWN circulate this resolution to all Ontario municipalities seeking their support.”

Regards,

Tracy Macdonald | Assistant Clerk | Corporate Services
Town of Orangeville | 87 Broadway | Orangeville ON L9W 1K1
519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256
tmacdonald@orangeville.ca | www.orangeville.ca

TIMISKAMING HEALTH UNIT
AUDITED FINANCIAL STATEMENTS
DECEMBER 31, 2019

TIMISKAMING HEALTH UNIT

INDEX TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

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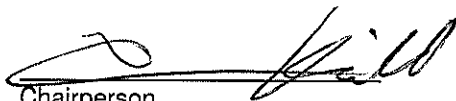
MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

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

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

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

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



Chairperson



Acting Chief Executive Officer
Acting Medical Officer of Health

INDEPENDENT AUDITORS' REPORT

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

Opinion

We have audited the financial statements of Timiskaming Health Unit, which comprise the statement of financial position as at December 31, 2019 and the statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Timiskaming Health Unit as at December 31, 2019, and the results of its operations, change in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of Timiskaming Health Unit in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing Timiskaming Health Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate Timiskaming Health Unit or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Timiskaming Health Unit's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Timiskaming Health Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Timiskaming Health Unit's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause Timiskaming Health Unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Kemp Elliott & Blair LLP

New Liskeard, Ontario
June 3, 2020

Kemp Elliott & Blair LLP
Chartered Professional Accountants
Licensed Public Accountants

TIMISKAMING HEALTH UNIT
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
FINANCIAL ASSETS		
Cash – note 6	\$ 1,432,344	\$ 2,150,019
Accounts receivable – note 7	182,690	134,039
Due from Province of Ontario – note 10	<u>30,742</u>	<u>9,217</u>
	<u>1,645,776</u>	<u>2,293,275</u>
LIABILITIES		
Accounts payable and accrued liabilities – note 8	535,691	427,612
Due to Province of Ontario – note 10	180,764	122,317
Deferred revenue – note 9	13,188	42,293
Retirement benefit liability – note 12	<u>340,395</u>	<u>322,781</u>
	<u>1,070,038</u>	<u>915,003</u>
Commitments – note 11		
NET FINANCIAL ASSETS	575,738	1,378,272
NON-FINANCIAL ASSETS		
Tangible capital assets – note 16	88,349	84,799
Prepaid expenses	<u>38,784</u>	<u>50,556</u>
	<u>127,133</u>	<u>135,355</u>
ACCUMULATED SURPLUS – note 13	<u>\$ 702,871</u>	<u>\$ 1,513,627</u>

Approved on behalf of the Board:


 Chairperson


 Director of Corporate Services

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

TIMISKAMING HEALTH UNIT

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Municipal Funded Programs (Sch 1 - Sch 3)	Other Programs (Sch 4 - Sch 22)	Actual 2019	Budget 2019	Actual 2018
REVENUES					
Province of Ontario	\$ 2,987,094	\$ 1,807,614	\$ 4,794,708	\$ 4,811,644	\$ 5,308,234
Province of Ontario – One-time	31,644	32,082	63,726	32,500	170,296
Municipalities (Sch. 1, pg. 20)	357,730	-	357,730	1,236,013	1,236,011
Sundry revenue	-	31,794	31,794	44,993	7,548
Offset revenue	122,467	-	122,467	80,000	61,247
Interest	38,777	-	38,777	-	28,597
Total revenues	3,537,712	1,871,490	5,409,202	6,205,150	6,811,933
EXPENDITURES					
Salaries and wages	2,418,925	1,194,887	3,613,812	3,939,882	4,020,469
Fringe benefits	653,568	267,199	920,767	990,452	1,017,131
Fees for service	317,824	15,538	333,362	220,670	387,151
Travel	50,321	31,627	81,948	77,903	102,439
Materials and supplies	289,507	162,004	451,511	332,963	339,842
Administrative	247,364	135,719	383,083	399,113	474,363
Rent and utilities	442,799	-	442,799	435,800	434,363
One-time expenditures	30,848	-	30,848	12,750	20,152
Amortization	34,435	-	34,435	-	42,814
	4,485,591	1,806,974	6,292,565	6,409,533	6,838,724
Allocated to other programs	(236,366)	-	(236,366)	(214,375)	(227,965)
Total expenditures	4,249,225	1,806,974	6,056,199	6,195,158	6,610,759
Annual surplus (deficit) before provincial settlements	(711,513)	64,516	(646,997)	9,992	201,174
Provincial settlements	5,214	158,544	163,758	-	111,226
Annual surplus (deficit)	\$ (716,727)	\$ (94,028)	(810,755)	9,992	89,948
Accumulated surplus, beginning of year			1,513,627	1,513,627	1,431,106
Change in accounting estimate – note 15			(1)	-	(7,427)
Accumulated surplus, end of year – note 13			\$ 702,871	\$ 1,523,619	\$ 1,513,627

The accompanying notes form an integral part of these financial statements

TIMISKAMING HEALTH UNIT
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
Annual surplus (deficit)	\$ (810,755)	\$ 9,992	\$ 89,948
Acquisition of tangible capital assets	(37,985)	-	(26,704)
Amortization of tangible capital assets	34,435	-	42,814
	<u>(3,550)</u>	<u>-</u>	<u>16,110</u>
Consumption of prepaid expenses	<u>11,772</u>	<u>-</u>	<u>8,976</u>
Increase (decrease) in net financial assets	(802,533)	9,992	115,034
Net financial assets, beginning of year	1,378,272	1,378,272	1,270,665
Change in accounting estimate – note 15	<u>(1)</u>	<u>-</u>	<u>(7,427)</u>
Net financial assets, end of year	<u>\$ 575,738</u>	<u>\$ 1,388,264</u>	<u>\$ 1,378,272</u>

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

TIMISKAMING HEALTH UNIT

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
Operating activities		
Annual surplus (deficit)	\$ (810,755)	\$ 89,948
Change in accounting estimate	(1)	(7,427)
Charges not affecting cash - Amortization	34,435	42,814
	<u>(776,321)</u>	<u>125,335</u>
Net change in non-cash working capital items –		
Accounts receivable	(48,651)	(10,767)
Due from Province of Ontario	(21,525)	23,467
Prepaid expenses	11,772	8,976
Accounts payable and accrued liabilities	108,079	2,211
Due to Province of Ontario	58,447	(90,923)
Deferred revenue	(29,105)	37,930
Retirement benefit liability	17,614	10,571
	<u>96,631</u>	<u>(18,535)</u>
Cash provided by (used for) operating activities	<u>(679,690)</u>	<u>106,800</u>
Capital activities		
Acquisition of tangible capital assets	<u>(37,985)</u>	<u>(26,704)</u>
Cash used for capital activities	<u>(37,985)</u>	<u>(26,704)</u>
Increase (decrease) in cash	(717,675)	80,096
Cash, beginning of year	<u>2,150,019</u>	<u>2,069,923</u>
Cash, end of year	<u>\$ 1,432,344</u>	<u>\$ 2,150,019</u>
Represented by		
Cash	<u>\$ 1,432,344</u>	<u>\$ 2,150,019</u>

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

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

1. **Nature of operations**

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

In April 2019, the Province announced a plan to restructure the existing 35 Public Health Units to 10 Regional Health Units. Under this plan, it is expected that the Timiskaming Health Unit would amalgamate with six other Health Units in Region 9. While it is expected that this restructuring should take place within the next three years, it does not provide a specific deadline for the achievement of the amalgamation. In the meantime, the Timiskaming Health Unit continues to operate as a separate entity.

2. **Significant accounting policies**

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

(a) **Non-financial assets**

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

(b) **Tangible capital assets**

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

Furniture and equipment	5 years
Leasehold improvements	5 years

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

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

(c) **Government transfers**

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

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

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

(d) **Measurement uncertainty**

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

(e) **Revenue recognition**

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

The programs are also funded by twenty-four municipalities from the District of Timiskaming. Contributions for the year were calculated based on the approved cost apportionment formula applied to the Health Unit's budget for the year. Any excess or deficiency of the municipalities' contributions in the year over their respective share of the Health Unit's expenditures is apportioned among the municipalities in the same proportion as the original contributions. During the year, the Health Unit refunded \$878,272 back to the municipalities at their proportionate share.

(f) **Retirement and other employee future benefits**

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

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

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

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

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

2. **Significant accounting policies (continued)**
- (ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System ("OMERS") pensions, are the employer's contributions due to the plan in the period.
- (iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.
- (g) **Financial instruments**
- (i) **Fair value of financial instruments**
The Health Unit's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, deferred revenue and amounts due from (to) the Province of Ontario. Unless otherwise noted, it is management's opinion that the Health Unit is not exposed to significant interest or currency risks arising from these financial instruments. The carrying values of the Health Unit's financial instruments approximate their fair values unless otherwise noted.
- (ii) **Credit risk**
The Health Unit does not have significant exposure to any individual or party. A large portion of the Health Unit's receivables are due from other levels of government and other Health Unit programs. No allowance for doubtful accounts has been established as at December 31, 2019 as management feels all receivables will be collected.
3. **Programs administered by the Health Unit**
These financial statements do not reflect any revenues or expenditures of the Community Health Centre Programs, Land Control Program and Stay on Your Feet Program, all of which are administered by the Health Unit. The Healthy Babies/Healthy Children Program has been moved this year to separate reporting as well. Each program is funded separately and reported upon in separate financial statements.
4. **Self-funded leave plan**
Under the self-funded leave plan, employees have the opportunity to be paid 80% of their salaries over four years. The remaining 20% is accumulated in a bank account to cover 80% of their salaries in the fifth year when they take a year leave of absence. The cash and related liability have been included with cash and accounts payable and accrued liabilities on the Statement of Financial Position.
5. **Interest**
In 2019, interest earned on the surplus account amounted to \$10,100 (2018 \$7,153). This amount is included in interest revenue reported on the Statement of Operations.
6. **Operating line loan agreement**
The Health Unit has entered into an operating line loan agreement with its financial institution. The credit limit for this agreement is \$300,000. Interest is calculated at prime plus 1%. This operating line is utilized from time to time to cover temporary cash shortfalls that may occur during the year.

As at December 31, 2019, the outstanding balance of the operating line was \$nil (2018 \$nil).

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

7. Accounts receivable

	<u>2019</u>	<u>2018</u>
Due from associated programs	\$ 56,925	\$ 42,961
GST/HST receivable	81,578	74,622
Municipalities	32,598	14,502
Sundry	11,589	1,954
	<u>\$ 182,690</u>	<u>\$ 134,039</u>

8. Accounts payable and accrued liabilities

	<u>2019</u>	<u>2018</u>
Trade payables and accrued liabilities	\$ 499,354	\$ 411,125
Due to associated programs	19,850	-
Due to DTSSAB	16,487	16,487
	<u>\$ 535,691</u>	<u>\$ 427,612</u>

9. Deferred revenue

	<u>December 31 2018</u>	<u>Funds Received</u>	<u>Revenue Earned</u>	<u>December 31 2019</u>
Ministry of Health and Long-Term Care				
Population Health Assessment	\$ 18,098	\$ -	\$ 18,098	\$ -
Northern Fruit and Vegetable	19,207	-	19,207	-
	<u>37,305</u>	<u>-</u>	<u>37,305</u>	<u>-</u>
Other Sources				
Healthy Kids Community Coalition	2,500	-	-	2,500
MTO Safe Winter Driving	120	-	-	120
Tobacco Free Timiskaming Coalition	1,075	-	-	1,075
Prevent Alcohol & Risk Related Trauma in Youth program	1,293	-	-	1,293
Ontario Active School Travel	-	30,000	21,800	8,200
	<u>4,988</u>	<u>30,000</u>	<u>21,800</u>	<u>13,188</u>
	<u>\$ 42,293</u>	<u>\$ 30,000</u>	<u>\$ 59,105</u>	<u>\$ 13,188</u>

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

10. Due from (to) Province of Ontario	Previous years	Current year	2019 Total	2018 Total
Due from Province of Ontario				
Mandatory Programs	\$ -	\$ 22,386	\$ 22,386	\$ -
Ontario Seniors Dental Care	-	629	629	-
Healthy Smiles Ontario	-	-	-	165
Needle Exchange – One-time	261	-	261	261
Northern Fruit and Vegetable	4,763	(9)	4,754	-
Smoke Free Ontario – One-time	2,712	-	2,712	2,712
Vaccine Refrigerators – One-time capital	-	-	-	6,079
	<u>7,736</u>	<u>23,006</u>	<u>30,742</u>	<u>9,217</u>
Due to Province of Ontario				
Mandatory Programs	-	-	-	(2,348)
Vector-Borne Disease	740	(3,851)	(3,111)	(716)
Small Drinking Water Systems	3	(1,363)	(1,360)	(2,276)
Early Years and Childcare Service	-	(59,920)	(59,920)	-
Infection control	(177)	-	(177)	(11,704)
Smoke Free Ontario	(4,603)	(34,306)	(38,909)	(6,487)
Chief Nursing Officer	(48)	(3,564)	(3,612)	(3,747)
Panorama	(15,138)	-	(15,138)	(31,847)
Healthy Smiles Ontario	-	(26,390)	(26,390)	-
Social Determinants of Health Nurses	2,377	(18,322)	(15,945)	(29,705)
Enhanced Food Safety	-	(744)	(744)	-
Enhanced Safe Water	-	(9,096)	(9,096)	(3,428)
Diabetes Prevention	(283)	(1,316)	(1,599)	(783)
Needle Exchange	(116)	(2,384)	(2,500)	(4,056)
Northern Fruit and Vegetables	-	-	-	(7,205)
Healthy Menu Choices	(157)	-	(157)	(157)
Harm Reduction	387	(2,493)	(2,106)	(17,858)
	<u>(17,015)</u>	<u>(163,749)</u>	<u>(180,764)</u>	<u>(122,317)</u>
Total Due from (to) Province of Ontario	<u>\$ (9,279)</u>	<u>\$ (140,743)</u>	<u>\$ (150,022)</u>	<u>\$ (113,100)</u>

The Mandatory Programs, Vector Borne Disease and Small Drinking Water Systems programs are funded 75% by the Ministry of Health and Long-Term Care ("the MOHLTC") and 25% by the member municipalities while the One-time, Unorganized Territories, Ontario Seniors Dental Care, Infection Control, Smoke Free Ontario, Chief Nursing Officer, Panorama, Healthy Smiles Ontario, Social Determinants of Health Nurses, Enhanced Food Safety, Enhanced Safe Water, Diabetes Prevention, Needle Exchange, Northern Fruit and Vegetable, Healthy Menu Choices and Harm Reduction programs are funded 100% by the MOHLTC. The Early Years and Childcare Service is funded 100% by the Ministry of Children, Community and Social Services ("the MCCSS").

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

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

11. Commitments

Leases

The offices of the Health Unit are located in various leased premises. Minimum annual lease payments of approximately \$344,814 (excluding HST) are required with various expiry dates.

Information Technology

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

Financial Services

The Health Unit entered into a five-year Financial Services agreement based on an hourly rate beginning April 1, 2013 with a provision for an increase in the hourly rate based on the 2014 Cost of Living Rate effective April 1, 2015. This agreement may be terminated at any time by mutual agreement of the parties, after March 31, 2019 with 90 days' notice, or upon default by either party. As of April 1, 2019, the agreement has continued in force on a month-to-month basis.

12. Retirement and other employee future benefits

(a) Retirement and other employee future benefit liabilities

	2019	2018
Accrued employee future benefit obligations	\$ 272,163	\$ 249,427
Unamortized actuarial losses	68,232	73,354
Employee future benefit liability	<u>\$ 340,395</u>	<u>\$ 322,781</u>

(b) Retirement and other employee future benefit expenses

	2019	2018
Current year benefit cost	\$ 28,936	\$ 27,631
Amortization of actuarial gains and losses	(5,122)	(5,122)
Interest on accrued benefit obligation	10,227	9,474
Employee future benefits expenses ¹	<u>\$ 34,041</u>	<u>\$ 31,983</u>

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

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

12. Retirement and other employee future benefits - continued

(c) Retirement benefits

(i) Ontario Municipal Employees Retirement System

All permanent employees of the Health Unit are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Health Unit contributions equal the employee contributions to the plan. During the year ended December 31, 2019, the Health Unit contributed \$354,404 (2018 \$392,001) to the plan. As this is a multi-employer pension plan, these contributions are the Health Unit's pension benefit expenses. No pension liability for this type of plan is included in the Health Unit's financial statements. As of December 31, 2019, OMERS has a funding deficit of \$3.4 billion (2018 \$4.2 billion) and Net Assets Available for Benefits of \$109.4 billion (2018 \$97.4 billion).

(ii) Retirement Life Insurance and Health Care Benefits

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

(d) Assumptions

The accrued benefit obligations for employee future benefit plans as at December 31, 2019 are based on actuarial valuations for accounting purposes as at December 31, 2017. These actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are the Health Unit's best estimates of expected rates of:

	2019	2018
Inflation	1.75%	1.75%
Wage and salary escalation	2.75%	2.75%
Insurance and health care cost escalation	6.4167% for 2019 decreasing to 6.0834% for 2020 and decreasing to 3.75% in 2027	4% for 2019 increasing to 6.4167% for 2019 and decreasing to 3.75% in 2027
Dental Care Cost escalation	3.75%	3.75%
Discount on accrued benefit obligations	4%	4%

13. Accumulated surplus

The accumulated surplus is made up of the following:

	2019	2018
Net financial assets		
Operational surplus	\$ 575,738	\$ 1,378,272
Non-financial assets		
Investment in tangible capital assets	88,349	84,799
Prepaid expenses	38,784	50,556
	<u>127,133</u>	<u>135,355</u>
Accumulated surplus	<u>\$ 702,871</u>	<u>\$ 1,513,627</u>

TIMISKAMING HEALTH UNIT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

14. **Economic dependence**

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

15. **Change in accounting estimate**

The change in accounting estimate represents adjustments to the amounts set up as payable to the Province of Ontario for some settlements for the 2017 fiscal year.

16. **Schedule of tangible capital assets**

	Opening		Ending	Opening	Current	Ending	Net	Net
	Cost	Additions	Cost	Accumulated	Amortization	Accumulated	2019	2018
	<hr/>							
Furniture and equipment	\$ 887,157	\$ 37,985	\$ 925,142	\$ 820,783	\$ 27,065	\$ 847,848	\$ 77,294	\$ 66,374
Leasehold Improvements	560,770	-	560,770	542,345	7,370	549,715	11,055	18,425
	<hr/>							
	\$1,447,927	\$ 37,985	\$1,485,912	\$ 1,363,128	\$ 34,435	\$ 1,397,563	\$ 88,349	\$ 84,799
	<hr/>							

TIMISKAMING HEALTH UNIT

MANDATORY PROGRAMS

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 2,870,194	\$ 2,857,799	\$ 2,865,445
Province of Ontario – One-time	31,644	19,625	46,856
Municipalities	318,764	1,197,047	1,197,045
Offset revenue	122,467	80,000	61,247
Interest	38,777	-	28,597
Total revenues	3,381,846	4,154,471	4,199,190
EXPENDITURES			
Salaries and wages	2,323,383	2,575,827	2,268,924
Fringe benefits	629,890	654,299	608,855
Fees for service	317,074	201,000	309,752
Travel	43,417	41,245	50,080
Materials and supplies	285,077	236,125	250,697
Administrative	229,753	211,800	250,665
Rent and utilities	442,799	435,800	434,363
One-time expenses	30,848	12,750	20,152
Amortization	34,435	-	42,814
	4,336,676	4,368,846	4,236,302
Allocated to other programs	(236,366)	(214,375)	(227,965)
Total expenditures	4,100,310	4,154,471	4,008,337
Annual surplus (deficit) before provincial settlement	(718,464)	-	190,853
Provincial settlement	-	-	-
Annual surplus (deficit)	\$ (718,464)	\$ -	\$ 190,853

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

TIMISKAMING HEALTH UNIT

MANDATORY PROGRAMS

SCHEDULE OF EXPENDITURES

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
SALARIES AND WAGES			
Nursing	\$ 589,284	\$ 649,290	\$ 595,623
Administration	954,125	996,912	983,875
Inspection	215,597	212,536	256,319
Medical officer	172,502	287,725	94,371
Dental	5,636	6,812	-
Health promoter	210,502	208,871	195,889
Nutritionist	103,170	129,225	89,252
Tobacco enforcement officer	3,613	3,595	2,890
Epidemiologist	68,954	80,861	50,705
	\$ 2,323,383	\$ 2,575,827	\$ 2,268,924
FRINGE BENEFITS			
Pension	\$ 334,119	\$ 356,682	\$ 316,589
Employment insurance	37,948	38,716	36,624
EHT	46,146	50,784	44,692
WSIB	19,887	23,305	22,074
Group life and health guard	105,309	113,838	95,704
Long-term disability	47,508	70,974	37,492
Other	38,973	-	55,680
	\$ 629,890	\$ 654,299	\$ 608,855
FEES FOR SERVICE			
Legal and audit fees	\$ 36,487	\$ 27,000	\$ 20,753
Board fees	11,120	12,000	10,920
Consultants	267,434	160,000	274,730
Web fees	2,033	2,000	3,349
	\$ 317,074	\$ 201,000	\$ 309,752

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

TIMISKAMING HEALTH UNIT

MANDATORY PROGRAMS

SCHEDULE OF EXPENDITURES (CONT'D)

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
TRAVEL			
Infectious diseases	\$ 8,112	\$ 10,500	\$ 12,797
Family health	9,133	13,564	13,770
Administration	13,455	11,000	14,231
Board	7,084	2,000	1,865
Chronic disease and injury prevention	4,751	3,000	4,022
Inspection	882	1,181	3,395
	<u>\$ 43,417</u>	<u>\$ 41,245</u>	<u>\$ 50,080</u>
MATERIALS AND SUPPLIES			
Family health	\$ 149,073	\$ 119,375	\$ 162,579
Infectious diseases	118,823	105,500	62,983
Chronic disease and injury prevention	12,349	4,750	12,982
Foundational standards	2,026	2,000	10,645
Inspection	2,806	4,500	1,508
	<u>\$ 285,077</u>	<u>\$ 236,125</u>	<u>\$ 250,697</u>
ADMINISTRATIVE			
Telephone	\$ 33,000	\$ 36,500	\$ 37,453
Office supplies	21,983	15,000	19,190
Staff recruitment	-	-	1,601
Professional development	37,688	34,000	35,191
Insurance	31,582	33,000	31,782
Equipment rental	21,127	19,000	23,142
Postage	3,608	3,500	4,178
Courier express	5,246	3,000	10,628
Advertising and promotion	31,708	27,500	46,813
Association fees	10,921	11,000	14,538
Website/database maintenance	12,761	16,000	12,455
Bank charges	3,136	2,800	2,797
Miscellaneous	16,993	10,500	10,897
	<u>\$ 229,753</u>	<u>\$ 211,800</u>	<u>\$ 250,665</u>

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

TIMISKAMING HEALTH UNIT

MANDATORY PROGRAMS

SCHEDULE OF EXPENDITURES (CONT'D)

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
RENT AND UTILITIES			
NEW LISKEARD			
Rent	\$ 216,446	\$ 203,600	\$ 213,944
Utilities	39,976	44,000	42,547
Janitor and supplies	46,703	43,000	44,163
Office maintenance	4,939	5,000	3,792
	<u>308,064</u>	<u>295,600</u>	<u>304,446</u>
KIRKLAND LAKE			
Rent	81,816	85,000	79,862
Utilities	18,217	23,000	20,393
Janitor and supplies	23,588	20,000	19,403
Office maintenance	2,989	4,000	1,847
	<u>126,610</u>	<u>132,000</u>	<u>121,505</u>
ENGLEHART			
Rent	5,617	5,600	5,617
Janitor and supplies	2,076	2,100	2,185
Office maintenance	432	500	610
	<u>8,125</u>	<u>8,200</u>	<u>8,412</u>
	<u>\$ 442,799</u>	<u>\$ 435,800</u>	<u>\$ 434,363</u>
ALLOCATED COSTS			
March year-end programs	\$ 84,259	\$ 54,738	\$ 13,341
Land Control Program	8,603	8,603	12,028
Other programs	143,504	151,034	202,596
	<u>\$ 236,366</u>	<u>\$ 214,375</u>	<u>\$ 227,965</u>

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

TIMISKAMING HEALTH UNIT

MANDATORY PROGRAMS

SCHEDULE OF MUNICIPAL REVENUES

FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
Temiskaming Shores	\$ 121,128	\$ 421,078
Kirkland Lake	93,348	321,959
Englehart	17,509	61,217
Armstrong	13,201	49,393
Cobalt	13,592	46,151
Temagami	10,633	36,043
Larder Lake	9,313	29,702
McGarry	8,022	28,272
Coleman	7,688	24,839
Charlton/Dack	7,123	24,124
Harley	6,731	21,883
Harris	6,397	21,311
Evanturel	5,469	19,071
Hudson	5,556	18,880
James	4,889	17,258
Casey	5,063	17,021
Latchford	4,221	14,732
Kerns	3,728	14,303
Matachewan	3,931	13,731
Chamberlain	3,878	13,636
Hilliard	2,553	9,392
Gauthier	1,567	4,672
Brethour	1,262	4,053
Thornloe	928	3,290
	<u>\$ 357,730</u>	<u>\$ 1,236,011</u>

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

TIMISKAMING HEALTH UNIT

VECTOR-BORNE DISEASE PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 83,500	\$ 83,500	\$ 83,500
Municipalities	27,833	27,833	27,833
Total revenues	111,333	111,333	111,333
EXPENDITURES			
Salaries and wages	67,379	66,817	59,033
Fringe benefits	17,425	18,039	14,983
Fees for service	750	750	750
Travel	3,311	5,522	7,033
Materials and supplies	4,430	7,300	9,336
Administrative	12,904	12,905	19,244
Total expenditures	106,199	111,333	110,379
Annual surplus before provincial settlement	5,134	-	954
Provincial settlement	3,851	-	716
Annual surplus	\$ 1,283	\$ -	\$ 238

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

TIMISKAMING HEALTH UNIT
SMALL DRINKING WATER SYSTEMS PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 33,400	\$ 33,400	\$ 33,396
Municipalities	11,133	11,133	11,133
Total revenues	44,533	44,533	44,529
EXPENDITURES			
Salaries and wages	28,163	25,634	20,932
Fringe benefits	6,253	6,920	3,283
Fees for service	-	-	460
Travel	3,593	5,677	8,103
Administrative	4,707	6,302	8,684
Total expenditures	42,716	44,533	41,462
Annual surplus before provincial settlement	1,817	-	3,067
Provincial settlement	1,363	-	2,300
Annual surplus	\$ 454	\$ -	\$ 767

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

TIMISKAMING HEALTH UNIT
HEALTHY BABIES/HEALTHY CHILDREN PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ -	\$ -	\$ 601,973
EXPENDITURES			
Salaries and wages	-	-	471,707
Fringe benefits	-	-	113,993
Fees for service	-	-	5,884
Travel	-	-	11,093
Materials and supplies	-	-	6,140
Administrative	-	-	4,936
Total expenditures	<u>-</u>	<u>-</u>	<u>613,753</u>
Annual surplus (deficit) before provincial settlement	-	-	(11,780)
Provincial settlement	-	-	-
Annual surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (11,780)</u>

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

TIMISKAMING HEALTH UNIT

EARLY YEARS AND CHILDCARE SERVICE PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 72,760	\$ 102,720	\$ 102,720
EXPENDITURES			
Salaries and wages	75,947	66,443	108,551
Fringe benefits	11,378	18,444	19,504
Fees for service	-	-	750
Travel	-	125	-
Materials and supplies	66	9,105	1,059
Administrative	1,075	8,603	9,872
Total expenditures	88,466	102,720	139,736
Annual surplus (deficit) before provincial settlement	(15,706)	-	(37,016)
Provincial settlement	59,920	-	-
Annual surplus (deficit)	\$ (75,626)	\$ -	\$ (37,016)

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

TIMISKAMING HEALTH UNIT

UNORGANIZED TERRITORIES PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 114,800	\$ 114,800	\$ 114,800
EXPENDITURES			
Salaries and wages	75,585	75,140	70,981
Fringe benefits	18,671	17,857	17,819
Fees for service	-	-	1,000
Travel	8,536	6,747	3,494
Administrative	15,056	15,056	22,853
Total expenditures	<u>117,848</u>	<u>114,800</u>	<u>116,147</u>
Annual surplus (deficit) before provincial settlement	(3,048)	-	(1,347)
Provincial settlement	-	-	-
Annual surplus (deficit)	<u>\$ (3,048)</u>	<u>\$ -</u>	<u>\$ (1,347)</u>

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

TIMISKAMING HEALTH UNIT
ONTARIO SENIORS DENTAL CARE PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 75,329	\$ 74,700	\$ -
EXPENDITURES			
Salaries and wages	40,047	28,700	-
Fringe benefits	5,194	3,000	-
Materials and supplies	25,187	20,000	-
Administrative	4,901	23,000	-
Total expenditures	<u>75,329</u>	<u>74,700</u>	-
Annual surplus before provincial settlement	-	-	-
Provincial settlement	-	-	-
Annual surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

TIMISKAMING HEALTH UNIT

INFECTION CONTROL PROGRAMS

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Nurse Actual 2019	Infectious Diseases Actual 2019	Actual Total 2019	Budget 2019	Actual Total 2018
REVENUES					
Province of Ontario	\$ 90,100	\$ 111,200	\$ 201,300	\$ 201,300	\$ 201,300
EXPENDITURES					
Salaries and wages	77,048	84,515	161,563	154,072	138,863
Fringe benefits	18,643	11,289	29,932	30,591	26,562
Fees for service	-	-	-	-	1,000
Travel	-	729	729	720	1,366
Materials and supplies	-	716	716	1,578	1,357
Administrative	-	14,339	14,339	14,339	20,448
Total expenditures	95,691	111,588	207,279	201,300	189,596
Annual surplus (deficit) before provincial settlement	(5,591)	(388)	(5,979)	-	11,704
Provincial settlement	-	-	-	-	11,704
Annual surplus (deficit)	\$ (5,591)	\$ (388)	\$ (5,979)	\$ -	\$ -

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

TIMISKAMING HEALTH UNIT

SMOKE FREE ONTARIO PROGRAMS

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 302,800	\$ 302,800	\$ 302,800
EXPENDITURES			
Salaries and wages	178,040	208,068	210,080
Fringe benefits	43,164	52,122	51,212
Fees for service	7,236	5,000	22,809
Travel	7,820	5,180	11,095
Materials and supplies	1,398	500	9,848
Administrative	30,836	31,930	31,359
Total expenditures	<u>268,494</u>	<u>302,800</u>	<u>336,403</u>
Annual surplus (deficit) before provincial settlement	34,306	-	(33,603)
Provincial settlement	<u>34,306</u>	-	-
Annual surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (33,603)</u>

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

TIMISKAMING HEALTH UNIT
CHIEF NURSING OFFICER PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 121,500	\$ 121,500	\$ 121,500
EXPENDITURES			
Salaries and wages	95,571	97,855	95,211
Fringe benefits	22,365	23,645	22,542
Total expenditures	<u>117,936</u>	<u>121,500</u>	<u>117,753</u>
Annual surplus before provincial settlement	3,564	-	3,747
Provincial settlement	<u>3,564</u>	-	<u>3,747</u>
Annual surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

TIMISKAMING HEALTH UNIT

PANORAMA PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario – One-time	\$ -	\$ -	\$ 49,684
Sundry revenue	-	-	7,548
	-	-	<u>57,232</u>
EXPENDITURES			
Salaries and wages	-	-	10,682
Fringe benefits	-	-	2,810
Fees for service	-	-	7,548
Travel	-	-	1,371
	-	-	<u>22,411</u>
Annual surplus before provincial settlement	-	-	34,821
Provincial settlement	-	-	<u>34,821</u>
Annual surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

TIMISKAMING HEALTH UNIT
HEALTHY SMILES ONTARIO PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 344,800	\$ 344,800	\$ 344,800
EXPENDITURES			
Salaries and wages	183,842	220,902	202,155
Fringe benefits	50,518	59,702	57,208
Travel	6,610	6,745	4,506
Materials and supplies	26,670	4,516	9,180
Administrative	50,770	52,935	79,090
Total expenditures	318,410	344,800	352,139
Annual surplus (deficit) before provincial settlement	26,390	-	(7,339)
Provincial settlement	26,390	-	-
Annual surplus (deficit)	\$ -	\$ -	\$ (7,339)

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

TIMISKAMING HEALTH UNIT

SOCIAL DETERMINANTS OF HEALTH NURSES PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 180,500	\$ 180,500	\$ 180,500
EXPENDITURES			
Salaries and wages	134,289	142,091	121,136
Fringe benefits	27,889	38,409	29,659
Total expenditures	<u>162,178</u>	<u>180,500</u>	<u>150,795</u>
Annual surplus before provincial settlement	18,322	-	29,705
Provincial settlement	<u>18,322</u>	-	<u>29,705</u>
Annual surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

TIMISKAMING HEALTH UNIT

ENHANCED FOOD SAFETY AND ENHANCED SAFE WATER PROGRAMS

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Enhanced Food Safety Actual 2019	Enhanced Safe Water Actual 2019	Actual Total 2019	Budget 2019	Actual Total 2018
REVENUES					
Province of Ontario	\$ 25,000	\$ 15,500	\$ 40,500	\$ 40,500	\$ 40,500
EXPENDITURES					
Salaries and wages	18,080	-	18,080	28,200	15,687
Fringe benefits	4,172	-	4,172	7,714	1,545
Travel	1,899	3,071	4,970	3,586	2,333
Materials and supplies	58	3,333	3,391	1,000	9,477
Administrative	47	-	47	-	8,909
Total expenditures	24,256	6,404	30,660	40,500	37,951
Annual surplus before provincial settlement	744	9,096	9,840	-	2,549
Provincial settlement	744	9,096	9,840	-	3,428
Annual surplus (deficit)	\$ -	\$ -	\$ -	\$ -	\$ (879)

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

TIMISKAMING HEALTH UNIT

DIABETES PREVENTION PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 150,000	\$ 150,000	\$ 150,000
EXPENDITURES			
Salaries and wages	93,055	90,356	85,916
Fringe benefits	22,740	24,061	21,950
Fees for service	6,298	11,083	15,938
Travel	1,507	1,000	1,223
Materials and supplies	7,106	5,000	6,986
Administrative	17,978	18,500	17,704
Total expenditures	148,684	150,000	149,717
Annual surplus before provincial settlement	1,316	-	283
Provincial settlement	1,316	-	283
Annual surplus	\$ -	\$ -	\$ -

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

TIMISKAMING HEALTH UNIT
NEEDLE EXCHANGE INITIATIVE PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 15,000	\$ 15,000	\$ 15,000
EXPENDITURES			
Materials and supplies	12,616	15,000	10,944
Annual surplus before provincial settlement	2,384	-	4,056
Provincial settlement	2,384	-	4,056
Annual surplus	\$ -	\$ -	\$ -

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

TIMISKAMING HEALTH UNIT

NEEDLE EXCHANGE INITIATIVE PROGRAM – ONE-TIME

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario – One-time	\$ -	\$ -	\$ 1,078
EXPENDITURES			
Materials and supplies	-	-	1,055
Annual surplus before provincial settlement	-	-	23
Provincial settlement	-	-	23
Annual surplus	\$ -	\$ -	\$ -

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

TIMISKAMING HEALTH UNIT
NORTHERN FRUIT AND VEGETABLE PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 38,325	\$ 38,325	\$ -
Province of Ontario – One-time	32,082	12,875	60,299
Sundry revenue	9,994	9,993	-
Total revenues	80,401	61,193	60,299
EXPENDITURES			
Supplies and wages	3,627	12,784	30,778
Fringe benefits	920	3,584	2,803
Travel	-	-	95
Materials and supplies	84,503	31,964	23,763
Administrative	717	2,868	599
Total expenditures	89,767	51,200	58,038
Annual surplus (deficit) before provincial settlement	(9,366)	9,993	2,261
Provincial settlement	9	-	2,261
Annual surplus (deficit)	\$ (9,375)	\$ 9,993	\$ -

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

TIMISKAMING HEALTH UNIT

HEALTHY MENU CHOICES PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario – One-time	\$ -	\$ -	\$ 1,667
EXPENDITURES			
Salaries and wages	-	-	1,093
Fringe benefits	-	-	250
Total expenditures	-	-	1,343
Annual surplus before provincial settlement	-	-	324
Provincial settlement	-	-	324
Annual surplus	\$ -	\$ -	\$ -

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

TIMISKAMING HEALTH UNIT
HARM REDUCTION PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario	\$ 150,000	\$ 150,000	\$ 150,000
EXPENDITURES			
Salaries and wages	116,197	117,826	108,740
Fringe benefits	28,374	28,337	22,153
Fee for service	2,004	2,837	602
Travel	917	1,000	647
Materials and supplies	15	-	-
Total expenditures	<u>147,507</u>	<u>150,000</u>	<u>132,142</u>
Annual surplus before provincial settlement	2,493	-	17,858
Provincial settlement	2,493	-	17,858
Annual surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

TIMISKAMING HEALTH UNIT

SMOKE-FREE ONTARIO EXPANDED SMOKING CESSATION PROGRAM

SCHEDULE OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Province of Ontario – One-Time	\$ -	\$ -	\$ 10,712
EXPENDITURES			
Fees for service	-	-	20,658
Annual surplus (deficit) before provincial settlement	-	-	(9,946)
Provincial settlement	-	-	-
Annual surplus (deficit)	\$ -	\$ -	\$ (9,946)

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

TIMISKAMING HEALTH UNIT
ONTARIO ACTIVE SCHOOL TRAVEL PROGRAM
SCHEDULE OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Actual 2019	Budget 2019	Actual 2018
REVENUES			
Sundry revenue	\$ 21,800	\$ 35,000	\$ -
EXPENDITURES			
Salaries and wages	19,044	29,167	-
Fringe benefits	1,882	3,728	-
Travel	538	356	-
Materials and supplies	336	875	-
Administrative	-	875	-
Total expenditures	<u>21,800</u>	<u>35,001</u>	<u>-</u>
Annual surplus (deficit) before provincial settlement	-	(1)	-
Provincial settlement	-	-	-
Annual surplus (deficit)	<u>\$ -</u>	<u>\$ (1)</u>	<u>\$ -</u>

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



Head Office:

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New Liskeard, ON P0J 1P0
Tel.: 705-647-4305 Fax: 705-647-5779

Branch Offices:

Englehart Tel.: 705-544-2221 Fax: 705-544-8698
Kirkland Lake Tel.: 705-567-9355 Fax: 705-567-5476

www.timiskaminghu.com

June 9, 2020

The Right Honourable Justin Trudeau, P.C., MP
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

The Honourable Chrystia Freeland, P.C., M.P.
Deputy Prime Minister
Privy Council Office
Room 1000
80 Sparks Street
Ottawa, ON K1A 0A3

The Honourable Bill Morneau, P.C., M.P.
Minister of Finance
90 Elgin Street, 17th Floor
Ottawa, ON K1A 0G5

Dear Prime Minister Trudeau, Deputy Prime Minister Freeland and Minister Morneau:

Re: Basic Income for Income Security during Covid-19 Pandemic and Beyond

On June 3, 2020, at a regular meeting of the Board for the Timiskaming Health Unit, the Board supported the enclosed correspondence of Simcoe Muskoka District Health Unit, dated May 20, 2020 and passed the following motion:

MOTION #26R-2020

Moved by: Kim Gauthier
Seconded by: Patrick Kiely

BE IT RESOLVED that the Board of Health endorses the Simcoe Muskoka District Health Unit (SMDHU) call for the federal government to 'take swift and immediate action on the evolution of the CERB Benefit into legislation for a basic income as an effective long-term response to the problems of income insecurity, persistent poverty and household food insecurity, as well as a response to the economic impact of the COVID-19 pandemic'; AND

FURTHER THAT Prime Minister Trudeau, Deputy Prime Minister Freeland and Minister Morneau, Timiskaming's MPs, MPPs and Chief Medical Officer of Health, and all Ontario boards of health are so advised.

CARRIED

Sincerely,

Carman Kidd, Board of Health Chair

Enclosure

cc Mr. John Vanthof, MPP - Timiskaming-Cochrane
Mr. Anthony Rota, MP – Timiskaming-Nipissing
Dr. David Williams, Chief Medical Officer of Health
Mrs. Loretta Ryan, Association of Local Public Health Agencies
Ontario Boards of Health
Ms. Pegeen Walsh, Executive Director, Ontario Public Health Association
Mr. Doug Jelly, Chairman of District of Timiskaming Social Services Administration Board

May 20, 2020

The Right Honourable Justin Trudeau, P.C., MP
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

The Honourable Chrystia Freeland, P.C., M.P.
Deputy Prime Minister
Privy Council Office
Room 1000
80 Sparks Street
Ottawa, ON K1A 0A3

The Honourable Bill Morneau, P.C., M.P.
Minister of Finance
90 Elgin Street, 17th Floor
Ottawa, ON K1A 0G5

Dear Prime Minister Trudeau, Deputy Prime Minister Freeland and Minister Morneau:

Re: Basic Income for Income Security during Covid-19 Pandemic and Beyond

On behalf of the Simcoe Muskoka District Health Unit (SMDHU) Board of Health, I am writing to convey our strong support for the evolution of the Canada Emergency Response Benefit (CERB) into a basic income for all Canadians, during the COVID-19 pandemic and beyond.

While we commend the federal government for the economic measures that have been put into place to support Canadians during this unprecedented time of the COVID-19 pandemic, we also know that many are falling through the cracks. Measures such as the CERB, the Canada Emergency Student Benefit (CESB) and the Canada Emergency Wage Subsidy (CEWS), though necessary and very important, have left many Canadians, who do not qualify for or not able to access these programs, vulnerable to household food insecurity and the negative consequences of income insecurity and poverty such as inadequate or unstable housing, and poorer mental and physical health, including chronic diseases. A basic income would address these gaps, offering support to the most vulnerable Canadians.

Before the COVID-19 pandemic, many Canadians were already experiencing household food insecurity. In 2017-18 approximately 4.4-million (1 in 8) Canadians reported being food insecure, including 1.2 million children under the age of 18.¹ As a result of COVID-19, this number is predicted to increase as many individuals are facing precarious employment, have had their hours reduced or have lost their jobs altogether. Many are relying on food banks and other charitable programs, however, this only meets the need on a temporary basis and is not a long term solution.

Barrie:
15 Sperling Drive
Barrie, ON
L4M 6K9
705-721-7520
FAX: 705-721-1495

Collingwood:
280 Pretty River Pkwy.
Collingwood, ON
L9Y 4J5
705-445-0804
FAX: 705-445-6498

Cookstown:
2-25 King Street S.
Cookstown, ON
L0L 1L0
705-458-1103
FAX: 705-458-0105

Gravenhurst:
2-5 Pineridge Gate
Gravenhurst, ON
P1P 1Z3
705-684-9090
FAX: 705-684-9887

Huntsville:
34 Chaffey St.
Huntsville, ON
P1H 1K1
705-789-8813
FAX: 705-789-7245

Midland:
A-925 Hugel Ave.
Midland, ON
L4R 1X8
705-526-9324
FAX: 705-526-1513

Orillia:
120-169 Front St. S.
Orillia, ON
L3V 4S8
705-325-9565
FAX: 705-325-2091

Examples of key Canadian initiatives that demonstrate the positive impact of basic income-like programs on health and well-being include the Old Age Security and Guaranteed Income Supplement through Canada's public pension system, the Canada Child Benefit, and the Newfoundland Poverty Reduction Strategy.

Basic income pilots for working-age adults in Canada have also led to promising findings, including the Mincome pilot in Manitoba and the recent Ontario Basic Income Pilot. The research study, [Southern Ontario's Basic Income Experience](#) released in March 2020, is based on Ontario's pilot. This pilot was implemented in three Ontario cities in 2018 by the provincial government, and the project was terminated in 2019 following a change in government. While the formal pilot evaluation was cancelled, this research study made use of surveys of individuals from Hamilton, Brantford and Brant County who had been enrolled in the pilot (217 individuals participated out of 1000 enrolled households), and interviews with 40 participants. Some of the key findings cited by participants in this report include improvements in physical and mental health; increased labour market participation; moving to higher paying and more secure jobs; reduced household food insecurity; housing stability; improved financial status and social relationships; less frequent visits to health practitioners and hospital emergency rooms; improved living standards; and an improved sense of self-worth and hope for a better future.

Additional evidence supporting the potential of a basic income for reducing the prevalence and severity of household food insecurity is presented in: [Implications of a Basic Income Guarantee for Household Food Insecurity](#), a research paper prepared for the Northern Policy Institute based on the Ontario Basic Income Pilot.

Moving forward during and following the COVID-19 pandemic is an opportune time for the federal government to take action to evolve the CERB into a basic income. This would provide income security to all Canadians during the economic challenges of the pandemic itself, the post-pandemic recovery, and into the future. This is particularly pertinent given the dramatic shifts in the labour market in recent decades, such that full-time permanent employment is no longer the norm. The current CERB has helped demonstrate the logistical feasibility of delivering a basic income, and it could be readily evolved into an ongoing basic income for anyone who falls below a certain income floor. There is evidence of growing support for this concept, as outlined in Appendix A. The Basic Income Canada Network has outlined [key features](#) of basic income design for Canada, which we support.

The SMDHU has been a strong proponent of basic income repeatedly since 2015. This includes having sponsored a resolution at the Association of Local Public Health Agencies (aLPHA) general meeting endorsing the concept of basic income and requesting the federal and provincial governments jointly consider and investigate a basic income policy option for reducing poverty and income insecurity (2015), and expressing support and input into the Ontario Basic Income Pilot (2017). SMDHU has also been encouraging advocacy for income solutions to household food insecurity through our [No Money for Food is Cent\\$less](#) initiative since 2017.

In keeping with this, we strongly recommend your government take swift and immediate action on the evolution of the CERB Benefit into legislation for a basic income as an effective long-term

response to the problems of income insecurity, persistent poverty and household food insecurity, as well as a response to the economic impact of the COVID-19 pandemic.

Sincerely,

ORIGINAL Signed By:

Anita Dubeau
Chair, Board of Health

AD:CS:cm

Encl. (1)

cc. Hon. Doug Ford, Premier of Ontario
Simcoe and Muskoka MPs and MPPs
Simcoe Muskoka Municipal Councils
Association of Local Public Health Agencies
Ontario Public Health Association
Ontario Boards of Health

Appendix A: Examples of Support for Basic Income in Response to COVID-19 and Beyond

On April 21, 2020, 50 members of Canada's Senate wrote a [letter](#) to the federal government calling for a restructuring of the CERB into a minimum basic income to "ensure greater social and economic equity", especially for those who are most vulnerable. In support of this letter, Senator McPhedran's Youth Advisory Council, the Canadian Council of Young Feminists, in collaboration with the Basic Income Canada Youth Network, sent their own [letter](#) to the federal government.

In our region, Simcoe North MP Bruce Stanton has expressed agreement that it's time to consider basic income. He is quoted as saying "Based on my reading of this, like Senator Boniface, I am persuaded that it could be very good public policy" ([News Story](#)).

The Ontario Dietitians' of Public Health (ODPH) have also written a [letter](#) to the federal government stating "We ask that you take immediate action to enact legislation for a basic income guarantee as an effective long-term response to the problem of persistent poverty and household food insecurity as well as shorter-term consequences of the economic fallout of the COVID-19 pandemic".

The Board of Health of the Kingston, Frontenac, Lennox and Addington Health Unit in Ontario also passed a motion requesting the federal government to provide a basic income support to all Canadians ([News Story](#)).

Board of Health Briefing Report

To: Chair and Members of the Board of Health
Date: June 3, 2020
Topic: **Basic Income for Income Security during Covid-19 Pandemic and Beyond**
Submitted by: Dr. Glenn Corneil, Acting Medical Officer of Health/CEO
Prepared by: Kerry Schubert-Mackey, Director of Community Health
Reviewed by: Walter Humeniuk, RPPA and Amanda Mongeon, Program Manager

RECOMMENDATION

It is recommended THAT the Timiskaming Board of Health endorse the Simcoe Muskoka District Health Unit (SMDHU) call for the federal government to ‘take swift and immediate action on the evolution of the CERB Benefit into legislation for a basic income as an effective long-term response to the problems of income insecurity, persistent poverty and household food insecurity, as well as a response to the economic impact of the COVID-19 pandemic’; AND FURTHER that Prime Minister Trudeau, Deputy Prime Minister Freeland and Minister Morneau, Timiskaming’s MPs, MPPs and Chief Medical Officer of Health and all Ontario boards of health are so advised.

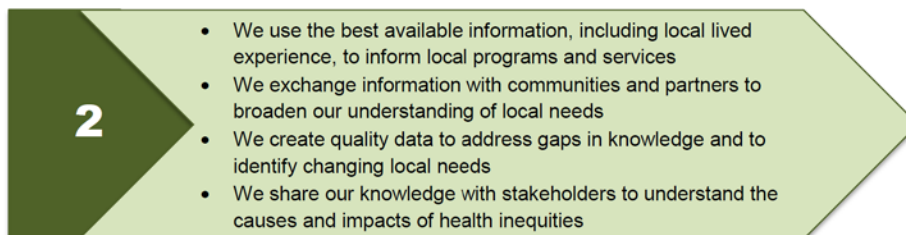
Overview

The Timiskaming Health Unit received correspondence from SMDHU May 20, 2020 ([Appendix A](#)), highlighting basic income as an effective long-term response to income insecurity, persistent poverty, household food insecurity and the economic impact of the COVID-19 pandemic. As one of the most compelling social determinants of health, poverty reduction is a key area for public health action.

Ontario Public Health Standards (2018) and Timiskaming Health Unit Strategic Plan 2019-2023 Links

This work directly contributes to meeting requirements and expected outcomes in the Ontario Public Health Standards (2018) and supports THU 2019-2023 strategic directions 2 and 3.

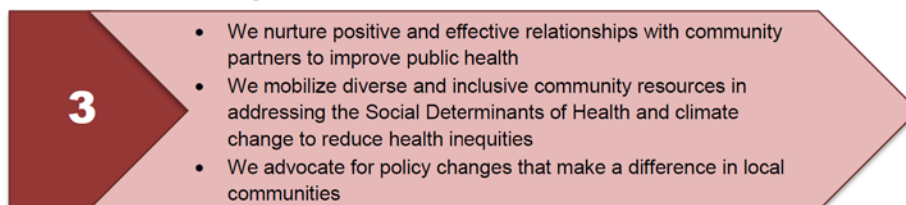
We create, share and exchange knowledge



2

- We use the best available information, including local lived experience, to inform local programs and services
- We exchange information with communities and partners to broaden our understanding of local needs
- We create quality data to address gaps in knowledge and to identify changing local needs
- We share our knowledge with stakeholders to understand the causes and impacts of health inequities

We collaborate with partners to make a difference in our communities



3

- We nurture positive and effective relationships with community partners to improve public health
- We mobilize diverse and inclusive community resources in addressing the Social Determinants of Health and climate change to reduce health inequities
- We advocate for policy changes that make a difference in local communities

Background

Income is a significant determinant of health as it influences overall living conditions, including psychological functioning, health-related behaviours, food security, housing, and other prerequisites of health.¹ THU recognizes that the prolonged stress of continually struggling to satisfy basic needs negatively impacts the physical and mental health of entire families.

Household Food Insecurity (HFI) is a highly sensitive indicator of an extreme level of material deprivation that negatively impacts people's physical, mental, and social well-being and life expectancy.² In 2017-18 approximately 4.4-million (1 in 8) Canadians reported being food insecure (higher than any previous national estimate), including 1.2 million children under the age of 18.²

Using Canada's low-income measureⁱ, there are currently 1.57 million Ontarians, including 382,000 children living in poverty.³ Poverty costs the Ontario economy over \$27 billion annually, with the cost of maintaining poverty far outweighing the cost of addressing it.³ Currently, in the district of Timiskaming, 18% of people continue to live in low-income households, including 20% of children under the age of 18 years.⁴

The 2019 Nutritious Food Basket (NFB) results show that the cost of living in Timiskaming is increasing. The higher cost of food (e.g., \$219.27 a week for a family of four, a \$2.74 increase since 2017) and housing, among other living expenses unfairly burdens those who live on a limited income.⁵ Responses to HFI often focus on charity & food-based initiatives, but these do not address the root cause of this issue, poverty.⁶ Government action on income-based effective measures to address poverty and food insecurity are needed.⁷

Preceding the COVID-19 pandemic, many Canadians were already experiencing HFI. This number is predicted to increase as a result of COVID-19, as many individuals are facing precarious employment, have had their hours reduced, or have lost their jobs altogether.

A basic income ensures that everyone can meet basic needs and live with dignity, regardless of their work status. A basic income protects households against volatility in income until stability returns.⁸ It has the potential to ease or even end poverty.⁹ As noted by SMDHU, there are Canadian examples that demonstrate the positive impact of basic income-like programs on health and well-being.

Timiskaming BOH History Related to HFI and/or Income Solutions to Address Poverty:

April 2020: Motion #18R-2020 response to the Ontario Government as part of their consultation on Poverty Reduction Strategy.

March 2020: Receive 2019 Nutritious Food Basket Costing Results and Household Food Insecurity Action and Motion #8R-2020 to support KFLA January 28, 2020 motion *Monitoring of food insecurity and food affordability*.

April 2019: Motion #23R-2019. Northern Fruit & Vegetable Program Funding Letter.

September 2019: Motion #44R-2019 Federal Election Campaign which included information on addressing poverty and a basic income for all Canadians.

Q3 Report 2018: Letter to Government of Ontario advocating for reconsideration of basic income pilot cancellation, maintaining the planned social assistance rate increases, and act on the recommendations from the Income Security Roadmap.

April 2018: Information re. 2017 Nutritious Food Basket Results and Addressing Household Food Insecurity, and THU's participation in the Cent\$less campaign.

September 2018: Presentation re. Public Health Policy Priorities for Consideration: 2018 Municipal Election.

September 2015: Resolution #01-2015: Support for a Basic Income Guarantee.

January 2012: Resolution #01-2012. Social assistance funding freeze.

December 2008: Resolution #09-2008. Nutritious Food Basket and Poverty Reduction Strategy.

Chris Oslund

From: ICIP Green <ICIPGreen@ontario.ca>
Sent: Thursday, June 11, 2020 11:32 AM
To: Chris Oslund
Subject: Investing in Canada Infrastructure Program - Green funding stream

RE: 2019-12-1-1425497314: Haileybury Wastewater Treatment Facility Rehabilitation

Dear Christopher Oslund:

I am writing to provide an update on your community's project, which was submitted under the first intake of the Green funding stream of the Investing in Canada Infrastructure Program (ICIP).

Following an evidence-based provincial review process, your project, Haileybury Wastewater Treatment Facility Rehabilitation, was not nominated for federal review and approval. The first intake of the Green stream was highly competitive and total demand exceeded funding available through this intake.

Projects that were nominated to the federal government for review and approval were those that most closely aligned with the provincial assessment criteria and federal requirements. The provincial assessment criteria included reviewing projects based on critical health and safety aspects, technical merit of the proposed project and efficiencies through joint projects.

Your community may be able to access federal funding through subsequent intake(s) of the Green Stream and other financial tools, including Infrastructure Ontario loans, may be available to support your projects. Further information may be found at <https://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/PRDR020120>

If you have any questions, staff can be reached via email at ICIPGreen@ontario.ca.

Sincerely,

Julia Danos
Director, Intergovernmental Policy and Program Delivery Branch
Ministry of Infrastructure

June 11, 2020

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Honourable Christine Elliott
Deputy Premier and Minister of Health
Ministry of Health
5th Floor, 777 Bay Street
Toronto ON M7A 2J3

Honourable Merrilee Fullerton
Minister of Long-Term Care
6th Floor, 400 University Avenue
Toronto ON M5G 1S5

Dear Premier Ford, Minister Elliott, and Minister Fullerton:

At its meeting of June 1, 2020, Chatham-Kent Municipal Council unanimously supported a request from Councillor Clare Latimer to submit a letter to the Premier, Minister of Health, and Minister of Long-Term Care (LTC) regarding current and long-standing issues being faced by the LTC sector and to support the government's Commission on Long-Term Care.

The COVID-19 pandemic has exacerbated the human resources crisis that LTC has faced for a number of years. It has also brought homes and the residents who place trust in the system they will be well cared for into the limelight, when all along the number one priority of all levels of government and oversight should be the health, safety, and well-being of some of our most vulnerable citizens.

The LTC and Retirement Home (RH) sectors are chronically understaffed; losing the extra hands of visitors and volunteers during the pandemic, while necessary, has created an additional burden. Homes in Ontario are experiencing increasing difficulty recruiting and retaining Personal Support Workers (PSW), Registered Practical Nurses (RPN) and Registered Nurses (RN), creating long delays in the ability to fill vacant positions. Before the pandemic, many homes were indicating they no longer have a 'pool' of PSWs ready and available to fill vacant shifts. Homes are seeing more PSWs experiencing stress-related illnesses, mental and physical exhaustion, and an increase in work-related injuries. In addition to an already limited available workforce, hospitals are now hiring PSWs to fill support roles, and many RNs or RPNs accept positions in LTC only to resign when an acute care or community health position becomes available. Additional stressors directly related to the pandemic have certainly added to the staffing crisis. The provision of pandemic pay to front-line staff has helped, and while it would be a welcomed addition to the funding envelope moving forward, wage increases alone will not solve the chronic lack of people choosing long-term care as a career.

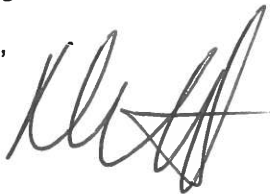
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Staffing ratios have been discussed for several years and there has been lobbying from many avenues to increase the number of direct nursing care hours for residents up to four hours of care per day in order to safely meet the complex needs of the current long-term care population. Without an influx of provincial dollars, coupled with a provincial LTC human resources strategy, homes will not be able to increase direct patient care hours; there simply are not enough human resources to go around. This is difficult for staff in long-term care and retirement homes. They are a determined, passionate bunch who want nothing more than to provide quality care to their residents who call their facilities home.

As a Municipal Council, we have watched the impact the COVID-19 pandemic has had on LTC and RHs across our province. Our municipality has not had any COVID-19 outbreaks in homes in Chatham-Kent; however, we are certainly aware of the ongoing risk and continue to do everything we can to ensure our residents and staff are safe and they have the tools and resources to manage during such a difficult time. As a Council, we support the government's LTC Commission and ask that it remain non-partisan, and be independent of owners and operators including ourselves as the owner and operator of Chatham-Kent's largest LTC home. While we are supportive of the Commission, we are asking for an impartial review of current best practices in both private and publicly operated homes. We are also requesting that the Commission be tasked with recommending best practice standards of care, and accountability protocols regarding documentation, peer reviews, and resident/family reviews.

We appreciate the work involved in any type of large-scale review with the hope the Commission is able to review the current impact of the pandemic and merge these findings with what the sector has known and has been advocating for over the last several years including staffing, governance models, physical structures of homes, and LTC regulations. A comprehensive look at past, current, and future insights will move the sector towards action and real change.

Sincerely,



Darrin Canniff, Mayor/CEO
Municipality of Chatham-Kent

- C Rick Nicholls, MPP Chatham-Kent-Leamington
- Monte McNaughton, MPP Lambton-Kent-Middlesex
- All municipalities in Ontario

June 11, 2020

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Honourable Christine Elliott
Deputy Premier and Minister of Health
Ministry of Health
5th Floor, 777 Bay Street
Toronto ON M7A 2J3

Honourable Merrilee Fullerton
Minister of Long-Term Care
6th Floor, 400 University Avenue
Toronto ON M5G 1S5

Dear Premier Ford, Minister Elliott, and Minister Fullerton:

At its meeting of June 1, 2020, Chatham-Kent Municipal Council received a letter from eleven organizations serving Long-Term Care and Retirement Homes in Ontario. The letter spoke to the importance of psychosocial and emotional well-being of all Long-Term Care (LTC) and Retirement Home (RH) residents. Council agreed there was significant evidence presented within the letter to warrant supporting the call to action and to encourage the government to review and act on the recommendations provided.

The COVID-19 pandemic has presented a variety of challenges to the LTC and RH sectors, as well as the congregate care sector. Many of these challenges involve protecting the physical health of this extremely vulnerable population. Increased infection control requirements, eliminating non-essential visitors, active screening protocols, and restrictions on the movement of LTC and RH staff working between different homes, are a few examples of the measures taken and backed financially by the provincial government. In Chatham-Kent, early and rigorous adoption of these measures has kept COVID-19 out of our LTC and RH facilities. While this is a commendable achievement, it is important to examine the social costs to residents of such an undertaking.

People living in LTC and RHs depend completely on interactions with staff, visitors, volunteers, and other residents to fulfill their social and emotional needs. Losing any one of these groups impacts residents in ways that are difficult to measure quantitatively but qualitatively we see it in our residents' eyes each day as we strive to provide the best care possible for them. The exclusion of non-essential visitors has left a tangible hole in the lives of residents. In Chatham-Kent's municipally-run LTC home, Riverview Gardens (RVG), this order saw the exclusion of 500-600 additional visitors, volunteers, and contract support staff per week. They were cherished, familiar faces; their visits much-anticipated by residents and appreciated by staff.

Cont'd...

Visitors and volunteers provide more than just visiting, they help in the daily care of our residents. Conversations with other LTC and RHs throughout Chatham-Kent show the same losses and the same impacts on residents and staff. Additional stressors directly related to the pandemic have added to the staffing crisis in LTC and RHs. Supporting a strategy for homes to hire additional staff specifically trained to support the psychosocial and emotional needs of residents would alleviate some of the stress on nursing staff and may lead to better outcomes for residents.

Chatham-Kent has always been a community that comes together and rises to the challenges before us. COVID-19 and the impact this has had on our local LTC and RH sectors is no exception. Through our local United Way, volunteers are finalizing an Adopt a Grandparent program similar to pen pals of years past. This program will link teenagers and young adults with one of our LTC and/or RH residents. Young and old, both with different needs, sharing thoughts and ideas and supporting one another through the pandemic. At Riverview Gardens we have created a Resident Support Worker (RSW) position that provides emotional and social support to our residents. RSWs work on the same floor with the same residents each day where they assist residents with feeding, games, crafts, companionship, and outdoor time when the weather cooperates. RSWs also help provide such services as assisting with laundry, as well as sorting, folding, and organizing a resident's personal items. Currently, redeployed municipal staff are fulfilling these roles at RVG but as Ontario moves further with reopening, these staff will be needed back at their home base location and residents in our home will once again be faced with spending much of their day alone. The homes in Chatham-Kent are providing great care to our residents but they can only do so much. This is why the recommendations from the Long-Term Care and Retirement Home sectors are so important.

Chatham-Kent Municipal Council believes people need human interaction. It is what makes the difference between simply being alive, and living. It is time to act, and protect the psychosocial and emotional health of our LTC and RH residents. We support whole-heartedly, the recommendations presented to you from our LTC and RH partners (attached).

Sincerely,



Darrin Canniff, Mayor/CEO
Municipality of Chatham-Kent

Attachment: Letter from Alzheimer Society et al RE: Psychosocial and Emotional Well-being of LTC Residents

- C Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions
- Hon Raymond Cho, Minister of Seniors and Accessibility
- Helen Angus, Deputy Minister, Ministry of Health
- Richard Steele, Deputy Minister, Ministry of Long-Term Care
- Rick Nicholls, MPP Chatham-Kent-Leamington
- Monte McNaughton, MPP Lambton-Kent-Middlesex
- Matthew Anderson, President and CEO, Ontario Health
- All municipalities in Ontario



May 8, 2020

Hon. Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Hon. Christine Elliott
Deputy Premier and Minister of Health
Ministry of Health
5th Floor, 777 Bay St.
Toronto, ON M7A 2J3

Hon. Merrilee Fullerton
Minister of Long-Term Care
6th Floor, 400 University Ave
Toronto, ON M5G 1S5

Dear Premier Ford, Minister Elliott and Minister Fullerton,

On behalf of almost 80,000 residents, their families and staff in Ontario's long-term care (LTC) homes, we are writing this letter to urgently request that the provincial government take immediate action to support the psychosocial and emotional wellbeing of residents. COVID-19 has changed every aspect of the lived experience in LTC. Despite fervent efforts and commitment from LTC team members to protect residents from the negative physical outcomes of COVID-19, the psychosocial and emotional impacts remain ignored and under-resourced.

According to a recently released study by Mental Health Research Canada, the number of Canadians expressing high-to-extreme levels of anxiety has quadrupled since the start of the COVID-19 crisis. "Mental Health in Crisis: How COVID-19 is Impacting Canadians." *Mental Health Research Canada*, www.mhrc.ca/our-research/. If that is the reality of people living in the general population, what is happening to the mental health of LTC residents, many of whom are already living with compromised cognitive ability and living in isolation? 'There is no health without mental health' - Minister Elliott.

Thousands of residents are living cohorted and/or isolated lives away from their personal belongings and away from the important people in their lives. Many residents are eating alone, experiencing virtually no human connection aside from 2-3 brief encounters with LTC team members for personal care/meal delivery each day and 1-2 virtual visits with a family member each week, if such a program exists in their home. Team member shortages further exacerbate the sense of isolation, we have heard from residents that there is little to no program or activity to nurture social engagement opportunities during these times.

Pre-COVID-19, the realities of pervasive isolation, depression and loneliness are coined as the 'three plagues' of life in LTC (Dr. Bill Thomas, founder of The Eden Alternative). While person-centered practices combat these plagues, the current reality of LTC living will lead to residents left with broken spirits and the corresponding negative outcomes associated with their psychosocial, emotional health.

People need people. We are writing this letter now to ask that immediate attention and allocated resources be applied to LTC homes to support the psychosocial and emotional wellbeing of residents. The government of Alberta, in recognizing the importance of 'quality of life' for residents, has released substantive directives that clearly define essential visitors as those who contribute to the quality of life of residents in addition to provision of needed physical care. I urge you to follow suit, so that residents can experience the psychosocial and emotional support that has been missing for 7 weeks thus far.

Imagine the new reality when a group of team members (comprised of 'essential visitors' and/or dedicated staff) is incorporated into **every LTC home** to exclusively provide avenues/programs/opportunities for psychosocial and emotional support. Residents will experience **multiple** weekly virtual visits using iPads, tablets or cell phones with friends and family members, and even amongst themselves, providing peer to peer support. Residents will enjoy safe outdoor visits during the warm weather now upon us. Imagine residents being supported in a virtual resident activity, meal or conversation between other residents. Residents will feel engaged and connected to each other once again, to their families, to their environment and to their community. They will be well protected from the negative outcome of prolonged isolation.


This is what is needed:

- Declare psychosocial and emotional wellbeing of residents as essential to their quality of life
- Expand the definition of 'essential visitors' to include people who contribute to the quality of life including psychosocial and emotional health
- Resources for homes to hire and train additional team members/staff whose primary role is to support psychosocial and emotional health via facilitating virtual and safe physical visiting
- Resources for homes to purchase technology and infrastructure required to support virtual visits amongst residents and families
- Creation of a safe plan for residents to enjoy social engagement outdoors in the coming weeks (physical distancing, wearing of masks, etc.), complete with human resources and supplies to make this a reality

We must act now. COVID-19 requires physical distancing, but in order to uphold resident's quality of life and wellbeing we must enable and support social connection.

We look forward to hearing from you soon, as we work together to provide the best care for LTC residents who are the most vulnerable group of Ontarians during this COVID-19 crisis.

Sincerely,



Cathy Barrick
Chief Executive Officer
Alzheimer Society of
Ontario



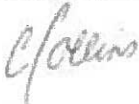
Lisa Levin
Chief Executive Officer
AdvantAge Ontario




Kiran Rabheru MD, CCFP, FRCP
Co-Chair
Canadian Coalition for Seniors' Mental Health



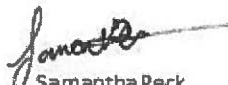
Laura Tamblyn Watts
Chief Executive Officer
CanAge



Carota Collins
MD CCFP
Medical Director



Marta Hajek
Executive Director
Elder Abuse Prevention Ontario



Samantha Peck
Executive Director
Family Councils Ontario



George Heckman, MD, FRCP(C)



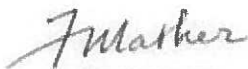
Margaret Gillis
President
International Longevity Centre Canada



Raza M. Mirza, PhD
Network Manager
National Initiative for the Care of the Elderly (NICE)



Dee Lender
Executive Director
Ontario Association of Residents' Councils



Fred Mather, MD
President,
Ontario Long Term Care Clinicians



Donna Duncan
Chief Executive Officer
Ontario Long Term Care Association

cc: Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions
Hon Raymond Cho, Minister of Seniors and Accessibility
Helen Angus, Deputy Minister, Ministry of Health
Richard Steele, Deputy Minister, Ministry of Long-Term Care
Matthew Anderson, President and CEO, Ontario Health



June 12, 2020

The Honourable Steve Clark,
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay St.
Toronto, ON
M5G 2E5

Dear Minister Clark,

RE: Town of Bracebridge Resolution regarding the establishment of a Municipal Financial Assistance Program to offset the financial impact of the COVID-19 pandemic

At its meeting of June 4, 2020, the Council of the Corporation of the Town of Bracebridge ratified motion 20-TC-089, regarding the Town of Bracebridge support for the Federation of Canadian Municipalities (FCM) recommendations contained in their report titled "Protecting Vital Municipal Services", as follows:

"WHEREAS the Federation of Canadian Municipalities (FCM) issued a report titled "[Protecting Vital Municipal Services](#)" on April 23, 2020 which included recommendations to the federal government to provide financial assistance for municipalities across the country;

AND WHEREAS the Association of Municipalities of Ontario (AMO) recognizes that a collaborative federal-provincial effort is required to provide much needed financial assistance to municipalities and their May 14, 2020 letter (attached) to the Prime Minister and the Premier urges Canada and Ontario to extend their successful collaboration through financial support for municipalities;

NOW THEREFORE BE IT RESOLVED THAT the Town of Bracebridge supports the FCM recommendation and requests that both the Federal and Provincial Governments establish a municipal financial assistance program to offset the financial impact of the COVID-19 pandemic;

AND FURTHER THAT the Town of Bracebridge supports the Association of Municipalities of Ontario (AMO) in lobbying the Provincial Government for financial assistance to support Municipalities in offsetting the financial impact of the COVID-19 pandemic;

AND FURTHER THAT this resolution be forwarded to the Honorable Steve Clark, Minister, Municipal Affairs and Housing, local Member of Parliament (MP) and local Member of the Ontario Legislature (MPP), FCM, AMO and its member municipalities, and the Muskoka municipalities."

In accordance with Council's direction I am forwarding you a copy of the associated memorandum for your reference.

1000 Taylor Court
Bracebridge, ON
P1L 1R6 Canada

telephone: (705) 645-5264
corporate services and finance fax: (705) 645-1262
public works fax: (705) 645-7525
planning & development fax: (705) 645-4209

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read 'L. McDonald', written in a cursive style.

Lori McDonald
Director of Corporate Services/Clerk

Copy: Scott Aitchison, MP, Parry Sound-Muskoka
The Honourable Norm Miller, MPP, Parry Sound-Muskoka
The Federation of Canadian Municipalities
Association of Municipalities Ontario and member municipalities
Muskoka Municipalities



MINUTES

Timiskaming Health Unit Board of Health

Regular Meeting held on April 22, 2020 at 4:30 P.M.

Teleconference

1. The meeting was called to order at 4:30 p.m.

2. **ROLL CALL**

Board of Health Members

Carman Kidd	Chair, Municipal Appointee for Temiskaming Shores
Patrick Kiely	Vice-Chair, Municipal Appointee for Town of Kirkland Lake
Mike McArthur	Municipal Appointee for Temiskaming Shores
Jesse Foley	Municipal Appointee for Temiskaming Shores
Maria Overton	Provincial Appointee
Casey Owens	Municipal Appointee for Town of Kirkland Lake
Paul Kelly	Municipal Appointee for Township of Larder Lake, McGarry & Gauthier
Sue Cote	Municipal Appointee for Town of Cobalt, Town of Latchford, Municipality of Temagami, and Township of Coleman

Regrets

Kim Gauthier	Municipal Appointee for Township of Armstrong, Hudson, James, Kerns & Matachewan
David Wight	Municipal Appointee for Township of Brethour, Harris, Harley & Casey, Village of Thornloe
Vacant	Municipal Appointee for Township of Chamberlain, Charlton, Evanturel, Hilliard, Dack & Town of Englehart

Timiskaming Health Unit Staff Members

Dr. Glenn Corneil	Acting Medical Officer of Health/CEO
Randy Winters	Director of Corporate Services
Kerry Schubert-Mackey	Director of Community Health
Rachelle Cote	Executive Assistant

3. **ROLL CALL**

MOTION #15R-2020

Moved by: Sue Cote

Seconded by: Casey Owens

Be it resolved that the Board of Health accepts the resignation of Caroline Gilbert, effective, March 4, 2020.

CARRIED

4. APPROVAL OF AGENDA**MOTION #16R-2020**

Moved by: Jesse Foley

Seconded by: Patrick Kiely

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on April 22, 2020, with the following addition and new time proposal of 4:30 pm until further notice:

- 10d – Municipality Request – Deferral of THU Payment

CARRIED

5. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None.

6. APPROVAL OF MINUTES**MOTION #17R-2020**

Moved by: Mike McArthur

Seconded by: Paul Kelly

Be it resolved that the Board of Health approves the minutes of its regular meeting held on March 4, 2020, as presented.

CARRIED

7. BUSINESS ARISING

None

8. REPORTS OF MOH/CEO**a. MOH-CEO ACTIVITY REPORT**

Dr. Corneil provided a brief summary of the local COVID-19 situation. Discussed the following points of interests;

- (12) cases, (9) resolved, (2) confirming community spread.
- None currently identified in local Long-Term Care Homes and Retirement Homes to date.
- Epi curve remaining fairly flat for local district. Recent Ontario peak announcement– not applying to the northern communities. Actively discussing at NMOH level on how to address later waves for the north.
- Internal measures emphasized for staff; physical distancing, working from home, masking as needed. An all-staff teleconference scheduled for tomorrow, April 23, 9:30 am.
- Ongoing Surveillance Program Initiative moving ahead in Regional Assessment Centers for the testing of individuals presenting with viral symptoms.
- Discussed the ongoing challenges with the different lab systems.
- Ongoing focus and communications for Long-Term Care Homes and Retirement Homes. Recent announcement for all staff and residents to be swabbed in those facilities. More direction to follow.

- Temiskaming Hospital’s occupancy remains a challenge – ongoing meetings. Surge plan in place. Looking to address prior to potential increase of cases.

b. **PUBLIC HEALTH MODERNIZATION**

Discussions and meetings currently on hold with all the health units being at the forefront of the COVID-19 pandemic.

c. **ONTARIO HEALTH TEAMS UPDATE**

No current active meetings occurring at this time. Recent push from the government for health teams to find their role creating some overall challenges.

Great public health advocating work being done at the regional table by the northern lead representative, Dr. Marlene Spruyt.

9. **HUMAN RESOURCES/FINANCE UPDATE**

Randy Winters provided a finance update and a summary of recent human resources initiatives in relation to COVID-19.

10. **NEW BUSINESS**

a. **THU’S RESPONSE – POVERTY REDUCTION STRATEGY CONSULTATION**

MOTION #18R-2020

Moved by: Maria Overton

Seconded by: Casey Owens

Be it resolved that the Board of Health submits the response to the Ontario Government as part of their consultation on Poverty Reduction Strategy and share it with relevant stakeholders.

CARRIED

b. **MOH MUTUAL AID AGREEMENT**

Existing motion and Mutual Aid Agreement circulated for information in the event the Board would need to appoint a listed individual for the duration of an absence or inability to act of the Acting Medical Officer of Health/CEO.

c. **BOARD MEETING ATTENDANCE – STATE OF EMERGENCY**

MOTION #19R-2020

Moved by: Mike McArthur

Seconded by: Patrick Kiely

Be it resolved that the Board of Health approves the following amendment to the Governance Manual, item **6.10 Electronic Meetings**:

- a) *A member of the Board who participates in a meeting through electronic means shall be deemed to be present at the meeting;*
- b) *Where an emergency has been declared to exist in all or part of a municipality (within the Board of Health’s jurisdiction) under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act;*
 - i. *Despite section (3.2) of the Municipal Act, 2001, a member of a board of health or a committee of can participate electronically in a meeting that is closed to the public.*

CARRIED

d. **MUNICIPALITY REQUEST – DEFERRAL OF THU PAYMENT**
MOTION #20R-2020

Moved by: Sue Cote

Seconded by: Patrick Kiely

Be it resolved that the Board of Health respectfully decline the request from the City of Temiskaming Shores to defer municipal contributions for a period of three months as the Timiskaming Health Unit is incurring significant additional costs in managing this COVID-19 outbreak, and any surplus reserves were returned to their respective municipalities in December 2019.

CARRIED

11. **CORRESPONDENCE**
MOTION #21R-2020

Moved by: Jesse Foley

Seconded by: Casey Owens

Be it resolved that the Board of Health acknowledges receipt of the correspondence for information purposes.

CARRIED

12. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on June 3, 2020 at 4:30 p.m. by teleconference.

13. **ADJOURNMENT**
MOTION #22R-2020

Moved by: Paul Kelly

Seconded by: Mike McArthur

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 5:21 p.m.

CARRIED

1. CALL TO ORDER

Meeting called to order at 6:02 p.m.

2. ROLL CALL

Mayor Carman Kidd

Christopher W. Oslund, City Manager

Councillor Jeff Laferriere

Shelly Zubyck, Director of Corporate Services

Councillor Danny Whalen

Laura Lee MacLeod, Treasurer

Logan Belanger, Municipal Clerk Kelly Conlin, Executive Assistant

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation CS-2020-021

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee agenda for the May 27, 2020 meeting be approved as printed.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation CS-2020-022

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee minutes of the May 13, 2020 meeting be approved as presented.

CARRIED

7. INTERNAL/EXTERNAL CORRESPONDENCE

8. NEW BUSINESS

8.1 Tax ratio administrative report and appendices

Discussion:

Recommendation CS-2020-023

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee hereby supports the recommendation contained in Administrative Report CS-021-2020:2020 Tax Ratios.

CARRIED

9. CLOSED SESSION

Recommendation CS-2020-024

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee convene into Closed Session at 6:08 p.m. to discuss the following matters

- Under Section 239 (2) (b) of the Municipal Act, 2001: Identifiable Individual
- Under Section 239 (2) (d) of the Municipal Act, 2001: Employee Relations

CARRIED

Recommendation CS-2020-025

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee rise with report at 6:54 p.m.

CARRIED

The Committee provided direction to staff.

10. NEXT MEETING

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

11. ADJOURNMENT

Recommendation CS-2020-026

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 6:55 p.m.

CARRIED

COMMITTEE CHAIR

COMMITTEE SECRETARY

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, April 15, 2020

7:00 p.m. via GoTo Meeting

1. Call to Order

Meeting called to order by Vice Chair Jeff Laferriere at 6:59 p.m.

2. Roll Call

Present: Vice Chair Jeff Laferriere, Brigid Wilkinson, Brenda Morissette, Danny Whalen, Jessica Cooper, Claire Hendrikx and Library CEO Rebecca Hunt.

Regrets: Jamie Lindsay.

Members of the Public: 0

3. Adoption of the Agenda

Motion #2020-09

Moved by: Brigid Wilkinson

Seconded by: Claire Hendrikx

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

Carried.

4. Declaration of conflict of interest

- a. Brenda Morissette in regards to Northern College

5. Board Chair election hosted by Vice Chair

Vice Chair Jeff Laferriere called for nominations for the position of Chair.

Nominated: Brigid Wilkinson

Nominated by: Brenda Morissette

Seconded by: Claire Hendrikx

There were no further nominations. Brigid Wilkinson accepted the nomination and the appointment was carried by the board.

The Vice Chair handed the meeting over to Chair Brigid Wilkinson.

6. Adoption of the Minutes

Motion #2020-10

Moved by: Danny Whalen

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, March 18, 2020 as presented.

Carried.

7. Business arising from Minutes: None

8. Correspondence:

- a. From Ontario Library Service North and Southern Ontario Library Service. Update. For information.

9. Secretary–Treasurer’s Report

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

Library CEO’s Report

April 8, 2020

CJTT Chat: I did a CJTT Chat on Monday, April 6 and am booked again for Monday, April 20 to update the community on the status of the library move.

COVID-19 measures: All staff members are now working from home. The library clerks are planning programming, maintaining our social media, working on collection development and taking courses for professional development. One of the clerks has also downloaded WorkFlows, our library system, onto her home computer to help me renew library memberships and renew books for people. There are several staff members working on their required EXCEL small library management certificates. I have one clerk set up to take a cataloguing course through Mohawk College so that she can take over the cataloguing once we are open again without as much training lag time. The clerks are also using WebJunction and GCF Learnfree.org for library and computer training courses, and I have just finalized plans with Contact North to give the library clerks free access to Lynda.com and GALE courses through the partnership with Brampton Public Library.

Digital Creator: The program will go on hold for about four months until the library is open and up and running again.

Library Board vacancies: I have not yet had a chance to purchase gifts for the departing library board members but I will when the COVID-19 measures have been lifted. There have been three applications to fill the vacant positions. Council will be reviewing the applications in their April meetings.

Library CEO’s work from home plan: I have been set up with a VPN connection on my laptop so that I can remote into my work computer at the New Liskeard library. I am working on the 2019 Annual Survey of Public Libraries, which is due on May 31, keeping track of training, approving social media posts, posting some and responding to questions and requests via social media, and revising the website. I have been checking messages at the libraries and emptying the drop boxes twice a week, and have taken some webinars on COVID-19 measures. In the next weeks I hope to place our book orders (delivery will

be held until after we are open) and finalize my decision on what furniture we will take to the new location. I might also have a chance to look at some of the policies we had deferred.

Library Move: All items that are to go to the new location in both branches of the library have been packed. There are around 900 boxes in addition to the furnishings such as desks, tables and chairs that we will be moving. Once the COVID-19 measures are lifted and the shelving installed we should be able to move fairly quickly.

Northern College partnership: We may have to adjust the opening date for the Northern College satellite collection but perhaps we can wait until a bit closer to the time to discuss with them.

Open Shelf emagazine of the Ontario Library Association: The Open Shelf editors asked me to do a pandemic photo voice story. The article I submitted is in the April edition: <https://open-shelf.ca/200406-pandemic-photo-voices/>

Outreach: The activity coordinator from the Northdale Manor has reached out to ask if we can deliver a box of audiobooks for the residents. I have indicated that we will work with them to accommodate that request.

Finances and Statistics

The Board reviewed the financial and statistical reports as provided by the CEO.

Motion #2020-11

Moved by: Jeff Laferriere

Seconded by: Brenda Morissette

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

Carried.

10. Committee Reports

a. FINANCE AND PROPERTY: Nothing to report.

b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Nothing to report.

- c. LIBRARY SERVICES COMMITTEE: Nothing to report.
- d. STRAT PLAN COMMITTEE: Nothing to report.

11. New Business

- a. COVID-19 measures. Discussion, for information. The board suggested that the CEO reach out to the other senior residences to see if they would want some small deposit collections of audiobooks or other materials.
- b. Report LIB-01-2020 Library staff training while working from home. Motion.

Motion #2020-12

Moved by: Jeff Laferriere

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board approve the recommendation in Report LIB-01-2020 Library staff training while working from home- and transfer \$1200 from the mileage expense line to the training and courses expense line to accommodate the training that the staff are able to do while they are working from home.

Carried.

- c. Final 2019 financial report including Great West Life expenses and donation transfer to reserve. For information.

12. Plan, Policy review and By-law review

- a. **Review Policy—Defer until after move.**

13. Adjournment

Adjournment by Jeff Laferriere at 7:24 p.m.

Chair – Brigid Wilkinson

Memo

To: Mayor and Council
From: Laura-Lee MacLeod, Treasurer
Date: June 16, 2020
Subject: Penalty Relief – May Tax Installment

Mayor and Council:

On April 21, 2020, Council passed Resolution 2020-243 in regards to Administrative Report No. CS-016-001-2020 - Property Tax Instalment Response to the Covid-19 Pandemic (deferred from April 7, 2020 Regular Council Meeting) (see attached). The resolution approved a relief of penalty charges for the May 15th tax installment. No timeline was provided in the resolution as to how long the relief of penalty would continue.

On June 10, 2020 the Corporate Services committee met to discuss the continuation of penalty relief for the May installment in light of the final tax bills being prepared and mailed out with July 15th and September 15th installment dates. The Treasurer prepared a report showing details in relation to how property owners took advantage of the penalty relief (see attached).

Of the 671 properties that did not pay the May installment as of the June 1st, 193 of the properties had prior year taxes and 192 had not paid their March installment, therefore 286 property owners took advantage of the relief provided by Council.

The report also shows the number of properties with outstanding taxes as of June 9th and as you can see the numbers are reducing daily as tax payments are continuing to be paid at a steady rate.

The Corporate Services committee passed the Recommendation No. 2020-029:

The Corporate Services Committee hereby requests that Council consider resuming interest and penalty changes on tax installments effective August 1, 2020.

CARRIED

The Treasurer respectfully requests that Council consider the following resolution:

“Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 009-2020-CS;

That Council directs the Treasurer to continue with the relief of penalty for the May 15th tax installment until July 31, 2020; and

That effective August 1, 2020 all penalty/interest charges be applied to outstanding taxes as per By-law 2020-059.

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original Signed By"

"Original Signed By"

"Original Signed By"

Laura Lee MacLeod
Treasurer

Shelly Zubyck
Director of Corporate Services

Christopher W. Oslund
City Manager



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, April 21, 2020
Resolution

Administrative Report No. CS-016-001-2020 – Property Tax Instalment – Response to the COVID-19 Pandemic (deferred from the April 7, 2020 Regular Council meeting)

Resolution No. 2020-243

Moved by: Councillor Whalen
Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-016-2020;

That Council agrees to waive penalty on Property Tax Accounts effective the May 15, 2020 Property Tax Instalment;

That Council agrees to the review the timing of the Final 2020 Property Tax Billing and applicable due dates;

That Council respectfully requests that both the District of Timiskaming Social Services Administration Board and the Timiskaming Board of Health consider a deferral of municipal contributions for a period of three months.

Carried

Certified True Copy
City of Temiskaming Shores

A handwritten signature in black ink, appearing to read "David B. Treen".

David B. Treen
Municipal Clerk

Appendix 02: 010-CS-2020

Penalty/Interest Relief Analysis

as at June 1/20

	NL	Dym	Hlby	Total	Penalty/Interest
Prior Years	69	23	101	193	\$7,769.43
March	67	34	91	192	\$3,786.28
May	117	54	115	286	\$8,663.71
Total	253	111	307	671	\$ 20,219.42

Penalty Relief Provided: \$8,663.71

as at June 9/20

	NL	Dym	Hlby	Total
Prior Years	67	22	100	189
March	67	31	88	186
May	111	53	97	261
Total	245	106	285	636

Monthly PAP Properties: 1002

Requests for Deferrals: 11

Installment PAP Properties: 260

Requests for Deferrals: 0

Regular Tax Bills: 2862

Subject: Occupation of Land Agreement – 485
Ferguson Avenue (Whiskey Jack Beer Co.) **Report No.:** CS-026-2020
Agenda Date: June 16, 2020

Attachments

Appendix 01: Draft Agreement

Appendix 02: Draft Design of Patio

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-026-2020; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Marc Andre Therrien and Luc Johnson for occupation of land (laneway) adjacent to Whiskey Jack Beer Company (485 Ferguson Ave.), to accommodate an outdoor patio for consideration at the June 16, 2020 Regular Council meeting.

Background

On June 8, 2020, the AGCO announced that liquor sales licensees are able to temporarily extend their patios or temporarily add a new licensed patio for the duration of 2020, once they are permitted to open, and as long as certain criteria are met. One of these criteria is that the municipality in which the establishment is situated has indicated that it does not object to the extension.

The owners of Whiskey Jack Beer Company requested the use of the laneway adjacent to 485 Ferguson Ave. for the purpose of an outdoor patio.

Analysis

Temporarily, the patio will be a roped off area with picnic tables spaced appropriately to maintain the required physical distance. Access to the patio will be along the sidewalk and be 3 feet in width, while maintaining 5 feet for public use in accordance with Accessibility Standards.

Appendix 2 shows a drawing of the patio that Mr. Johnson and Mr. Therrien are proposing for the future. This would include a more permanent barrier as well as some type of ground cover.

The request was circulated to internal departments and no objections or concerns arose. City staff also attended a site visit on June 10th, 2020, to discuss the layout and maintenance of distances in line with current legislation.

The request was presented at the June 10th Corporate Services Meeting, and the following recommendation was passed:

Recommendation CS-2020-030

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee hereby requests that Council consider entering into a land use agreement with Whiskey Jack Brewing for use of a portion of the sidewalk and laneway space adjacent to their location on Ferguson Ave.

CARRIED

Attached as Appendix 2, is the draft agreement with Whiskey Jack Beer Co. This agreement is very similar to the agreement Council entered into with L'Autochtone which is located across the street on Ferguson Avenue.

It is recommended that an annual fee for occupation of land be established at \$1,200, also similar to the L'Autochtone agreement.

It is recommended that Council direct staff to prepare the necessary by-law and agreement with Marc Andre Therrien and Luc Johnson for occupation of land (laneway) adjacent to Whiskey Jack Beer Company (485 Ferguson Ave.) to accommodate an outdoor patio for consideration at the June 16, 2020 Regular Council meeting.

Financial / Staffing Implications

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

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

The City would be receiving an annual lease amount \$1,200.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

“Original signed by”

“Original signed by”

Shelly Zubyck
Director of Corporate Services

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2020-000

**Being a by-law to enter into an Occupation of Land
Agreement with Marc Andre Therrien and Luc Johnson to
permit the use of the laneway adjacent to the 485 Ferguson
Avenue – Whiskey Jack Beer Company– Outdoor Patio**

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

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

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

And whereas Council considered Administrative Report No. CS-026-2020 at the June 16th, 2020 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an Agreement with Marc Andre Therrien and Luc Johnson for the Occupation of Land (laneway to the north of Whiskey Jack Beer Company) for consideration at the June 16th, 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 the Mayor and Clerk be authorized to execute the Occupation of Land Agreement with Marc Andre Therrien and Luc Johnson for the use of municipal land (laneway) adjacent to the Whiskey Jack Beer Company, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this 16th day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to

By-law No. 2020-000

Occupation of Land Agreement between

The Corporation of the City of Temiskaming Shores

and

**Marc Andre Therrien and Luc Johnson
(Whiskey Jack Beer Company)**

for use of the laneway adjacent to the Restaurant

This agreement, made this 16th day of June, 2020.

Between:

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

And:

Marc Andre Therrien and Luc Johnson (Whiskey Jack Beer Company)
(Hereinafter referred to as "the Benefactor")

Whereas the City is the owner of real property known as:

Laneway between 485 Ferguson Avenue and 489 Ferguson Avenue

And whereas the Benefactor wishes to use the Lands for Occupation purposes, more specifically as an outdoor patio for patrons;

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

1. The Benefactor shall have the right to use the Lands for Occupation for the term of this Agreement which commences **June 16th, 2020** and terminate **July 31st, 2025** unless the Agreement is terminated early by either party.
2. The Benefactor shall pay to the City an **annual fee of \$1,200** plus applicable taxes for the term of the agreement payable prior to August 1st of each year that this agreement is valid.
3. The Benefactor is hereby permitted to occupy and use the lands as generally illustrated. It is mutually understood that use of the patio would include such amenities as tables, chairs, benches and lighting without the necessity to amend this agreement.
4. The City, at its sole discretion, reserves the right to prohibit any amenity to which the City considers inappropriate or a hazard.
5. In the event the subject property becomes assessable the Benefactor acknowledges and agrees that it shall be responsible for the payment of any property and education tax levied.
6. The Benefactor, upon request, shall remove all amenities at their expense in order to permit the repair, upgrade or maintenance of utilities contained within the laneway.
7. At the termination of this Agreement, the Benefactor shall leave the Lands in no worse condition than existed at the date of signature of this Agreement to the satisfaction of the City.

8. Either party may terminate this agreement on not less than one hundred and twenty (120) days written notice to the other.
9. The Benefactor shall indemnify and save harmless the City from and against any and all liabilities, claims, damages, actions and causes of action arising from the use of the Lands.
10. The Benefactor shall on or before the **1st day of April** in each year, provide proof of liability insurance in the amount of **\$2 million** for the lands and all activities carried out thereon during use by the Benefactor.

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Subject: 2019 Annual Fire Department Report

Report No.: PPP-006-2020

Agenda Date: June 16, 2020

Attachments

Appendix 01 – 2019 Annual Report

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-006-2020 regarding the 2019 Annual Report for the Temiskaming Shores Fire Department for information purposes.

Background

By-law No. 2005-001 as amended, being a by-law to establish, govern and regulate the Temiskaming Shores Fire Department not only continues to provide direction and guidance with the development of a strong coordinated response to all requests for assistance from the residents of Temiskaming Shores, but also requires the Fire Chief to prepare and present the Annual Report for the Fire Department to Council.

Analysis

The annual report being presented to Mayor and Council not only highlights the emergency responses that the Department responded to in 2019, but will also provide Council with a snapshot of the activities of the Department over a eleven-year period.

In 2019 the Temiskaming Shores Fire Department responded to 120 emergency calls for assistance verses 116 calls in 2018. The majority of these responses included fire related type emergencies, fire alarm and carbon monoxide alarm activations. Also included is information that will show comparisons to the emergency responses with regard to dollar loss incidents. Of the 120 emergency responses identified, approximately 49 of the responses were to residential occupancies which indicate that we need to continue to target prevention and educational activities towards these types of occupancies.

Other than four large loss fires over the past ten years, dollar loss estimates have remained fairly consistent, with 2016 being the lowest year for fire related losses during the last eleven years. This is a solid re-enforcement that the programs and initiatives such as fire prevention, public education, pre-fire planning, and training can and do lessen the effects of natural and man-made disasters, because they prevent some fires and limit the damage that fire and other emergencies can cause.

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

Financial support from Municipal Council and the budget process continues to recognize the true value of the service being delivered. The volunteer and full-time fire department staff in the City of Temiskaming Shores continues to be a tremendous asset to the residents of the City.

Firefighter health and safety, training, Firefighter PPE, fire stations, and vehicle replacement will continue to be the main concerns and issues for the 2020 and future year's budgets.

Existing staffing levels of Volunteer Firefighters remain constant and sufficient; however routine assessment of volunteer recruitment and retention must be undertaken to help ensure adequate response capabilities.

Alternatives

No alternatives were considered in the preparation of the report.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Timothy H. Uttley
Fire Chief

Chris Oslund
City Manager

Temiskaming Shores Fire Department 2019 Annual Report



FIRE CHIEF'S MESSAGE



On behalf of the dedicated men and women of Temiskaming Shores Fire Department, I am pleased to present the Annual Report for 2019.

As it is in any business, return on Investment is just as applicable to the Temiskaming Shores Fire Department. Our department is mindful of the tremendous investment of trust that the community places in us and we are committed to providing the very best return we can in order to reduce human suffering and property loss in the City of Temiskaming Shores.

Our efforts to achieve the best return are accomplished through proactive training and personnel development, as we continue to develop and hone our skills to keep our Firefighters prepared, ready to assist at a moment's notice, and to develop people for leadership positions. We pro-actively design our inspection and public education resources as part of our community risk management plan to reduce risks that lead to suffering. We continually look to the future and develop strategies to assist in the design of our services to meet the anticipated and changing emergency needs of the community. Through administration changes we look for ways to work smarter, and to be more effective, and we continually improve our fire ground operations based upon emerging fire science research, findings, and advancements in technologies that help to keep our Firefighters safe while carrying out their duties.

2019 was a year focused on finding ways to continue our relentless pursuit of improvement. We believe it was a successful year, and are pleased to share our annual report to highlight some of our accomplishments that help to benefit those who live, work, and play in our community. I want to express my thanks to the men and women of our department for all that they do for our department and community. I am proud to witness on a daily basis their dedication and commitment to serving the community in such a professional, competent, and compassionate manner.

In closing, and as this will be my final annual report as I move into retirement, I thank Council for your continued support of my efforts and the efforts of all our Firefighters to make our fire department the best the it can be. It has been a true privilege to work with everyone. To the men and women that serve on our fire department, your support over my thirteen years as Chief has allowed us to achieve amazing things. We have improved and strengthened the department, our response, and prepared for the future. It has been a distinct pleasure to serve as Chief of our Department.

Finally, It has been my honour and privilege to give service to the citizens of the City of Temiskaming Shores for over the past 31 years. There have been many changes to the City and Fire Department over that time, and the future has never looked brighter for both.

Stay safe!

Timothy H. Uttley
Fire Chief

PRIMARY RESPONSIBILITIES

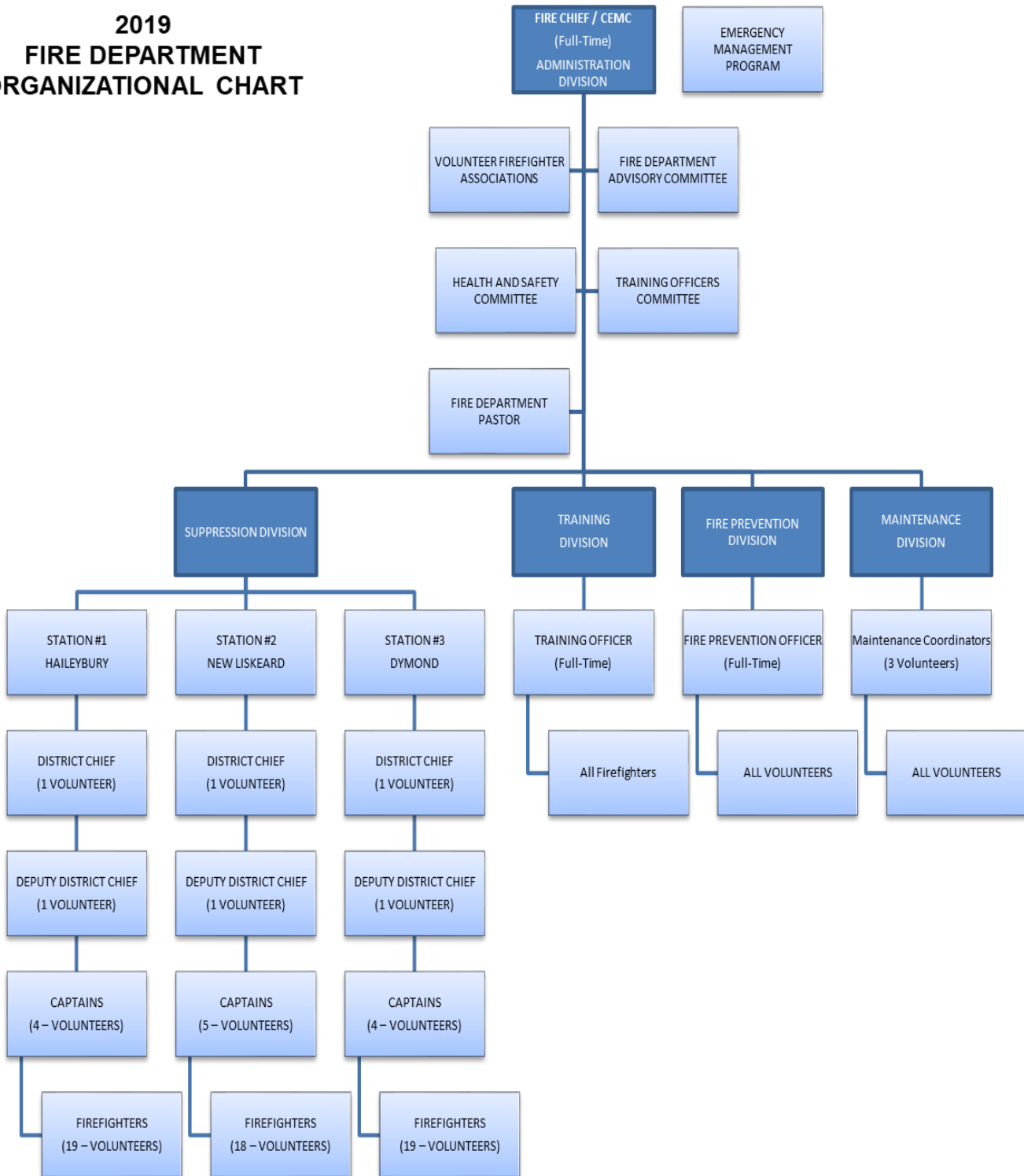
Temiskaming Shores Fire Department's Primary Responsibilities Include:

- Ensuring the protection of property and the safety and well-being of citizens of Temiskaming Shores.
- Providing comprehensive fire, life safety and rescue services.
- Emergency response planning for natural and human-made disasters.
- Providing public education and safety information in fire prevention and related matters.
- Fulfilling all legislative responsibilities governing the operation of the Fire Department as required under the Fire Protection and Prevention Act, the City of Temiskaming Shores Establishing and Regulating By-law, and all other applicable Acts and By-laws.



YOUR FIRE DEPARTMENT

2019 FIRE DEPARTMENT ORGANIZATIONAL CHART



DISTRIBUTION OF PERSONNEL

ADMINISTRATION FULL-TIME STAFF				
Timothy H. Uttley, Fire Chief				
Steve Langford, Fire Prevention Officer				
Jocelyn Plante, Training Officer				
VOLUNTEER FIREFIGHTERS				
DYMOND STATION	HAILEYBURY STATION	NEW LISKEARD STATION		
Gaston Beaubien, District Chief	Kyle Bown, District Chief	Jamie Sheppard, District Chief		
Michel Laberge, Deputy District Chief	Steve Belanger, Deputy District Chief	Rod McNair, Deputy District Chief		
Donald Drinkill, Captain	Danny Belanger, Captain	Dave Bowering, Captain		
Darcy Brazeau, Captain	Kevin Hallworth, Captain	Mark Manners, Captain		
Ronald Quenneville, Captain	Andre Ethier, Captain	Yvon Desjardins, Captain		
Greg Drinkill, Captain	Steve Langford, Captain (A)	Greg Miller, Captain		
Ian Mackey, Firefighter	Jocelyn Plante, Training Officer	Sean Goddard, Captain		
Darrell Phaneuf, Firefighter	Garett Hunting, Firefighter	Donald Dejadins, Firefighter		
Damase Plante, Firefighter	Rheal Allard, Firefighter	Perry Beaudoin, Firefighter		
Ronald Brazeau, Firefighter	Wyatt Holtz, Firefighter	Debbie St. Louis, Firefighter		
Gilbert Breault, Firefighter	David Barton, Firefighter	Larry Elliott, Firefighter		
Mario Plante, Firefighter	Richard Shaver, Firefighter	Wayne Knight, Firefighter		
Gaetan Breault, Firefighter	Tim Goodyear, Firefighter	Bryan Rice, Firefighter		
Eric Plante, Firefighter	Lawrence Pye, Firefighter	Eric St. Louis, Firefighter		
Joel Plante, Firefighter	Leo Geffroy, Firefighter	Ryan Eckensviller, Firefighter		
Raymond Brazeau, Firefighter	Dean Franks, Firefighter	Richard Trottier, Firefighter		
Jason Eckensviller, Firefighter	Thomas Tinney, Firefighter	Jason Boyce, Firefighter		
Angela Labonte', Firefighter	Christopher Lauzon, Firefighter	Matthew Del Monte, Firefighter		
Kevin Plant, Firefighter	David Acland, Firefighter	Dustin Catt, Firefighter		
Brian Teal, Firefighter	Caitlin Campbell, Firefighter	Ian Laferriere, Firefighter		
Adam Ranger, Firefighter	Marc Lalonde, Firefighter	Kevin Utas, Firefighter		
James Dewar, Firefighter	VACANT	Codey Sheppard, Firefighter		
Henri Gravel, Recruit Firefighter	VACANT	Spencer Wilson, Recruit Firefighter		
VACANT	VACANT	VACANT		
VACANT	VACANT	VACANT		

SERVICE AWARDS



40 YEAR RECIPIENT

Rod McNair, Deputy District Chief

20 YEAR RECIPIENTS

Richard Shaver, Firefighter
Don Desjardins, Firefighter
Debra St. Louis, Firefighter

5 YEAR RECIPIENT

Ian Laferriere, Firefighter

30 YEAR RECIPIENTS

Andre Ethier, Captain
Paul Courchesne, Deputy District Chief

15 YEAR RECIPIENTS

Bryan Rice, Firefighter
Perry Beaudoin, Firefighter

FIRE STATIONS AND APPARATUS DEPLOYMENT

Station 1 – 468 Georgina Ave.

Unit 1 – Pumper, 2000 GMC
Unit 2 – Pumper/Tanker, 2019 International
Unit 3 – Rescue, 2017 International

Station 2 – 28 Wellington St.

Unit 6 – Pumper, 2003 Freightliner
Unit 7 – Pumper/Tanker, 2012 Freightliner
Unit 8 – Rescue, 1994 GMC

Station 3 – 181 Drive-In Theatre Rd.

Unit 9 – Rescue, 2008 GMC
Unit 10 – Pumper, 2015 International
Unit 11 – Pumper/Tanker, 2003 International

Fire Administration – Station 3

Unit 13 – Command, 2017 Chev
Unit 14 – Fire Prevention, 2017 Chev



2019 TYPE OF INCIDENT RESPONSES



2019 TYPE OF INCIDENT RESPONSES

¹Temiskaming Shores only

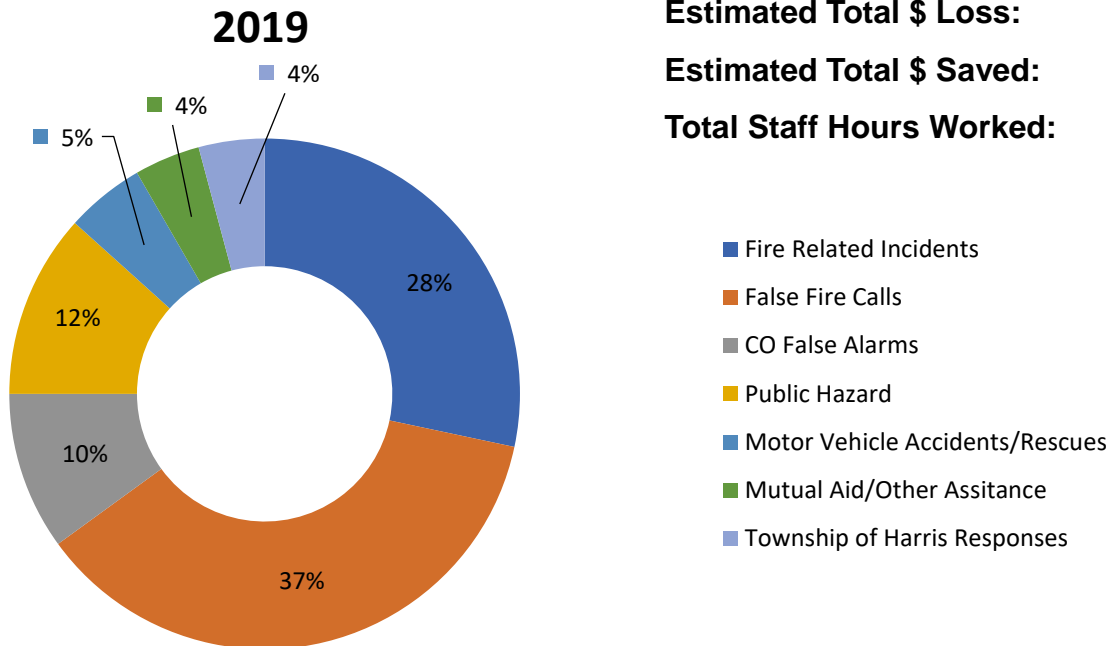
Fire Related Incidents ¹	34
False Fire Calls ¹	44
Carbon Monoxide False Alarms ¹	12
Public Hazard ¹	14
Motor Vehicle Accidents/Rescue Calls ¹	06
Mutual Aid/Other Assistance ¹	05
Township of Harris Responses	05

TOTAL 120

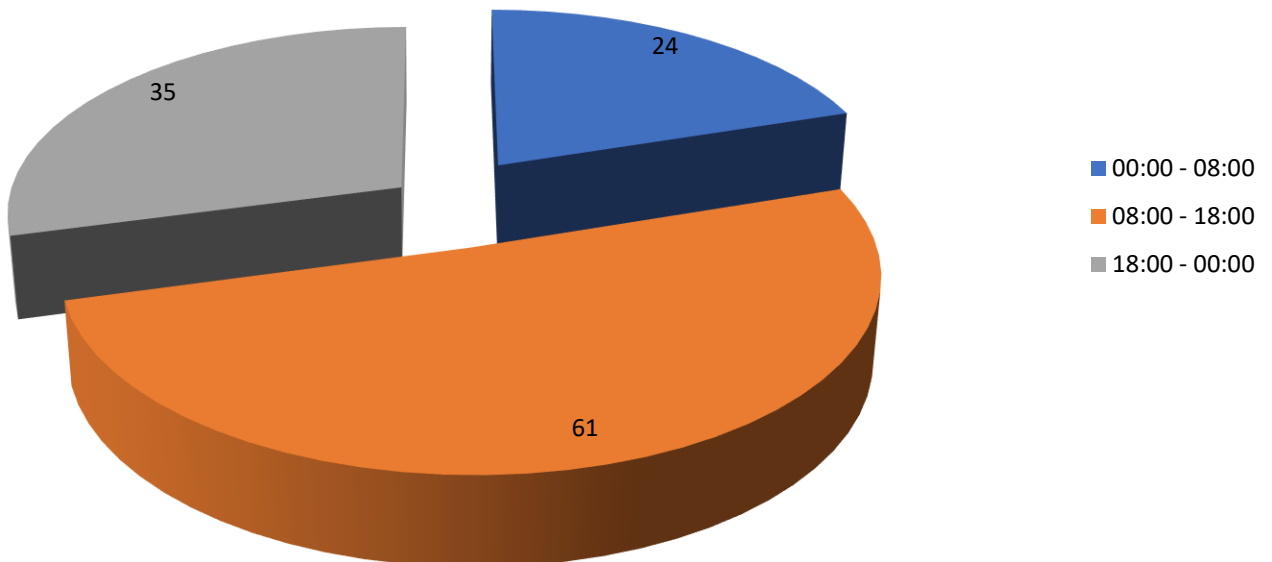
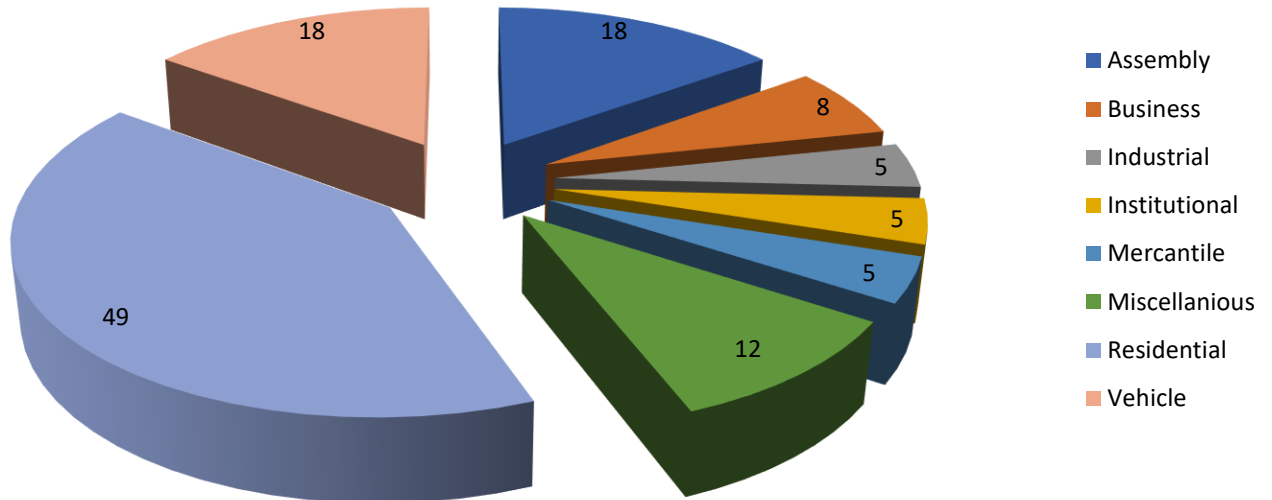
Estimated Total \$ Loss: \$1,253,250¹

Estimated Total \$ Saved: \$ 978,000¹

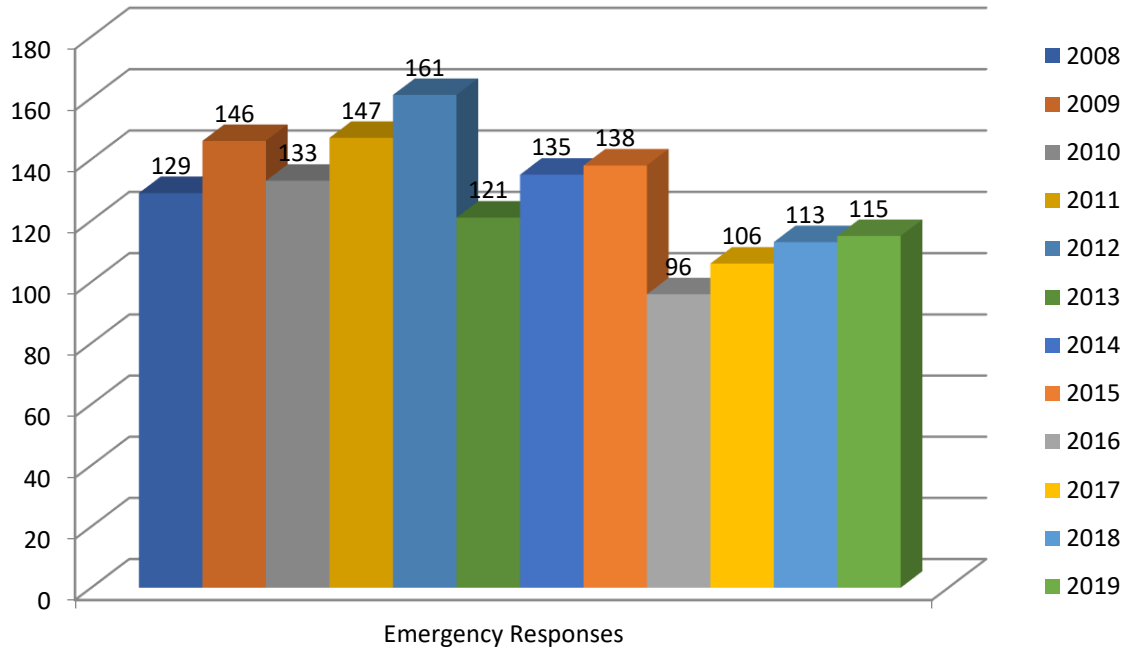
Total Staff Hours Worked: 1,053¹



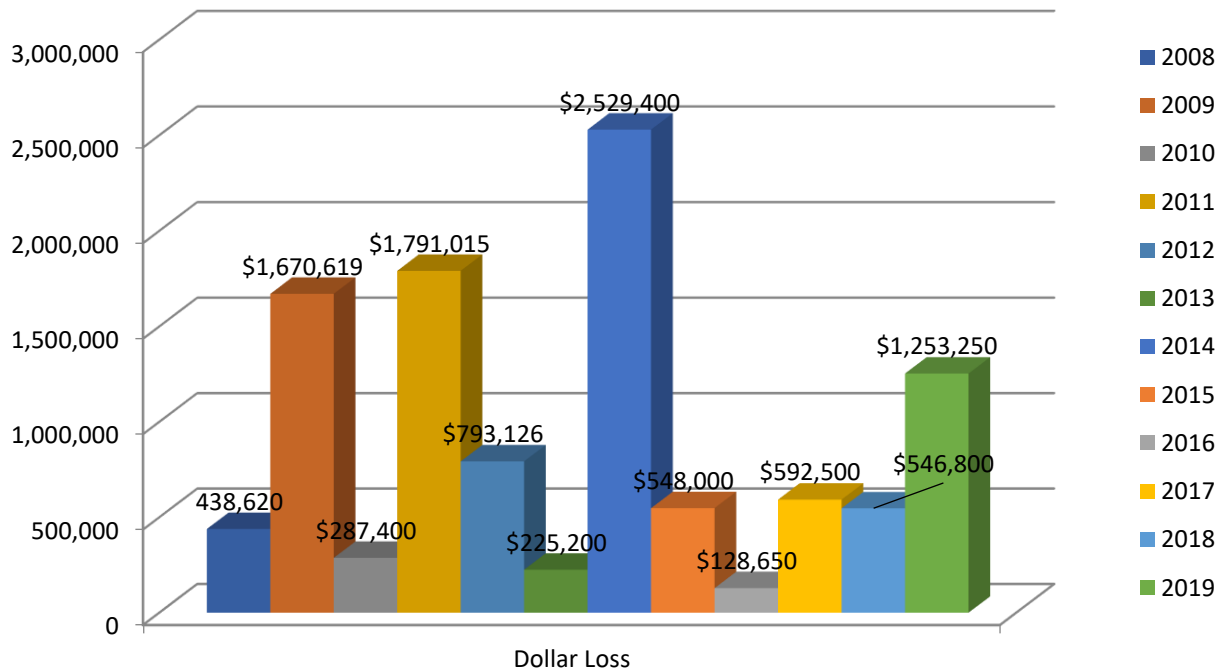
EMERGENCY RESPONSES BY OCCUPANCY/TIME OF DAY



EMERGENCY RESPONSES DOLLAR LOSSES 2008 - 2018



¹Temiskaming Shores Only



TRAINING DIVISION



Jocelyn Plante, Training Officer

LIFE LONG LEARNING

Learning is a life-long undertaking. It is a process whereby individuals acquire knowledge, skills, attitudes and values through experience, reflection, study or instruction.

As student learners, fire service personnel, both full-time and volunteer, must accept the responsibility to dedicate themselves to continued education and development. The obligation rests upon the firefighter to seek out every opportunity to enhance the knowledge, skill and attitude base that leads to effective fire protection.

As is the case with any philosophy or idea, there is little, or no importance attached to it unless that philosophy is adopted by an individual or group. In this changing world (which includes the fire service) it is imperative that we embrace the preceding philosophy.

Whether as a new firefighter, or a experienced firefighter, participating in a training program of self-directed learning and as an adult learner, it is important to adopt these ideas to ensure each firefighter can truly achieve success with learning and in their fire service career.

TRAINING DIVISION



TRAINING SESSIONS

338 total session hours.
2,666 total staff hours.
119 meeting/training sessions

Our Firefighters routinely face potentially life-threatening conditions and must be able to safely, quickly, and effectively react to these situations.

The safety of our Firefighters, and our citizens who rely on them, largely depends on the quality of training and instruction they receive. Effective training programs are extremely important towards increasing Firefighter safety, operational effectiveness, and reducing liability.

Five years ago Council established a full-time Training Officer's position for the fire department. The inclusion of a full-time Training Officer has greatly assisted the department by improving safety, ensuring each Firefighter is being trained to applicable standards, ensuring that Firefighters receive the best value and quality training for the time they give up to participate in the training program.

Providing high quality training and instruction geared to current standards and legislative requirements is critical for our Firefighters to be able to meet the mission and goals set out to them while carrying out their responsibilities effectively and safely.

TRAIN AS IF YOUR LIFE DEPENDS ON IT



2019 FIRE PREVENTION DIVISION SUMMARY OF ACTIVITIES



Steve Langford, Fire Prevention Officer

MUNICIPAL RESPONSIBILITIES

In accordance with the Fire Protection and Prevention Act, 1997, Municipalities are responsible for the provision of fire protection services within their areas of jurisdiction.

Provisions for public fire safety education and certain components of fire prevention are included as part of municipal responsibility for fire protection.

The department's Fire Prevention Division provides a wide range of services to help ensure the municipality continues to meet its legislated responsibilities and includes:

- Enforcement of the Fire Protection and Prevention Act and Ontario Fire Code.
- Assisting with Fire Investigations.
- Fire Safety Educational Programs.
- School Fire Safety Education.
- Retrofit Inspections.
- Complaint and Request Inspections.
- Open Air Burning Inspections and Approvals.
- Investigation and Resolution of Inquiries and Complaints.
- Fire Safety Plan Review and Approval.
- Enforcement of fire-related Municipal By-laws.
- Inspection of Specialized Occupancies.
- Inspections Related to Licensing and Premises for Liquor Licenses.
- Development and Review of Risk Assessments.

FIRE INSPECTIONS

• Assembly Occupancies	67
• Institutional Occupancies	14
• Residential Occupancies	225
• Business Occupancies	47
• Mercantile Occupancies	5
• Industrial Occupancies	17
• Miscellaneous	23

Total 398

FIRE INSPECTIONS BY REASON

• Routine	112
• Request	60
• Open Air Burning	156
• Complaint	52
• Annual	18

OPEN AIR BURNING

• Burning Permits Issued	900
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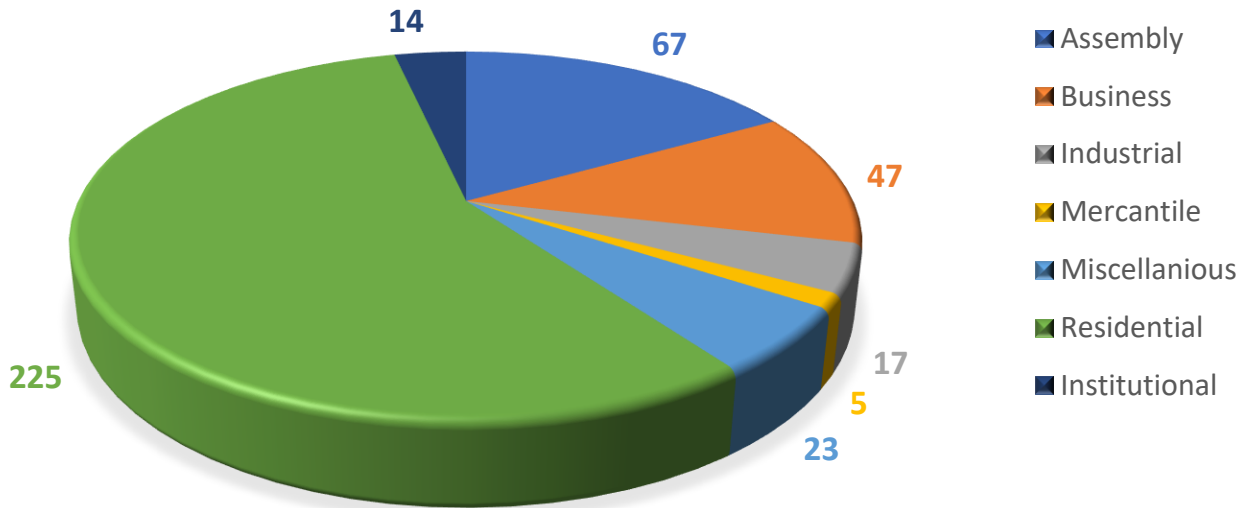
PUBLIC FIRE SAFETY EDUCATION

• Total Sessions	40
• Total Session Hours	231
• Total Staff Hours	275

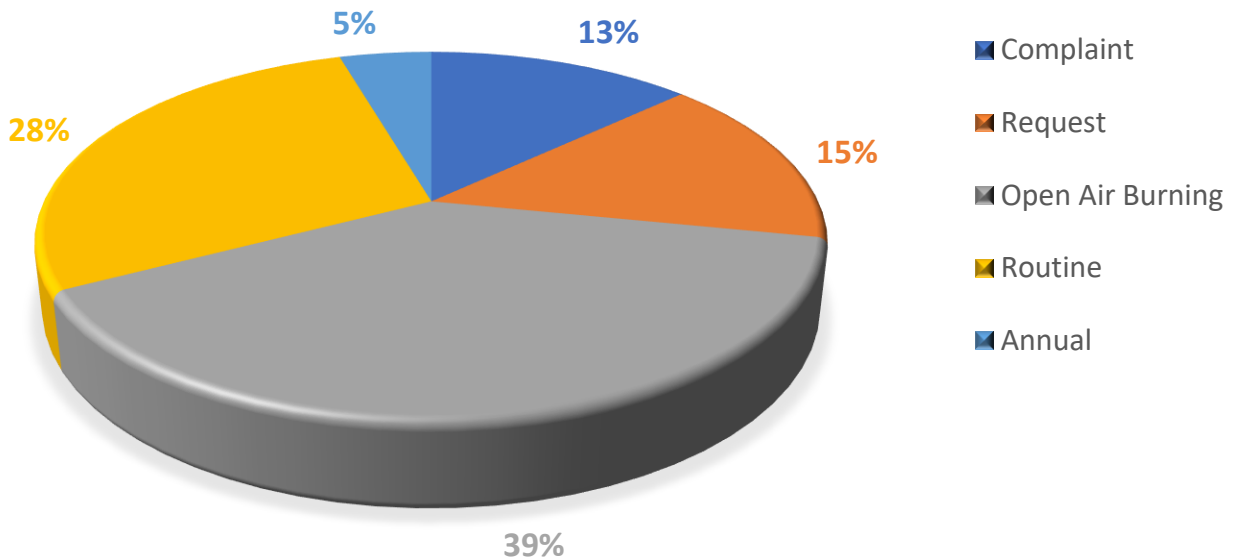
“There is no honour in fighting a fire that could have been prevented”

FIRE SAFETY INSPECTIONS BY OCCUPANCY/REASON

OCCUPANCY



REASON



PUBLIC EDUCATION ACTIVITIES



2019 EMERGENCY OCCURENCES



EVENTS AND ACTIVITIES



2020 and BEYOND

The Temiskaming Shores Fire Department has been committed to being as fiscally responsible as possible but realizes this can only be done without sacrificing the safety of its members or the citizens we serve.

As issues such as infrastructure costs, apparatus costs, and personal protective equipment costs become more and more pressing over the next decade, the department will continue to take the steps necessary to evaluate and implement cost saving initiatives where possible and continue to offer the highest level of service as safely and cost effectively as possible for the firefighters and public we serve.

At the time of the writing of this report, the COVID-19 global pandemic has drastically changed all of our lives and has presented some very unique challenges for federal, provincial and municipal governments. As front-line emergency responders, all fire departments, including the Temiskaming Shores Fire Department, have continued to be ready for any emergency during the pandemic with a focus on delivering service while maintaining Firefighter and public safety.

As this virus began spreading across this country and in our community, our department, as many other fire departments have done, had to change the way we operate in order to help keep our Firefighters safe. In-house training, public presentations have been suspended, enhanced safety protocols, decontamination and sanitizing processes and work accommodations have been made, all to reduce exposure risks.

With federal and provincial governments providing oversight and direction, this is a time for our department to learn and grow in terms of how we will continue to support and provide services to our community and to ensure that our Firefighters are safe when they respond to the needs of our community.

As we all adapt to the “new” normal, and with the understanding of the importance that our fire department plays in front-line emergency response in our community, Staff, Council and our residents can be assured that the Temiskaming Shores Fire Department will always stand ready to answer the call for help when needed as we move through 2020 and beyond.



Memo

To: Mayor and Council
From: Steve Burnett, Technical and Environmental Compliance Coordinator
Date: June 16, 2020
Subject: Textile Diversion Pilot Program

Mayor and Council:

On March 10, 2020 Council approved entering into an agreement with Talize Inc./Recycling Rewards to conduct a Textile Diversion Pilot Program in conjunction with the City of Timmins' program. The program consists of establishing depot/drop-off sites for two 4-day periods in 2020. Within the agreement, the two 4-day collection periods were set to take place from May 11-14, 2020 and August 17-20, 2020.

Restrictions associated with the COVID-19 pandemic lead to the cancellation of the first collection period in May. Staff recently contacted Talize Inc./Recycling Rewards to discuss the best approach for the pilot project for 2020 as the province moves forward with the re-opening phases. It was decided that, to maximize textile diversion under this style of program given the current situation, one collection period would be sufficient however, moved from the scheduled August 17-20, 2020 date to July 27-30, 2020.

As a result, it is staff's recommendation that Council supports hosting one collection period from July 27-30, 2020 under the Textile Diversion Pilot Program.

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original Signed By"

"Original Signed By"

"Original Signed By"

Steve Burnett
Technical and Environmental
Compliance Coordinator

G. Douglas Walsh
Director of Public Works

Christopher W. Oslund
City Manager

Memo

To: Mayor and Council
From: Steve Burnett, Technical and Environmental Compliance Coordinator
Date: June 16, 2020
Subject: Transition of Blue Box to Full Producer Responsibility

Mayor and Council:

At the Regular Meeting of Council held on May 19th, 2020, Council adopted a resolution indicating that the best time for the City to transition the Blue Box Program to Full Producer Responsibility would be January 1st, 2025 and that Council would consider providing collection services to Producers once the Blue Box wind-up plan and Regulations are developed. This resolution was forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

Most recently, Staff was made aware that the current Ministry proposal indicates that after transition, producers are not required to service municipalities with less than 5,000 population, public spaces, and schools. Should this occur and Council agrees to become a service provider for the Producers, all surrounding municipalities in which the City is in agreement with for the acceptance of recycling would be greatly affected.

Therefore it is Staff's recommendation that Council adopts a resolution indicating concern surrounding the Ministry proposal and strongly advocates for language to be included in the regulation that ensures municipalities under 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government's Blue Box mediation as well as schools and public spaces.

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original Signed By"

"Original Signed By"

"Original Signed By"

Steve Burnett
Technical and Environmental
Compliance Coordinator

G. Douglas Walsh
Director of Public Works

Christopher W. Oslund
City Manager

Subject: Air Exchanger – Dentist office

Report No.: PW-018-2020

Agenda Date: June 16, 2020

Attachments

Appendix 01: Quotation

Appendix 02: Draft Agreement

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-018-2020; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with *R&R Company LTD.* for the Supply and Delivery of two (2) air exchangers in the amount of \$ 10,590 plus applicable taxes, for consideration at the June 16th, 2020 Regular Council meeting.

As part of the reopening process for the Dentist Office located at 95 Meridian in Haileybury, the Royal College of Dentists of Canada (RCDC) has requested documentation showing that the air changes per hour (ACH) is acceptable. The aim is to achieve 99.9% removal of airborne contaminants.

Currently the building they occupy does not have an air exchanger therefore they do not comply with the request, which means they cannot reopen under normal conditions.

Analysis

Appendix 1 shows the quote provided which is for two (2) units, which will cover all of the space that is currently rented in the basement.

The acquisition process does not follow the City's Procurement Policy (By-law No. 2017-015), because there are no other local suppliers for the supply and installation of such equipment. The city has used this contractor in the past with successful installations.

Financial / Staffing Implications

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

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

The quotation amount for the intended supply is considered to be reasonable, but was not approved as part of the 2020 Budget. The City currently has a reserve of \$6,742 which was budgeted for 2020 and can be used to offset part of the cost.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Mitch Lafreniere
Manager of Physical Assets

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2020-000

Being a by-law to enter into an agreement with R&R Company Ltd. for the Supply and Delivery of Two Air Exchangers for the Dentist Office located at 95 Meridian in Haileybury

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

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

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

And whereas Council considered Administrative Report No. PW-018-2020 at the June 16, 2020 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with R&R Company Ltd. for the purchase of two air exchangers for the Dentist Office located at 95 Meridian in Haileybury, for consideration at the June 16, 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 Council authorizes the entering into an agreement with R&R Company Ltd. for the purchase of two air exchangers in the amount of \$10,590.00, applicable taxes included, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 16th day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to

By-law 2020-000

Agreement between

The Corporation of the City of Temiskaming Shores

and

R&R Company Ltd.

for the purchase of two air exchangers

This agreement made in duplicate this 16th day of June 2020.

Between:

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

and

R&R Company Ltd.
(hereinafter called "the Contractor")

Witnesseth:

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

Article I:

The Contractor will:

- a) Provide all material and perform all work described within this Agreement.
- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents as itemized in Appendix 01, a copy of which is hereto attached and forming part of this agreement; and
- c) Complete, as certified by the Manager of Physical Assets, all the work by **July 31th, 2020.**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid Ten-Thousand, Five-Hundred and Ninety Dollars and Zero Cents (\$10,590.00) plus applicable taxes, subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

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

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

The Contractor:

R&R Company Ltd.
884059 Hwy 65 W.
New Liskeard, Ontario
P0J 1P0

The Owner:

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

The Manager of Physical Assets:

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

Remainder of Page left blank intentionally

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

Signed and Sealed in)
the presence of)

R&R Company Ltd.

Contractor's Seal)
Consultant's Seal)

Reg P. Miron - Owner

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – Logan Belanger



Appendix 01 to
Schedule "A" to

By-law No. 2020-000

Form of Agreement



884059 Hwy 65 W.
 New Liskeard, (ON), P0J 1P0
 Phone: 705-647-5551
 Fax: 705-647-8592
 Email: rrair@parolink.net

ESTIMATE/PROPOSAL

Date: 6/12/20

Customer: Temiskaming Shores
 325 Farr Drive
 P.O. Box 2050
 Haileybury, On P0J 1K0

Project: Meridian Medical center location at Dental office

Attention: Mitch Lafreniere

Email:

Phone #: 705-648-4941

Fax #:

Quantity	Unit	Price	Description	Subtotal
2.00	ea.	5,295.00	To supply and install the MPIII Dual Sweep central ventilation units at both sides of the dental offices through the integration of both furnace system to provide adequate stale air removal and be replaced by 600 cfm of continuous fresh air supplied at each room of the premise. The city to provide Pedersen Construction with drilling a 6 " hole through the solid concrete and re bar of the poured concrete wall.	10,590.00

GST: 1,376.70

PST: 0.00

Total: 11,966.70



Note: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized by: Reg P. Miron

Subject: Haileybury Medical Centre -
Cleaning Contract

Report No.: PW-019-2020
Agenda Date: June 16, 2020

Attachments

Appendix 01: RFQ Results

Appendix 02: Draft Agreement

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-019-2020;
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Lynn Boucher for cleaning services at the Haileybury Medical Centre for consideration at the June 16, 2020, Regular Council meeting.

Background

The current contract expires on July 31, 2020. With the additional cleaning required with the entire building now being rented, the new contract will be for a total of 35 hours of cleaning each week.

Request for Quotation (RFQ) PW-RFQ-004-2020 was distributed to known contractors and posted on the City website.

Analysis

One (1) submission was received in response to the Request for Quotation prior to the closing date of June 9th, 2020 at 2:00 p.m.

The submission was reviewed and evaluated in accordance to the requirements of the RFQ and the deliverables to be provided by the successful service provider.

Vendor	Year 1	Year 2	Year 3
Lynn Boucher	\$22.00 / hr	\$23.00 / hr	\$24.00 / hr

The annual impact to our budget is as follows:

Year 1 \$38,808 plus HST

Year 2 \$40,572 plus HST

Year 3 \$42,336 plus HST

Relevant Policy / Legislation/City By-Law

- By-Law No. 2017-015, Procurement Policy, Section 10.4 Request for Proposals 2019 Capital Budget (Buildings)

Asset Management Plan Reference

- N/A

Financial / Staffing Implications

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

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

Alternatives

No alternatives have been considered.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Mitch Lafreniere
Manager of Physical
Assets

G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager

Document Title: **PW-RFQ-004-2020 Contract Cleaner**

Closing Date: **Tuesday, June 9, 2020**

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

Department: **Public Works**

Opening Time: **2:15 p.m.**

Attendees via teleconference: **705-672-2733 Ext. 774**

City of Temiskaming Shores:

Logan Belanger, Clerk	Mitch Lafreniere, Manager of Physical Assets	
-----------------------	--	--

Others:

Submission Pricing

Bidder: Lynn Boucher

Description	Amount
Hourly rate for year one of contract	22.00
Hourly rate for year two of contract	23.00
Hourly rate for year three of contract	24.00

Bidder: N/A

Description	Amount
Hourly rate for year one of contract	
Hourly rate for year two of contract	
Hourly rate for year three of contract	

Bidder: N/A

Description	Amount
Hourly rate for year one of contract	
Hourly rate for year two of contract	
Hourly rate for year three of contract	

Bidder: N/A

Description	Amount
Hourly rate for year one of contract	
Hourly rate for year two of contract	
Hourly rate for year three of contract	

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

The Corporation of the City of Temiskaming Shores
By-law No. 2020-000

**Being a by-law to authorize an Agreement between the City of
Temiskaming Shores and Lynn Boucher for the
Cleaning of the Haileybury Medical Centre**

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

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

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

And whereas Council at the June 16, 2020 Regular Meeting acknowledged receipt of Administrative Report No. PW-019-2020 and directed staff to prepare the necessary by-law and agreement with Lynn Boucher for custodial cleaning services of the Haileybury Medical Centre for the period commencing on August 1, 2020 and ending July 31, 2023.

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

1. That the Mayor and Clerk be authorized to enter into an Agreement with Lynn Boucher for custodial cleaning services at the Haileybury Medical Centre commencing on August 1, 2020 and ending on July 31, 2023, a copy of which is attached hereto as Schedule "A" and forming part of this by-law; and
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 16th day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to

By-law 2020-000

Agreement between

The Corporation of the City of Temiskaming Shores

and

Lynn Boucher

For the cleaning of the Haileybury Medical Centre

This agreement made this 16th day of June, 2020.

Between:

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

And:

Lynn Boucher
(hereinafter called "the Contractor")

Witnesseth:

That the Contractor agrees to provide custodial services for the Haileybury Medical Centre (95 Meridian Avenue) for the period starting August 1, 2020 and ending July 31, 2023.

All sums due to the Contractor shall be payable by the Corporation on or about the 15th and 30th day of each and every calendar month in which the work is performed.

This agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators and assigns of the Contractor and on the Corporation of the City of Temiskaming Shores.

1. Conditions and Requirements of Work

The Contractor shall satisfy herself by personal examination of the location of the proposed work, or by such other means as she may prefer, as to the actual conditions and requirements of the work.

Should any points of dispute arise between the Contractor and the Corporation as to the intent of any portion of this contract the City Manager shall be the sole arbiter in their settlement.

2. Commencement and Completion

This agreement will commence on August 1, 2020 and terminate on July 31, 2023, unless an extension is mutually agreed upon by both parties and a new agreement is entered into. Should the term of this agreement expire it is mutually agreed that the terms and conditions of this agreement will continue on a month by month basis until a new agreement has been entered into or until notice of termination in accordance with this agreement has been received by either party.

3. Definition of Contract

The work to be done by the Contractor under this Contract comprises of janitorial services for the buildings specified in the contract. The Contractor will be required to provide all and every kind of labour, tools, equipment, articles and things necessary for the due execution of the work. The Corporation will be responsible for the purchase of dispensing/cleaning supplies and vacuum.

4. Regulations

The Contractor shall abide by all Acts, By-laws and Regulations relative to the performance of the work.

5. Completion

Time shall be of the essence in this agreement.

6. Workplace Safety and Insurance Board

The Contractor, shall at all times pay, or cause to be paid, any assessment or compensation required to be paid pursuant to the Workplace Safety and Insurance Act. The Contractor shall, at the time of entering into any Contract with the Corporation, make a Statutory Declaration that all assessments or compensations payable to the Workplace Safety and Insurance Board have been paid, and the Corporation may, at any time during the performance or upon completion of such Contract, require a further Certificate of Clearance that such assessment or compensations have been paid.

7. Subletting

The Contractor shall keep the work under her personal control, and shall not assign, transfer or sublet any portion without first obtaining the written consent of the Manager of Physical Assets. The consent of the Manager of Assets of any such assignment, transfer or subletting, shall not, however, relieve the Contractor of any responsibility for the proper commencement, execution and completion of work according to the terms of the Contract, and the Contractor shall either in person or through an accredited agent, receive all notices, communications, orders, instructions or legal service, as if she was performing the work with her own plant and her own employees.

8. Payments

Payments for work done will be paid by the Corporation to the Contractor on or about the 15th and 30th of each and every calendar month in which the work is performed and said payment an hourly rate of \$22.00 for Year 1; \$23.00 for Year 2; and \$24.00 for Year 3, based on 35 hours per week at the Haileybury Medical Centre.

Before making any payments for the work to be performed hereunder, the Corporation may require the Contractor to satisfy the Corporation that all claims against the Contractor for labour, materials or things hired or supplied upon or for the work, have been paid or satisfied, or if any such claims are found to exist, may pay such sums and the Contractor shall repay the same within two days, or the Corporation may, at its option, withhold from the payment due sufficient amounts to satisfy the same.

9. Liens

The parties hereto and their surety on themselves, their executors, administrators, successors and assigns, and any and all other parties in any way concerned, shall fully indemnify the Corporation and all of its officers, servants and employees from any and all liability or expenses by way of legal costs or otherwise in respect to any claim which may be made for a lien or charge at law or in equity or liability or to any attachment for debt, garnishee process or otherwise. The Corporation shall not in any case be liable to any greater extent than the amount owing by it to the Contractor, her executors, administrators, successors and assigns.

10. Contractor’s Employees’ Wages

The Contractor shall keep at all times, a list of the names of all individuals employed on the Contract and a record of the rate of wages and of amounts paid to each individual, said list to be provided to the Corporation.

11. Confidentiality Statement

The Contractor and all individuals employed by the Contractor shall sign a Confidentiality Statement agreeing to not disclose or release confidential information to any person at any time without proper consent and authorization, unless legally required.

12. Notice to Contractor

Any notice or communication to the Contractor shall be deemed to be well and sufficiently given and served if handed to the Contractor or any of her clerks or agents or if posted or sent to the last address given by her or her usual place of business, or to the place where the work is being carried out, or if posted to or left at her last known address; and any papers so left, sent or addressed to, shall be considered to be, and have been legally served upon the Contractor. In any written or printed notice to the Contractor in respect of general, special, or other repairs, or of any work of any nature required to be done under any of the provisions of the Contract, or of any other matter, it shall not be obligatory upon the Manager of Physical Assets to specify minutely or in detail everything required nor to specify by measurement the exact extent thereof, or the precise spot or spots where the work or material may be defective or faulty or where any of the requirements of the specifications have been observed: but a reference in such a notice to the clause or clauses bearing upon the matter, a description of the locality in general terms, and sufficiently clear, in the opinion of the Manager of Assets, to indicate where the defect or trouble exists, shall be deemed to be, and shall be, ample notice.

13. Termination of Contract

The Corporation and Contractor have the right to terminate this contract upon thirty (30) days written notice to the other party at the following addresses:

City of Temiskaming Shores

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

Attn.: Municipal Clerk

Lynn Boucher

P.O. Box 521
Belle Vallée, Ontario P0J 1A0

Attn.: Lynn Boucher

14. General Intent

During the currency of this Contract the Contractor on behalf of the Corporation shall perform the work of cleaning and catering as indicated below for the following municipal buildings:

1. Medical Arts Centre (95 Meridian)

House Service Routines

Washrooms

Daily	Service & Wipe	Dispensers, towels, tissue, etc.
Daily	Wash	Mirrors, basins, taps
Daily	Spot clean	Walls, stalls, & doors
Daily	Sweep/Spot Clean/Damp mop/Wash	Floors
Daily	Wash	Toilet bowls, seats, urinals, traps, feed pipes under basin, washbasin
Periodical	Wash & Polish	Walls, stalls, doors, etc.

General Office Cleaning

Daily	Empty & Wipe	Baskets, waste, etc.
Daily	Dust	Desk, tables, files, bookcase
Daily	Remove	Empty boxes, etc.
Daily	Sweep/Spot clean/Damp mop/Wash	Floors
Daily	Vacuum	Carpets, rugs
Daily	Spot clean	Walls, partitions, glass, doors, etc.

Weekly	Dust	Chairs, cabinets, inside window sills, ledges, baseboards
On Pick-up Days	Deliver to road	All garbage bags
Periodical	Deliver to recycling bins	All recyclables
Periodical	Wash & Polish	Desk, tables, files, bookcases, walls, doors, inside windows, etc.

Hallways and Lobbies

Daily	Damp Wipe	Drinking fountain
Daily	Spot Clean	Walls, partitions, glass doors
Daily	Spot Clean	Floors
Daily	Damp Sweep	Floors
Daily	Vacuum	Carpets, rugs
Periodical	Wash & Polish	Walls, doors, inside windows, etc.

Lunchrooms and Coffee Rooms

Daily	Empty & Wipe	Waste receptacles, baskets
Daily	Damp Wipe	Tables, sink, stove, etc.
Daily	Sweep, Spot Clean, Damp mop/Wash	Floors
Daily	Spot Clean	Walls, doors, inside windows, etc.
Weekly	Dust	Chairs, etc.
Periodical	Wash & Polish	Tables, chairs, sink, walls cupboards, doors, inside windows, etc.

Lounges (inside of waiting areas)

Daily	Empty & Wipe	Waste baskets, etc.
Daily	Dust	Tables, etc.
Daily	Sweep & Vacuum	Floors & carpets
Daily	Spot clean	Floors, walls, inside windows, etc.
Weekly	Dust	All furniture
Periodical	Wash & Polish	All furniture, walls, doors, inside windows, etc.

Stairs

Daily	Damp Sweep	Steps & Landings
Daily	Dust	Handrails
Daily	Wash if required	Steps & Landings
Periodical	Wash as required	Handrails

15. Independent Contractor

The Contractor will provide the Contractor’s services to the City of Temiskaming Shores as an independent contractor and not as an employee.

Accordingly:

- The Contractor agrees that the City shall have no liability or responsibility for the withholding, collection or payment of any taxes, employment insurance premiums or Canada Pension Plan contributions on any amounts paid by the City to the Contractor or amounts paid by the Contractor to its employees or contractors. The Contractor agrees to indemnify the City from any and all claims in respect to the Company’s failure to withhold and/or remit any taxes, employment insurance premiums or Canada Pension Plan contributions.
- The Contractor agrees that as an independent contractor, the Contractor will not be qualified to participate in or to receive any employee benefits that the city may extend to its employees.
- The Contractor is free to provide services to other clients so long as there is no interference with the Contractor’s contractual obligations to the City.

The Contractor has no authority to and will not exercise or hold itself out as having any authority to enter into or conclude any contract or to undertake any commitment or obligation for, in the name of or on behalf of the City.

Remainder of Page left blank intentionally



Appendix 01 to
Schedule "A" to

By-law No. 2020-000

Form of Agreement



Confidentiality Statement

I, **Lynn Boucher**, proprietor of S & L Cleaning Services have entered into a contractual agreement with the *City of Temiskaming Shores* (City) for the cleaning of the Haileybury Medical Centre.

I acknowledge that during the course of my contract employment, I will acquire and be exposed to confidential information related to City and those of its tenants, including but not limited to its businesses, processes, personnel and in some cases, clients. If, at any point during my cleaning contract with City, I am in doubt as to whether or not certain information (whether in writing or not) is confidential within the meaning of the *City's* policies, I agree to seek clarification of that issue from the City, before making any disclosure of the information in question.

As a condition of my contract with the City, I agree **not** to disclose or release confidential information to any person at any time without proper consent and authorization, except as may be legally required by law.

I further agree to take appropriate security measures to prevent unauthorized access to confidential information during the course of my contract with the City.

I agree that my confidentiality obligations pursuant to this Confidentiality Statement survives the expiration or cessation of my contract with the City.

Lynn Boucher

Date

Witness - Print Name

Witness - Signature

Date



Confidentiality Statement

I, _____ being an employee/janitor under the supervision of Lynn Boucher, being the cleaning Contractor with the *City of Temiskaming Shores* (City) for the cleaning of the Haileybury Medical Centre.

I acknowledge that during the course of my employment under the supervision of Lynn Boucher, I will acquire and be exposed to confidential information related to the City itself, and those of its tenants, including but not limited to its businesses, processes, personnel and in some cases, clients. If, at any point during my janitorial responsibilities, I am in doubt as to whether or not certain information (whether in writing or not) is confidential within the meaning of the *City's* policies, I agree to seek clarification of that issue from Lynn Boucher or the City before making any disclosure of the information in question.

As a condition of my employment with Lynn Boucher I agree **not** to disclose or release confidential information to any person at any time without proper consent and authorization, except as may be legally required by law.

I further agree to take appropriate security measures to prevent unauthorized access to confidential information during the course of my employment.

I agree that my confidentiality obligations pursuant to this Confidentiality Statement survives the expiration or cessation of my employment under the supervision of S & L Cleaning Services (Lynn Boucher) - cleaning Contractor with the City.

Employee Name - Print

Employee Signature

Date

Lynn Boucher - Witness

Date

To:

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

Attention: Logan Belanger, Clerk
In regards: PW-RFQ-004-2020, Contract Cleaner

June 6th, 2020

Thank you for the opportunity to continue to offer my cleaning services for the Medical Arts Building located at 95 Meridian in Haileybury. My many years of experience cleaning facilities such as schools, police detachments, hotels, places of business, and clinical offices have allowed me to develop a reputation for careful attention to detail and reliability, as well as safe and effective cleaning practices.

I believe that my training in prevention and infection control methods makes me specifically suited for this contract. My training, acquired a decade ago while working at The Temiskaming Lodge, a long term care facility, informs how I approach every cleaning job that I tackle. I'm extensively familiar with PIDAC's "Best Practices for Environmental Cleaning for Prevention and Control of Infections in all Health Care Settings, 3rd Edition", detailed on the website for Ontario Public Health. All of my cleaning practices, including my own training of replacement workers, reflect the guidance provided by this document.

My rates for this contract take into consideration the special nature of the cleaning required, the number of clinic rooms, the frequency of traffic and the layout of the facility, the amount of garbage and recycling generated each day, as well as the cost of laundering all cleaning cloths, dust mops, and mop heads.

I've included in this proposal a detailed description of my procedure for cleaning clinic rooms, as well as a description of the scope of work for the entire facility, copies of which will be available on site. Also included in this proposal are a criminal record check, and a certificate of liability insurance.

Thank you again for the opportunity to bid on this contract. It's a pleasure to be able to offer my services to my community for this important work, especially in these difficult times.

Best,

Lynn Boucher
Cleaning Services
P.O. Box 521
Belle Vallée, ON POJ 1A0
Email: lynn.m.boucher@gmail.com
Phone: (705) 622-1038

Routine Cleaning of Clinic Rooms

performed daily, or as needed according to use

- check for any “additional precautions” signs and follow the precautions as indicated
- assess clinic room to determine what needs to be replaced (such as soap or paper towels) and if any spills need to be cleaned and waste disposed of before disinfection can begin
- clean hands with sanitizer and put on fresh gloves and any other required personal protective equipment, such as masks
- assemble clean cloths, or fresh disposable paper towels, for each clinic room
- remove all garbage/waste and recycling, replacing bag
- clean clinic room, working from clean to dirty and high to low areas, and ensuring sufficient contact time with disinfectant:
 - clean door handle and touched areas of door frame, and spot clean door as needed
 - clean light switches and thermostats
 - clean wall mounted items such as sanitizing dispensers and glove box holders
 - check walls for visible soiling, and clean as needed
 - clean window sills and ledges, and spot clean glass as needed
 - clean all furnishings and horizontal surfaces in the room including chairs, exam tables, exam beds, counters, desks, cabinet/drawer handles, shelving, and waste receptacles, paying particular attention to high touch surfaces (chairs used for dental cleaning in the dental clinic are excluded from this, as they have their own cleaning procedures performed by staff)
 - clean sink area, starting with fixtures and faucet and ending with the inside of sink
 - sweep and mop floor
- place any and all soiled cloths in designated bag for laundering, or throw away disposable paper towels
- remove gloves and clean hands with sanitizer, and put on fresh gloves

Scope of Work, outside of Clinic Rooms

Entrances, Waiting Rooms, Corridors and Stairwell

- all door handles and light switches cleaned and disinfected daily, glass doors/walls spot cleaned daily
- all railings, ledges and chairs cleaned and disinfected daily
- all sanitizer stations, and equipment such as weight scales, cleaned and disinfected daily
- all waste/garbage/recycling removed daily, and outside of receptacles disinfected
- all floors swept and mopped daily, and mats vacuumed as needed
- all picture frames, posters, shelving, and radiators dusted once per week
- all walls and doors spot cleaned daily, as needed
- baseboards cleaned once per month

Offices, Receptions and Dining/Kitchen

- all light switches, door/drawer/cupboard handles, and phone handsets cleaned and disinfected daily
- top of desks, tables and counters, as well as chair arms and backs, cleaned and disinfected daily
- filing cabinet and locker handles cleaned and disinfected daily, outsides dusted once per week
- reception ledges/windows cleaned and disinfected daily, and glass spot cleaned as needed
- all waste/garbage/recycling removed daily, and outside of receptacles spot cleaned as needed
- floors swept and mopped daily, as needed
- appliance handles, such as refrigerators and microwaves, cleaned and disinfected daily
- all picture frames, posters, shelving, top of appliances and radiators dusted once per week
- chair bottoms, and hard to reach places behind computers and under desks, cleaned/dusted biweekly
- walls and doors spot cleaned daily, as needed
- baseboards cleaned once per month

Bathrooms/Washrooms

Working from clean to dirty areas, and ensuring sufficient contact time with disinfectant:

- door handle, door frame, and light switch cleaned and disinfected
- all dispensers and hand railings cleaned and disinfected
- mirror, sink faucets, and inside and outside of sink cleaned and disinfected
- toilet cleaned and disinfected, starting with fixtures and outside of toilet, and ending with bowl
- all waste removed and garbage receptacle disinfected, bag replaced
- all dispensers replenished as required
- floors swept and mopped

**PPE (personal protective equipment) such as disposable gloves and cloth masks are worn as required.

**All cleaning cloths are replaced daily, making sure that contaminated materials are handled carefully and safely. All dust mops and mops are cleaned and rinsed daily, and replaced biweekly, or as needed.

**All cleaning equipment such as brooms, vacuums, mops, carts, buckets, product stations and sinks are disinfected daily, after each use.

City of Temiskaming Shores
PW-RFQ-004-2020
Contract Cleaner – 95 Meridian, Haileybury

Form of Quotation

Each Quotation should contain the legal name under which the Proponent carries on business, telephone number and fax number, as well the name or names of appropriate contact personnel which the City may consult regarding the Quotation.

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

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

Description	Amount
Hourly rate for year one of contract	22.00
Hourly rate for year two of contract	23.00
Hourly rate for year three of contract	24.00

City of Temiskaming Shores
PW-RFQ-004-2020
Contract Cleaner

Non-Collusion Affidavit

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

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

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

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

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

Lynn Boucher Cleaning
Company Name

[Redacted]
Address

Lynn Boucher
Authorized Signature

Print Name: Lynn Boucher

Title: owner/cleaner

E-mail: [Redacted]

Phone No.: [Redacted]

Subject: Electronic Waste Collection and Recycling

Report No.: PW-020-2020

Agenda Date: June 16, 2020

Attachments

Appendix 01: Proposal – Electronic Producers Recycling Association (EPRA)

Appendix 02: Draft By-law Agreement – EPRA

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-020-2020;
2. That Council agrees to provide Waste Electronic Collection Services post transition to full producer responsibility on December 31, 2020; and
3. That Council directs staff to prepare the necessary by-law to enter into an agreement with Electronic Producers Recycling Association (EPRA) for Waste Electronic Collection Services for consideration at the June 16, 2020 Regular Council meeting.

Background

End-of-life electronics, from smartphones and tablets to photocopiers and desktop computers, are currently managed through the Waste Electrical and Electronic Equipment (WEEE) Program operated by Ontario Electronic Stewardship (OES). The program allows residents and businesses to safely dispose of electronics at authorized collection depots, return-to-retail locations and at special collection events.

In 2014, Council approved entering into an agreement with OES recognizing the City of Temiskaming Shores as a collector of waste electronics. Under this program, regulated by the Waste Diversion Act, JPL Storage is a recognized collector who has a bin for the collection of waste electronics placed at the Haileybury Landfill. When full, the bin is collected and the City is compensated by OES for the waste collected.

The Minister of the Environment, Conservation and Parks has directed OES to wind up the WEEE Program to enable the transition of electronic waste to individual producer responsibility. The WEEE program will end on December 31, 2020.

Analysis

In October of 2019, Electronic Producers Recycling Association (EPRA) contacted staff to discuss entering into an agreement with the City to provide collection services for waste

electronics. A proposal was submitted and discussed at a Public Works Committee Meeting at which time the Committee agreed to wait until closer to the transition date of December 31, 2020 before entering into any agreement.

Most recently, staff were contacted by JPL Storage indicating that they have entered into an agreement with EPRA as a hauler. Staff contacted EPRA to discuss the approach and terms should the City wish to enter into an agreement. It was indicated that EPRA would provide all submissions to OES up until the transition date on behalf of the City at which time EPRA will become a Producer Responsible Organization in where the City would be listed as a collector. This process will allow for a seamless transition. In addition, either party may terminate the agreement by providing 30 days notice.

This topic was discussed at the Public Works Committee Meeting held on May 27, 2020 resulting in the following recommendation:

Recommendation PW-2020-021

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby supports entering into an agreement with Electronic Products Recycling Association (EPRA) for the collection of electronic waste at the municipal landfill.

Carried

Appendix 01 outlines the proposal provide by EPRA.

Financial / Staffing Implications

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

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

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Steve Burnett
Technical & Environmental
Compliance Coordinator

G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager



May 27, 2020

Attn: Steve Burnett

City of Temiskaming Shores
P.O. Box 2050
Haileybury, Ontario
POJ 1K0
Bus: 705-672-3363 Ext. 4132
sburnett@temiskamingshores.ca

Dear Mr. Burnett,

Re: Electronic Waste Collection and Recycling

Thank you for your partnership with Electronic Producers Recycling Association (“EPRA”) to safely manage your electronic waste in an environmentally sustainable manner.

EPRA is pleased to support you by providing the following at your collection sites as listed in Schedule A:

- Collection bin (Sea Container) for use at your site at no charge
- An online tracking system, for reporting and tracking shipments
- Timely and reliable pick up service
- Promotion of the Collection Location on the EPRA website
- Payment to you at \$150.00 per tonne (if applicable)
- Represent you as your Producer Responsibility Organization (PRO) Post Dec 30 2020

In consideration for EPRA providing support as described above, City of Temiskaming Shores will perform the following:

1. Collection and provision of e-waste to EPRA, including agreeing to not modify, disassemble, deconstruct or remove any waste electrical and electronic equipment or parts collected.
2. Use equipment and supplies provided by EPRA only for EPRA e-waste intended purposes and in an efficient manner.
3. EPRA adheres to provincial laws on privacy for electronic devices, however, we encourage businesses and individuals to secure their own privacy and wipe the data drives clean prior to drop off.
4. Provide safe and timely access to EPRA transporters for pick-up of materials



5. Maintain and provide to EPRA documentation that may be required under Ontario regulations governing electronics recycling.
6. Ensure that all acceptable WEEE material collected at this site or any site operated by the Collector is provided to EPRA
7. Work exclusively with EPRA for the safe secure recycling of the materials outlined while the contract is in effect.

This agreement will come to affect under Bylaw: _____ and will continue until either party provides 30 days notice of termination. The terms of this contract are Confidential and not to be disclosed with members outside of the signing organizations.

To indicate your agreement, please sign below and return a scanned copy of this letter to EPRA.

Please be aware that this collection program is based on the current Waste Diversion Act, the Industry Funding Organization (OES) currently administering this program is slated to cease operations Dec 30 2020. At that time a new framework will come into affect under the Resource Recovery and Circular Economy Act, based on the requirements of this new framework the existing contract will be reviewed by both parties to ensure consistency. If required to register with Resource Productivity and Recovery Authority (RPRA) please remember to identify EPRA as your PRO.

We look forward to working with you to successfully manage and recycle Waste Electronics and other materials as outlined on Schedule B.

Signature
Pierre Prim
Director of Operations
Electronic Products Recycling Association (EPRA)

I hereby confirm that City of Temiskaming Shores agrees to the terms set out in this letter:

Enacted Under Bylaw: _____

Name and Title: _____

Dated: _____



Schedule A

Collection Sites under this Agreement:

Haileybury Landfill, Bucke Concession 2 Lot 1 (Dump Rd of Hwy 11)



Schedule B

Materials Covered by this Contract are listed below and may be changed from time to time based on agreement by all parties.

Waste Electronics and Electrical Equipment

All waste electronic equipment operated with a plug or battery with the exception of white goods found in a home or office. Primary devices defined into the following categories: Display Devices, Computing Devices, Printer or Copying Devices, all other equipment.

Batteries

Rechargeable Batteries	SSLA/PB Small Sealed Lead Acid
	Ni-MH Nickel Metal Hydride
	Ni-ZN Nickel Zinc
	Li Ion Lithium Ion
	Ni-Cd Nickel Cadmium

Single Use Batteries	Alkaline
	Lithium Primary

The Corporation of the City of Temiskaming Shores

By-law No. 2020-000

Being a by-law to enter into an agreement with the Electronic Producers Recycling Association for Electronic Waste Collection Services

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

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

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

And whereas Council considered Administrative Report No. PW-020-2020 at the June 16, 2020 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with the Electronic Producers Recycling Association for Electronic Waste Collection Services, for consideration at the June 16, 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 Council authorizes the entering into an agreement with the Electronic Producers Recycling Association for electronic waste collection services, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 16th day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule “A” to

By-law 2020-000

Agreement between

The Corporation of the City of Temiskaming Shores

and

Electronic Producers Recycling Association

for Waste Electronic Collection Services

This agreement made in duplicate this 16th day of June 2020.

Between:

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

And:

Electronic Producers Recycling Association
(hereinafter called “the Contractor”)

Witnesseth:

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

ARTICLE I:

The Contractor will:

- a) Provide all material and perform all work described in Appendix 01, attached hereto and forming part of this by-law;
- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents, and

ARTICLE II:

All communications in writing between the parties, shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

**Electronic Producers Recycling
Association**

c/o The CCS Group
253 Englinton Avenue West
Toronto, Ontario
M4R 1B1

The Owner:

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

Remainder of Page left blank intentionally

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

Signed and Sealed in)
the presence of)

Contractor’s Seal)

Electronic Producers Recycling Association

Director of Operations - Pierre Prim

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – Logan Belanger



Appendix 01 to
Schedule "A" to
By-law No. 2020-000
Form of Agreement



May 27, 2020

Attn: Steve Burnett

City of Temiskaming Shores
P.O. Box 2050
Haileybury, Ontario
P0J 1K0
Bus: 705-672-3363 Ext. 4132
sburnett@temiskamingshores.ca

Dear Mr. Burnett,

Re: Electronic Waste Collection and Recycling

Thank you for your partnership with Electronic Producers Recycling Association (“EPRA”) to safely manage your electronic waste in an environmentally sustainable manner.

EPRA is pleased to support you by providing the following at your collection sites as listed in Schedule A:

- Collection bin (Sea Container) for use at your site at no charge
- An online tracking system, for reporting and tracking shipments
- Timely and reliable pick up service
- Promotion of the Collection Location on the EPRA website
- Payment to you at \$150.00 per tonne (if applicable)
- Represent you as your Producer Responsibility Organization (PRO) Post Dec 30 2020

In consideration for EPRA providing support as described above, City of Temiskaming Shores will perform the following:

1. Collection and provision of e-waste to EPRA, including agreeing to not modify, disassemble, deconstruct or remove any waste electrical and electronic equipment or parts collected.
2. Use equipment and supplies provided by EPRA only for EPRA e-waste intended purposes and in an efficient manner.
3. EPRA adheres to provincial laws on privacy for electronic devices, however, we encourage businesses and individuals to secure their own privacy and wipe the data drives clean prior to drop off.
4. Provide safe and timely access to EPRA transporters for pick-up of materials

5. Maintain and provide to EPRA documentation that may be required under Ontario regulations governing electronics recycling.
6. Ensure that all acceptable WEEE material collected at this site or any site operated by the Collector is provided to EPRA
7. Work exclusively with EPRA for the safe secure recycling of the materials outlined while the contract is in effect.

This agreement will come to affect under Bylaw No. 2020-000 and will continue until either party provides 30 days notice of termination. The terms of this contract are Confidential and not to be disclosed with members outside of the signing organizations.

To indicate your agreement, please sign below and return a scanned copy of this letter to EPRA.

Please be aware that this collection program is based on the current Waste Diversion Act, the Industry Funding Organization (OES) currently administering this program is slated to cease operations Dec 30 2020. At that time a new framework will come into affect under the Resource Recovery and Circular Economy Act, based on the requirements of this new framework the existing contract will be reviewed by both parties to ensure consistency.

If required to register with Resource Productivity and Recovery Authority (RPRA) please remember to identify EPRA as your PRO.

We look forward to working with you to successfully manage and recycle Waste Electronics and other materials as outlined on Schedule B.

Signature

Pierre Prim

Director of Operations

Electronic Products Recycling Association (EPRA)

I hereby confirm that City of Temiskaming Shores agrees to the terms set out in this letter:

Enacted Under Bylaw: _____

Name and Title: _____

Dated: _____

Schedule A

Collection Sites under this Agreement:

Haileybury Landfill, Bucke Concession 2 Lot 1 (Dump Rd of Hwy 11)

Schedule B

Materials Covered by this Contract are listed below and may be changed from time to time based on agreement by all parties.

Waste Electronics and Electrical Equipment

All waste electronic equipment operated with a plug or battery with the exception of white goods found in a home or office. Primary devices defined into the following categories: Display Devices, Computing Devices, Printer or Copying Devices, all other equipment.

Batteries

Rechargeable Batteries	SSLA/PB Small Sealed Lead Acid
	Ni-MH Nickel Metal Hydride
	Ni-ZN Nickel Zinc
	Li Ion Lithium Ion
	Ni-Cd Nickel Cadmium
Single Use Batteries	Alkaline
	Lithium Primary

The Corporation of the City of Temiskaming Shores

By-law No. 2020-065

Being a by-law to enter into an Occupation of Land Agreement with Marc Andre Therrien and Luc Johnson to permit the use of the laneway adjacent to the 485 Ferguson Avenue – Whiskey Jack Beer Company– Outdoor Patio

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

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

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

And whereas Council considered Administrative Report No. CS-026-2020 at the June 16th, 2020 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an Agreement with Marc Andre Therrien and Luc Johnson for the Occupation of Land (laneway to the north of Whiskey Jack Beer Company) for consideration at the June 16th, 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 the Mayor and Clerk be authorized to execute the Occupation of Land Agreement with Marc Andre Therrien and Luc Johnson for the use of municipal land (laneway) adjacent to the Whiskey Jack Beer Company, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this 16th day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to

By-law No. 2020-065

Occupation of Land Agreement between

The Corporation of the City of Temiskaming Shores

and

**Marc Andre Therrien and Luc Johnson
(Whiskey Jack Beer Company)**

for use of the laneway adjacent to the Restaurant

This agreement, made this 16th day of June, 2020.

Between:

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

And:

Marc Andre Therrien and Luc Johnson (Whiskey Jack Beer Company)
(Hereinafter referred to as "the Benefactor")

Whereas the City is the owner of real property known as:

Laneway between 485 Ferguson Avenue and 489 Ferguson Avenue

And whereas the Benefactor wishes to use the Lands for Occupation purposes, more specifically as an outdoor patio for patrons;

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

1. The Benefactor shall have the right to use the Lands for Occupation for the term of this Agreement which commences **June 16th, 2020** and terminate **July 31st, 2025**, unless the Agreement is terminated early by either party.
2. The Benefactor shall pay to the City an **annual fee of \$1,200** plus applicable taxes, for the term of the agreement payable prior to August 1st of each year that this agreement is valid.
3. The Benefactor is hereby permitted to occupy and use the lands as generally illustrated. It is mutually understood that use of the patio would include such amenities as tables, chairs, benches and lighting without the necessity to amend this agreement.
4. The City, at its sole discretion, reserves the right to prohibit any amenity to which the City considers inappropriate or a hazard.
5. In the event the subject property becomes assessable the Benefactor acknowledges and agrees that it shall be responsible for the payment of any property and education tax levied.
6. The Benefactor, upon request, shall remove all amenities at their expense in order to permit the repair, upgrade or maintenance of utilities contained within the laneway.
7. At the termination of this Agreement, the Benefactor shall leave the Lands in no worse condition than existed at the date of signature of this Agreement to the satisfaction of the City.

8. Either party may terminate this agreement on not less than one hundred and twenty (120) days written notice to the other.
9. The Benefactor shall indemnify and save harmless the City from and against any and all liabilities, claims, damages, actions and causes of action arising from the use of the Lands.
10. The Benefactor shall on or before the **1st day of April** in each year, provide proof of liability insurance in the amount of **\$2 million** for the lands and all activities carried out thereon during use by the Benefactor.

Remainder of Page left Blank Intentionally

The Corporation of the City of Temiskaming Shores

By-law No. 2020-066

Being a by-law to enter into an agreement with R&R Company Ltd. for the Supply and Delivery of Two Air Exchangers for the Dentist Office located at 95 Meridian in Haileybury

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

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

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

And whereas Council considered Administrative Report No. PW-018-2020 at the June 16, 2020 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with R&R Company Ltd. for the purchase of two air exchangers for the Dentist Office located at 95 Meridian in Haileybury, for consideration at the June 16, 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 Council authorizes the entering into an agreement with R&R Company Ltd. for the purchase of two air exchangers in the amount of \$10,590.00, applicable taxes included, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 16th day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to

By-law 2020-066

Agreement between

The Corporation of the City of Temiskaming Shores

and

R&R Company Ltd.

for the purchase of two air exchangers

This agreement made in duplicate this 16th day of June 2020.

Between:

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

and

R&R Company Ltd.
(hereinafter called "the Contractor")

Witnesseth:

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

Article I:

The Contractor will:

- a) Provide all material and perform all work described within this Agreement.
- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents as itemized in Appendix 01, a copy of which is hereto attached and forming part of this agreement; and
- c) Complete, as certified by the Manager of Physical Assets, all the work by **July 31th, 2020.**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid Ten-Thousand, Five-Hundred and Ninety Dollars and Zero Cents (\$10,590.00) plus applicable taxes, subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

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

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

The Contractor:

R&R Company Ltd.
884059 Hwy 65 W.
New Liskeard, Ontario
P0J 1P0

The Owner:

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

The Manager of Physical Assets:

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

Remainder of Page left blank intentionally

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

Signed and Sealed in)
the presence of)

R&R Company Ltd.

Contractor's Seal)
Consultant's Seal)

Reg P. Miron - Owner

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – Logan Belanger



Appendix 01 to
Schedule "A" to

By-law No. 2020-066

Form of Agreement



884059 Hwy 65 W.
 New Liskeard, (ON), P0J 1P0
 Phone: 705-647-5551
 Fax: 705-647-8592
 Email: rrair@parolink.net

ESTIMATE/PROPOSAL

Date: 6/12/20

Customer: Temiskaming Shores
 325 Farr Drive
 P.O. Box 2050
 Haileybury, On P0J 1K0

Project: Meridian Medical center location at Dental office

Attention: Mitch Lafreniere

Email:

Phone #: 705-648-4941

Fax #:

Quantity	Unit	Price	Description	Subtotal
2.00	ea.	5,295.00	To supply and install the MPIII Dual Sweep central ventilation units at both sides of the dental offices through the integration of both furnace system to provide adequate stale air removal and be replaced by 600 cfm of continuous fresh air supplied at each room of the premise. The city to provide Pedersen Construction with drilling a 6 " hole through the solid concrete and re bar of the poured concrete wall.	10,590.00

GST: 1,376.70

PST: 0.00

Total: 11,966.70



Note: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized by: Reg P. Miron

The Corporation of the City of Temiskaming Shores

By-law No. 2020-067

**Being a by-law to authorize an Agreement between the City of
Temiskaming Shores and Lynn Boucher for the
Cleaning of the Haileybury Medical Centre**

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

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

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

And whereas Council at the June 16, 2020 Regular Meeting acknowledged receipt of Administrative Report No. PW-019-2020 and directed staff to prepare the necessary by-law and agreement with Lynn Boucher for custodial cleaning services of the Haileybury Medical Centre for the period commencing on August 1, 2020 and ending July 31, 2023.

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

1. That the Mayor and Clerk be authorized to enter into an Agreement with Lynn Boucher for custodial cleaning services at the Haileybury Medical Centre commencing on August 1, 2020 and ending on July 31, 2023, a copy of which is attached hereto as Schedule "A" and forming part of this by-law; and
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 16th day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule “A” to

By-law 2020-067

Agreement between

The Corporation of the City of Temiskaming Shores

and

Lynn Boucher

For the cleaning of the Haileybury Medical Centre

This agreement made this 16th day of June, 2020.

Between:

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

And:

Lynn Boucher
(hereinafter called "the Contractor")

Witnesseth:

That the Contractor agrees to provide custodial services for the Haileybury Medical Centre (95 Meridian Avenue) for the period starting August 1, 2020 and ending July 31, 2023.

All sums due to the Contractor shall be payable by the Corporation on or about the 15th and 30th day of each and every calendar month in which the work is performed.

This agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators and assigns of the Contractor and on the Corporation of the City of Temiskaming Shores.

1. Conditions and Requirements of Work

The Contractor shall satisfy herself by personal examination of the location of the proposed work, or by such other means as she may prefer, as to the actual conditions and requirements of the work.

Should any points of dispute arise between the Contractor and the Corporation as to the intent of any portion of this contract the City Manager shall be the sole arbiter in their settlement.

2. Commencement and Completion

This agreement will commence on August 1, 2020 and terminate on July 31, 2023, unless an extension is mutually agreed upon by both parties and a new agreement is entered into. Should the term of this agreement expire it is mutually agreed that the terms and conditions of this agreement will continue on a month by month basis until a new agreement has been entered into or until notice of termination in accordance with this agreement has been received by either party.

3. Definition of Contract

The work to be done by the Contractor under this Contract comprises of janitorial services for the buildings specified in the contract. The Contractor will be required to provide all and every kind of labour, tools, equipment, articles and things necessary for the due execution of the work. The Corporation will be responsible for the purchase of dispensing/cleaning supplies and vacuum.

4. Regulations

The Contractor shall abide by all Acts, By-laws and Regulations relative to the performance of the work.

5. Completion

Time shall be of the essence in this agreement.

6. Workplace Safety and Insurance Board

The Contractor, shall at all times pay, or cause to be paid, any assessment or compensation required to be paid pursuant to the Workplace Safety and Insurance Act. The Contractor shall, at the time of entering into any Contract with the Corporation, make a Statutory Declaration that all assessments or compensations payable to the Workplace Safety and Insurance Board have been paid, and the Corporation may, at any time during the performance or upon completion of such Contract, require a further Certificate of Clearance that such assessment or compensations have been paid.

7. Subletting

The Contractor shall keep the work under her personal control, and shall not assign, transfer or sublet any portion without first obtaining the written consent of the Manager of Physical Assets. The consent of the Manager of Assets of any such assignment, transfer or subletting, shall not, however, relieve the Contractor of any responsibility for the proper commencement, execution and completion of work according to the terms of the Contract, and the Contractor shall either in person or through an accredited agent, receive all notices, communications, orders, instructions or legal service, as if she was performing the work with her own plant and her own employees.

8. Payments

Payments for work done will be paid by the Corporation to the Contractor on or about the 15th and 30th of each and every calendar month in which the work is performed and said payment an hourly rate of \$22.00 for Year 1; \$23.00 for Year 2; and \$24.00 for Year 3, based on 35 hours per week at the Haileybury Medical Centre.

Before making any payments for the work to be performed hereunder, the Corporation may require the Contractor to satisfy the Corporation that all claims against the Contractor for labour, materials or things hired or supplied upon or for the work, have been paid or satisfied, or if any such claims are found to exist, may pay such sums and the Contractor shall repay the same within two days, or the Corporation may, at its option, withhold from the payment due sufficient amounts to satisfy the same.

9. Liens

The parties hereto and their surety on themselves, their executors, administrators, successors and assigns, and any and all other parties in any way concerned, shall fully indemnify the Corporation and all of its officers, servants and employees from any and all liability or expenses by way of legal costs or otherwise in respect to any claim which may be made for a lien or charge at law or in equity or liability or to any attachment for debt, garnishee process or otherwise. The Corporation shall not in any case be liable to any greater extent than the amount owing by it to the Contractor, her executors, administrators, successors and assigns.

10. Contractor’s Employees’ Wages

The Contractor shall keep at all times, a list of the names of all individuals employed on the Contract and a record of the rate of wages and of amounts paid to each individual, said list to be provided to the Corporation.

11. Confidentiality Statement

The Contractor and all individuals employed by the Contractor shall sign a Confidentiality Statement agreeing to not disclose or release confidential information to any person at any time without proper consent and authorization, unless legally required.

12. Notice to Contractor

Any notice or communication to the Contractor shall be deemed to be well and sufficiently given and served if handed to the Contractor or any of her clerks or agents or if posted or sent to the last address given by her or her usual place of business, or to the place where the work is being carried out, or if posted to or left at her last known address; and any papers so left, sent or addressed to, shall be considered to be, and have been legally served upon the Contractor. In any written or printed notice to the Contractor in respect of general, special, or other repairs, or of any work of any nature required to be done under any of the provisions of the Contract, or of any other matter, it shall not be obligatory upon the Manager of Physical Assets to specify minutely or in detail everything required nor to specify by measurement the exact extent thereof, or the precise spot or spots where the work or material may be defective or faulty or where any of the requirements of the specifications have been observed: but a reference in such a notice to the clause or clauses bearing upon the matter, a description of the locality in general terms, and sufficiently clear, in the opinion of the Manager of Assets, to indicate where the defect or trouble exists, shall be deemed to be, and shall be, ample notice.

13. Termination of Contract

The Corporation and Contractor have the right to terminate this contract upon thirty (30) days written notice to the other party at the following addresses:

City of Temiskaming Shores

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

Attn.: Municipal Clerk

Lynn Boucher

P.O. Box 521
Belle Vallée, Ontario P0J 1A0

Attn.: Lynn Boucher

14. General Intent

During the currency of this Contract the Contractor on behalf of the Corporation shall perform the work of cleaning and catering as indicated below for the following municipal buildings:

1. Medical Arts Centre (95 Meridian)

House Service Routines

Washrooms

Daily	Service & Wipe	Dispensers, towels, tissue, etc.
Daily	Wash	Mirrors, basins, taps
Daily	Spot clean	Walls, stalls, & doors
Daily	Sweep/Spot Clean/Damp mop/Wash	Floors
Daily	Wash	Toilet bowls, seats, urinals, traps, feed pipes under basin, washbasin
Periodical	Wash & Polish	Walls, stalls, doors, etc.

General Office Cleaning

Daily	Empty & Wipe	Baskets, waste, etc.
Daily	Dust	Desk, tables, files, bookcase
Daily	Remove	Empty boxes, etc.
Daily	Sweep/Spot clean/Damp mop/Wash	Floors
Daily	Vacuum	Carpets, rugs
Daily	Spot clean	Walls, partitions, glass, doors, etc.

Weekly	Dust	Chairs, cabinets, inside window sills, ledges, baseboards
On Pick-up Days	Deliver to road	All garbage bags
Periodical	Deliver to recycling bins	All recyclables
Periodical	Wash & Polish	Desk, tables, files, bookcases, walls, doors, inside windows, etc.

Hallways and Lobbies

Daily	Damp Wipe	Drinking fountain
Daily	Spot Clean	Walls, partitions, glass doors
Daily	Spot Clean	Floors
Daily	Damp Sweep	Floors
Daily	Vacuum	Carpets, rugs
Periodical	Wash & Polish	Walls, doors, inside windows, etc.

Lunchrooms and Coffee Rooms

Daily	Empty & Wipe	Waste receptacles, baskets
Daily	Damp Wipe	Tables, sink, stove, etc.
Daily	Sweep, Spot Clean, Damp mop/Wash	Floors
Daily	Spot Clean	Walls, doors, inside windows, etc.
Weekly	Dust	Chairs, etc.
Periodical	Wash & Polish	Tables, chairs, sink, walls cupboards, doors, inside windows, etc.

Lounges (inside of waiting areas)

Daily	Empty & Wipe	Waste baskets, etc.
Daily	Dust	Tables, etc.
Daily	Sweep & Vacuum	Floors & carpets
Daily	Spot clean	Floors, walls, inside windows, etc.
Weekly	Dust	All furniture
Periodical	Wash & Polish	All furniture, walls, doors, inside windows, etc.

Stairs

Daily	Damp Sweep	Steps & Landings
Daily	Dust	Handrails
Daily	Wash if required	Steps & Landings
Periodical	Wash as required	Handrails

15. Independent Contractor

The Contractor will provide the Contractor’s services to the City of Temiskaming Shores as an independent contractor and not as an employee.

Accordingly:

- The Contractor agrees that the City shall have no liability or responsibility for the withholding, collection or payment of any taxes, employment insurance premiums or Canada Pension Plan contributions on any amounts paid by the City to the Contractor or amounts paid by the Contractor to its employees or contractors. The Contractor agrees to indemnify the City from any and all claims in respect to the Company’s failure to withhold and/or remit any taxes, employment insurance premiums or Canada Pension Plan contributions.
- The Contractor agrees that as an independent contractor, the Contractor will not be qualified to participate in or to receive any employee benefits that the city may extend to its employees.
- The Contractor is free to provide services to other clients so long as there is no interference with the Contractor’s contractual obligations to the City.

The Contractor has no authority to and will not exercise or hold itself out as having any authority to enter into or conclude any contract or to undertake any commitment or obligation for, in the name of or on behalf of the City.

Remainder of Page left blank intentionally



Appendix 01 to
Schedule "A" to

By-law No. 2020-067

Form of Agreement



Confidentiality Statement

I, **Lynn Boucher**, proprietor of S & L Cleaning Services have entered into a contractual agreement with the *City of Temiskaming Shores* (City) for the cleaning of the Haileybury Medical Centre.

I acknowledge that during the course of my contract employment, I will acquire and be exposed to confidential information related to City and those of its tenants, including but not limited to its businesses, processes, personnel and in some cases, clients. If, at any point during my cleaning contract with City, I am in doubt as to whether or not certain information (whether in writing or not) is confidential within the meaning of the *City's* policies, I agree to seek clarification of that issue from the City, before making any disclosure of the information in question.

As a condition of my contract with the City, I agree **not** to disclose or release confidential information to any person at any time without proper consent and authorization, except as may be legally required by law.

I further agree to take appropriate security measures to prevent unauthorized access to confidential information during the course of my contract with the City.

I agree that my confidentiality obligations pursuant to this Confidentiality Statement survives the expiration or cessation of my contract with the City.

Lynn Boucher

Date

Witness - Print Name

Witness - Signature

Date



Confidentiality Statement

I, _____ being an employee/janitor under the supervision of Lynn Boucher, being the cleaning Contractor with the *City of Temiskaming Shores* (City) for the cleaning of the Haileybury Medical Centre.

I acknowledge that during the course of my employment under the supervision of Lynn Boucher, I will acquire and be exposed to confidential information related to the City itself, and those of its tenants, including but not limited to its businesses, processes, personnel and in some cases, clients. If, at any point during my janitorial responsibilities, I am in doubt as to whether or not certain information (whether in writing or not) is confidential within the meaning of the *City's* policies, I agree to seek clarification of that issue from Lynn Boucher or the City before making any disclosure of the information in question.

As a condition of my employment with Lynn Boucher I agree **not** to disclose or release confidential information to any person at any time without proper consent and authorization, except as may be legally required by law.

I further agree to take appropriate security measures to prevent unauthorized access to confidential information during the course of my employment.

I agree that my confidentiality obligations pursuant to this Confidentiality Statement survives the expiration or cessation of my employment under the supervision of S & L Cleaning Services (Lynn Boucher) - cleaning Contractor with the City.

Employee Name - Print

Employee Signature

Date

Lynn Boucher - Witness

Date

To:

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

Attention: Logan Belanger, Clerk
In regards: PW-RFQ-004-2020, Contract Cleaner

June 6th, 2020

Thank you for the opportunity to continue to offer my cleaning services for the Medical Arts Building located at 95 Meridian in Haileybury. My many years of experience cleaning facilities such as schools, police detachments, hotels, places of business, and clinical offices have allowed me to develop a reputation for careful attention to detail and reliability, as well as safe and effective cleaning practices.

I believe that my training in prevention and infection control methods makes me specifically suited for this contract. My training, acquired a decade ago while working at The Temiskaming Lodge, a long term care facility, informs how I approach every cleaning job that I tackle. I'm extensively familiar with PIDAC's "Best Practices for Environmental Cleaning for Prevention and Control of Infections in all Health Care Settings, 3rd Edition", detailed on the website for Ontario Public Health. All of my cleaning practices, including my own training of replacement workers, reflect the guidance provided by this document.

My rates for this contract take into consideration the special nature of the cleaning required, the number of clinic rooms, the frequency of traffic and the layout of the facility, the amount of garbage and recycling generated each day, as well as the cost of laundering all cleaning cloths, dust mops, and mop heads.

I've included in this proposal a detailed description of my procedure for cleaning clinic rooms, as well as a description of the scope of work for the entire facility, copies of which will be available on site. Also included in this proposal are a criminal record check, and a certificate of liability insurance.

Thank you again for the opportunity to bid on this contract. It's a pleasure to be able to offer my services to my community for this important work, especially in these difficult times.

Best,

Lynn Boucher
Cleaning Services
P.O. Box 521
Belle Vallée, ON POJ 1A0
Email: lynn.m.boucher@gmail.com
Phone: (705) 622-1038

Routine Cleaning of Clinic Rooms

performed daily, or as needed according to use

- check for any “additional precautions” signs and follow the precautions as indicated
- assess clinic room to determine what needs to be replaced (such as soap or paper towels) and if any spills need to be cleaned and waste disposed of before disinfection can begin
- clean hands with sanitizer and put on fresh gloves and any other required personal protective equipment, such as masks
- assemble clean cloths, or fresh disposable paper towels, for each clinic room
- remove all garbage/waste and recycling, replacing bag
- clean clinic room, working from clean to dirty and high to low areas, and ensuring sufficient contact time with disinfectant:
 - clean door handle and touched areas of door frame, and spot clean door as needed
 - clean light switches and thermostats
 - clean wall mounted items such as sanitizing dispensers and glove box holders
 - check walls for visible soiling, and clean as needed
 - clean window sills and ledges, and spot clean glass as needed
 - clean all furnishings and horizontal surfaces in the room including chairs, exam tables, exam beds, counters, desks, cabinet/drawer handles, shelving, and waste receptacles, paying particular attention to high touch surfaces (chairs used for dental cleaning in the dental clinic are excluded from this, as they have their own cleaning procedures performed by staff)
 - clean sink area, starting with fixtures and faucet and ending with the inside of sink
 - sweep and mop floor
- place any and all soiled cloths in designated bag for laundering, or throw away disposable paper towels
- remove gloves and clean hands with sanitizer, and put on fresh gloves

Scope of Work, outside of Clinic Rooms

Entrances, Waiting Rooms, Corridors and Stairwell

- all door handles and light switches cleaned and disinfected daily, glass doors/walls spot cleaned daily
- all railings, ledges and chairs cleaned and disinfected daily
- all sanitizer stations, and equipment such as weight scales, cleaned and disinfected daily
- all waste/garbage/recycling removed daily, and outside of receptacles disinfected
- all floors swept and mopped daily, and mats vacuumed as needed
- all picture frames, posters, shelving, and radiators dusted once per week
- all walls and doors spot cleaned daily, as needed
- baseboards cleaned once per month

Offices, Receptions and Dining/Kitchen

- all light switches, door/drawer/cupboard handles, and phone handsets cleaned and disinfected daily
- top of desks, tables and counters, as well as chair arms and backs, cleaned and disinfected daily
- filing cabinet and locker handles cleaned and disinfected daily, outsides dusted once per week
- reception ledges/windows cleaned and disinfected daily, and glass spot cleaned as needed
- all waste/garbage/recycling removed daily, and outside of receptacles spot cleaned as needed
- floors swept and mopped daily, as needed
- appliance handles, such as refrigerators and microwaves, cleaned and disinfected daily
- all picture frames, posters, shelving, top of appliances and radiators dusted once per week
- chair bottoms, and hard to reach places behind computers and under desks, cleaned/dusted biweekly
- walls and doors spot cleaned daily, as needed
- baseboards cleaned once per month

Bathrooms/Washrooms

Working from clean to dirty areas, and ensuring sufficient contact time with disinfectant:

- door handle, door frame, and light switch cleaned and disinfected
- all dispensers and hand railings cleaned and disinfected
- mirror, sink faucets, and inside and outside of sink cleaned and disinfected
- toilet cleaned and disinfected, starting with fixtures and outside of toilet, and ending with bowl
- all waste removed and garbage receptacle disinfected, bag replaced
- all dispensers replenished as required
- floors swept and mopped

**PPE (personal protective equipment) such as disposable gloves and cloth masks are worn as required.

**All cleaning cloths are replaced daily, making sure that contaminated materials are handled carefully and safely. All dust mops and mops are cleaned and rinsed daily, and replaced biweekly, or as needed.

**All cleaning equipment such as brooms, vacuums, mops, carts, buckets, product stations and sinks are disinfected daily, after each use.

City of Temiskaming Shores
PW-RFQ-004-2020
Contract Cleaner – 95 Meridian, Haileybury

Form of Quotation

Each Quotation should contain the legal name under which the Proponent carries on business, telephone number and fax number, as well the name or names of appropriate contact personnel which the City may consult regarding the Quotation.

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

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

Description	Amount
Hourly rate for year one of contract	22.00
Hourly rate for year two of contract	23.00
Hourly rate for year three of contract	24.00

City of Temiskaming Shores
PW-RFQ-004-2020
Contract Cleaner

Non-Collusion Affidavit

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

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

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

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

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

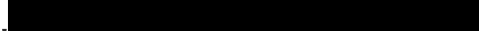
Lynn Boucher Cleaning
Company Name

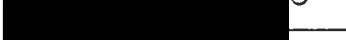
P.O. Box 521, Belle Vallée, ON P0J 1A0
Address

Lynn Boucher
Authorized Signature

Print Name: Lynn Boucher

Title: owner/cleaner

E-mail: 

Phone No.: 

The Corporation of the City of Temiskaming Shores

By-law No. 2020-068

Being a by-law to enter into an agreement with the Electronic Producers Recycling Association for Electronic Waste Collection Services

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

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

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

And whereas Council considered Administrative Report No. PW-020-2020 at the June 16, 2020 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with the Electronic Producers Recycling Association for Electronic Waste Collection Services, for consideration at the June 16, 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 Council authorizes the entering into an agreement with the Electronic Producers Recycling Association for electronic waste collection services, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 16th day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule “A” to

By-law 2020-068

Agreement between

The Corporation of the City of Temiskaming Shores

and

Electronic Producers Recycling Association

for Waste Electronic Collection Services

This agreement made in duplicate this 16th day of June 2020.

Between:

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

And:

Electronic Producers Recycling Association
(hereinafter called “the Contractor”)

Witnesseth:

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

ARTICLE I:

The Contractor will:

- a) Provide all material and perform all work described in Appendix 01, attached hereto and forming part of this by-law;
- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents, and

ARTICLE II:

All communications in writing between the parties, shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

Electronic Producers Recycling

Association

c/o The CCS Group
253 Englinton Avenue West
Toronto, Ontario
M4R 1B1

The Owner:

City of Temiskaming Shores

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

Remainder of Page left blank intentionally

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

Signed and Sealed in)
the presence of)

Contractor’s Seal)

Electronic Producers Recycling Association

Director of Operations - Pierre Prim

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – Logan Belanger



Appendix 01 to
Schedule "A" to
By-law No. 2020-068
Form of Agreement



May 27, 2020

Attn: Steve Burnett

City of Temiskaming Shores
P.O. Box 2050
Haileybury, Ontario
P0J 1K0
Bus: 705-672-3363 Ext. 4132
sburnett@temiskamingshores.ca

Dear Mr. Burnett,

Re: Electronic Waste Collection and Recycling

Thank you for your partnership with Electronic Producers Recycling Association (“EPRA”) to safely manage your electronic waste in an environmentally sustainable manner.

EPRA is pleased to support you by providing the following at your collection sites as listed in Schedule A:

- Collection bin (Sea Container) for use at your site at no charge
- An online tracking system, for reporting and tracking shipments
- Timely and reliable pick up service
- Promotion of the Collection Location on the EPRA website
- Payment to you at \$150.00 per tonne (if applicable)
- Represent you as your Producer Responsibility Organization (PRO) Post Dec 30 2020

In consideration for EPRA providing support as described above, City of Temiskaming Shores will perform the following:

1. Collection and provision of e-waste to EPRA, including agreeing to not modify, disassemble, deconstruct or remove any waste electrical and electronic equipment or parts collected.
2. Use equipment and supplies provided by EPRA only for EPRA e-waste intended purposes and in an efficient manner.
3. EPRA adheres to provincial laws on privacy for electronic devices, however, we encourage businesses and individuals to secure their own privacy and wipe the data drives clean prior to drop off.
4. Provide safe and timely access to EPRA transporters for pick-up of materials

5. Maintain and provide to EPRA documentation that may be required under Ontario regulations governing electronics recycling.
6. Ensure that all acceptable WEEE material collected at this site or any site operated by the Collector is provided to EPRA
7. Work exclusively with EPRA for the safe secure recycling of the materials outlined while the contract is in effect.

This agreement will come to affect under Bylaw No. 2020-067 and will continue until either party provides 30 days notice of termination. The terms of this contract are Confidential and not to be disclosed with members outside of the signing organizations.

To indicate your agreement, please sign below and return a scanned copy of this letter to EPRA.

Please be aware that this collection program is based on the current Waste Diversion Act, the Industry Funding Organization (OES) currently administering this program is slated to cease operations Dec 30 2020. At that time a new framework will come into affect under the Resource Recovery and Circular Economy Act, based on the requirements of this new framework the existing contract will be reviewed by both parties to ensure consistency.

If required to register with Resource Productivity and Recovery Authority (RPRA) please remember to identify EPRA as your PRO.

We look forward to working with you to successfully manage and recycle Waste Electronics and other materials as outlined on Schedule B.

Signature

Pierre Prim

Director of Operations

Electronic Products Recycling Association (EPRA)

I hereby confirm that City of Temiskaming Shores agrees to the terms set out in this letter:

Enacted Under Bylaw: _____

Name and Title: _____

Dated: _____

Schedule A

Collection Sites under this Agreement:

Haileybury Landfill, Bucke Concession 2 Lot 1 (Dump Rd of Hwy 11)

Schedule B

Materials Covered by this Contract are listed below and may be changed from time to time based on agreement by all parties.

Waste Electronics and Electrical Equipment

All waste electronic equipment operated with a plug or battery with the exception of white goods found in a home or office. Primary devices defined into the following categories: Display Devices, Computing Devices, Printer or Copying Devices, all other equipment.

Batteries

Rechargeable Batteries	SSLA/PB Small Sealed Lead Acid
	Ni-MH Nickel Metal Hydride
	Ni-ZN Nickel Zinc
	Li Ion Lithium Ion
	Ni-Cd Nickel Cadmium
Single Use Batteries	Alkaline
	Lithium Primary

The Corporation of the City of Temiskaming Shores

By-law No. 2020-069

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 June 9, 2020 and its Regular meeting held on June 16, 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 Special meeting held on **June 9, 2020** and its Regular meeting held on **June 16, 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 16th day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger