



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, December 1, 2015
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 – November 17, 2015
- b) Special Budget Meeting of Council – November 24, 2015

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

8. **Question and Answer Period**

9. **Presentations / Delegations**

- a) Courtney Tressider, Cultural Coordinator & Felicity Buckell, MDB Insight
Re: Cultural Sustainability Project – Consultant’s Preliminary Findings

- b) Paul Ouimette, Director of Operations & Laura Imhoff, Information Communication Technology (ICT) Project Coordinator - NEOnet
Re: Update on Current Projects

- c) Brit Griffin, wpd Canada
Re: Silver Centre Wind Power Development – Lorrain Valley

- d) G. Douglas Walsh, Director of Public Works – City of Temiskaming Shores
Re: Asset Management Plan Annual Review

10. Communications

- a) Joe Torlone, Secretary/Treasurer – Northeastern Ontario Municipal Association

Re: Membership Fee – Quebec-Ontario Boreal Forest Alliance

Reference: Referred to 2016 Budget

- b) The Honourable Michael Chan, Minister of Citizenship, Immigration and International Trade

Re: Volunteer Recognition Programs - Nominations

Reference: Referred to Directors

- c) Christopher W. Oslund, Secretary – Temiskaming Shores Police Services Board

Re: Community Safety Zones recommended for Latchford Street and Hessele Street

Reference: Referred to the Director of Public Works

- d) J. W. Tiernay, Executive Director – Ontario Good Roads Association

Re: Report of the OGRA Nominating Committee

Reference: Received for information

- e) Rosalie A. Evans, Solicitor-Clerk – Municipality of Neebing

Re: Request for Support – Consultation on the Police Services Act

Reference: Received for information

- f) Ginette Lafreniere, Campus Coordinator – Collège Boréal and Jean-Claude Carrière, Community Project Officer – ACFO-Témiskaming

Re: Press Release – Building Ties Among Us meeting

Reference: Received for information

- g) Terry Fiset, Reeve – Elk Lake / Township of James

Re: Letter to Public Input Coordinator (MNR) – Black Bear Program

Reference: Received for information

- h) Rosario Marchese, Chairperson – Citizen's Coalition Against Privatization (CCAP)

Re: Hydro One not for Sale

Reference: Received for information

Draft Motion

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10. h) 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 Temiskaming Shores Police Services Board meeting held on September 21, 2015;
- b) Minutes of the Temiskaming Shores Public Library Board meeting held on October 22, 2015;
- c) Minutes of the Earlton-Timiskaming Regional Airport Joint Municipal Services Board meeting held on September 17, 2015;
- d) October 2015 Earlton-Timiskaming Regional Airport activity report;

- e) Minutes of the Northeastern Ontario Municipal Association meeting held on November 6, 2015; and
- f) Minutes of the Temiskaming Transit Committee meeting held on October 21, 2015.

12. Committees of Council – Internal Departments

Draft Motion

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

- a) Minutes of the Building Maintenance Committee meeting held on October 29, 2015; and
- b) Minutes of the Library / Building Committee meeting held on November 12, 2015.

13. Reports by Members of Council

14. Notice of Motions

15. New Business

a) Committee of the Whole

Draft Motion

Whereas the Ontario Municipal Act allows municipalities to operate by means of Committees of Council and Committee of the Whole; and

Whereas Council for the Corporation of the City of Temiskaming Shores views Committee of the Whole as a more open and transparent form of government; and

Whereas Council wishes to ensure all members of Council are involved in all aspects of City governance; and

Whereas Council feels that Committees of Council does not allow all members of Council equal and open access to City operations.

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby agrees to revert to the Committee-of-the-Whole system of representation; and

Further be it resolved that this representation take effect January 1, 2016 and all procedures and effected by-laws and documents be amended to implement this change.

b) Earlton-Timiskaming Regional Airport – Non-Airway Usage

Resolution No. 2015-580 was deferred from the October 20, 2015 Regular Council meeting pending a presentation from the organizers of the Drag-N-Fly event.

Resolution No. 2015-580

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Whereas the City of Temiskaming Shores is an active member municipality and majority funding partner of the Earlton-Timiskaming Regional Airport Joint Municipal Services Board; and

Whereas the City realizes the need and benefits of a Regional Airport, including the potential for scheduled flight services and air ambulance; and

Whereas in 2014 there were 465 air ambulance movements alone at the Airport; and

Whereas the Earlton-Timiskaming Regional Airport has been utilized for special events such as drag races during which the airport is not available for any type of air movement; and

Whereas the City also realizes the liability it assumes during the use of regional non-flight/non-aircraft events.

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby objects to the use of the Earlton-Timiskaming Regional Airport for any activity that would limit or restrict air movements.

OR

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby supports the use of the Earlton-Timiskaming Regional Airport for regional non-flight/non-aircraft events.

c) OCIF Application – North Cobalt Water Looping

Draft Motion

Whereas the current water supply for the distribution system to the North Cobalt residential area is a single main feed installed in 1971 and in the event of a main feed line rupture this area is significantly impacted; and

Whereas Council considered Administrative Report No. PW-047-2015 at the September 1, 2015 Regular Council meeting and directed staff to submit an Expression of Interest to the Ontario Community Infrastructure Fund – Application Based for a secondary feed to the North Cobalt residential area; and

Whereas the funding agency has requested that a full application be submitted;

Now therefore Council for the City of Temiskaming Shores hereby confirms the installation of a secondary feed to the North Cobalt residential area as a priority project within its Asset Management Plan.

d) Administrative Report No. PW-056-2015 – Supply and Delivery of Cutting Edges, Blades, Points and Shoes

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-056-2015;

That as outlined in Section 3.5 of the City's Purchasing Policy, Council approves the award of the 2015-16 Supply and Delivery of Cutting Edges, Blades, Points and Shoes contract to *Creighton Rock Drill Ltd.* in the amount of \$ 29,718.57 plus HST; and

That Council directs staff to prepare the necessary by-law and agreement consideration at the December 1, 2015 Regular Council meeting.

e) Administrative Report No. CGP-044-2015 – Zoning By-law Amendment – 998167 Highway 11 North – Nancy and Marcel Savoie

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-044-2015;

That Council agrees to amend the provisions of the Township of Dymond Zoning By-law 984 to permit the zone change from Agriculture (A1) to Agriculture Exception 15 (A1-E15); and

That Council directs staff to prepare the necessary by-law to amend the Township of Dymond Zoning By-law 984 for consideration at the December 1, 2015 Regular Council meeting.

f) Memo No. 010-2015-CS – Cultivation Agreement – Farr Historic Cemetery Area

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 010-2015-CGP; and

That Council hereby directs staff to prepare the necessary by-law to enter into a five (5) year Land Lease Agreement with Mr. Rick Forbes for the cultivation of the area adjacent to the Farr Historic Cemetery with an annual lease amount of \$960 for consideration at the December 1, 2015 Regular Council meeting.

g) Administrative Report No. CS-034-01-2015 – Amendments to By-law No. 2008-160 Procedural By-law

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-034-01-2015;

That Council acknowledges Mr. Dan Burn's request to amend Procedural By-law No. 2008-160 as follows:

- a) That the Mayor shall not have a vote on any motion unless it is for the purpose of breaking a tie;

- b) That each member of Council shall announce his or her vote openly on each motion and the Clerk shall record such voting in the minutes;
- c) That the Clerk shall record in the minutes all deliberations on a motion; and
- d) That anyone may make a presentation to Council at a Regular meeting without any prior notice.

That Council hereby declines to modify Procedural By-law No. 2008-160 as proposed and directs staff to forward a copy of this Resolution and Administrative Report No. CS-034-01-2015 to Mr. Dan Burns; and

That Council acknowledges receipt of Mrs. Bridget Franks' request to institute a prayer at the beginning of each meeting and agrees not to modify the Procedural By-law in light of a recent Supreme Court ruling regarding prayers held prior to Council meetings.

h) Administrative Report No. CS-038-2015 – Amendments to By-law No. 2009-023 – ATV Policy

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-038-2015; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2009-023 being a by-law to regulate and control the operation of off-road vehicles within the City of Temiskaming Shores for consideration at the December 15, 2015 Regular Council meeting.

i) Administrative Report No. CS-039-2015 – Health and Safety Policy - 2016

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-039-2015;

That Council confirms it has reviewed the City of Temiskaming Shores Health and Safety Policy and Guidelines for the Structure and Function of the Joint Health and Safety Committee in accordance with the Occupational Health and Safety Act; and

That Council acknowledges that the TSJHSC will continue to operate under the requirements of the Occupational Health and Safety Act; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2004-039 being a by-law for the adoption of a Health and Safety Policy and Guidelines for the Structure and Function of the Joint Health and Safety Committee.

j) Approval of attendance to the Ontario Good Roads Association / Rural Ontario Municipalities Association (OGRA/ROMA) Conference

Draft Motion

Be it resolved that Council of the City of Temiskaming Shores approves the attendance of _____ and _____ to the Ontario Good Roads Association/Rural Ontario Municipalities Association (OGRA / ROMA) Conference scheduled for February 21 to February 24, 2016 in Toronto; and

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

k) Approval of attendance to the Prospectors and Developers Association of Canada (PDAC) Convention

Draft Motion

Be it resolved that Council of the City of Temiskaming Shores approves the attendance of _____ and _____ to the Prospectors and Developers Association of Canada (PDAC) Convention scheduled for March 6 to March 8, 2016 in Toronto; and

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

l) Approval of attendance to the Annual Northeastern Fire Education Conference

Draft Motion

Be it resolved that Council of the City of Temiskaming Shores approves the attendance of _____ and _____ to the annual Northeastern Fire Education Conference scheduled for March 31 to April 3, 2016 in North Bay; and

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

m) Approval of attendance to the Federation of Northern Ontario Municipalities (FONOM) Conference

Draft Motion

Be it resolved that Council of the City of Temiskaming Shores approves the attendance of _____ and _____ to the Federation of Northern Ontario Municipalities Conference scheduled for May 11 – 13, 2016 in Timmins, Ontario; and

Further be it resolved that the expenses incurred in attending the said conference be paid in accordance to the Municipal Business Travel and Expense Policy.

n) Approval of attendance at the Association of Municipalities of Ontario (AMO) Conference

Draft Motion

Be it resolved that Council approves the attendance of Councillor **Whalen** and Councillor **McArthur** to the Association of Municipalities of Ontario Conference scheduled for August 14 to 17, 2016 in Windsor, Ontario; and

Further be it resolved that the expenses incurred in attending the said conference be paid in accordance to the Municipal Business Travel and Expense Policy.

o) Approval of Council Meeting Schedule – January 2016 to July 2016

Draft Motion

Whereas By-law 2008-160, 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 the last meeting in 2015 will be on December 15, 2015, one week before Christmas and the first meeting in 2016 would be on January 4, 2016, eleven days after Christmas;

Now therefore be it resolved that Council for the City of Temiskaming Shores foresees no benefit to a meeting on the first Tuesday in January 2016;

And furthermore be it resolved that Council does hereby confirm the following schedule of meetings for the months of January 2016 to July 2016:

Tuesday, January 19, 2016	Regular Meeting
Tuesday, February 2, 2016	Regular Meeting
Tuesday, February 16, 2016	Regular Meeting
Tuesday, March 1, 2016	Regular Meeting
Tuesday, March 15, 2016	Regular Meeting
Tuesday, April 5, 2016	Regular Meeting
Tuesday, April 19, 2016	Regular Meeting
Tuesday, May 3, 2016	Regular Meeting
Tuesday, May 17, 2016	Regular Meeting
Tuesday, June 7, 2016	Regular Meeting
Tuesday, June 21, 2016	Regular Meeting

16. By-laws

Draft Motion

Be it resolved that:

By-law No. 2015-215 Being a by-law to enter into a Lease Agreement with Rick Forbes to permit the use of municipal land for Cultivation Purposes – Roll No. 54-18-030-012-038 (Farr Historic Cemetery Area)

By-law No. 2015-216 Being a by-law to enter into a Partnership Agreement with Timiskaming Health Unit for the Healthy Kids Community Challenge Partnership Commitment

By-law No. 2015-217 Being a by-law to enter into an agreement with **Armstrong Township** for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive

By-law No. 2015-218 Being a by-law to enter into an agreement with the **Township of Chamberlain** for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive

By-law No. 2015-219 Being a by-law to enter into an agreement with the **Municipality of Charlton and Dack** for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive

By-law No. 2015-220 Being a by-law to enter into an agreement with the **Township of Harley** for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive

By-law No. 2015-221 Being a by-law to enter into an agreement with the **Township of Hudson** for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive

By-law No. 2015-222 Being a by-law to enter into an agreement with the **Town of Cobalt** for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive

By-law No. 2015-223 Being a by-law to authorize the execution of a funding agreement between Her Majesty the Queen in Right of Ontario, represented by the Minister of Transportation for the Province of Ontario related to funding provided by the

Province under the Dedicated Gas Tax Funds for Public Transportation Program – 2016

By-law No. 2015-224 Being a by-law to enter into a Lease Agreement with **Kerry Elford** for the rental of the apartment located on the upper level of the Dymond Community Complex

By-law No. 2015-225 Being a by-law to appoint an Interim Chief Building Official – **Clayton Seymour**

By-law No. 2015-226 Being a by-law to repeal By-law No. 2015-182 (Sale of Land to Laurier Loranger – Roll No. 54-18-030-009-456.00)

By-law No. 2015-227 Being a by-law to enact a Zoning by-law amendment to rezone property from Agriculture (A1) to Agriculture Exception 15 (A1-E15) in the Township of Dymond Zoning By-law No. 984 at 998167 Highway 11 North (Dymond Con. 5 S. Pt. Lot 9, Part 5 on Plan 54R-1787, Parcel 20046 SST) Roll No. 54-18-020-002-191.02

By-law No. 2015-228 Being a by-law to amend By-law No. 2004-034 (Health and Safety Policy and Guidelines for the Structure and Function of the Joint Health and Safety Committees)

By-law No. 2015-229 Being a by-law to enter into an agreement with Creighton Rock Drill Ltd. for the Supply and Delivery of Cutting Edges, Blades, Points and Shoes to the Public Works Department

be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that:

By-law No. 2013-202 Being a by-law to adopt an Asset Management Plan for the City of Temiskaming Shores

By-law No. 2015-215;

By-law No. 2015-216;

By-law No. 2015-217;

By-law No. 2015-218;

By-law No. 2015-219;

By-law No. 2015-220;

By-law No. 2015-221;

By-law No. 2015-222;

By-law No. 2015-223;

By-law No. 2015-224;

By-law No. 2015-225;

By-law No. 2015-226;

By-law No. 2015-227;

By-law No. 2015-228;

By-law No. 2015-229;

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

17. Schedule of Meetings

a) Special Meeting of Council – Tuesday, December 8, 2015 at 6:00 p.m. (Budget)

b) Regular Meeting of Council – Tuesday, December 15, 2015 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 _____ pm to discuss the following matters:

- a) Adoption of the October 20, 2015 – Closed Session Minutes;
- b) Adoption of the November 3, 2015 – Closed Session Minutes;
- c) Adoption of the November 10, 2015 – Closed Session Minutes;
- d) Adoption of the November 24, 2015 – Closed Session Minutes;
- e) Under Section 239 (2) (a) of the Municipal Act, 2001 – Security of the property of the Municipality – Water and Wastewater
- f) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – HR Update (Verbal)

Draft Motion

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

20. Confirming By-law

Draft Motion

Be it resolved that By-law No. 2015-230 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 **November 24, 2015** and its Regular Meeting held on **December 1, 2015** be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that By-law No. 2015-230 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 _____ pm.

Mayor – Carman Kidd

Clerk – David B. Treen



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, November 17, 2015
6:00 P.M.
City Hall Council Chambers – 325 Farr Drive

Minutes

1. Call to Order

The meeting was called to order by Deputy Mayor Mike McArthur at 6:01 p.m.

2. Roll Call

Present: Deputy Mayor McArthur, Councillors Jesse Foley, Patricia Hewitt, Jeff Laferriere, and Danny Whalen

Also

Present: Christopher W. Oslund, City Manager
David B. Treen, Municipal Clerk
Doug Walsh, Director of Public Works
Tammie Caldwell, Director of Recreation
Shelly Zubyck, Director of Corporate Services
Tim Uttley, Fire Chief

Regrets: Mayor Carman Kidd and Councillor Doug Jelly

Media: Diane Johnston, Temiskaming Speaker
Bill Buchberger, CJTT

Members of the Public Present: 3

3. Review of Revisions or Deletions to Agenda

None

4. Approval of Agenda

Resolution No. 2015-635

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

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

Carried

5. Disclosure of Pecuniary Interest and General Nature

None

6. Review and adoption of Council Minutes

Resolution No. 2015-636

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

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

- a) Regular Meeting of Council – November 3, 2015;
- b) Special Meeting of Council – November 10, 2015

Carried

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

7.1. Zoning By-law Application – File No. ZBA-2015-07 (D)

Subject Land: 998167 Highway 11 North (northeast corner of Hwy 11 & Toblers Road)

Purpose: To allow a bed and breakfast business in the home on the property.

Deputy Mayor McArthur indicated that the public meeting scheduled tonight is for one Zoning By-law Amendment and the Planning Act requires that a public meeting be held before Council decides whether to pass a by-law adopting a proposed amendment. The public meeting serves two purposes: first, to present to Council and the public the details and background to the proposed amendment and second, to receive comments from the public and agencies before a decision is made by Council.

Deputy Mayor McArthur declared the meeting to be open and to be a public meeting pursuant to Section 34 of the Planning Act for Application No. ZBA-2015-07 (D) and noted that the purpose of the application is to change the zoning of the property from Agriculture (A1) to Agriculture with an exception (A1-E) to allow a bed and breakfast as a home occupation in this location.

Deputy Mayor McArthur asked Municipal Clerk, Dave Treen to present the application on behalf of Planner Jennifer Pye.

Mr. Treen, utilizing a powerpoint outlined the civic address for the application being 998167 Highway 11 North (northeast corner of Highway 11 and Tobler's Road) and that the current zoning is Agriculture (A1). The amendment would allow an exception to the A1 zone to permit the operation of a bed and breakfast as a home occupation utilizing 40% of the dwelling unit area.

Mr. Treen indicated that the property is currently used for residential purposes and will continue with the addition of the bed and breakfast home occupation. The Official Plan designation is Prime Agricultural Land and the policies support home occupations subject to the requirements of the OP; compatible with surrounding uses, not hinder surrounding agricultural operations, limited in scale, must not cause traffic or public health and safety concerns and must comply with the applicable zoning by-law.

The subject property is zoned Agriculture (A1) in Zoning By-law No. 984 (Dymond) and a home occupation is a permitted use, but restricts home occupations to 25% of the dwelling unit area, hence the reason for the application to utilize 40%.

Mr. Treen provided additional information to the application including that the majority of the basement area would be devoted to the home occupation, existing entrance off of Tobler's Road would be relocated further east away from Highway 11, approval from MTO has been received for a home occupation and a sign to advertise the business and from the zoning application perspective MTO has indicated verbally that it is likely there would be no concerns with the amendment.

The Health Unit has granted approval for a replacement septic system anticipated to be installed next spring and have granted permission to use the existing system in conjunction with the bed and breakfast until the replacement system is in place. There is sufficient well water quantity and quality suitable for the occupation. It was noted that a building permit has been issued for the required renovations and the owners have signed an affidavit indicating that the home occupation would not commence prior to zoning amendment approval.

Mr. Treen indicated that the next steps are to prepare a planning report and draft amending by-law for consideration by Council at the December 1, 2015 Regular Council meeting. If approved on December 1st, notice of the decision would be advertised on December 9th with the appeal period expiring on December 29th the bed and breakfast could commence as of December 30th.

Deputy Mayor McArthur inquired if there were any questions or comments from the applicant? The applicant was not present. Deputy Mayor McArthur inquired if there were any questions or comments from members of the public. With none Deputy Mayor McArthur inquired if there were any questions or comments from Council. With no comments, Mayor McArthur declared the public meeting closed and advised that Council will give due consideration to the application at a future Council meeting.

8. Question and Answer Period

None

9. Presentations / Delegations

- a) Peggy Harrison, President – Timiskaming Rod and Custom Club (TRACC)

Re: Earlton-Timiskaming Airport – Timiskaming Drag-N-Fly

Peggy Harrison inquired if Council had an opportunity to review the information package submitted and highlighted the various avenues of support that TRACC provides including the donation of funds to Sister Margo, being a group that makes a yearly trip to Jamaica in order to build a small house for the less fortunate. Students within this group are at the event collecting garbage and cleaning up the airport grounds; donation to Family and Child Services, Franco Follie, Camp Quality, Community Living and Project Africa (send unsold merchandise such as T-shirts, ball caps, etc). In addition this year Haileybury Figure Skating Club took care of parking in exchange for donations from spectators. TRACC, along with other businesses sponsored Natasha Roy to represent Earlton as Miss Teen Northern Ontario and she was crowned Lady in waiting missing the crown by 3 points.

Councillor Whalen outlined that the TRACC agreements are with the Township of Armstrong for the Drag-n-Fly as opposed to the Municipal Services Board (MSB). Councillor Whalen outlined that the MSB is currently in the process of having a business plan developed for the long term operations of the airport and within the draft report it is indicated that it is risky, due to the age of the runway, to host the drag races and recommends a new location be found, Councillor Whalen inquired if another location had been considered.

It was noted that TRACC has considered other places, but there is no other suitable location.

Councillor Whalen further stated that the draft report indicates that the rehabilitation of the runway is \$5 million and is concerned about the implications of an accident at the drag races from an MSB perspective. Councillor Whalen indicated that his understanding that the insurance policy held by TRACC does not include the MSB as an additional assured and only covers the Township of Armstrong.

Peggy Harrison indicated that they would look into the insurance coverage and further emphasized that all drivers and spectators are required to sign a liability waiver. TRACC also implemented additional safety provisions (i.e. barriers) at the request of the Airport.

Councillor Whalen outlined that the Township of Armstrong owns the airport and the MSB runs the operation of the airport.

Peggy Harrison indicated that their understanding with utilizing the airport is with the inability for Air Orgne to land for patient services and provided an e-mail from Mr. Glen Oliphant, Aviation Compliance Officer with Air Ornge indicating that the event would not hinder their ability to land as long as runway 16/34 remains open.

Deputy Mayor McArthur indicated that he is hopeful that things will be resolved and thanked Peggy for the presentation.

10. **Communications**

- a) Dan Mathieson, Chair - MPAC Board of Directors

Re: 2014 Enumeration Process – Final Results

Reference: Received for information

- b) Dan Burns – Lakeshore Road

Re: Request for response to Concerns/Comments

Reference: Referred to the Municipal Clerk

- c) Joel Locklin, Programs Operations Manager – Ministry of Agriculture, Food & Rural Affairs

Re: North Cobalt Water Looping Project selected to move to the Application Phase (File No. OCIF AC2-0286)

Reference: Received for information

d) Gary McNamara, President – Association of Municipalities Ontario

Re: Federal Gas Tax – 2014 Annual Expenditure Report – Part 1

Reference: Received for information – available through Clerk's Office

e) Elizabeth Bishop, Past President - IODE

Re: Thank you – 90 year service of IODE Memorial Lectern at Cenotaph

Reference: Received for information

f) Rosemarie T. Leclair, Chair and CEO – Ontario Energy Board

Re: Launch - Ontario Electricity Support Program

Reference: Received for information

g) Debbie Shaver, Senior Joint Use Programs Officer – Hydro One Networks

Re: CSA Overhead Lines Standards updated

Reference: Referred to the Directors of Public Works and Recreation Services

h) Tracy MacPhee, Director of Passenger Services – Ontario Northland

Re: Motor Coach Schedule Changes

Reference: Received for Information

Resolution No. 2015-637

Moved by: Councillor Foley

Seconded by: Councillor Hewitt

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

Carried

11. Committees of Council – Community and Regional

Resolution No. 2015-638

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

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

- a) Minutes of the OCWA Contract consultation meeting held on October 27, 2015;
- b) Minutes of the New Liskeard Business Improvement Area meeting held on July 20, 2015;
- c) Minutes of the New Liskeard Business Improvement Area meeting held on August 31, 2015;
- d) Minutes of the New Liskeard Business Improvement Area meeting held on October 15, 2015;
- e) Minutes of the Annual General Meeting of the New Liskeard Business Improvement Area meeting held on October 26, 2015;
- f) Minutes of the South Temiskaming Cultural Sustainability Project Committee meeting held on September 10, 2015; and
- g) Minutes of the Timiskaming Board of Health meeting held on October 7, 2015 and 3rd Quarter Report.

Carried

12. Committees of Council – Internal Departments

Resolution No. 2015-639

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

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

- a) Minutes of the Protection to Persons and Property Committee meeting held on October 27, 2015;
- b) Minutes of the Recreation Services Committee meeting held on September 15, 2015;
- c) Minutes of the Public Works Committee meeting held on October 29, 2015;

Carried

13. Reports by Members of Council

Councillor Whalen outlined that the Timiskaming-Earlton Airport Municipal Services Board met last night to review the preliminary Business Plan for the airport and without a change in how the airport is structured not much will change in the next ten years. Need to figure out how to run the airport on a regional basis and some serious decisions will have to be made in the near future.

Councillor Whalen further indicated that there is no Federal or Provincial funding assistance for the operation of the airport and funding partners (area municipalities) are dropping off. The only option to get funding is to reinvent how the airport operates and get a flight service.

14. Notice of Motions

None

15. New Business**a) Memo No. 019-2015-PW – Response to Mary Boyd – Sidewalk***Resolution No. 2015-640*

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 019-2015-PW;

That Council directs the Director of Public Works to respond to Mrs. Boyd and advise her that the Public Works Department will address any safety concerns and remedial work resulting from their annual sidewalk inspections; and

That the Director of Public Works be directed to advise Mrs. Boyd that the reconstruction of the sidewalk has not been included as a priority in the City's Asset Management Plan.

Carried

b) Memo No. 020-2015-PW – Winter Operations Plan – Shift Schedule Amendment*Resolution No. 2015-641*

Moved by: Councillor Hewitt

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 020-2015-PW;

That Council hereby directs staff to prepare the necessary by-law to amend By-law No. 2015-191 being the 2015-16 Winter Operations Plan to replace Appendix N – 01 All Crews for consideration at the November 17, 2015 Regular Council meeting.

Carried

c) Memo No. 010-2015-RS – Partnership with Timiskaming Health Unit – Healthy Kids Community Challenge Program

Resolution No. 2015-642

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 010-2015-RS; and

That Council direct staff to prepare the necessary by-law to enter into a partnership with the Timiskaming Health Unit for the adoption of a Partnership Commitment Charter for consideration at the December 1, 2015 Regular Council meeting.

Carried

d) Administrative Report No. RS-009-2015 – Marina Fees 2016 to 2018

Resolution No. 2015-643

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-009-2015; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2012-039 to adopt Marina Fee Schedule for 2016-2018 for consideration at the November 17, 2015 Regular Council meeting.

Carried

e) Release of Legal Opinion from Aird & Berlis, LLP – Shipping Containers & Plastic Shelters under the Building Code

Resolution No. 2015-644

Moved by: Councillor Foley
Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores hereby releases the Legal Opinion dated November 2, 2015 from the law firm of Aird & Berlis, LLP in regards to Shipping Containers / Plastic Shelters under the Building Code.

Carried

16. By-laws

Resolution No. 2015-645

Moved by: Councillor Laferriere
Seconded by: Councillor Whalen

Be it resolved that:

By-law No. 2015-209 Being a by-law to Repeal By-law No. 2013-185 being a by-law to amend By-law No. 2012-084 as amended, being a by-law to regulate Property Standards for property within the Municipality – Temporary Plastic Shelters

By-law No. 2015-210 Being a by-law to adopt Terms of Reference for the New Liskeard Business Improvement Area – Board of Management

By-law No. 2015-211 Being a by-law to amend By-law No. 2015-030, as amended being a by-law to appoint community representatives to various Committees and Boards for the 2014-2018 Term of Council – New Liskeard Business Improvement Area

By-law No. 2015-212 Being a by-law to amend By-law No. 2012-039, a by-law to adopt Schedules of Departmental User Fees and Services for the City of Temiskaming Shores – Schedule “D” – Bucke Park Fees and Marina Fees

By-law No. 2015-213 Being a by-law to amend By-law No. 2015-191 being a by-law to adopt the 2015-2016 Winter Operations Plan – Modifications to All Crew Schedule

be hereby introduced and given first and second reading.

Carried

Resolution No. 2015-646

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that:

By-law No. 2015-209;

By-law No. 2015-210;

By-law No. 2015-211;

By-law No. 2015-212; and

By-law No. 2015-213;

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

Carried

17. Schedule of Meetings

- a) Special Council Meeting (Budget) – Tuesday, November 24, 2015 at 6:00 p.m.
- b) Regular Meeting of Council – Tuesday, December 1, 2015 at 6:00 p.m.
- c) Special Council Meeting (Budget) – Tuesday, December 8, 2015 at 6:00 p.m.
- d) Regular Meeting of Council – Tuesday, December 15, 2015 at 6:00 p.m.

18. Question and Answer Period

None

19. Closed Session

None

20. Confirming By-law

Resolution No. 2015-647

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that By-law No. 2015-214 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 **November 10, 2015** and its Regular Meeting held on **November 17, 2015** be hereby introduced and given first and second reading.

Carried

Resolution No. 2015-648

Moved by: Councillor Foley

Seconded by: Councillor Hewitt

Be it resolved that By-law No. 2015-214 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2015-649

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that City Council adjourns at 6:48 pm.

Carried

Mayor – Carman Kidd

Clerk – David B. Treen



The Corporation of the City of Temiskaming Shores

Special Meeting of Council

Tuesday, November 24, 2015

6:00 P.M.

City Hall Council Chambers – 325 Farr Drive

Minutes

1. Call to Order

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

2. Roll Call

Present: Mayor Carman Kidd
Councillors: Jesse Foley, Patricia Hewitt, Doug Jelly, Mike McArthur
and Danny Whalen

Also

Present: Christopher W. Oslund, City Manager
David B. Treen, Municipal Clerk
Doug Walsh, Director of Public Works
Tammie Caldwell, Director of Public Works
Shelly Zubyck, Director of Corporate Services
Tim Uttley, Fire Chief
Laura-Lee MacLeod, Treasurer
Rebecca Hunt, Library CEO
Mitch Lafreniere, Manager of Physical Assets
James Franks, Economic Development Officer
Paul Allair, Superintendent of Parks & Facilities
Jeff Thompson, Superintendent of Recreation
Steve Burnett, Technical & Environmental Compliance Coordinator
Jennifer Pye, Planner

Regrets: Councillor Jeff Laferriere

Media: Diane Johnston, Temiskaming Speaker

Members of the Public Present: 1

3. Approval of Agenda

Resolution No. 2015-650

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

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

Carried

4. Declaration of Special Council Meeting

Resolution No. 2015-651

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

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. New Business

a) 2016 Municipal Budget – Draft No. 1

Operating Budget

Treasurer, Laura-Lee MacLeod provided an overview of the operational budget indicated that in 2015 the City was able to transfer \$1.04 million to capital from operating and \$1.20 million within 2016 based on current budget estimates.

Laura outlined that some of the impacts with the 2016 budget related to a 5% increase to DTSSAB budget (\$115,698), OMPF decrease of 2.4% (\$89,800) and the introduction of the Fleet Management System of \$397,259.

Laura outlined that each department will present an overview of their operating budgets and proposed operating capital; subsequently each department will review their capital projects.

Governance

City Manager, Christopher Oslund reviewed the Council budget and reviewed the proposed Council Training / Travel Plan for 2016. The plan proposes the attendance of members to various conferences as follows:

Good Roads – Feb 21-24/16 (Toronto)	2 Council members
PDAC Convention – Mar 6-8/16 (Toronto)	2 Council members
Fire Conference – Mar 31-Apr 3/16 (N.B.)	2 Council members
FONOM – May 11-13/16 (Timmins)	4 Council members
AMO Conference – Aug 14-17/16 (Windsor)	2 Council members

The total estimated cost for the plan is \$20,740. Council deliberated on the various conferences. It was indicated to members of Council to contact Mayor Kidd by the end of the week if they wished to attend a specific conference as a resolution will be brought forward at the December 1, 2015 Regular Council meeting providing approval for attendance.

Council Training / Travel Plan - 2016

Resolution No. 2015-652

Moved by: Councillor Whalen
 Seconded by: Councillor Hewitt

Be it resolved that Council of the City of Temiskaming Shores hereby requests staff to modify the Council Training/Travel Plan to add an additional Councillor to attend the AMO Conference and remove two members from the FONOM Conference.

Carried

City Manager, Chris Oslund spoke to the budget estimates for Policing, Health and Social Services operating budgets.

Protection to Persons and Property

Fire Chief, Tim Uttley reviewed the Fire Department operating budget which has a proposed overall increase of \$35,192 (6.7%) with no proposed Operating Projects.

Corporate Services

Director of Corporate Services, Shelly Zubyck reviewed the Corporate Services budget which has a proposed overall decrease of \$84,285. Shelly spoke to the Municipal Clerk, Cemeteries, Finance, General Taxation and POA. Treasurer

Laura Lee MacLeod outlined that the increase to Finance is due in large part to the OMPF funding reduction.

Shelly reviewed the proposed operating capital list which totaled \$30,540.

Community Growth and Planning

Director of Corporate Services, Shelly Zubycyk reviewed the operating budget for Community Growth and Planning that has a proposed reduction of \$57,768. It was noted that \$70,000 has been built into the operating capital budget for the completion of a consolidated Comprehensive Zoning By-law to accommodate the new Official Plan.

Economic Development Officer, James Franks spoke to the economic development budget that is similar to the 2015 budget.

The list of operating capital projects were reviewed at a net cost of \$103,187 with significant funding from various government agencies and partnerships.

Recreation Services

Director of Recreation Services, Tammie Caldwell reviewed the Recreation operating budget which proposes an overall increase of \$41,448 (3.2%). It was indicated that there are not much changes to programs; however the facilities budget has increased in large part due to utility costs and an increase in maintenance due to aging equipment.

Tammie reviewed the list of operating capital projects at an estimated cost of \$100,000. Discussion ensued with respect to upgrades/maintenance to Rockwalk Park and it was indicated that the features in the current location of the proposed second phase of the residence at Northern College will be relocated closer towards Probyn.

Tammie spoke to the operation of Bucke Park and outlined that the facility is now operating on a full cost recovery basis.

Public Works

Director of Public Works, Doug Walsh reviewed the Roadways, Transit, Solid Waste, Property Maintenance, City Buildings, and Fleet operating budget for Public Works which proposes an overall increase of \$392,336 (8.2%). The largest driver is the introduction of the Fleet Replacement program at \$397,259.

Doug reviewed the LED Street lighting Replacement Project and outlined that the net cost of the project is \$484,500 and proposed three options for payment of the project:

1. Expense entire project in 2015;

2. Borrow funds and repay over 5 or 10 years; or
3. Unfinance Capital outlay requiring a repayment plan.

Council deliberated on the three options.

LED Street Light Replacement Program

Resolution No. 2015-653

Moved by: Councillor McArthur

Seconded by: Councillor Whalen

Be it resolved that Council of the City of Temiskaming Shores hereby agrees to expense the LED Street Light Replacement Project in 2015.

Carried

Doug outlined that there was an overall increase to the Transit budget of \$1,500 and it was noted that there would be no fare increase for 2016 as determined by the Transit Committee.

Manager of Physical Assets, Mitch Lafreniere reviewed the Fleet Replacement Plan with Council which included eighteen (18) smaller pieces of equipment (i.e. pick-up trucks, service vans, etc.) and thirteen (13) pieces of heavy equipment (i.e. loaders, trackless, sweeper, plow truck, etc.). The program is stretched over fourteen (14) years with an overall replacement cost \$4,658,364 over the 14 years.

Council was concerned with future Council's utilizing any built of fleet reserves for other priorities. It was noted that the Fleet Management Program model will be used as a template for other infrastructure as well and that the Province is looking for this type of cultural change with respect to long term budgeting. It is anticipated/hoped that future Councils will see the benefit of this type of program.

Director of Public Works, Doug Walsh also indicated that there are currently five (5) graders within the fleet; however only 3 are utilized year round and the other two during winter operations and rather than replacement of those two, rental units would be used during winter months reducing costs significantly.

Manager of Assets, Mitch Lafreniere reviewed the operating capital projects for various buildings estimated at \$95,825. Mitch also reviewed two additional projects that are conditional on funding assistance; completion of the Municipal Energy Plan, approved and fully funded and proposed electrical upgrades in downtown core of New Liskeard to accommodate various festivities such as Village Noel and Summerfest, funding applications will be submitted for these upgrades.

Temiskaming Shores Public Library

Library CEO, Rebecca Hunt reviewed the Public Libraries operating budget with a proposed decrease of \$8,804 (2.4%). Rebecca responded to inquiries related to the Building Survey and indicated that the library board will be working with Building Services to identify priorities. It was noted that the application to the Canada 150 program will be amended to reflect priorities.

Environmental

Technical and Environmental Compliance Coordinator, Steve Burnett reviewed the Environmental operating budget with a proposed decrease of \$99,103 (14.2%).

Steve reviewed the operating capital projects in the amount of \$405,000 which relate mostly to Water and Wastewater Treatment facilities.

Capital Budget

Treasurer, Laura-Lee MacLeod provided an overview of all general capital projects in the amount of \$3,704,650 and \$6,870,735 for Environmental projects with a net cost to the 2016 Capital budget of \$623,090 and \$1,816,599 respectfully. The balance of costs attributed to senior levels of government funding assistance, financing and/or reserves.

Corporate Services

Corporate Services did consider Audio/Video Upgrades to Council Chambers /Boardroom in the amount of \$133,000; however given the extent of other capital initiatives, Corporate Services has no capital projects for 2016.

Public Works

Director of Public Works, Doug Walsh reviewed the recommended Capital Project list in the amount of \$905,500 utilizing \$830,500 from reserves with a net cost to the 2016 Capital budget of \$75,000. A number of other projects were listed, but are not being recommended at this time.

Recreation Services

Director of Recreation Services, Tammie Caldwell reviewed the recommended Capital Project list in the amount of \$734,250 utilizing \$377,250 from funding and \$190,000 from reserves with a net cost to the 2016 Capital budget of \$167,000. A number of other projects were listed, but are not being recommended at this time.

Treasurer, Laura-Lee MacLeod spoke to the status of the Waterfront Stabilization Project. It was noted that staff has recommended the reallocation of certain funds for improvements to the Haileybury Beach area and that the associated request

has been submitted to the funding agencies, including an extension to the deadline for completion.

Property Maintenance – Fleet Management – Transit

Manager of Physical Assets, Mitch Lafreniere reviewed the recommended Capital Project list in the amount of \$703,000 utilizing \$50,000 from funding and \$325,000 in financing with a net cost to the 2016 Capital budget of \$328,000. A number of other projects were listed, but are not being recommended at this time.

Mitch outlined the recommended Capital Project list for replacement fleet in the amount of \$801,000 utilizing \$795,000 in financing with a net cost of \$6,000 to the 2016 Capital budget.

Mitch outlined that \$90,000 is being recommended for Transit for the acquisition of Automated Announcement System in accordance to the Accessibility for Ontarians with Disabilities Act requirements. It was noted that these funds will be taken from the Provincial Gas Tax program.

Environmental

Technical and Environmental Compliance Coordinator, Steve Burnett outlined the recommended Capital Project list for water and wastewater projects in the amount of \$6,870,735 utilizing \$3,524,136 from funding, \$530,000 in financing and \$1,000,000 from reserves with a net cost to the 2016 Capital budget of \$1,816,599. It was noted that the Gray Road Sanitary Lift Station is contingent on funding from senior levels of government prior to proceeding and the Dymond Reservoir upgrades in contingent on a partnership.

Public Works Department Staffing Proposal

Director of Public Works, Doug Walsh proposed modifications to staffing within Public Works generalized as follows:

- Additional student, bringing complement to two, to assist with small maintenance projects and vacation coverage within Property Maintenance. Impact of \$8,349 on budget;
- Two (2) existing Operator in Training (OIT) from Public Works be assigned to Environmental Services for six (6) months;
- Two (2) students for four (4) months to cover traffic control, pot hole repairs and general labour duties;
- Net decrease to Public Works budget of \$42,243 and increase to Environmental budget of \$58,907.

Public Works Department Staffing

Resolution No. 2015-654

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that Council of the City of Temiskaming Shores hereby acknowledges the Public Works Department Staffing proposal; and

That Council directs staff to incorporate the Public Works staffing proposal into the 2016 Budget.

Carried

Financing Programs

Treasurer, Laura-Lee MacLeod reviewed the current loans that the City has outlining the outstanding balances and the maturity dates and the current balance as of December 1, 2015 will be \$2,519,482.69. Laura reviewed the 2016 Annual Repayment schedule for the loans.

Laura provided an unfinanced Capital Outlay Analysis for the Land related projects, Solid Waste projects, Accessible Transit Buses (2).

Laura outlined how the Federal Gas Tax funds and Provincial Gas Tax funds are distributed by the city to fund various projects and programs.

Levy Increase Assumptions

Treasurer, Laura-Lee MacLeod provided Council with property tax increase scenarios based on an average residence for levy increases of 0.50%, 1.00% 1.50% and 2%. It is anticipated that these levies would have the following impacts:

% increase	Impact
0.50	\$62,164
1.00	\$124,328
1.50	\$186,492
2.00	\$248,656

Council requested that staff implement those modifications authorized by Council and provide Levy scenarios for 0.50, 1.00, 1.50 and 2.00 at the December 8, 2015 Special Council meeting. The City Manager, Chris Oslund also encouraged members of Council to contact both himself and Treasurer, Laura-Lee if they wished clarification on any issue or wanted further discussion on various items.

7. Closed Session

Resolution No. 2015-655

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Be it resolved that Council agrees to convene in Closed Session at 9:10 p.m. to discuss the following matters:

- a) Under Section 239 (2) (b) of the Municipal Act, 2001 – personal matters about an identifiable individual

Carried

Resolution No. 2015-656

Moved by: Councillor Foley

Seconded by: Councillor Whalen

Be it resolved that Council agrees to rise with report at 9:25 p.m.

Carried

- a) **Under Section 239 (2) (b) of the Municipal Act, 2001 – personal matters about an identifiable individual**

Council provided staff with direction in Closed Session.

8. Adjournment

Resolution No. 2015-657

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that City Council adjourns at 9:26 p.m.

Mayor – Carman Kidd

Clerk – David B. Treen



South Temiskaming Region

Regional Cultural Sustainability Plan

Discussion Paper

November 2015



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1 Introduction

The City of Temiskaming Shores has shown great leadership in northern cultural development. The City was one of the first Ontario communities to complete both a cultural mapping project and a municipal cultural plan. This leadership stemmed from the City's clear understanding of the central role cultural resources play in the community's future.

Specifically, the Municipal Cultural Plan cites the important role played by cultural resources and cultural groups or organizations in contributing to the quality of life of its community. It also recognizes that this same quality of life is a magnet critical to attracting and retaining young talent and new businesses and investment.

Proceeding with initiatives and actions within its Municipal Cultural Plan, the City has recognized that in order to increase its cultural profile within its fiscal realities there would be a need to find creative solutions to challenges that cultural organizations across the City were experiencing.

With a broad mandate to plan with a sustainable mindset and the recognition that cultural activity extends beyond its municipal borders, the City with the assistance of the Federal Government and the Government of Ontario has undertaken a cultural sustainability exercise for the South Temiskaming Region. The 'Regional Cultural Sustainability Plan for the South Temiskaming Region' is a document intended to develop a framework based approach to decision-making and sustainable cultural planning, both internally across organizations and externally with partners.

A first for Ontario, the Regional Cultural Sustainability Plan examines how both municipal partners and key partner agencies might better consider and integrate cultural priorities, goals and opportunities across a wide range of sustainable initiatives.

In developing the Regional Cultural Sustainability Plan, the City has engaged MDB Insight to engage a broad cross section of the cultural sector and the partners at the table to help identify the region's capacity to support sustainable initiatives that will empower cultural organizations to be champions of local growth and development.

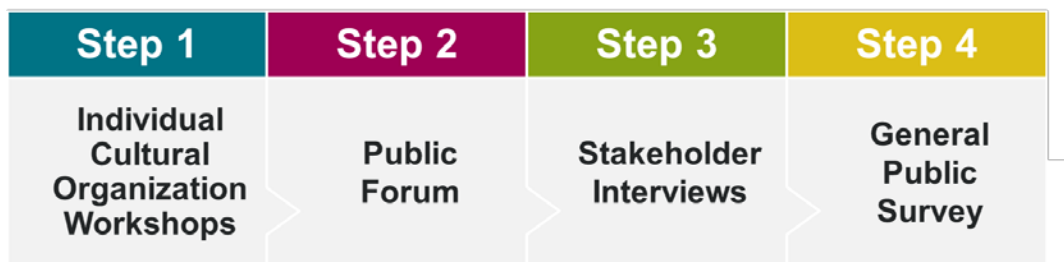
This discussion paper is the first briefing of the results arriving from the engagement activities.



2 Engagement Process

Community input and engagement is a critical component of any strategic planning process. Accordingly, MDB Insight used a variety of community engagement tools to examine the region's capacity to not only support initiatives that will empower cultural organizations but also understand the perceptions that business stakeholders, civic and regional partners and the general public had towards cultural sustainability.

The following engagement process was used to capture and build on community feedback.



Individual Cultural Organization Workshops

Working from a list of interested groups and organizations, a series of on-site visioning and planning sessions with board members and leaders of each group was conducted. The format of each session was structured as a roundtable discussion that identified current challenges, strengths and aspirations for each organization. The sessions also identified opportunities in how the region can foster cultural sustainability.

In total, MDB Insight met with thirteen cultural organizations from across the region. As a follow up to the Regional Cultural Sustainability Plan, these thirteen cultural organizations will also be receiving Individual Sustainability Plans to ensure their anchor status as contributors to the quality of life in their local community.

Public Forum

A public forum was held to broaden awareness of the Regional Cultural Sustainability Plan. The Forum was also used to seek community input into shaping possible sustainable initiatives that were initially put forward by the Municipal Cultural Plan. It was important to understand how such initiatives could be transformed from abstract ideas into a series of functions or roles to be performed.

In total, over 30 individuals attended the forum and provided insights into how the region could plan for cultural development in a sustainable manner.

Stakeholder Interviews

In collaboration with the City, a list of thirty stakeholders was identified for one-on-one consultation. The list consisted of elected officials and municipal staff from various



communities across the South Temiskaming Region, key business and community leaders and cultural sector representatives.

Building on the strengths, gaps, and opportunities that were raised from the previous two steps, the stakeholder interviews examined the feasibility and the priority of sustainable initiatives across the region. Additionally, the stakeholder interviews examined what it means to be culturally sustainable at a regional level.

General Public Survey

Building on what has been heard in steps 1-3 within the engagement program, MDB Insight consulted with Forum Research to complete a statistically valid general public survey. The survey is designed to gauge the general public's opinions on South Temiskaming region's arts, cultural and heritage organizations and activities. The results of the survey will assist in informing the development of strategic directions and priorities surrounding cultural sustainability.

The survey is intended to begin in December and run the course of the month. The results of this survey are not captured in this discussion report.



3 Emerging Themes

The various engagement activities conducted to date have resulted in numerous key themes that merit discussion. These are discussed in detail below.

Communications and Interaction

One of the largest themes to emerge from different engagement activities to date is the issue of difficulties associated with communication. Cultural organizations and groups are experiencing communications challenges both internally and externally.

For internal communication improvements participants indicated the need for capacity building tools. In some instances, members of organizations lack basic computer skills to effectively use online opportunities. Examples of this would include completing online applications for grants or the ability to share information with members and the general community. Participants noted capacity building tools such as workshops can assist in building internal communication expertise.

External communication issues raised by participants were related to how organizations (and governments) share information, interact and engage with the outside world. For external communication, several tools were identified as potential solutions. These included:

- A cultural coordinator that would help bridge information gaps, connect individuals and organizations with each other, and provide important information relevant to arts, culture and heritage to interested stakeholders.
- An Arts, Culture and Heritage Council that would use its membership network to facilitate the flow of information and share the needs of its members or stakeholder groups.
- An online cultural portal that would serve as a hub for community interaction.

These external tools were originally noted as important priorities within the Cultural Plan developed by the City of Temiskaming Shores, but participants have highlighted their relevance at the regional level as well.

Working Towards a Collaborative Environment

Another theme that emerged from engagement activities relates to a desire among participants to see a more collaborative environment. Many organizations are already very engaged with other organizations and partners across the community, but there is still a desire to see stronger and more effective relationships across the wider region.

Cross-organizational collaborations appear to be the most common form of collaborative relationships, but many organizations have also expressed that they would like to see more engagement with or from Municipalities and Schools.



There has also been a clear gap identified in regard to inter-community collaboration in the arts, heritage and culture sphere. Many municipal stakeholders were clear in their disinterest in larger regional collaborations with other municipalities.

Shared Spaces and Resources

The idea of a physical space for arts and culture resources was first raised as a possibility for the City of Temiskaming Shores in its 2014 Municipal Cultural Plan; however, given the size of the South Temiskaming Region, many stakeholders indicated that a single location does not make practical sense. Instead two alternatives were often discussed as more realistic options:

- **Multiple locations** – This is the idea that several resource centres need to be established across the region, for the good of a larger area. Each individual space would not need to be as large as if it was a single location for a larger area, and in addition more people would make use of the facilities. The key challenge was that each space would likely require capital for upgrades and equipment.
- **Resource Availability Listing** – It was identified that there were already many locations, organizations and even private companies that are willing to share resources with community groups. It was suggested that a resource list be developed, with all necessary details to help groups or individuals find and book space as needed. Such a resource would also provide a map of where different facilities were located.

Some other suggestions were to integrate arts and culture resources into a plan for a larger community and recreation centre, so as to benefit more people and organizations at the same time. The one drawback of such a creation is that it would likely be the result of a single municipality's contribution rather than collaboration among numerous municipalities. Deciding where such a facility would be located was also acknowledged as a difficult and possibly politically polarizing decision.

Additionally, participants also added that shared resources did not have to be bound to physical spaces. Many participants noted that shared resources could include the use of a shared services or roles. Examples included:

- A shared curator that could provide curatorial services across the region – potentially improving collaboration between regional exhibits
- Shared grant writers
- Shared communication professionals
- Shared financial assistance (accountants, bookkeepers)

Volunteer Retention

Many groups and organizations depend largely on volunteers for their general operations, projects or events. Even organizations that have some paid staff still rely heavily on volunteers for some aspects of operation.

Volunteer dependence is a direct result of not having enough money to afford to pay more staff. Because organizations cannot afford to pay staff they often rely on a finite



pool of volunteers. As many engagement participants have indicated, most volunteers are people over the age of 50. As such, a common challenge shared by many organizations and groups is a lack of young adult or youth engagement in volunteer activity

For many smaller organizations, most volunteer support is conducted by a very small group. These individuals play roles as members of boards of directors or committees as well as play roles in delivering programs and activity. It is often the same individuals that volunteer across multiple organizations or initiatives. The result is volunteers being spread very thinly across numerous responsibilities and organizations. This increases the likelihood of volunteer burn-out or fatigue.

Consultation efforts uncovered the following as elements needed by organizations to work better with volunteers:

- Setting realistic expectations and time commitments
- Identifying project-specific tasks
- Identifying the value of volunteer commitment
- Rewarding volunteer dedication
- Promoting volunteer opportunities
- Engaging youth and young adults in volunteer capacities
- Having a resource such as an online portal with a component dedicated to volunteer needs and recruitment

Online Portal

There is a clear regional demand for an online resource that resonates across the South Temiskaming Region. Participants suggested that an online portal would be the most feasible objective to be pursued at a regional level. These resources typically are most capital intensive at the front end, with minor costs over the longer-term. Understanding that an online portal requires an appropriate time commitment for maintenance and moderating conversations and information exchange, participants were asked to articulate what the primary functions should be for any regional online portal. Participants articulated the following:

Key components suggested by stakeholders should:

- Include a cultural map of regional assets associated with arts, culture and heritage.
- Provide online resources – serving as a “Non-profit 101.” Examples would include a tab that lists best practice information about grant writing, governance models and guidelines, and other possible solutions to operating an organization.
- Include an event planning tool, to help book, promote and organize specific events related to arts and cultural development.
- Include a volunteer attraction tool, where volunteer needs can be articulated and where volunteers can apply to become involved with different organizations based on their areas of interest.



- Provide an online blog that represents the region's cultural resources, offers tips, discusses innovations in arts, culture and heritage, and provides a critical evaluation of available programs and services, grants and partnerships.

Cultural Development Support from Government Entities

Advocacy for cultural sustainability by local governments emerged as a common theme in two key ways; financial support and in-kind support.

Financial Support

Engagement activities have illustrated an area of divergence between community organizations and Municipal stakeholders. On the one hand, local groups are concerned that municipalities are not doing enough to promote a vision of sustainable cultural development, while on the other hand, municipalities insist they are already doing all they can with the limited budgetary resources they have available.

Another challenge identified during consultations regarding municipal perspectives is that investment and support is associated with demonstrating a return on investment. In funding cultural programming it is often difficult to demonstrate such a return. There are other values and community benefit such as civic pride and sense of belonging that can be derived through investment in culture that are not recognized because they are not economically rooted.

In-kind support

Another form of support identified by stakeholders was in-kind support via the allocation of space, municipal staff or facilities for groups, events or projects. Many organizations acknowledged that municipal partners are generally more supportive in this form of support. Some municipalities also boasted that they provide much support of this kind.

In-kind support was viewed as particularly strong among established organizations and also from the private sector, where many area businesses or business organizations demonstrate a willingness to offer resources such as meeting space and promotional support.

Educating the General Public on the Importance of Cultural Sustainability

A key theme that also emerged during various engagement activities relates to an identified need for better education of the general public about the value and importance of cultural assets and sustainability. The solution warrants a consolidated effort of promoting a shared vision of cultural sustainability to the larger public via advocacy activities by a variety of partners including:

- Individual organizations, groups and stakeholders
- Minority cultural groups
- Municipal governments
- Private sector partners
- Education institutions



Currently, only one municipality in the entire region has a cultural plan, and it is not used as an inter-departmental tool as was intended. The result is a perception among local organizations that the City of Temiskaming Shores treats cultural planning as a single silo as opposed to something that flows across multiple departments and is brought into consideration on all relevant policy discussions.

It was identified by some participants that other communities, not having specific cultural plans, cannot be expected to adopt the Plan developed by Temiskaming Shores. Nonetheless, there were many stakeholders including government participants that acknowledged much content, particularly regarding key objectives, does have relevance across the broader region. Where complications arise is in regard to municipal investment in culture, which is often either very limited or community specific.

The purpose of growing public understanding of cultural sustainability is to ultimately encourage a stronger sense of pride in past, present and future cultural assets, be they physical spaces or groups and organizations. Opportunities to bring different areas of interest in closer contact were identified as mechanisms to facilitating public education. For example, a deeper collaboration between sports teams and arts groups was seen as a means of helping grow local appreciation for both and encourage mutual respect, as was better synergies between organizations and local schools, to ensure youth can learn about and appreciate local arts, heritage and culture.

A final component of the education theme relates to youth. Many local cultural organizations and groups have desires to include local youth in their programs and projects. Educating youth about the value of the cultural assets across the region was therefore seen as a means of exposing children and young adults to opportunities for expression, involvement and appreciation for arts, heritage and culture across the region.

Culture and the Economy

The economic value of culture and cultural sustainability is a complicated subject raised by many participants. In some ways, economic value has clear strengths, such as through tourism. Participants most easily made connections between local arts and the contribution they provide to the tourism sector. In addition, assets such as museums were also seen as related to the tourism economy.

Less obvious was the economic value attributed to other cultural organizations, because the good they provide is less visible. For example, a cultural organization such as an arts and culture council is viewed as something less directly connected to local economies, even though such organizations build local capacity, increase visibility, and allow for collaborative relationships to flourish between different member organizations or individuals.

There is a clear need to identify the various ways in which the cultural sector contributes to the broader economy. There is also a need to demonstrate that not all positive impacts of culture can be reduced to economic benefits alone. Some public goods relate to community wellbeing, a healthy citizenry, civic engagement and the



growth of social capital. Even though these do not necessarily relate to economic benefits, they nonetheless represent aspects that contribute to quality of life across the region and in each community.

Cultural Development and Diversity

The final theme discussed is in regard to the role of diversity in cultural development. There is tremendous pride in the diversity offered to the region by Anglophone, First Nations and Francophone heritage. In looking at the various organizations and groups engaged, it is clear that many make concerted efforts to work with diverse groups, include them in activities and identify opportunities for future collaboration.

It was suggested that ideas associated with inclusiveness should be embedded in early planning processes, rather than as after-thoughts; as is sometimes the case. Some engagement participants expressed concern that they are merely reached out to as a form of tokenism. Though this is not always the case, it serves as a reminder that engagement of diverse groups needs to be done sincerely and with clear, mutual and culturally-sensitive understandings of expectations and goals.

There is also a diversity of communities across the region, each with unique histories and heritages that are held in high esteem. There is a desire for the preservation and continued education of their value to community members and the region as a whole. Some participants would like to see stronger advocacy in celebrating diversity at a regional level in order to draw attention to the region for visitors and local residents alike.

Stakeholder engagement has shown that while these diverse communities and groups have pride, they also require tools to help them better coordinate, connect and collaborate. Returning to the notion of a shared vision for cultural sustainability, it was made apparent by some participants that cross-promotion and mutual respect needs to be nurtured across the region to establish a strong foundation from which a shared vision and other goals and objectives can grow most organically.



4 Cultural Plan Initiatives

The following section examines three sustainable initiatives that were identified as priorities within the Municipal Cultural Plan. The application of these initiatives is examined through a best practice and case study approach and will be used to assist in the development of tactics within the Cultural Sustainability Plan. Please note that these sustainable initiatives provide one approach to cultural sustainability and are part of a larger set of tactics.

4.1 Art, Heritage and Cultural Councils

Best practice research has highlighted that arts, heritage and cultural councils are the lynchpins that harness regional cultural sustainability. Lessons pulled forward from the best practice research indicated that most councils are funded and supported by multi-level systems. The research suggests that at a regional level, funding should be derived from multiple partners across the region so that it can be leveraged toward other project revenues derived through grants from larger government structures or in-kind donations, such as space or staff resources.

Best practice research also suggests that art, heritage and cultural councils should serve as the singular point of convergence for arts, culture and heritage in the community. It is important that no other organization fulfils the role performed by the Council as a hub for cultural connectivity (neither in a physical sense nor in the online world). While other organizations or groups may be actively involved in the process, the Council should be the lead and primary actor acting as the central figure of coordination.

Tactically, best practice research highlights several tools that art, heritage and cultural councils can use to improve the sustainability of cultural organizations across a region. These tools include:

- Developing a communications and marketing strategy to maximize outreach and promotion of the organization.¹
 - Key instructions and approaches to distributing messages are required to ensure that anyone in the organization can contribute communications content that is amenable to the brand and purpose of the organization and ensure there is continuity in how information is shared and stored (i.e. archived).

¹ Hartnett, Bridget and Ron Matan (2011), "Marketing Your Nonprofit Organization," Sobel & Co, LLC, Spring, accessed July 17, 2015: <http://sobel-cpa.com/sites/default/files/whitepaper%20Marketing.pdf>.



- Host one or two marquee events per year to bring value to the Council by increasing its relevance and legitimacy across the broader community while fulfilling a specific set of identified community or stakeholder needs.
 - Events add a focal point to which the broader community and member-stakeholders can associate a brand, but that recognition only comes with a perceived value associated with the event and benefit it brings to a set of stakeholders or the broader community.
- Develop and rotate newsletter composition responsibilities.
 - While newsletters are an important means of keeping stakeholders of an organization informed, the reality of organizations that are largely reliant on volunteers is that it becomes difficult to ensure newsletter content is released on time and in a predictable form. Modern technology makes assembling newsletters increasingly user-friendly. Developing a rotation of newsletter contribution responsibilities ensures the burden is shared more equally.
- Develop an inventory of existing grant programs that is updated semi-regularly, so that the council is aware of all possible opportunities (and associated deadlines) for grants.
 - The specific costs associated with projects or running the organization should be understood so as to make matches with available grant programs easier. If you know what costs money it will be easier to find know what programs may help cover some of those costs.
- Provide mission or vision statements for specific projects.
 - Some organizations develop specific mission or vision statements for proprietary projects.
- Make use of lent space
 - Not all councils have the luxury of having their own offices or meeting rooms, and instead rely on a network of partners that lend space to them for meetings or smaller gatherings as in-kind donations. Ensure space sharing arrangements are clear as to what resources are included and planned well in advance out of courtesy to the lender.
- Create a sliding scale for memberships
 - Membership fees are usually structured differently depending on the type of member. For example, organizations can usually enroll in a membership, but the annual fee is typically higher than for individuals. Seniors and students usually receive a reduced fee, and some organizations have special designations for private sector funders.



Case Studies

QuinteArtsCouncil

The Quinte Arts Council (QAC) has existed since 1967, where it first received funding as part of Canada's centennial anniversary. The council is headquartered in Belleville, Ontario, but has a geographic coverage across three counties. As such it exemplifies multi-jurisdictional collaboration.

Its mission is to:

- Advocate for artists and arts organizations
- Provide effective, accessible communication tools
- Engage artists in our programs and events
- Provide arts education opportunities for artists and students
- Provide professional development activities for artists
- Foster and engage in dialogue about the arts in our community

Funding model

The Council receives funding from Prince-Edward County, Hastings County, the Counties of Lennox and Addington and from the City of Belleville. Municipal funds are used to leverage Federal and Provincial grants. In addition, the organization also raises money through its membership base, which includes student, basic-member, group and private donor rates, as well as through its Gift Shop at the QAC-operated gallery space.

The QAC also hosts various annual fundraising events or arranges for fundraising activities in conjunction with other community projects.

Location

The QAC's office and gallery are donated to the organization from the City of Belleville, but utilities and operating costs are paid for by the organization. The location is a former municipal building consisting of two floors.

Programs and Services

Key offerings of this Council include:

- Umbrella – A local arts and culture newspaper printed quarterly by the Council
- Weekly column in the Belleville Intelligencer newspaper



- Weekly arts updates
- Event listings
- Awards and Bursaries programs
- Artistic professional development workshops and notifications about calls for entry, auditions etc.
- Artistic directory
- Member meeting space (physical space at headquarters location)
- Online member space
- Community events: Bi-annual juried art show, recognition awards, Art in the Community Visual Art Show (at gallery space) and Sales
- Advocacy and champion of arts in the community and arts policy

Unique Traits

Most local media in the region do not provide content on arts and culture, but through its own quarterly newspaper artists and patrons of the arts can grow an appreciation for local news on the subject. In addition, QAC's weekly column in a local newspaper provides a regular source of insight into community goings-on across the region.

The QAC also provides special funding to hire teachers to give special courses and workshops in art education at local schools as a means of connecting with young people interested in the arts. In addition, QAC also oversees an art-lending project to have works by local artists installed around area businesses. The works are on loan to each company but are also for sale, in the event that people that have viewed the art want to purchase it or in the event that the businesses wish to do so.

Because QAC is an umbrella organization representing several geographic areas, it can gain funding from different sources without over-burdening any individual municipality.



Demonstrating how an arts and cultural council's name can also be part of its branding, Antigonish Culture Alive's name is catchy and innovative but easy to understand.

Representing a convergence of various cultural backgrounds including Gaelic, First Nation, French and English, Antigonish Culture Alive (ACA) celebrates diversity in the arts and culture sector and provides a venue for interaction, information sharing and collaboration. While its website provides general information of various kinds, it also has a large member section, where coordination is facilitated.

Funding Model

The ACA is primarily self-funded via local events that bring it revenue and grants. It also received a very small annual endowment from the municipality. It also charges a membership fee, but the fee allows members special perks including the ability to qualify for some ACA-specific exhibit events such as GoArt (an annual festival). Unlike some other Councils, membership is not restricted to local individuals. As such, artists or groups from other areas can also apply to become members. Member fees fit along a sliding scale, but the organization does not have any categories for patrons of the arts, unlike some other Councils.

Council Location and Governance

The Council does not have a physical location, but rotates board meetings at different members' homes or uses the meeting rooms of other organizations or businesses. It also uses Skype during times of inclement weather.

The organization employs one part-time coordinator, with a very active board of directors. The Board is proactive in maintaining contact with former members for reasons of institutional memory and deference.

Different board members have specific responsibilities, such as grants, communications and youth art, in addition to typical governance roles such as chair, vice-chair and treasurer.

Programs and Services

The ACA has a number of interesting programs and services, including:



- GoArts – An annual arts competition and exhibit series run in conjunction with the People's Place Library, where there is a gallery space
- Antigonight – A yearly festival where numerous businesses and galleries show off local art during the evenings
- National Youth Arts Week – Every May ACA coordinates a local contribution to this national event, which includes a youth art exhibit and various activities
- Workshops and information sessions – ACA organizes a number of workshops annually designed to help local artists or organizations, such as grant writing workshops and social media marketing. Members receive special reduced rates.
- Grants and Bursaries – ACA provides small grants to area artists and organizations, as well as bursaries to local high schools
- Online event listing and calendar – Anyone can provide notices about upcoming events for submission on the event listing and online calendar
- Searchable member directory – A useful listing of members, including profiles and filtering criteria is available to anyone.
- Special member section on website – The website contains a special section for members, which has numerous resources, message boards and coordination tools

Unique Traits

The ACA is the only organization that collectively represents arts and culture in Antigonish. It has numerous unique traits that bear discussion.

The Antigonight festival, which is administered by ACA, is Nova Scotia's only participatory arts festival, designed to get community members engaged in art through hands on interaction and through engagement with local artists.

The website members' area is sophisticated and designed to facilitate capacity building for its users. The members' section platform is through a separate web company that specializes on back-end website add-ons called Wild Apricot.



4.2 Resource Centres (Physical Space)

Best practice research for physical resource centres highlighted the following attributes:

- **Leading Physical Resource Centres ensures that their space(s) is well publicized and marketed toward the targeted users**
 - An unused or underused space may result in a perception that it is not useful. All appropriate users should be contacted directly in providing information about the resource.
- **Leading Resource Centres host various community events at their space**
 - Use the space for various community events so that members as well as the general public can become acclimatized to the space. Examples include components of festivals held on the premises, exhibits, theme parties and fundraising events.
- **Leading Resource Centres are present across multiple locations**
 - If possible consider the option of multiple locations to meet the needs of a larger geographic area. Different locations may have some components that others do not.
- **Leading Resource Centres differentiate membership and user fees**
 - Users often have diverse needs for a space. Some require only a place for monthly meetings, while others require more frequent use. Some require a larger working space, while others require just a small station.
- **Leading Resource Centres explore other revenue models**
 - Some resource centres use a portion of their space for additional revenue, such as café uses.
- **Leading Resource Centres hold membership to minimum volunteer or community engagement hours**
 - As a means of maintaining exposure to the broader community, some resource centres require their membership to contribute to the community in some way.



4.2.2 Case Studies



The Tett Centre for Creativity and Learning is an arts and cultural resource centre and learning space operated in Kingston. The location is home to eight arts organizations, artists' studios, and a variety of rental spaces including rehearsal and multi-purpose studios and a community gallery.

Its mission is as follows:

The Tett Centre for Creativity and Learning's mission is to foster creativity and learning in the arts by providing a unique opportunity for professional artists, students, area visitors, and the broader Kingston community to come together in a vibrant setting offering an exceptional range of creative activities designed to appeal to people of all ages and artistic abilities.

With the support of the City of Kingston Cultural Services, community sustainability, arts and culture, and in partnership with Queen's University and community members, we aim to engage the Kingston community in their artistic pursuits with emphasis on education, organization, heritage and culture.

The Tett provides a resource centre for community members to use, including access to work space, shared resources, WIFI and a kitchenette.

Funding Model

The Tett receives an endowment from the City of Kingston, which pays for a full-time coordinator and facility manager. Additional revenues are derived through space rental to users and for events. Revenue is also derived via grants, which constitute a large portion of its funding.

Location

The space is provided to the Tett on agreement from the City of Kingston, but the Tett rents some of its space as artists' studios and numerous clubs. In addition workshops and programming are offered in a number of artistic fields including music, theatre, fine arts, geology, pottery and dance.



The Tett is housed in a converted mill that was built in the 19th Century, and which was modernized and upgraded via a partnership between the City of Kingston and Queen's University.

Programs and Services

The key to the Tett is not so much that it directly organizes or creates programs or services. It provides space for people to do the artistic or cultural things they want to do, whether through an individually-designated work space or through a larger space that is occupied by a club or not-for-profit. Some of the Tett's features include:

- **The Malting Tower** – This space was formerly a malting tower, and has since been converted into a large event space available for rent for community or private functions. The Tett hosts numerous events in the space, some of which are fundraisers, such as its annual Halloween dance (children also have a separate dance in another location in the building on the same night!)
- **Summer camps** – Numerous summer camps occur on the premises devoted to different art forms
- **Café** – Beginning in summer of 2016, the Tett will open a café on its premise that opens onto a patio on the river-front.
- **Joe Chithalen Memorial Musical Instrument Lending Library** – Housed in the Tett is this resource of musical instruments of all sorts and from all over the world. From guitars to sitars to drums and percussion, after the one-time member-fee (10\$) patrons can rent any instrument on a monthly basis for free.
- **Kingston Handloom Weavers & Spinners** – Ever want to weave your own textiles or make your own thread? This club located at the Tett accepts members year-round who enjoy access to a large work space, looms and spinning wheels, and other resources. Courses are also offered.

Unique Traits

When the Tett was first established it served as a focal area to create visibility to the arts community in Kingston. A previous art collective had occupied another location but it was overly introverted. When the landlord decided to oust the collective its isolation resulted in a lack of empathy from the general public. Each organization or artist that licences space in the Tett is compelled to provide a minimum of five hours community engagement or volunteering per month.



The Centre for Social Innovation (CSI) is located in Toronto and provides a physical space for members to make use of common resources, spaces and facilities for their project needs. The CSI defines itself as a “coworking space, community and Launchpad for people who are changing the world.”

Funding

The CSI derives its funding from member fees, value-add fees, private funders, consulting revenue and grants. Specific funders have included Urbanspace Property Group, Harbinger Foundation, Ontario Trillium Foundation, Toronto Community Foundation, Heritage Canada and the Canadian Alternative Investment Cooperative.

Location

The CSI has three locations spread across Toronto in order to meet the needs of different organizations across the large geographic area. All locations have space available for long-term use, such as cubical space, as well as common areas or meeting rooms that can be reserved for special events.

In addition to meeting rooms, each location also has capacity for larger events, such as workshops, performances or lectures.

Unique Traits

The CSI offers a unique combination of available space and resources to be used by members, which are largely social enterprises. Not only do members benefit from specific physical resources and facilities on location, but they also benefit from the cross-pollination and potential for collaborative efforts offered by an environment where many organizations are members. Much like business incubators serve as a location for concentrated economic development and support in specific sectors, the CSI serves as an incubator for social innovation.

In addition, CSI’s expert consulting is designed to be able to help organizations in any level of development plan for their future.



4.3 Online Portals

Best practice research for online portals highlighted the following attributes:

- **Keep content up to date in member sections of websites**
 - As with outward-facing site content and functions, when member areas have dated content, they run the risk of people equating the site with being uninvolved, irrelevant or in disrepair. Even if a website is only maintained by a volunteer or team of volunteers, some minimum standards or benchmarks need to exist for content refreshment and maintenance to ensure the site is current.
- **Ensure only approved members have access to the members' areas**
 - The possible security and privacy complications of a website requires a means for controlling member access to different aspects of the website. When a new member is accepted to the site he or she must be easily admitted, and if a member resigns his or her membership (either as an individual or group), access to member areas must be revoked immediately.
- **Editing and admitting privileges should be controlled by only two people ever at the same time**
 - With too many people having access to controlling backend components of the portal, there is a risk that conflicting information is posted or responsibilities not be taken seriously by individuals. Only two people should ever have access to admitting privileges at once for the portal; typically the primary media supervisor or communications coordinator and the most senior executive or board member. Having two people with access provides a buffer in the event that one person is not available to update content or admit new members to the site or if one person leaves the organization.
- **Do not over-crowd member areas with resources that are not demanded by stakeholders**
 - An overly cluttered site may bring unnecessary confusion to users, in addition to running the risk of falling behind in terms of upkeep. All components and resources should be derived based on consultation with stakeholders and feedback channels, wherein users can make suggestions for future components or adjustments.
- **If a member fee structure exists, ensure online payment options exist to capture online sales opportunities**
 - If there is a cost associated with membership to an organization or access to specific online resources, users must have access to at least one method of online payment.



- **Volunteer administrators can be effective site administrators**
 - It is not entirely necessary that a pay position administers such a portal. Many organizations rely on one or two key volunteers to check and maintain the site on a weekly basis. If it is maintained weekly, most administrative duties can be performed within just a couple hours.
- **Form close cross-promotional relationships with related organizations**
 - Some stand-alone portals, such as Perth Arts Connect, form cross-promotional relationships with local governments and tourism offices so that people visiting either site can be referred to the other. Note: if the member section is on a Council website, the Council website would be the vehicle to connect to other external partner sites.

4.3.1 Case Studies



Perth Arts Connect (PAC) self-identifies as a nexus for arts marketing across a region representing Perth County and the towns of St. Mary's and Stratford. While the town of Stratford is renowned for its theatre festival, other artistic, heritage and cultural assets are given exposure through PAC. The organization is most active online through its website (<http://www.perthartsconnect.ca/>) and social media channels. The PAC's stated mandate is, "Perth Arts Connect is a not-for-profit, member driven organization whose mission is to encourage, promote and support arts, culture and heritage, to enrich and enliven Perth County communities and to ensure that creativity and imagination remain a vital part of our social and economic life." PAC is an interesting case study because of its online portal, which serves as a hub for arts, culture and heritage growth, facilitation and engagement across the region.

Value Proposition

The PAC serves as a point of convergence for arts, culture and heritage information that is useful to members (in terms of network development and access to workshops or events organized by PAC) and the community at large. The network offered by PAC brings value to membership by providing connections and partnership opportunities. Workshops are designed and hosted by PAC in partnership with regional experts, also bringing value to the organization. An initiative titled "Atrepreneurship" sought to



provide local artists with business planning and management skills. There are no other arts and culture organizations operating at the scale that PAC does which increases the organization's perceived value.

Growing Legitimacy

The PAC has done several things to help grow its legitimacy. First, access to a branding grant through the local Community Futures Development Corporation helped the organization establish a recognizable brand and online media strategy. That brand has increased legitimacy of the organization through greater visibility and an active and dynamic online presence.

Second, the networking opportunities offered by the online platform and membership directory increase its legitimacy because PAC is recognized as a broker and facilitator of relationship development. Because PAC members are able to find complimentary artists, groups or possible collaborators, awareness of different offerings, expertise and opportunities across the region has grown.

Third, a strong presence and active role in coordinating activities/events during Culture Days has also aided in growing the organization's legitimacy. Culture Days is a national program in which many communities across Canada initiate public events centred on arts, culture and heritage every September. The PAC took a leadership role in organizing and promoting Culture Days activities across the region. The leadership role in Culture Days has grown its public visibility and also helped promote local events, thereby increasing its legitimacy within the broader community and its membership organizations that have events occurring during the festival.

Finally, members recognize that a regional approach to promoting and coordination holds specific benefits that may not as easily be attainable at a smaller scale. Because no other group offers such promotional and support services at as large a scale and across as many areas of arts, culture and heritage, PAC's legitimacy is enhanced due to the value it brings its members.

Engaging Stakeholders and Partnerships

The PAC offers promotional support for artists, groups, organizations and community partners under the following categories:

- Visual arts
- Performing arts
- Music
- Literary arts
- Artisans
- Arts educators
- Heritage
- Heritage sites
- Heritage tours
- Events



- Culture days

The organization's website and Facebook page remain the primary means of promoting upcoming events and engaging with the general public regarding out-going messaging.

The PAC established strong collaborative relationships with local tourism organizations across the region to help promote arts, culture and heritage as tourism-related assets. Perth County Tourism directs online traffic to PAC, and PAC directs online traffic to Perth County Tourism. In some communities, arts councils and tourism organizations rival each other, whereas in Perth County, the two have struck upon a mutually supportive relationship, which has benefited both organizations and the community in general.

Organizational Sustainability

The PAC is self-funded via membership and otherwise reliant on grants. It is currently administered entirely by volunteers. The organization indicated that ideally organizations such as PAC or arts councils should be funded and staffed by a municipality, either directly or through arms-length relationships. Most organizational administration is managed by a small core of regular volunteers, except for specific events, wherein a larger volunteer base is required, and upon which the organization relies on connections with local civil society organizations, groups or students for needed help at PAC events. The investment of time toward voluntary support has been recognized as an ongoing challenge by PAC that would be alleviated through access to funding that would support a part-time coordinator.

Membership fee structures:

- Active Members: Artist (\$25); Non-profit (\$50); For Profit (\$75)
- Non-active members: Individual (\$25); non-resident individual (\$40); Friends (\$100); Group supporter (\$250)



YOUR MEMBERSHIP FEE HELPS US:

Over the past 15 years, with the assistance of the private and public sectors, NEOnet has been responsible for securing, leveraging and stimulating over **\$200,000,000** in information communication technology (ICT) investment in northeastern Ontario.

Our mandate is to promote and develop three pillars of the ICT sector: **INFRASTRUCTURE ENHANCEMENT, EDUCATION AND AWARENESS, and APPLICATION ADOPTION.**

CURRENT PROJECTS

- **INFRASTRUCTURE ENHANCEMENT:**
 - GIS – 22 partners to enhance municipal GIS solution to support municipal operations.
 - Broadband Upgrade - 10Mbps download speed, scalable to service delivery 25Mbps download by 2020 to the unserved/underserved in northeastern Ontario.

- **EDUCATION AND AWARENESS:**
 - Bilingual Regional Outreach Coordinator conducting multiple road shows, events and information sessions; Stakeholder updates; Wired Newsletters
 - BEAM Aftercare Coordinator assisting small, medium enterprises (SMEs) with online education and maintenance to previous BEAM applicants.

- **APPLICATION AND ADOPTION:**
 - Small Business Technology Assessment, Monitoring and Planning (STAMP)
 - Broadband for E-Business and Marketing (BEAM)

These programs encourage SMEs to adopt new, innovative ICT applications, thus enabling and leveraging the skills necessary to tap into the digital ICT solutions. Funding from Fednor of \$2,500,000 has resulted in \$8,000,000 in economic development.

- **PRODUCTIVITY AND INNOVATION CENTRE** – partnership with the Timmins Economic Development Corporation, Northern College, Venture Centre, Far Northeast Training Board, and a number of other stakeholders

- **FUTURE INITIATIVES** - NEOnet acknowledges there is still more work to be done and we look forward to working with you to accomplish our region's goals.

THANK YOU!

NEOMA

NORTHEASTERN ONTARIO MUNICIPAL ASSOCIATION

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Counc. Michael Doody, President
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Joe Torlone, Secretary Treasurer
(705) 360-2601
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To: All NEOMA member municipalities
From: Joe Torlone, Secretary/Treasurer
Date: November 9, 2015
Re: **Membership fee – Quebec-Ontario Boreal Forest Alliance**

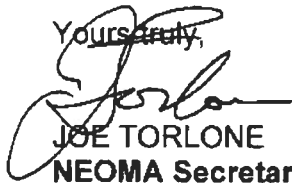
As a follow up of the NEOMA meeting in Hearst on Friday, I have attached the revised contribution list for each municipality with respect to membership in the Quebec-Ontario Boreal Forest Alliance.

You will recall that the group agreed to transfer \$20,000.00 from the Northern Mayors Task Force Account to be used towards the \$45,000.00 membership fee in the Quebec-Ontario Boreal Forest Alliance. You will also note that there is a contribution required from each municipality to make up the difference.

I have been requested to have municipalities confirm their support to pay their portion of the membership fee. Please send a resolution to my attention, indicating your municipality's commitment to your portion of the membership fee. Would you also confirm this support by December 1, 2015.

If your municipality requires additional information, please do not hesitate to contact Mayor Roger Sigouin, Town of Hearst.

Yours truly,



JOE TORLONE
NEOMA Secretary/Treasurer

Encl.

JT\kc

Contribution per capital to join the Quebec-Ontario Boreal Forest Alliance

NEOMA Communities	Population	%	Contribution to Alliance
NEOMA			\$ 20,000.00
1 Temiskaming Shores	10400	0.1150201	\$ 2,875.50
3 Kirkland Lake	7905	0.0874263	\$ 2,185.66
4 Black River-Matheson	2410	0.0266537	\$ 666.34
5 Iroquois Falls	4595	0.050819	\$ 1,270.47
6 Timmins	42435	0.4693151	\$ 11,732.88
7 Cochrane	5295	0.0585607	\$ 1,464.02
8 Smooth Rock Falls	1376	0.015218	\$ 380.45
9 Fauquier-Strickland	530	0.0058616	\$ 146.54
10 Moonbeam	1101	0.0121766	\$ 304.42
11 Kapuskasing	7638	0.0844734	\$ 2,111.83
12 Val Rita- Harty	768	0.0084938	\$ 212.34
13 Opasatika	214	0.0023668	\$ 59.17
14 Mattice-Val Côté	662	0.0073215	\$ 183.04
15 Hearst	5090	0.0562935	\$ 1,407.34
Total	90419		\$ 45,000.00

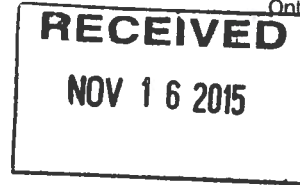
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Ministry of Citizenship,
Immigration and International
Trade

Ministère des Affaires civiles,
de l'Immigration et du Commerce
international

Minister
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November, 2015

Dear Friends:

I am pleased to invite you to participate in two of Ontario's volunteer recognition programs for 2016.

The Ontario government recognizes volunteers from all sectors through the following programs:

The Ontario Medal for Young Volunteers - presented to young volunteers between the ages of 15 and 24 for their actions and dedication to improve the quality of life in their communities and beyond.

Deadline for nominations is **January 15**

The Ontario Volunteer Service Awards - in recognition of continuous years of service to a single community organization.

Deadline for nominations is **January 25**

Here is what you need to do to submit a nomination:

- a) Visit ontario.ca/honoursandawards;
- b) Click on the icon for the specific award program for which you wish to submit a nomination;
- c) Download the appropriate PDF form;
- d) Read the eligibility criteria and instructions carefully; and
- e) Fill out the form and submit it on or before the deadline date.

Instructions for submitting your package can be found on the website.

If you have any questions please call 416-314-7526, toll free 1-877-832-8622 or TTY 416-327-2391.

Thank you for participating.

Yours truly,

Michael Chan
Minister

Dec 1/15

100)



MEMORANDUM

TO: Mayor and Council

**FROM: Christopher W. Oslund, Board Secretary
Temiskaming Shores Police Services Board**

DATE: December 1, 2015

RE: Community Safety Zone

Dear Mayor Kidd and Council:

On September 21, 2015 the Temiskaming Shores Police Services Board discussed the designation of additional Community Safety Zones and passed the following motion for Council's consideration:

Resolution No. 2015-027

Moved by: Brian Thornton
 Seconded by: Gail Moore

Be it resolved that the Temiskaming Shores Police Services Board hereby recommends that Council designates Latchford Street (from Ethel Street to Probyn Street) and Hessele Street as Community Safety Zones.

CARRIED

Should you have any questions, please do not hesitate to contact me.

Yours truly,

Christopher W. Oslund, Secretary
 Temiskaming Shores Police Services Board

Dec 1/15



Working for Municipalities

ONTARIO GOOD ROADS ASSOCIATION

1525 CORNWALL ROAD, UNIT 22
OAKVILLE, ONTARIO L6J 0B2
TELEPHONE 289-291-6472
FAX 289-291-6477
www.ogra.org

November 16, 2015

To the Head & Members of Council:

Re: Report of the OGRA Nominating Committee

The OGRA Nominating Committee met on November 11, 2015 and recommended a slate of candidates to the Board of Directors. The Board ratified the report as presented. The recommended slate is as follows:

Northern Zone	
Luc Duval, Director of Public Works & Engineering City of Timmins	Rick Harms, Project Engineer City of Thunder Bay
Paul Schoppmann, Mayor Municipality of St. Charles	
Southwest Zone	
Dave Beres Deputy Mayor Town of Tillsonburg	Jim Maudsley, Mayor Municipality of Thames Centre
Chris Traini, County Engineer County of Middlesex	
South Central Zone	
Bryan Lewis, Councillor Town of Halton Hills	John McKean, Mayor Town of the Blue Mountains
Southeast Zone	
Dave Burton, Reeve Municipality of Highlands East	Rick Kester, CAO City of Belleville
Michael Touw, Director of Public Works Township of Leeds and the Thousand Islands	
Toronto	
TBD	

Due to internal protocols, the City of Toronto was unable to meet the submission deadline. The City will be submitting a name shortly.

The following current Board members do not have to be re-elected to the Board and will automatically assume the following positions effective February 24, 2016:

President - Robert Burlie, Manager, Road Operations, Toronto & East York District, City of Toronto
1st Vice President – Ken Laupé, Manager, Road Operations – East, City of Brampton
Immediate Past President – Rick Champagne, Councillor, Municipality of East Ferris

The above will serve on the 2016-2017 Board of Directors making a total of 15 on the Board.

The above slate of candidates will be ratified at the Annual Conference to be held in February, 2016. If any municipal member would still like to put their name forward for a position on the Board of Directors they must fill out and return the attached Nomination Form. All nominations must be postmarked or received by fax or e-mail no later than December 18, 2015 and sent to:

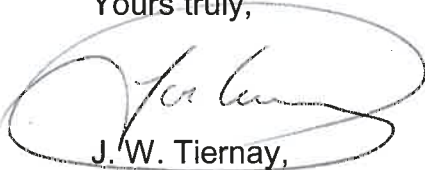
Tom Bateman, Chair
Nominating Committee
1525 Cornwall Road
Unit 22,
Oakville, Ontario
L6J 0B2

Fax: 289-291-6477
E-mail: info@ogra.org

Please be advised that if any additional nominations are received by the deadline noted that an election will be required at the OGRA/ROMA Combined Conference.

Any questions regarding the Nomination process or serving on the Board of Directors can be directed to the undersigned at joe@ogra.org.

Yours truly,



J.W. Tiernay,
Executive Director

c. Tom Bateman, Chair, Nominating Committee

Ontario Good Roads Association
Board of Directors
Nomination and Consent Form



Working for Municipalities

We hereby nominate the following to the Board of Directors of the Ontario Good Roads Association for the 2016/17 term of office:

Name of Candidate

Name: _____

Position: _____

Municipality: _____

Moved by: _____

Seconded by: _____

(Candidates must be nominated by two eligible members of OGRA. A resolution of Council is acceptable but not mandatory)

Candidate Consent

The candidate nominated above must sign below indicating they consent to the Nomination and agree to let their name stand for office.

I, _____ hereby consent to the Nomination
(Name of Candidate)
to the Board of Directors of the Ontario Good Roads Association.

Signature

Date

Submit completed form and candidate's résumé by fax or e-mail to the attention of Tom Bateman, Chair, OGRA Nominating Committee
Fax: 289-291-6477
E-mail: info@ogra.org



THE CORPORATION OF THE

Municipality of Neebing

4766 Highway 61

Neebing, Ontario P7L 0B5

TELEPHONE (807) 474-5331

FAX (807) 474-5332

E mail – neebing@neebing.org

Rosalie Evans,
Solicitor-Clerk
Erika Kromm,
Treasurer

Councillors
Erwin Butikofer
Curtis Coulson
Bill Lankinen
Mike McCooney
Roger Shott
Brian Wright

Mayor Ziggy Polkowski

October 9, 2015

Open Letter to All Municipal Councils in Ontario

Attention: Municipal Clerk

(for inclusion in the agenda for a meeting of your Council)

Re: Consultation on the Police Services Act

Dear Municipal Council of an Ontario Municipality:

The Council of The Corporation of the Municipality of Neebing considered and passed the enclosed resolution at its meeting held on September 16th, 2015.

As you can see, the Council is seeking support for its position from other Ontario Municipalities.

Together, we should be able to achieve a positive result for our constituents.

Thank you for your consideration.

Yours truly,

Rosalie A. Evans

Solicitor-Clerk

On behalf of Mayor Ziggy Polkowski

Moved by: Councillor Coulson;

Seconded by: Councillor Lankinen

WHEREAS the Province has begun a process of public consultation relating to the Police Services Act;

AND WHEREAS The Corporation of the Municipality of Neebing continues to have significant concerns and objections to the amount of money that the Provincial Government expects Municipalities to pay for either having its own police service, for contracting with the Ontario Provincial Police, or for employing the Ontario Provincial Police through the 'default' provisions of the Police Services Act;

AND WHEREAS the consultation statement issued by the Province indicates that the Province is seeking input on (among other matters) how to "clarify police duties, modernize training programs and deliver services using a range of public safety personnel ";

AND WHEREAS Ontario's provincial and municipal police forces are among the highest paid police services in Canada;

AND WHEREAS the residents of Canada deserve appropriate and affordable police protection:

THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Municipality of Neebing is urging all municipalities in Ontario, whether or not they have municipal police forces, to participate in the consultation process;

AND FURTHER THAT the Council of The Corporation of the Municipality of Neebing believes that effective community policing can be undertaken without the use of uniformed police officers through the use of a two-tiered system that would allow municipalities to recruit non-uniformed safety personnel for day to day policing, relying on uniformed officers only for significant high-level criminal investigations and/or matters requiring particular expertise or specialized equipment;

AND FURTHER THAT such a system would be delivering "services using a range of public safety personnel";

AND FURTHER THAT such a system should allow Ontario's municipalities to utilize uniformed police services on a fee-for-service basis at the times when the services are required;

AND FURTHER THAT this would allow highly trained and specialized police officers to utilize their skills and abilities where required, focusing on higher-order criminal activity;

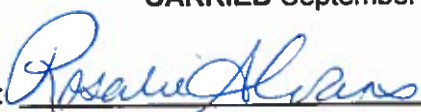
AND FURTHER THAT this would save significant taxpayer dollars at both the municipal and provincial orders of government without causing a deterioration in public safety and protection;

AND FURTHER THAT the Police Services Act should be amended to allow such a system to operate in Ontario;

AND FURTHER THAT the Council of The Corporation of the Municipality of Neebing seeks support for this position from other Ontario municipalities.

Resolution No. 2015-09-339
CARRIED September 16, 2015

Certified as a true copy:


Rosalie A. Evans, Solicitor - Clerk



Press Release

Temiskaming Shores, November 18th 2015. —On Tuesday, November 17th, and for the sixth time since 2011, Timiskaming First Nation hosted the Building Ties Among Us meeting which was held at the Kiwetin School in Notre-Dame-du-Nord, Quebec. A special thank you to Barbara Wabie and Valerie Polson who served an excellent traditional Algonquin dinner.

Ninety participants and two babies gathered for a general public session to learn more about the First Nations territorial rights. M. Peter Di Gangi, from the Algonquin Nation Secretariat, gave us a brief historical survey of the Algonquin Nation and the territory it once occupied. He talked about the different agreements that were never fulfilled throughout the years. His presentation was very informative.

On the same occasion, M. Terence McBride, Chief of the Timiskaming First Nation, and M. Bernard Flebus, mayor of Ville-Marie Québec, signed an agreement involving the use of the administrative services and of a Crown Attorney to process infractions. Both thought that this was the right place to sign the agreement, since it showed that it is possible to build ties among us.

Thank you to M. Raymond Martel, from Bi Lingua Communication, who provided translation services in the two official languages. A special thank you also goes out to the all that attend this session. In order to get better acquainted, we need to meet on occasions like this one.

The next session will be held on the Ontario side in Temiskaming and once again, everyone will be invited to attend.



Participants gathered at the Kiwetin School in Notre-Dame-du-Nord (Quebec).

— 30 —

Sources :
 Ginette Lafrenière
 Campus Coordonnator
 Collège Boréal, Témiskaming Campus
 705-647-4421
ginette.lafreniere@collegeboreal.ca

Jean-Claude Carrière
 Community Project Officer
 ACFO-Témiskaming
 705-647-6105
acfotem@ntl.sympatico.ca

Tisser des liens entre les Témiskamingues! Building Ties Among Us In Temiskaming!



P.O. BOX 10 TEL: (705) 678-2237
ELK LAKE, NORTHERN ON POJ 1G0
E-MAIL: elklake@ntl.sympatico.ca FAX: (705) 678-2495

November 24, 2015.

PUBLIC INPUT COORDINATOR
Policy Division
Ministry of Natural Resources and Forestry
Species Conservation Policy Branch
Wildlife Section
300 Water Street
Peterborough ON K9J 8M5

RE: **EBR #012-5485-Black Bear**

The Township of James strongly supports the reinstatement of the spring bear hunt **as it was prior to 1999**. Proper bear management in Ontario includes hunting in both the spring and the fall. The increase in the number of 'nuisance' bears in Northern Ontario communities is an important indication that bear populations in Ontario are rising constantly.

Northern communities are uneasy due to the overpopulation of bears and the ineffectiveness of deterrent and relocation methods relevant to nuisance bears. Safety has become a major concern for our residents. This concern would be diminished by the reinstatement of the spring hunt recognizing that it will take a few years to bring the bear population back in check. The spring bear hunt is a sustainable wildlife tool that has been used to regulate the bear population and increase the safety of Ontarians. Our community is left alone to manage the nuisance bears as the Ministry of Natural Resources and Forestry is no longer responsible for controlling these nuisance bears.

The loss of the spring bear hunt has caused economic hardships for many local businesses resulting in tourist outfitters closing down and leaving the area.

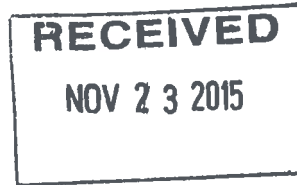
Your government is urged to reinstate the spring bear hunt before someone is severely injured or worse due to bears roaming through Northern towns.

Yours truly,

Terry Fiset
Reeve



Hydro One
NOT FOR SALE!
Say **NO** to privatization



November 19, 2015

David Treen
Municipal Clerk
City of Temiskaming Shores
325 Farr Drive,
Haileybury ON P0J 1K0

Dear David Treen,

On behalf of the Citizen's Coalition Against Privatization - Hydro One Not For Sale campaign, I wanted first of all to congratulate your municipality for taking a stand against the provincial government's scheme to privatize Hydro One.

We all have much to lose if this privatization is allowed to continue. And it's now painfully clear we have much less to gain than originally promised. For example, the Financial Accountability Officer recently determined that if 60% of Hydro One is privatized, it will cost the provincial treasury half a billion dollars in revenue every year – forever.

The first batch of Hydro One shares has now been sold. Fortunately, there is still opportunity for us to stop more shares from being sold, but it will take immediate action from all of us.

The Premier has said that she's not going to stop the scheme because of widespread public opposition. But perhaps she will stop if she faces widespread opposition from within her own caucus.

I urge all of the councilors on your council to call and/or write to your MPP about this issue. Also, please consider holding an emergency public meeting and persuade your MPP to come. If your MPP declines to attend, encourage all who do attend to individually call and/or write to the MPP to register their displeasure.

Thank you for your attention on this matter. And please remember: even if the initial batch of shares is sold, this issue is not closed. Through our active opposition we will be continue to protect our communities and our businesses from profit-driven hydro hikes.

Sincerely,

416-418-7367

Rosario Marchese
Chairperson, Citizen's Coalitions Against Privatization (CCAP)



TEMISKAMING SHORES POLICE SERVICES BOARD

MONDAY, SEPTEMBER 21, 2015 AT 10:00 A.M.

CITY HALL COUNCIL CHAMBERS – 325 FARR DRIVE

MINUTES

1. CALL TO ORDER

The meeting was called to order by Board Chair Doug Jelly at 10:00 a.m.

2. ROLL CALL

PRESENT: Board Chair Doug Jelly
Board Members Gail Moore, Ruth Shepherdson and Brian Thornton

ALSO

PRESENT: Christopher W. Oslund, Board Secretary
Inspector Brent Cecchini, O.P.P. – Detachment Commander

REGRETS: Board Member Danny Whalen

MEMBERS OF THE PUBLIC PRESENT: None

3. ADDENDUM/ANNOUNCEMENTS

Additions:

Under New Business:

Item 10 g) Timeline for Special Investigation Unit (SIU) Investigations

4. APPROVAL OF AGENDA

Resolution No. 2015-023

Moved by: Brian Thornton

Seconded by: Ruth Shepherdson

Be it resolved that the Temiskaming Shores Police Services Board approves the agenda as amended.

CARRIED

5. PRESENTATIONS/DELEGATIONS

None

6. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

7. APPROVAL OF MINUTES

Resolution No. 2015-024

Moved by: Ruth Shepherdson

Seconded by: Brian Thornton

Be it resolved that the Minutes of the Temiskaming Shores Police Services Board meeting held on July 20, 2015 be approved as printed.

CARRIED

8. CORRESPONDENCE

a) CERB 911 Report – May/June 2015

Reference: Received for information.

Resolution No. 2015-025

Moved by: Brian Thornton

Seconded by: Ruth Shepherdson

Be it resolved that the Police Services Board agrees to deal with Communication item 8 a) according to the agenda reference.

CARRIED

9. OPP BUSINESS

a) **OPP Report – July/August 2015**

Resolution No. 2015-026

Moved by: Brian Thornton

Seconded by: Gail Moore

Be it resolved that the Temiskaming Shores Police Services Board acknowledges receipt of the July/August 2015 Ontario Provincial Police -

Temiskaming Detachment Reports.

CARRIED

10. NEW BUSINESS

a) **OAPSB Zone 1A Report – Doug Jelly**

Chair Jelly reported on the recent Zone 1a meeting held in Timmins on September 10, 2015 as well as the upcoming OAPSB Fall Governance and Labour Seminar in Toronto. He advised that one of the items under discussion and review is officers who are “suspended with pay”.

b) **Community Safety Zones – Latchford Street and Hesse Street**

Resolution No. 2015-027

Moved by: Brian Thornton

Seconded by: Gail Moore

Be it resolved that the Temiskaming Shores Police Services Board hereby recommends that Council designates Latchford Street (from Ethel Street to Probyn Street) and Hesse Street as Community Safety Zones.

CARRIED

c) **Emergency Detour Routes**

The Board Chair reported on a meeting held on September 9, 2015 with representatives from the OPP and the Ministry of Transportation (MTO) regarding Emergency Detour Routes through the City as a result of a temporary closure of Highway 11.

The MTO will be working with the City of establishing appropriate routes and signage. The Board Secretary will provide the Detachment Commander with a contact list so notification can be provided to the City in a timely fashion.

d) **Off Road Vehicle By-law**

The Board reviewed the proposed By-law regarding off-road vehicles.

The Board supported maintaining Lakeshore Road and the Wabi Bridge as prohibited streets for off-road vehicles.

The Board indicated there should be provision in the by-law to exempt emergency off-road vehicles.

e) **2016 Budget**

The 2016 Budget will be distributed for the Board's approval at the next meeting.

f) **Timelines for SIU Investigations**

Resolution No. 2015-028

Moved by: Brian Thornton

Seconded by: Gail Moore

Be it resolved that the Temiskaming Shores Police Services Board hereby agrees to send correspondence to the Attorney General indicating that it supports the OAPSB recommendation to improve the timelines of investigations conducted by the Special Investigations Unit.

CARRIED

11. **BY-LAWS**

None

12. **CLOSED SESSION**

None

13. **SCHEDULE OF MEETINGS**

a) Regular Police Services Board meeting – December 7, 2015 at 10:00 a.m. – Council Chambers, City Hall – 325 Farr Drive

14. **ADJOURNMENT**

Resolution No. 2015-029

Moved by: Brian Thornton

Seconded by: Ruth Shepherdson

Be it resolved that the regular meeting of the Temiskaming Shores Police Services Board hereby adjourns at 10:59 a.m.

CARRIED

CHAIR

SECRETARY

Temiskaming Shores Public Library Board

Meeting Minutes
Thursday, October 22, 2015
7:00 p.m. at the Haileybury Branch

1. Call to Order

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

2. Roll Call

Present: Donald Bisson, Carman Kidd, Roger Oblin, Robert Dodge, Brenda Morissette,
and CEO/Head Librarian Rebecca Hunt

Theresa McGrory arrived at 7:20 pm.

Regrets: Jeff Laferriere

Leave of absence: Cam Locke

Guest: Chris Oslund, City Manager, City of Temiskaming Shores

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Roger Oblin

Seconded by: Robert Dodge

Be it resolved that the Temiskaming Shores Public Library Board accept the agenda as amended.

Carried.

Additions to Agenda:

Correspondence c.: MDB Insight

Correspondence d.: Grants Ontario System

New Business e.: E-book fair pricing

New Business f.: E-resource funding cuts

4. Adoption of the Minutes

Moved by: Roger Oblin
Seconded by: Donald Bisson

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Thursday, June 18, 2015, the informational meeting of Thursday, September 17, 2015 and the E-meeting of Friday, September 18, 2015 as presented.

Carried.

5. Business arising from Minutes

- a. E-resource funding cuts. Brenda Morissette asked about the funding cuts and how the library will maintain its e-resource databases. The CEO referred to a report at the June meeting that described how the funds from the 2015-2016 Ontario Public Library Capacity Building grant would be used to purchase the e-resources for 2016.

6. Correspondence

- a. From Chris Oslund, City Manager—City of Temiskaming Shores.

Re: Letters to contracting townships.

Reference: Information.

- b. From Jean-Claude Carrière, Agent de développement communautaire—ACFO

Re: Annual general meeting invitation.

Reference: Information.

- c. From Courtney Tresidder, Cultural Coordinator—South Temiskaming Region

Re: MDB Insight request for Library CEO to participate in stakeholder interview

Reference: Information.

d. From Grants Ontario System.

Re: Notification of deposit of Public Library Operating Grant.

Reference: Information

7. Secretary–Treasurer’s Report

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

Friends of the Library: Will meet on March 8, 2016.

Buildings and Equipment:

Fire safety checks were conducted in September in Haileybury and New Liskeard buildings

Connectivity Funding:

Over the past eight months there have been multiple issues with the wireless access points provided by NorthernTel in both branches of the library. Most months they have been down for up to two thirds of the month, and even after repeated requests we are not getting satisfactory service. As well, the bandwidth needed to be increased to meet increased demand: wifi usage is up over previous years in both branches, as you might have noticed from the statistics over the past few months. We received a free Meraki access point in May and installed it at the New Liskeard branch, greatly increasing the up time in that branch. Brad Hearn, the IT Administrator, recommended that we upgrade to Meraki access points in both branches—we needed one more in New Liskeard and two in Haileybury to cover both floors. He also recommended that we upgrade the internet bandwidth to accommodate the increased usage—to go from 4 down/1 up to 40 down/20 up. I applied to the connectivity fund to cover the cost of the Meraki access points and the increased monthly fee for more bandwidth and we were approved for 100% of the \$3384.31 for hardware and \$384.08/month for internet that we applied for.

Alarm System:

There was discussion about the library building alarm systems and the false alarm charge. The Library CEO has been called out twice in the past year to false burglar alarms at the library building. The Board agreed that the current DVR/cameras at Haileybury need to be upgraded regardless. At the present time the Library Board is in favour of continuing the burglar alarm monitoring.

Microfilm machine in New Liskeard:

The scanner on the microfilm machine broke in September sometime. BOS Imaging serviced the machine on October 14 and it is now working properly. I will be sure to get him to come up in the Spring to do a service so we can avoid breakdowns if possible.

Business:

OLS-North 2015 Conference in Sudbury: I enjoyed the conference and the sessions I attended this year. I presented a session on forming networking groups as we have done with the Northern Lights Library Network, and was assigned to mentor the new librarian at Cobalt Public Library, Kendra Lacarte. The sessions I attended were informative and interesting, and I had an opportunity to network with librarians from across the North and touch base on the OLCF Research and Innovation grant that we recently submitted to the Ministry of Culture. I spoke to Bill Irwin, who will be doing the research for the Ontario Library Association's similar project and he has agreed to work with OLS-North and the Northern Libraries if the Ministry asks.

Age Friendly workshop: I attended the workshop to provide input on behalf of the library on Wednesday, September 30 from 2-3:30.

Cultural Plan Sustainability Roundtable workshop: I attended the workshop to provide input on behalf of the library on Wednesday, September 30 from 6-9.

BIA Wine and Cheese: Alison McCorkle and I attended the BIA Wine and Cheese on behalf of the library on Thursday, October 1 from 5-6:30 and provided input and feedback on BIA activities and suggestions where the library can be involved.

Library staff meeting: A staff meeting was held on October 8.

Online Databases: The costing for the consortia purchasing of online databases has been released. In 2016 it will be possible to replace the eight databases we currently have for \$6236 as a maximum amount to be paid. The prices will likely drop when they calculate for the actual number of libraries who participate in the consortia purchase. The capacity building grant we received from the ministry that can be used to purchase e-resources is in the amount of \$6259. The remaining funds after the final price of the e-resources is calculated will be applied to e-books.

Website: On the weekend of October 3-4 Ontario Library Service North, who hosts our website, upgraded their servers. Unfortunately there was a problem with coding and most of the websites that they host, including the OLS-North website, were disconnected. The websites finally came back up on October 9.

Ontario Public Library Week: The library is asking people what their library means to them during Ontario Public Library Week, October 18-24. Many users have filled out the

acrostic poem using the word library and posted them in the library branches. The CEO provided a sample of what the library means to these patrons.

Programming:

Visits to the Nursing Homes to exchange books are ongoing

Les liseuses, Club de lecture pour les adultes à la succursale de New Liskeard

First Tuesday of the month.

BIA Thanksgiving Scavenger Hunt with the New Liskeard Branch

Saturday, October 10

Tween Book Club at the New Liskeard Branch

Saturday, October 10, from 1:00-2:00

Fall Preschool Storytime

Haileybury Branch: Wednesday, October 14

New Liskeard Branch: Wednesday, October 21

Divergent Challenge: One Choice can Transform You! At the New Liskeard Branch

Saturday, October 24 from 1:00-2:30 pm.

Pumpkin Decorating Contest! At the Temiskaming Shores Library

Send a picture of your decorated pumpkin to your branch of the library before Wednesday, October 28th.

Adult Colouring at the Library

Adult colouring pages are now available at both branches of the library! Markers and pencil crayons are available at the front desks.

Finances and Statistics

The Board reviewed the financial and statistical reports provided by the CEO. The Chair inquired if the library will come in on target for final budget numbers this year. The CEO anticipates that we will.

8. Guest Chris Oslund, City Manager, City of Temiskaming Shores.

Chris Oslund updated the Board on the status of the 2016 budget process. The Library's budget was presented to the Corporate Services Committee on October 13 and accepted by the committee and referred to Council for December budget meetings.

Contracting Townships were discussed. The municipality will be discussing the contracts with the townships in the months to come to build awareness of the fact that the cost of running library services has increased over the years with no increase in the provincial grant in nearly 20 years. The Library Board will be kept informed of the meetings.

The Community Hubs in Ontario report from the Wynn government and meetings between municipal leaders and leaders from the District School Board of Ontario North East were discussed with the Library Board. The preliminary reports from the geo-tech studies of the New Liskeard library building indicate that the municipality will need to invest significant funds to stabilize the building, which is unstable because of the ground on which it is built (causing the cracks and fissures in the foundation and walls). The school board is investigating the possibility of building a large school in New Liskeard and is looking for appropriate community partners to build on the same footprint. This would be an excellent opportunity for the library to move the New Liskeard services to a new building housed with the school and partnering on library services to students with the school while maintaining improved public library access. The Library Board agreed to combine the Library's Building Committee with the City Building committee to investigate possibilities and keep communication open. The Library Board Chair will contact the City Manager to move the committee forward.

9. Committee Reports

a. Finance and Property Committee: Minutes September 2 meeting

i. Discussion re: Library 2016 first draft budget

- ii. Discussion re: contracting townships
- iii. Discussion re: non-resident fee
- iv. Discussion re: reciprocal borrowing agreements

The Board discussed the Library 2016 draft budget and contracting townships, non-resident fee and reciprocal borrowing agreements. Because of financial constraints and the lack of formal agreements in place, the Board passed a motion to cancel the informal reciprocal borrowing agreements in place with the Cobalt and Temagami libraries.

Motion #2015-25

Moved by: Roger Oblin
Seconded by: Carman Kidd

Be it resolved that the Temiskaming Shores Public Library Board cancel the reciprocal agreements with Cobalt and Temagami libraries, effective December 31, 2015.

Carried.

- a. **Planning, Personnel, Policy and Publicity Committee**

- b. **Building Committee**

10. New Business

a. Report LIB-019-2015: Block Loans.

There was discussion on the report and recommendations provided by the CEO. The Board agreed to continue the program with a cost recovery fee of \$100 per block loaned for a 3-month period. The policy was adjusted accordingly.

Motion #2015-26

Moved by: Theresa McGrory
Seconded by: Robert Dodge

Be it resolved that the Temiskaming Shores Public Library Board accepts policy Circ-8 Block Loans as amended by the Board.

Carried.

b. Report LIB-020-2015: Workplace inspection report

Received for information

c. Discussion regarding meeting night

It was decided that the Board will meet on the third Wednesday of the month from now on.

d. Legion wreaths for Remembrance Day.

Carman Kidd will lay the wreath for the library in Haileybury and Robert Dodge will lay the wreath for the library in New Liskeard.

e. E-book fair pricing

Deferred until the next meeting

f. E-resource funding cuts

Deferred until the next meeting

11. Plan, Policy and Bylaw Review

a. Policy review: Patron Code of Conduct

Motion #2015-27

Moved by: Roger Oblin

Seconded by: Robert Dodge

Be it resolved that the Temiskaming Shores Public Library Board accepts policy Facilities 6-Patron Code of Conduct as reviewed by the Board.

Carried.

12. Closed session in regards to identifiable individuals

Motion #2015-28

Moved by: Theresa McGrory

Seconded by: Roger Oblin

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 9:08 p.m. in regards to identifiable individuals.

Carried.

Motion #2015-29

Moved by: Theresa McGrory

Seconded by: Roger Oblin

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 9:14 p.m. without report.

Carried.

13. Adjournment

Motion to adjourn by Theresa McGrory at 9:15 p.m.

Chair – Donald Bisson

**EARLTON-TIMISKAMING REGIONAL AIRPORT
MUNICIPAL SERVICES BOARD (MSB)
MINUTES**

Thursday, September 17th, 2015
Council Chambers, Township of Armstrong
Earlton, Ontario

Attendance: Pauline Archambault, Morgan Carson, Marc Robillard,
Doug Metson, Danny Whalen, Ron Vottero, Robert Ethier, Barbara Beachey,
Dominique Nackers(Armstrong Twp.), Harold Cameron, Sheila Randell

Absent : Ken Laffrenier, Debbie Veerman, Charlie Codd, Bryan McNair,
and Representatives from Cobalt and James

1. **Welcome - Meeting called to order**
Moved by: Barbara Beachey
Seconded by: Doug Metson
BE IT RESOLVED THAT "the meeting of September 17th, 2015, be called to order
at 7:00 p.m. by Acting Chairman, Marc Robillard."

Carried
2. **Attendance was taken.**
3. **Approval of Agenda**
Moved by: Doug Metson
Seconded by: Barbara Beachey
BE IT RESOLVED THAT "the Agenda be approved as presented."

Carried
4. **Minutes of last Meeting**
Moved by: Doug Metson
Seconded by: Ron Vottero
BE IT RESOLVED THAT "the Minutes of the meeting held July 16th, 2015, be adopted
as presented."

Carried
5. **Errors or Omissions**
There were no errors or omissions.
6. **Business Arising from the Minutes**
There was no Business arising from the minutes.
7. **Closed Session**
There was no Closed Session.

8. **Committee Reports**

(i) Finance Committee

Moved by: Doug Metson

Seconded by: Barbara Beachey

BE IT RESOLVED THAT "the report of the Finance Committee for the month of July 2015 be adopted as presented and be attached hereto forming part of these Minutes."

Carried

Moved by: Barbara Beachey

Seconded by: Doug Metson

BE IT RESOLVED THAT "the report of the Finance Committee for the month of August 2015 be adopted as presented and be attached hereto forming part of these Minutes."

Carried

(ii) Property and Maintenance Committee Report

Doug Metson advised the Board that a new nozzle was required for the fuel tank, as the old nozzle was not approved. A new nozzle was purchased and installed at a cost of \$847.93 plus HST.

Moved by: Danny Whalen

Seconded by: Doug Metson

BE IT RESOLVED THAT "the report of the Property and Maintenance Committee be adopted as presented."

Carried

(iii) Human Resources Committee

Pauline Archambault advised the Board that the Airport's part-time employee, Cara West, has obtained her Restricted Radio Operator's License, Airside Vehicle Operator's Permit, and WHMIS certificate, and has been trained on aircraft fuelling, handling spills, emergency procedures, writing receipts and processing payments. With this in mind, and anticipating more activity with the sale of the hangar, Pauline requested that the Board keep Cara on a part-time basis. Harold was asked to check with the Township regarding pay schedule increase and contract to sign. It was agreed that Cara would be kept on for now.

Moved by : Danny Whalen

Seconded by: Doug Metson

BE IT RESOLVED THAT "the report for the Human Resources Committee be adopted as presented."

Carried

9. Correspondence

Moved by: Doug Metson

Seconded by: Barbara Beachey

BE IT RESOLVED THAT "the Correspondence for July 2015 be filed."

Carried

Moved by: Danny Whalen

Seconded by: Doug Metson

BE IT RESOLVED THAT "the Correspondence for August 2015 be filed"

Carried

10. Manager's Report

Moved by: Danny Whalen

Seconded by: Dominique Nackers

BE IT RESOLVED THAT "the Manager's Report for the month of July 2015, be adopted as presented, and attached hereto forming part of these Minutes."

Carried

Moved by: Danny Whalen

Seconded by: Dominique Nackers

BE IT RESOLVED THAT "the Manager's Report for the month of August 2015, be adopted as presented, and attached hereto forming part of these Minutes."

Carried

11. Chairman's Remarks/Report

No Report

12. Any Other Business:

Robert Ethier advised the Board that Friday, September 18, 2015, the Township of Armstrong would be signing the final papers for the sale of the Hangar. Discussion took place regarding the maintenance fees, which will have to be negotiated with the new owners.

Harold put in a request for purchasing surveillance cameras for the fuelling area, taxiway, runway, and parking lot, as the old cassette audio system is failing badly. Pauline said she would send Harold information on the system they have where she works, and Harold is also to obtain prices from various sources.

Moved by: Ron Vottero
Seconded by: Robert Ethier

WHEREAS "Temiskaming Rod and Custom Club (TRACC) has used the runway for drag races in August, they have also asked to use the Airport Property for grass drag races in September, and through an early poll of all MSB members no dissents were received."

THEREFORE BE IT RESOLVED THAT "the Joint Municipal Services Board (MSB) allow TRACC to use Airport Property to host a one-day ATV-Skidoo grass drag race on September 26, 2015, provided TRACC produce proof of a minimum five-million dollar liability insurance."

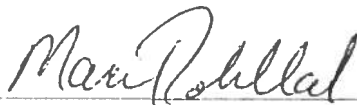
Carried

13. Adjournment

Moved by: Dominique Nackers
Seconded by: Danny Whalen

BE IT RESOLVED THAT "this meeting be adjourned - 8:07 p.m. The next meeting will be held October 15th, 2015 at 7:00 p.m. at Armstrong Council Chambers.

Carried



Chair



Secretary

EARLTON-TIMISKAMING REGIONAL AIRPORT OCTOBER 2015

REVENUE

	<u>ACTUAL</u>	<u>YTD</u>
Fuel	\$9,153	\$103,186
Operations	\$7,637	\$245,133
	\$16,790	\$348,319

EXPENSES

Fuel	\$6,354	\$72,755
Operations	\$21,741	\$200,257
Capital Expenses		\$2,033
	\$28,095	\$275,045

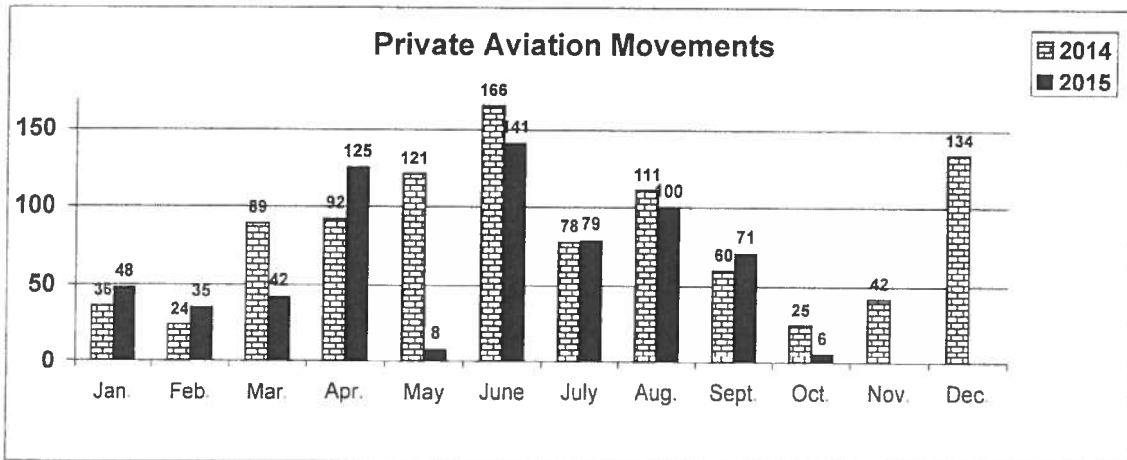
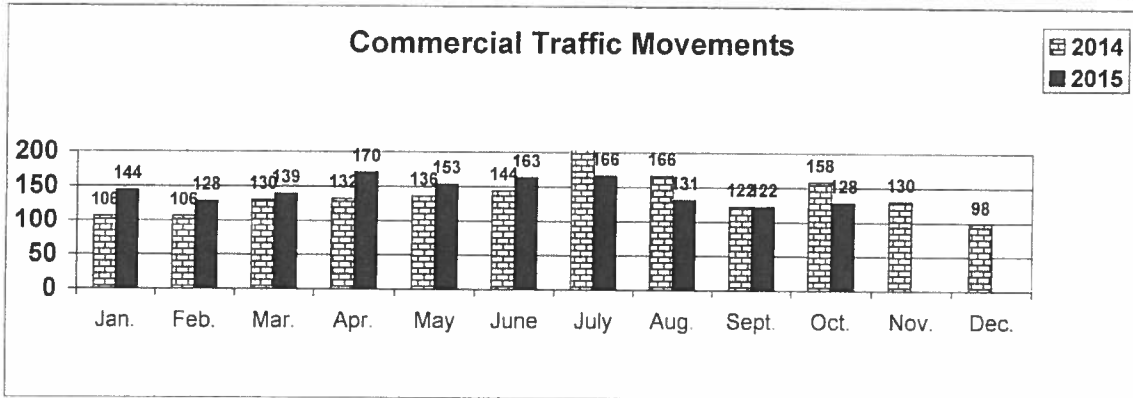
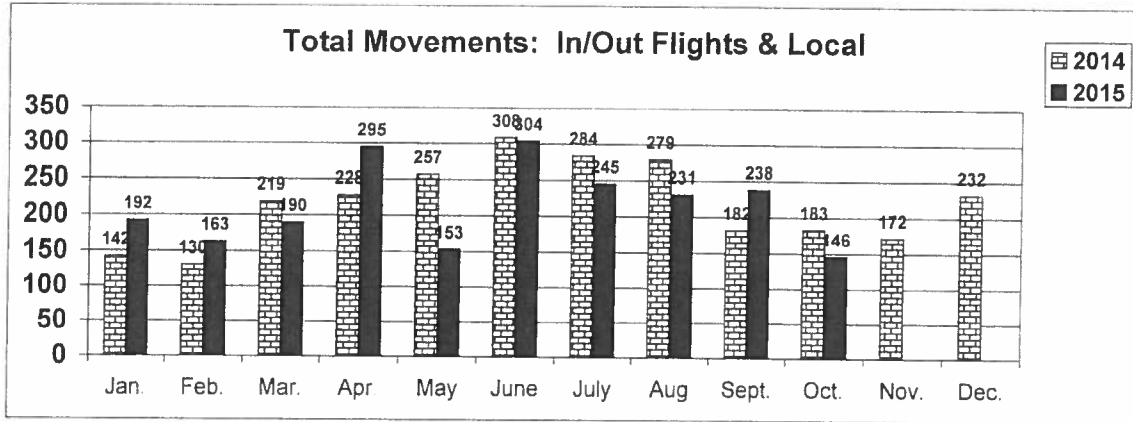
NET PROFIT/LOSS

Fuel	\$2,799	\$30,431
Operations	-\$14,104	\$44,876
Capital Expenses		-\$2,033
	-\$11,305	\$73,274

<u>FUEL INVENTORY - JET A1</u>	\$	4,252
<u>FUEL INVENTORY - AVGAS</u>	\$	4,138
<u>FUEL INVENTORY - DIESEL</u>	\$	1,060

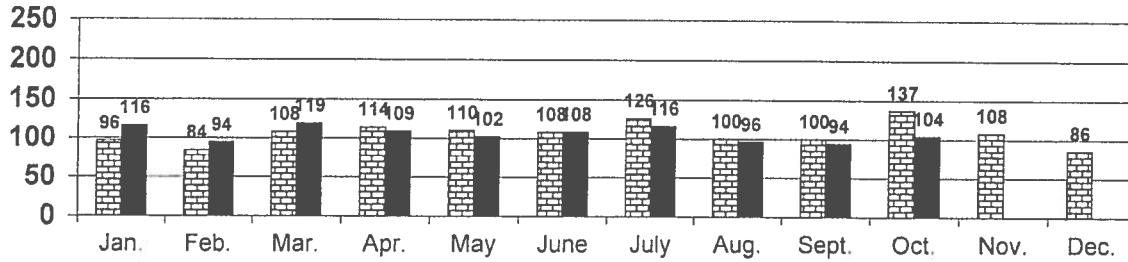
ANNUAL AIRCRAFT MOVEMENTS

AS OF OCTOBER 31, 2015



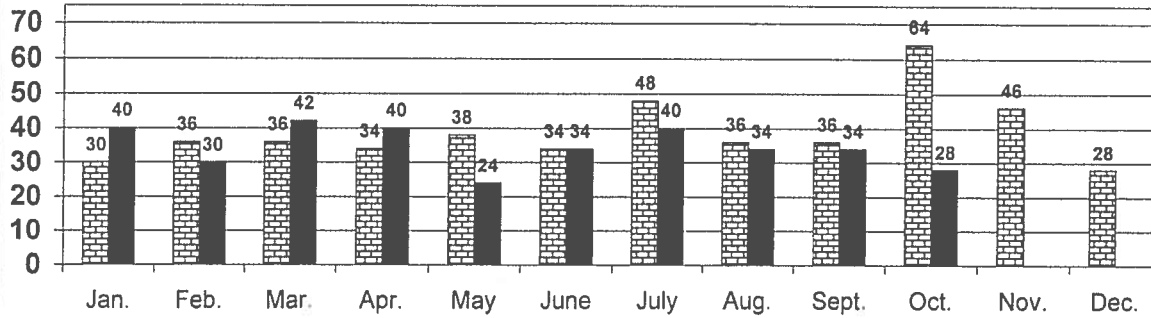
Air Carriers Movements

2014
2015



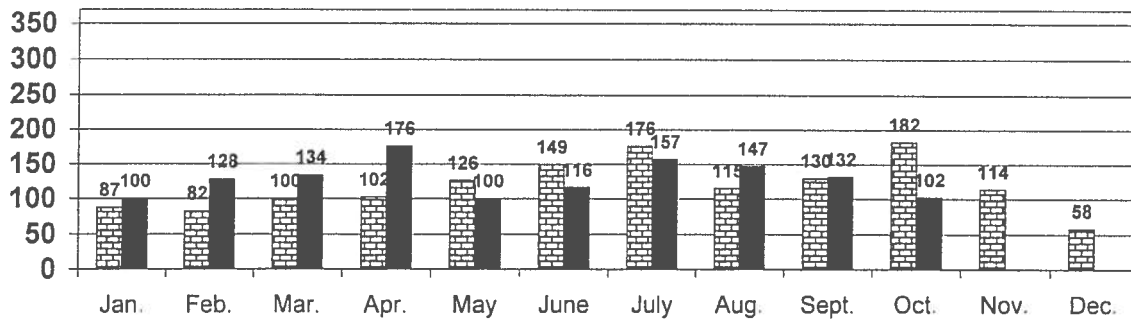
Air Ambulance Movements

2014
2015



Pgrs. via Air Charter

2014
2015



MANAGER'S REPORT OCTOBER 2015

AMCO Convention:

I attended the 30th AMCO (Airport Management Council of Ontario) convention that was held in Toronto this year. It was hosted by the Pearson, Oshawa, Downsview, and Billy Bishop City Centre Airports. We had guided tours of three of these Airports. We went through the terminal, down the elevators, and across under Lake Ontario on the longest moving passenger conveyor in Canada at the Island Airport. From the parking lot to the ticket counter takes about five minutes.

We went on a tour of Bombardier's aircraft manufacturing facilities at Downsview Airport, as well as a tour of the Lester B. Pearson Airport.

I had the opportunity to meet with our Transport Canada inspectors at the conference, and clear up some issues, as well as show them how much we have advanced since our last audit.

I also presented the current state of our Airport infrastructure (specifically the pavement condition of our main runway, taxiway, and apron) and funding to the Transport Canada official in charge of the ACAP (Airport Capital Assistance Program). She expressed concern for our situation, and hoped that she would be able to provide us with assistance in the future.

Fuel Sales:

Of note is that October fuel sales broke previous years:

Jet A1 sales of 4307 litres is the highest since 2009

Avgas sales of 1908 litres is the highest since 2007

Harold Cameron

Earlton-Timiskaming Regional Airport Manager

Community Contribution Summary
2015 Sharing Contribution
Per Capita Contribution - \$7.95

<u>Community</u>	<u>Population</u>	<u>Contribution</u>	<u>Paid</u>
Armstrong	1265	\$10,057	\$10,057.00
Casey	374	\$2,973	\$2,973.00
Chamberlain	346	\$2,751	\$2,751.00
Charlton and Dack	670	\$5,327	\$5,327.00
Cobalt	1103	\$8,769	\$8,769.00
Coleman	531	\$4,221	\$4,221.00
Englehart	1546	\$12,291	\$12,291.00
Evanturel	464	\$3,689	\$3,689.00
Harley	526	\$4,182	\$4,182.00
Hilliard	227	\$1,805	\$1,805.00
Hudson	457	\$3,633	\$3,633.00
James	474	\$3,768	\$3,768.00
Temiskaming Shores	10125	\$80,494	\$80,494.00
Thornloe	110	\$875	\$875.00
Total Contributions	18218	\$144,833	\$144,835.00

Donation

Kerns	349	\$2,775	
Total Contributions		\$147,608	\$144,835

As of November 5, 2015

NEOMA

NORTHEASTERN ONTARIO MUNICIPAL ASSOCIATION

220 Algonquin Blvd. East, TIMMINS, ON P4N 1B3

Counc. Michael Doody, President
(705) 363-7634
michael.doody@timmins.ca

Mayor Roger Sigouin, Vice President
(705) 362-4341
rsigouin@hearst.ca

Joe Torlone, Secretary-Treasurer
(705) 360-2601
joe.torlone@timmins.ca

Friday, November 6, 2015 @ 9:00 a.m.
INOVO Centre (523 Hwy 11 East) – HEARST, ON

MINUTES

Attendees:	<p>Steve Black (Timmins), Joe Torlone (Timmins), Johanne Baril (Val Rita Harty), Walter Wawrzaszek (Timmins), Michael Doody (Timmins), Joe Campbell (Timmins), Michael Shea (Iroquois Falls), Tony Antoniazzi (Kirkland Lake), Carman Kidd (Temiskaming Shores), Betty Lou Purdon (Iroquois Falls), Colin Kennedy (Iroquois Falls), Michel Arsenault (Smooth Rock Falls), Sue Perras (Smooth Rock Falls), Gilles Laderoute (Black River-Matheson), Doug Bender (Black River-Matheson), Garry Edwards (Black River-Matheson), Don Nolet (Opatatika), Al Spacek (Kapuskasung), Madeleine Tremblay (Fauquier-Strickland), Sylvie Albert (Fauquier-Strickland), Michel Briere (Mattice Val Cote), Peter Politis (Cochrane), Nicole Fortier Levesque (Moonbeam), Roger Sigouin (Hearst), Joanne Landry (Smooth Rock Falls), Andre Rheaume (Hearst), Claude Gagnon (Hearst), Murielle Turcotte (Moonbeam), Ghislain Hachez (Moonbeam), Yves Morrisette (Hearst), Francis Lamontagne (Opatatika), Ray Vermette (Hearst), Laurier Duciaume (Black River-Matheson), Guylaine Coulombe (Mattice Val Cote), Joyce Malenfant (Mattice Val Cote), Normand Lemieux (Mattice Val Cote), Marc Blain (Smooth Rock Falls)</p> <p>Guests: Doug Shearer (DSB1), Bob Brush (DSB1), David Landers (CDSSAB), Ted Griffith (Campbell Strategies), Serge Alary (MNDM), Corina Moore (ONTC)</p> <p><small>(Please note that the names above are names of the attendees that signed the "Attendance Sheet")</small></p>
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<i>If there are any errors or omissions in these minutes, please contact the undersigned.</i>			
	ITEM	DISCUSSION	ACTION REQUIRED
1.	Welcome	The meeting was called to order at 9:00 a.m. Mayor R. Sigouin welcomed all those in attendance.	
2.	Opening remarks	President M. Doody indicated the need for the member municipalities to speak with one voice. He also emphasized the importance of this type of association when dealing with the provincial government.	
3.	Introductions	Participants were introduced.	
4.	Approval of agenda	<p>2015-12 Moved by M. Briere Seconded by A. Spacek</p> <p>THAT the NEOMA meeting agenda for November 6, 2015 be approved as circulated, with the following addition:</p> <p>26a) Francophone and Francophile cities network – R.</p>	

		Sigouin. CARRIED	
5.	Declaration of pecuniary interest	There were no declarations of pecuniary interest.	
6.	Adoption of Minutes of May 15, 2015	2015-13 Moved by T. Antoniazzi Seconded by M. Shea THAT the minutes of the May 15, 2015 NEOMA meeting be approved as presented. CARRIED	
7.	Business arising from the minutes	a) Minutes of NEOMA Committee meeting – July 14/15 b) Stable funding formula – Mayor M. Tremblay – Fauquier-Strickland A. Spacek indicated that the above matter was referred to FONOM and further submitted to a multi-ministry committee for their review. This item was also highlighted at a recent AMO board meeting. To date, there has not been a response from the province, but A. Spacek assured participants that once a response is received, the response will be forwarded to NEOMA members.	A. Spacek to provide required information.
8.	Presentations:	a) Corina Moore – ONTC President & CEO Corina Moore provided an update with respect to ONTC activity. Ms. Moore discussed the transformation process, as well as current and future initiatives. The following is a summary of some of the comments: <ul style="list-style-type: none"> • The possibility of managing the rail service from Hearst to Sault Ste. Marie. Ms. Moore indicated that it is not within ONTC's plans at this time. • There was a discussion regarding bus service and the possibility of installing tables for passenger use within the motor coaches. • With respect to bus service, there was also discussion regarding the timing of the schedule. • The group also discussed the expansion of bus service to Thunder Bay. b) Northern Community Investment Readiness (NCIR) – Serge Alary (MNDM) S. Alary provided a presentation with respect to the Northern Community Investment Readiness program. A copy of Mr. Alary's presentation will be distributed to the NEOMA members after the meeting. c) District School Board Ontario North East – Capital planning – D. Shearer D. Shearer, Chairman and Bob Brush, Vice Chair of District School Board Ontario North East provided an	Secretary/Treasurer to distribute NCIR presentation.

		<p>explanation and discussion with respect to community capital planning. They indicated that partnerships need to be created and the purpose of their presentation was for DSBONE to reach out to its community partners for input and discussion.</p> <p>d) Ted Griffith – Campbell Strategies - Biomass plant shut down</p> <p>T. Griffith provided an update with respect to the status of Northland Power.</p> <p><u>2014-14</u> Moved by C. Kidd Seconded by Roger Sigouin</p> <p>T. Griffith will provide a resolution which will be sent to the NEOMA members.</p>	T. Griffith to provide resolution.
9.	Financial Report	<p>The group agreed that financial reports should be provided semi-annually. The group also agreed to transfer funds from the Northern Mayor's Task Force account to the NEOMA account. The following resolutions were approved:</p> <p><u>2015-15</u> Moved by A. Spacek Seconded by P. Politis</p> <p>THAT \$20,000.00 from the Northern Mayor's Task Force account be transferred to the NEOMA account;</p> <p>AND FURTHER that the \$20,000.00 be provided as a loan with no fixed term of payment.</p> <p>CARRIED</p> <p><u>2015-16</u> Moved by R. Sigouin Seconded by M. Briere</p> <p>THAT the remaining funds in the Northern Mayor's Tax Force account of \$3,607.16 be transferred to the NEOMA account for future use.</p> <p>CARRIED</p>	
10.	Hospital report	<p>Counc. S. Perras presented a report with respect to activities of the Timmins & District Hospital.</p> <p><u>2015-17</u> Moved by S. Perras Seconded by P. Politis</p> <p>THAT the hospital report submitted by S. Perras be approved as presented.</p> <p>CARRIED</p>	
11.	NEOMA Agenda items submission	<p>The Secretary/Treasurer requested that a protocol be accepted for the submission of NEOMA agenda items.</p>	

	protocol	The group concurred with this protocol.	
12.	Federal & Provincial elected officials	There were no representations from Federal and Provincial elected officials.	
13.	AMO Update	<p>Mayor A. Spacek discussed the following items:</p> <ul style="list-style-type: none"> • AMO has confidentially discussed with provincial government representatives new proposed legislation and policy. • With respect to policing, AMO has worked on how to pay for policing and is now working on how to make it cost effective with respect to various delivery models. • With respect to AMO Memorandum of Understanding, AFMO is now an active participant in these discussions. 	
14.	FONOM Update	<p>Mayor A. Spacek advised of the following:</p> <ul style="list-style-type: none"> • FONOM has developed a close working relationship with the Northwestern Ontario Municipal Association (NOMA). • A greater focus will be directed with respect to First Nations participation. • FONOM has made a deputation with respect to Bill 52 and unfortunately any of the concerns brought forward by FONOM have not been implemented. 	
15.	AFMO Update	The group was advised that Andre Rheume (Hearst) and Murielle Turcotte (Moonbeam) will be providing AFMO updates. NEOMA municipalities were encouraged to join AFMO. The next AFMO meeting is expected to be in Hearst.	
16.	NeCN Update	M. Tremblay indicated that the annual meeting for NeCN is forthcoming.	
17.	Mayor's Coalition on Affordable Policing	No report at this time.	
18.	Provincial funding shortfall – EMS – Town of Smooth Rock Falls	M. Arsenault indicated his municipality's strong concern over ambulance coverage. When the ambulance provides transportation for a patient to Timmins for medical reasons, there is no ambulance coverage in Smooth Rock Falls. M. Arsenault and S. Perras indicated that this is a serious concern should anyone have a medical emergency. Potential Smooth Rock Falls patients are left at risk when the ambulance is in Timmins. The NEOMA group concurred that this is an issue of concern and the Smooth Rock Falls representatives committed to prepare a letter to be sent to the NEOMA Secretary/Treasurer for distribution throughout the NEOMA membership.	Smooth Rock Falls to prepare letter to Secretary/Treasurer.
19.	Quebec Mayor's Alliance – Town of Hearst & Cochrane	R. Sigouin provided a video for the group's review and also distributed information with respect to this agenda item. R. Sigouin strongly encouraged NEOMA participants to become members of the Boreal Forest Alliance. R. Sigouin indicated that the more the Boreal Forest Alliance is supported by the population, the	Hearst to provide recalculation for membership fees. NEOMA Secretary/ Treasurer to distribute same.

		<p>better it will defend the interests of Quebec and Ontario forest sectors. It was also strongly emphasized that the focus of this alliance is not strictly forestry but includes all sectors within the Ontario and Quebec northern economies. R. Sigouin also provided a membership fee breakdown for the alliance. After a discussion, there was agreement to transfer \$20,000.00 from the Northern Mayor's Task Force account to the NEOMA account, to offset some of the costs related to the membership for the alliance. This resolution can be found in the minutes under Item #9. As indicated by R. Sigouin, the membership fee for the alliance is \$45,000.00. This transfer of \$20,000.00 will be used to offset this fee. The remainder of the fee of \$25,000.00 will be proportionately distributed throughout the NEOMA membership, based on population. R. Sigouin committed to provide the calculation amounts for each municipality and forward same to the NEOMA Secretary/Treasurer for distribution among the NEOMA membership. The group also discussed having the private sector contribute towards this initiative as well. There was discussion with respect to R. Sigouin and P. Politis being the two appointed board members to participate in the alliance.</p>	
20.	Cochrane District Social Planning Council	<p>The NEOMA group have appointed the following to the Cochrane District Social Planning Council:</p> <ul style="list-style-type: none"> • Mayor Peter Politis (Cochrane) • Mayor Steve Black (Timmins) • Mayor Michael Shea (Iroquois Falls) • Mayor Johanne Baril (Val Rita Harty) 	
21.	Cellular network coverage between Hearst & Greenstone – R. Sigouin	<p>R. Sigouin is concerned that there is no cellular coverage from Hearst to Longlac. NEOMA wishes to provide a letter of support with respect to this initiative. The Town of Hearst will submit a letter of support to the Secretary/Treasurer for distribution among the NEOMA membership.</p>	<p>Town of Hearst to provide letter of support for distribution.</p>
22.	French services to the Bear Wise toll-free number – R. Sigouin	<p>R. Sigouin expressed his concern that there was little to no Francophone services with respect to the Bear Wise toll free service. Although it is important to have francophone services for emergencies, the main thrust of this request is for more francophone services for general information. R. Sigouin will be providing a letter respecting the Town of Hearst's concern, to be supported by the NEOMA membership.</p>	<p>Town of Hearst to provide letter of support.</p>
23.	Bill 52- R. Sigouin & P. Politis	<p>The group was provided with an update with respect to this issue.</p>	
24.	Resolutions for support	<p>a) City of Timmins – Spring bear hunt</p> <p>2015-18 Moved by S. Black Seconded by R. Sigouin</p> <p>THAT NEOMA fully supports the City of Timmins Resolution # 15-269 with respect to the annual spring</p>	

	<p>bear hunt;</p> <p>AND FURTHER that NEOMA recognizes and supports the most recent provincial initiatives with respect to this issue;</p> <p>HOWEVER, NEOMA fully supports the annual spring bear hunt to be reinstated permanently.</p> <p>CARRIED</p> <p>b) City of Timmins – Right to choose prayer at Council meeting</p> <p>The group recognized the need to change the reference to Prime Minister Stephen Harper, to Prime Minister Justin Trudeau with respect to this resolution.</p> <p><u>2015-19</u> Moved by P. Politis Seconded by R. Sigouin</p> <p>THAT NEOMA fully supports the City of Timmins' resolution # 15-275 with respect to prayers at Council meetings.</p> <p>CARRIED</p> <p>c) Porcupine Health Unit – Min. of Health & Long Term Care funding model</p> <p><u>2015-20</u> Moved by S. Black Seconded by S. Perras</p> <p>THAT NEOMA fully supports the Porcupine Health Unit resolution with respect to the Porcupine Health Unit's strong opposition to a new funding model and the radical long-term shifting of public health resources to wealthier urban centres in the Province, at the direct expense of northern and rural Health Units in the province, who are much less able to replace those lost funds than for growing urban centered Health Units;</p> <p>AND FURTHERMORE that, Ministry of Health and Long Term Care reverse their decision to support this report which appears biased against smaller, northern, and rural Health Units.</p> <p>CARRIED</p> <p>d) Town of Iroquois Falls – Moose Project</p> <p><u>2015-21</u> Moved by M. Shea Seconded by M. Tremblay</p> <p>THAT NEOMA fully supports the Town of Iroquois Falls resolution # 2015-206 with respect to the current moose management system.</p>	
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		<p>CARRIED</p> <p>e) City of Temiskaming Shores – Four-laning Hwy 11 from North Bay to Cochrane</p> <p><u>2015-22</u> Moved by C. Kidd Seconded by P. Politis</p> <p>THAT NEOMA fully supports the City of Temiskaming Shores resolution to four-lane Hwy 11 from North Bay to Cochrane.</p> <p>CARRIED</p> <p>f) Smith-Ennismore Police Services Board request to eliminate 3-6-9 retention/seniority pay</p> <p><u>2015-23</u> Moved by S. Black Seconded by G. Laderoute</p> <p>THAT NEOMA fully supports the Smith-Ennismore Police Services Board request to eliminate 3-6-9 retention/seniority pay.</p> <p>CARRIED</p> <p>g) Town of Hearst – Min. of Health & Long Term Care funding model</p> <p>This matter was addressed in 24c.</p>	
25.	Correspondence	The correspondence was provided for the membership's information.	
26.	Other matters	<p>26a) Francophone and Francophile cities network – R. Sigouin.</p> <p>R. Sigouin provided an explanation with respect to building momentum for the Francophone and Francophile cities network. R. Sigouin provided documentation for the members review and encouraged all members to join this network.</p>	
27.	Date of next meeting	The group decided to meet in Fauquier-Strickland in February, 2016. Date to be determined.	
28.	Adjournment	<p><u>2015-24</u> Moved by R. Sigouin Seconded by M. Shea</p> <p>That the NEOMA meeting adjourn at 1:40 p.m.</p> <p>CARRIED</p>	

Minutes taken by:
JOE TORLONE,
NEOMA Secretary-Treasurer
City of Timmins

1.0 CALL TO ORDER

The meeting was called to order at 2:10 PM

2.0 ROLL CALL

PRESENT:	Councillor Mike McArthur, City of Temiskaming Shores; Councillor Danny Whalen, City of Temiskaming Shores;; Councillor Rochelle Schwartz, Town of Cobalt;
REGRETS:	Mayor Tina Sartoretto, Town of Cobalt
OTHERS PRESENT:	Christopher Oslund, City Manager; Candice Bedard, CAO, Town of Cobalt; Mitch Lafreniere, Manager of Physical Assets; Kelly Conlin; Executive Assistant;

3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

Under New Business:

- 9.5 Transit Stop @ Dymond
- 9.6 Route Times

4.0 APPROVAL OF AGENDA

Recommendation TC-2015-034

Moved by: Councillor Mike McArthur

Be it recommended that:

The Transit Committee agenda for the October 21, 2015 meeting be approved as amended.

Carried

5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation TC-2015-035

Moved by: Councillor Rochelle Schwartz

Be it recommended that:

The Transit Committee minutes for the September 9, 2015 meeting be adopted as printed/amended.

Carried

6.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

7.0 PRESENTATIONS

- None

8.0 UNFINISHED BUSINESS

8.1 Status of new Transit buses

Discussion:

Mitch Lafreniere reported that one of the new transit buses is in service and the second bus should be going into service the first week of December following repairs.

Mitch will be following up with Stock to ensure that regular routine maintenance is occurring.

8.2 Transit stop at Wal Mart

Discussion:

The transit stop at Wal Mart has been relocated to the South West Corner of the building there does not appear to be any issues.

8.3 Rules of Ridership Follow up (Strollers/Animals)

Discussion:

The Committee was presented with a draft brochure regarding rules for strollers, as well as, example of what other transit services have in place in regards to animal policies. Mitch recommended we have our rules of ridership in place for January 1, 2016. Once a draft of the rules is ready, it will be circulated to the Committee and discussed at the December meeting.

9.0 NEW BUSINESS

9.1 Transit financials - January – September 2015

Discussion:

The Committee was provided with an updated financial summary. Chris Oslund pointed out that the YTD revenue is exceeding the amount budgeted, likely due to a record breaking September ridership.

The expenses are also currently over budget, likely due in part to all the issues with the smaller buses. Currently, the municipal subsidy is in a net deficit position of approximately \$4,000.

9.2 Passenger counts – September 2015

Discussion:

The Committee was provided the passenger counts for the month of September and noted it was a record breaking month for the transit. The Committee anticipates even higher numbers once both the new buses are put into service.

9.3 Transit Stop – Prospect Ave. Cobalt

Discussion:

At a previous transit meeting, a letter concerning the transit bus stopping for breaks at a transit stop on Prospect Ave in Cobalt. The letter detailed concerns about the bus not pulling far enough off the road in order for drivers to see past to any oncoming vehicles. Mitch will communicate this with Stock Transportation, as there is plenty of room for the bus to pull completely off the road.

The transit drivers are also cleaning out the bus at this location while they are stopped, and are filling the garage bin quite quickly. Mitch will ensure an additional bin is placed at the transit stop.

9.4 Budget 2016

Discussion:

Chris Oslund spoke to the Committee about the proposed transit budget for 2016, forecasting both revenues and expenses. Chris explained there is potential for an increase in funding based on our increase in ridership; however, the amount is unknown at this point.

With the purchase of the new buses, there will be a requirement for an increase in the subsidy amounts from all partners. Chris suggested an option of drawing from the reserve in order to maintain the current subsidy level.

Recommendation TC-2015-037

Moved by: Councillor Mike McArthur

Be it recommended that:

The Transit Committee hereby recommends utilizing the municipal reserve fund in order to maintain the municipal subsidy level at the 2015 rate.

Carried

9.5 Transit Stop – Dymond Township

Discussion:

Councillor Mike McArthur brought forward an inquiry into the number of transit stops available in the area of Breault's Subdivision. The concern was sent on behalf of a resident with mobility issues who finds it timely and difficult to get to the closest bus stop and requested consideration be made to add a transit stop closer to their residential area.

Both Chris Oslund and Mitch Lafreniere stated that although they appreciate the concern and suggestion, the transit is not a door to door service and adding additional stops in that area would add time to the current schedule. Councillor McArthur will respond to the concern, offering other means of transportation that may be more suitable, such as Temiskaming Home Supports.

If and when the Committee should decide to complete a review of the current route and transit stops, only then all areas and stops will be considered.

9.6 Route times

Discussion:

Councillor Whalen brought forward an inquiry made to him recently by business owners in Dymond. They were inquiry as to whether or not the Transit would consider extending the transit service to allow for a pick up time in Dymond at 11:00 PM. Several businesses have part time employees and shifts that end or start, in the case of night shift, just before 11:00 PM.

Upon initial consideration, it would be difficult as that could potentially add an extra shift onto the current rotation at Stock. The Committee however did suggest that it may be an appropriate time to conduct another survey of local businesses to determine if there is a need for an adjustment to the current schedule and gather information.

Mitch Lafreniere will locate the previous survey and update it for the Committee to review.

10.0 CLOSED SESSION

- None

11.0 SCHEDULE OF MEETINGS

The next meeting of the Transit Committee is scheduled for December 2, 2105 at 2:00 PM

12.0 ADJOURNMENT

Recommendation TC-2015-038

Moved by: Councillor Mike McArthur

Be it recommended that:

The Transit Committee meeting is adjourned at 3:27 PM

Carried

COMMITTEE CHAIR – T. SARTORETTO

COMMITTEE SECRETARY

1.0 CALL TO ORDER

The meeting was called to order at 1:05 PM

2.0 ROLL CALL

Present:	Mayor Carman Kidd; Councillor Doug Jelly; Councillor Danny Whalen
Regrets:	None
Also Present:	Christopher Oslund, City Manager; Tim Uttley, Fire Chief; Karen Beauchamp, Director of Community Growth and Planning; Laura Lee MacLeod, Treasurer (Presentation of Fleet Replacement Schedule) Kelly Conlin, Executive Assistant

3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- *None*

4.0 ADOPTION OF AGENDA

Recommendation PW-BL-2015-038

Moved by: Mayor Carman Kidd

Be it recommended that:

The October 29, 2015 Building Maintenance Committee Meeting Agenda be adopted as printed.

CARRIED

5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PW-2015-039

Moved by: Councillor Doug Jelly

Be it recommended that:

The Building Committee Meeting minutes of September 24, 2015, be adopted as printed.

CARRIED

6.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

7.0 DELEGATIONS/PUBLIC PRESENTATIONS

- None

8.0 UNFINISHED BUSINESS

8.1 Municipal Data Works (changed from MarMak)

Previous Discussion:

Work is ongoing.

Discussion:

Work is ongoing.

8.2 PFC

Previous Discussion:

The following maintenance shutdown has been completed.

- Accessible upgrades
- New flooring in fitness room
- New heat coil for HV1
- Replacements of parts for Pump7 (to be completed internally)

Mitch Lafreniere also made the committee aware that the hot tub is temporarily shut down awaiting replacement parts.

Discussion:

Mitch made the Committee aware of a purchase of a descaling system to assist with the hard water problems at the facility. It is hopeful that the system will lessen the corrosion on the water pipes.

8.3 Building Division Staff Update

Previous Discussion:

No update

Discussion:

No update

8.4 Lighting upgrades at Riverside Park

Previous Discussion:

Mitch Lafreniere stated that work has started and the installation is going well.

Discussion:

This project is now complete and will be removed from future agendas.

8.5 Engineering survey for Shoring of Waterfront

Previous Discussion:

The project has been awarded to Pedersen Construction and work is scheduled to begin on October 5, 2015.

Discussion:

Project is underway with a slight delay of approximately one week. The anticipated completion date is mid-November.

8.6 Implementation of Fleet maintenance management software

Previous Discussion:

Mitch Lafreniere reported that two staff have started working with the software are pleased with the program. Work is ongoing.

Discussion:

The use of the free trial software went well and currently, the City's IT staff is looking into cost to purchase. Mitch indicated that a reallocation may be requested to cover the cost.

8.7 Library Services Review

Previous Discussion:

The committee reviewed correspondence that was sent in regards to the New Liskeard Library and its current condition. Staff will continue to investigate options on moving forward.

Discussion:

It has been determined by the Committee that a separate Ad Hoc Committee will be created to address the concerns, specifically with the New Liskeard Library and the maintenance requirements, as well as, possible funding opportunities that may exist to assist in the cost of such repairs. The Committee will be comprised of Mitch Lafreniere, Chris Oslund, Carman Kidd, Danny Whalen, Doug Jelly, as well as Rebecca Hunt and members of the Library Board. Mitch will set up the first meeting in November.

8.8 DFO / City property off Main street, Haileybury

Previous Discussion:

Following the upcoming federal election, Chris will draft a letter to the Ministry in attempt to resolve this item.

Discussion:

No update

8.9 Murray Daniels Park, Leisure Services

Previous Discussion:

Mitch Lafreniere reported that once time permits, Recreation staff will remove the fencing.

Discussion:

Recreation staff has started with the removal of the fence. Approximately 500 feet of the fence will be placed along with edge of Farr Park in Haileybury and at the Dymond Park. Doug Walsh inquired as to whether or there would be sufficient fence remaining to utilize at Pete's Dam Park, approximately 200 feet would be required. Doug Walsh and Paul Allair will investigate.

8.10 285 Whitewood

Previous Discussion:

Mitch Lafreniere reported that the roof has now been replaced and the elevator license has been renewed for the time being.

Discussion:

No update

8.11 Green Energy Plan

Previous Discussion:

At the last monthly meeting, a rough draft of the energy plan was presented, which will also be presented at the Committee level in early 2016.

Discussion:

No update

8.12 Fleet Replacement Plan

Previous Discussion:

Mitch Lafreniere presented a replacement and lifespan schedule for the City's current fleet. Staff will have to determine the ideal scenarios and options moving forward in regards to financing fleet replacements and eliminating or increasing fleet when required. Staff will continue their work on the schedule.

Discussion:

Laura Lee MacLeod presented a draft 20 year fleet replacement plan for the existing municipal fleet, as well as, a 6 year financing strategy to address the cost of the replacements. In order to move forward with the draft plan, Council would first need to review and adopt the plan.

Mayor Carman Kidd suggested there were items included in the plan that may not be replaced due to efficiencies.

Laura Lee commented that once the plan has been adopted, it becomes a living document in the sense of removing items that are no longer required and incorporating any new purchases.

Councillor Danny Whalen voiced concerns about the debt load that would be carried through the years that could only be addressed by cuts, tax increases or borrowing.

Steve Burnett made the Committee aware of a request for a Sucker/Flusher Truck included in the 2016 budget considerations. Should this request be approved, it would be included in the fleet replacement schedule.

8.13 Farmer's Market

Previous Discussion:

No update

Discussion:

Chris Oslund stated that there will be a report coming for Council's approval to request an extension of the funding program until the Spring of 2016.

8.14 Entrance Signs - Follow-up

Previous Discussion:

The solar panel for the entrance sign on Highway 11 will be replaced shortly, at a higher elevation. The building maintenance staff will complete a clean-up of the site and will remove debris from around the signs.

Discussion:

After a site visit, Mitch Lafreniere discovered that the batteries that power the solar panels had been stolen. Staff will be returning to the site and replacing the batteries and locks on the panel boxes.

8.15 Building Audit

Previous Discussion:

On going

Discussion:

Mitch Lafreniere presented an internal audit on all City owned buildings that included information such as rentals, revenue generation and operating cost for each building.

Mitch requested further direction from the committee as to how to move forward with this audit. The Committee suggested that staff bring a recommendation back to the Committee as to what buildings should not be used in the future for rentals, and which facilities to maintain. Once the Committee has reviewed, a full report along with the audit can be presented to Council.

Mitch suggested that after 2016, neither one of the arena halls (New Liskeard and Haileybury) be available for rent for events, should Council determine that there will be no further capital dollars spent, as they are both in need to upgrades to the washrooms, accessibility features and kitchens. Chris Oslund also suggested that staff should be moving forward with a request to surplus Murray Daniels Park.

Recommendation PW-2015-040

Moved by: Councillor Danny Whalen

Be it recommended that:

The Building Committee Meeting hereby recommends to the Recreation Committee that the arena halls, in both New Liskeard and Haileybury be rented with the understanding that there is no bar or kitchen facilities and further; recommends that it is suggested to potential renters to use the facilities where capital dollars are being spent to maintain.

CARRIED

8.16 Backup Generator - CJTT

Previous Discussion:

Mitch Lafreniere has a meeting today at 3:00 PM with CJTT to discuss what their options are. More information will be reported at the next meeting.

Discussion:

Staff met with CJTT in regards to the cost to install a backup generator switch at Riverside Place for use by CJTT in the event of a power outage. At the meeting, CJTT stated they may be willing to cover half of the cost.

Mitch has received 3 quotes that range from \$25,000 - \$32,000. Prior to the work starting, staff will contact CJTT to discuss the cost.

Recommendation PW-2015-041

Moved by: Mayor Carman Kidd

Be it recommended that:

The Building Committee Meeting hereby recommends that the City Manager negotiate an agreement with CJTT in reference to the generator back up switch.

CARRIED

8.17 Generator Backup – 200 Lakeshore Road

Previous Discussion:

The generator has been ordered and will be installed later this fall.

Discussion:

The backup generator installation will be completed next week.

8.18 Public Works Energy Upgrades

Previous Discussion:

Mitch Lafreniere reported that the ceiling has been painted white to brighten the area at 200 Lakeshore and new LED lighting installed. The heating units will be installed shortly.

Discussion:

On going

8.19 Building Condition Audit – Haileybury Fire Station

Previous Discussion:

On going

Discussion:

Mitch Lafreniere has followed up with Mitchell Architects who has stated that the Building Condition Report should be completed mid-November.

8.20 Capital Project Updates – 2015

Previous Discussion:

Mitch Lafreniere reported the following projects as complete:

- Roofing Projects:
 - Dymond Complex
 - NL Medical Centre
 - Haileybury Library
 - Haileybury Arena
 - Haileybury Water/Sewer Plant

Mitch also made the committee aware of a one week extension that was granted for the RFP for the demolition of the Matabanick Hotel.

Discussion:

Mitch Lafreniere stated that the capital projects planned for 2015 are all complete with the exception of the work at the south marina in Haileybury, which should be complete by the middle of November.

8.21 2016 Budget

Previous Discussion:

Doug Walsh and Mitch Lafreniere reported that their Draft 1 for Operations budget 2016 will be submitted before Friday of this week.

Discussion:

Mitch Lafreniere reviewed the 2016 Draft 1 Capital Budget for the Building Maintenance Division, which includes an automated stop announcement for the transit system, as well as, the fleet replacements as outlined in the draft fleet replacement schedule.

8.22 Use of City owned vehicles

Previous Discussion:

Mitch Lafreniere voiced his concerns regarding use of City owned vehicles for travelling for personal use, such as going home for lunch. Chris Oslund stated that this should not be happening and in the event that it does, should only be such employees that are designated to have a vehicle and are reporting a taxable benefit each year. Chris will contact the appropriate Directors to address the concern. The Committee suggested a review of the vehicle use policy.

Discussion:

The Committee reviewed the policy and will not be making any recommendations for changes at this time. Item will be removed from future agendas.

9.0 NEW BUSINESS

- None

10.0 ADMINISTRATIVE REPORTS

- None

11.0 CLOSED SESSION

- None

12.0 NEXT MEETING

The next meeting of the Building Maintenance Committee will be scheduled for November 25, 2015 at 1:00 PM.

13.0 ADJOURNMENT

Recommendation PW-BL-2015-042

Moved by: Mayor Carman Kidd

Be it recommended that:

The Building Maintenance Committee, be hereby adjourned at 3:33 PM

CARRIED

COMMITTEE CHAIR - D. WHALEN

RECORDING SECRETARY

1.0 CALL TO ORDER

The meeting was called to order at 1:32 pm

2.0 ROLL CALL

Present:	Mayor Carman Kidd;
Regrets:	None
Also Present:	Christopher Oslund, City Manager; Mitch Lafreniere, Manager of Physical Assets; Rebecca Hunt, CEO Libraries, Donald Bisson, Chair, Library Board; Roger Oblin, Member, Library Board; Kelly Conlin, Executive Assistant

3.0 ELECTION OF CHAIR

The Committee elected Donald Bisson as Chair

4.0 NEW BUSINESS

Review of Geotechnical Investigation Report – New Liskeard Library

Discussion:

Mitch Lafreniere opened the meeting with a brief explanation of why the Ad Hoc Committee of Council was formed. The intent of the Committee will be to determine how to move forward with repairs and ongoing maintenance of the New Liskeard Library. The information discussed at this committee will be shared with both Council and the Library Board.

Mitch also provided a background on the geotechnical study and other reports such as the Building Condition survey that have been completed in regards to the overall building condition of the New Liskeard Library.

The Committee discussed the recommendations outlined in the reports to address underlying condition of the building and the estimated cost to address the immediate needs of the building.

Mitch made the Committee aware of a request of \$115,000 in the proposed 2016 Building Maintenance budget for roof replacement and repair of exterior stone work of the New Liskeard Library (\$100,000) and to complete an engineering study (\$15,000)

Chris Oslund informed the Committee that as part of the Canada 150 grant program, the City has applied for funding to assist with these upgrades, as well as, accessibility upgrades required both inside and outside of the building.

The suggestion was made that the City could withdraw or amend the current application that includes the accessibility upgrades and revise to include the immediate structural issues repair cost without the accessibility upgrades and resubmit the application.

The Committee agreed that the immediate repair needs of the building were of higher priority than accessibility upgrades at this time.

Mitch will be reviewing and prioritizing all the recommended repairs as noted in both reports and will bring that list back to the Committee for review.

Recommendation: LIB–2015-001

Moved by: Roger Oblin

The Library Building Committee hereby recommends that staff proceed with the withdrawal of the funding application from the Canada 150 funding program in order to revise and resubmit without the accessibility upgrades as previously requested as part of the funding; and further that staff now request the funds required to complete the roof on the New Liskeard Library, as well as, remedial exterior repairs to the building envelope from the Canada 150 funding program.

CARRIED

5.0 NEXT MEETING

The Committee will meet quarterly or as required.

Subject: Supply and Delivery of Cutting Edges, Blades, Points and Shoes

Report No.: PW-056-2015
Agenda Date: December 1, 2015

Attachments

Appendix 01: Submission 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-056-2015;
2. That as outlined in Section 3.5 of the City's Purchasing Policy, Council approves the award of the 2015-16 Supply and Delivery of Cutting Edges, Blades, Points and Shoes contract to *Creighton Rock Drill Ltd.* in the amount of \$ 29,718.57 plus HST; and
3. That Council directs staff to prepare the necessary by-law and agreement consideration at the December 1, 2015 Regular Council meeting.

Background

Each year the City of Temiskaming Shores procures the services of qualified suppliers for the supply and delivery of cutting edges, blades, points and shoes for heavy equipment including graders, snow plows and loaders for use in the Public Works Dept. within the City of Temiskaming Shores.

The goods and services work shall consists generally of supplying and delivering cutting edges, plow and grader blades, points and shoes for the purpose of wear parts on equipment as directed by the Superintendent of Transportation or designate.

The Request for Quotation documents were prepared and PWO-RFQ-004-2015 was distributed to previous and known potential bidders with closing date at 2:00 p.m. on Thursday November 19, 2015.

Analysis

Three (3) responses to the request were received by the closing date.

Bidder	Tender Amount	HST	Total
Produits Industriels Fraser Inc.	\$ 39,928.82	\$ 5,190.75	\$ 45,119.47
Creighton Rock Drill	\$ 29,718.57	\$ 3,863.41	\$ 33,581.98
Tracks & Wheels	\$ 35,270.46	\$ 4,585.16	\$ 39,855.62

The Supplier providing the lowest quotation is a new supplier to the City, however, has successfully provided like services and supplies to municipalities in Ontario.

The quotations received were analysed for errors and/or omissions and the submission from Fraser was found to have calculated the HST improperly and the final price was adjusted accordingly. This error did not change the ranking of the results for the RFQ. The process for obtaining competitive pricing was in keeping with the City's Purchasing Policy (By-Law 2009-012, as amended).

Financial / Staffing Implications

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

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

Costs associated with this work in comparable to those obtained for similar goods in previous years.

Staffing implications related to this matter are limited to normal administrative functions and duties.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager

Document Title: **PWO-RFQ-004-2015**

Opening Date: **November 19, 2015**

Inquiry Contact: **Mitch Lafreniere**

Opening Time: **2:00 pm**

Description: **Supply & Delivery of Cutting edges, blades, points, shoes & hardware**

Form of Proposal

Bidder: **CRD CREIGHTON**

All 38 Items Bid (Y/N):	Y
Sub-Total:	29,718.57
HST:	3,863.41
Total:	33,581.98

Non Collusion Affidavit Conflict of Interest AODA

Bidder:

All 38 Items Bid (Y/N):	
Sub-Total:	
HST:	
Total:	

Non Collusion Affidavit Conflict of Interest AODA

Bidder: **FRASIER INDUSTRIAL**

All 38 Items Bid (Y/N):	Y
Sub-Total:	39,928.82
HST:	1,996.44
Total:	41,925.26

Non Collusion Affidavit Conflict of Interest AODA

Bidder:

All 38 Items Bid (Y/N):	
Sub-Total:	
HST:	
Total:	

Non Collusion Affidavit Conflict of Interest AODA

Bidder: **TRACKS & WHEELS**

All 38 Items Bid (Y/N):	Y
Sub-Total:	35,270.46
HST:	4,585.16
Total:	39,855.62

Non Collusion Affidavit Conflict of Interest AODA



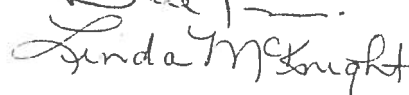
Bidder:

All 38 Items Bid (Y/N):	
Sub-Total:	
HST:	
Total:	

Non Collusion Affidavit Conflict of Interest AODA

Comment : Submissions will be reviewed for errors, omissions and accuracy by municipal staff prior to any awarding. Subsequently bidders will be informed of the results.

In Attendance:

Print Name	Representing	Signature
Gary Wadge	CITY OF T-S.	
DAVID WASSIK	" " "	
DAVE TREEN	" " "	
LINDA MCKNIGHT	" " "	

The Corporation of the City of Temiskaming Shores
By-law No. 2015-000

Appendix 02
PW-056-2015
December 1, 2015

**Being a by-law to enter into an agreement with
Creighton Rock Drill Ltd. for the Supply and
Delivery of Cutting Edges, Blades, Points and
Shoes to the Public Works Dept. in the City of
Temiskaming Shores**

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

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

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

And whereas Council considered Administrative Report No. PW-056-2015 at the December 1, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Creighton Rock Drill Ltd. for the supply and delivery of Cutting Edges, Blades, Points and Shoes for heavy equipment to the Public Works Dept. for consideration at the December 1, 2015 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 Mayor and Clerk to enter into an agreement with Creighton Rock Drill Ltd. for the supply and delivery of cutting edges, blades, points and shoes to the Public Works Dept. in the amount of \$29,718.57 plus taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2015-000

Agreement between

The Corporation of the City of Temiskaming Shores

and

Creighton Rock Drill Ltd.

for the Supply and Delivery of Cutting Edges, Blades,
Points and Shoes to the Public Works Dept.

This agreement made in duplicate this 1st day of December 2015.

Between:

The Corporation of the City of Temiskaming Shores

(hereinafter called "the Owner")

and

Creighton Rock Drill Ltd.

(hereinafter called "the Supplier")

Witnesseth:

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

Article I:

The Supplier will:

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

**Corporation of the City of Temiskaming Shores
Supply and Deliver Cutting Edges, Blades, Points and Shoes
Request for Quotation No. PWO-RFQ-004-2015**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents attached hereto as Appendix 01 and forming part of this agreement.
- c) Complete, as certified by the Director, all the work by **November 30th, 2016.**

Article II:

The Owner will:

- a) Pay the Supplier in lawful money of Canada for the material and services aforesaid **Twenty-Nine Thousand Seven Hundred and Eighteen Dollars and Fifty Seven Cents (\$29,718.57) plus applicable taxes** subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

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

Article IV:

All communications in writing between the parties, or between them and the Director shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by post or telegram addressed as follows:

The Contractor:

Creighton Rock Drill Ltd.
2222 Drew Road
Mississauga, Ontario
L5S 1B1

The Owner:

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

The Director:

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

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

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

Signed and Sealed in)
the presence of)

Supplier's Seal)
(if applicable))

Municipal Seal)

Creighton Rock Drill Ltd.

Territory Manager – Claude Perreault

Witness

Print Name: _____

Title: _____

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to

By-law No. 2015-000

Form of Agreement



City of Temiskaming Shores

PWO-RFQ-004-2015

Cutting edges, Blades, Points and Shoes

Form of Quotation

Each Quotation should contain the legal name under which the Vendor 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, have carefully examined the attached documents and conditions of the Quotation. We understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labour, apparatus and documentation as are required to satisfy this Quotation.

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

Description	Unit	Quantity	Unit Price	Extended Price
¾" x 6" x 83 3/16" cutting edge for Case 580 Super M, heat treated steel, part # 112946A1 or equivalent	each	2	\$192.17	\$384.34
Cutting edge, for J.D. 444H O.E.M. bucket, 4 piece set. O.E.M. set part # L100A0084	each	4 end pieces	\$68.51	\$274.04
End piece measures 8" wide X 14" high, 3 vertical bolt holes – 2" apart. (X2) part #'s L100A0084-C or T101639 or equivalent				
Centre section measures 39" wide x 12" high (x2) bolt holes are 13 ½ c – c, part #'s L100A0084 – E or T156637 or equivalent	each	4 center sections	\$201.72	\$806.88
5/8"x 2 ¾" Plow bolt, ¾" head, PB058-275S or PB58234PBSP or equivalent	each	400	\$1.20	\$480.00
5/8" plow nut, grade 8, for above, part # 4K0367 or equivalent	each	400	\$0.22	\$88.00
Carbide rotating bit, Kennametal, heavy duty body, part # C855HDX or equivalent	each	448	\$9.26	\$4148.48

This is Page 1 of 8 to be submitted

Description	Unit	Quantity	Unit Price	Extended price
7/8"x 6"x 44" Carbide Blade, part # 65G-40D or 7864440D or equivalent, 15 each (3 per set x 5 sets)	each	15	\$237.78	\$3566.70
Plow blade, 5/8"x 8" x 144", 8" c-c, 18 bolt hole, part # 588144FCFSE or BX340889 or equivalent. Reversible for bull blade on grader.	each	2	\$137.00	\$274.00
Grader Blade, 3/4" x 6" x 84", (7') curved, heat treated steel, part #'s 34671VCDB or GB41117 or equivalent	each	24	\$84.61	\$2030.64
Grader blade, 3/4" x 6" x 72", (6') curved, heat treated, 34661VCDB or GB41116 or equivalent	each	8	\$72.52	\$580.16
Plow bolt, scraper blade, round counter sunk, square neck, 3/4" x 2 1/2", part # PB750250 or equivalent	each	100	\$0.80	\$80.00
Nuts, 3/4", for above plow bolts	each	100	\$0.33	\$33.00
Plow blade, 5/8" x 8" x 132", 8" c.c., 17 bolt hole, part #'s 588132FCFSE or BX 340887 or equivalent	each	6	\$136.96	\$821.76
Trip Spring, Upper wing arm, part # VF-103 or equivalent	each	6	\$168.00	\$1008.00
Truck wing shoe, heavy duty, grey cast iron, part # G5055 (028) or equivalent	each	18	\$28.50	\$513.00
Grader wing shoe, 12" ctr – ctr. Bolt holes, grey cast iron type, part # RN 600-70-12 or equivalent	each	12	\$19.81	\$237.72
One way shoe, 8" centres, part # V600 or equivalent	each	20	\$15.56	\$311.20
Nose point, snow plow, heavy duty cast, 3/4" thick, part # V10V or equivalent	each	15	\$22.43	\$336.45
Nose point, for Viking, part # V80088 or equivalent	each	15	\$24.96	\$374.40

This is Page 2 of 8 to be submitted

Description	Unit	Quantity	Unit Price	Extended Price
Shoe holder, part # V8291 or equivalent	each	8	\$32.63	\$261.04
Plow shoe, Standard, part # V-40 or equivalent	each	8	\$38.50	\$308.00
Scraper blade, ice serrated, 8" x 3/4" x 6' curved double bevel, "vallite" heat treated or equivalent	each	4	\$120.62	\$482.48
Scraper blade, ice serrated, 8" x 3/4" x 7' curved double bevel, "vallite" heat treated or equivalent	each	8	\$140.72	\$1125.76
Nose point, carbide, part # 80088CT or equivalent	each	4	\$194.15	\$776.60
Blower skate, carbide, centre section, part # V555 or equivalent	each	4	\$125.65	\$502.60
Blower skate, carbide, right section, part # V556 or equivalent	each	4	\$131.73	\$526.92
Blower skate, carbide, left section, part # V557 or equivalent	each	4	\$131.73	\$526.92
Cutting Edge, for Caterpillar back hoe, 2 piece, 5/8" x 44.5" x 8", (x2) heat treated steel, bolt holes are 3" from edge, 12" centre to centre, OEM cat # 9W-8215, or equivalent	each	2 pieces	\$113.08	\$226.16
Carbide plow runner, fits OEM Frink, London, American Coleman, Viking, Tenco, part # V550-3 (3 rows of carbide) or equivalent.	each	26	\$130.65	\$3396.90
Wing Blades, "Vallite High Wear" 3/4" x 6" x 44" sections. Part # 34644LABSU-01A0 or equivalent. "Fabricated"	each	12	\$165.89	\$1990.68
Curb Runner, for truck wing application, for Viking wing, part # V45F or V45-1 or equivalent	each	4	\$85.50	\$342.00
Wing blades, "Vallite High Wear", 5/8" x 6" x 48" sections. Part # 58648FHIWB or equivalent	each	6	\$180.97	\$1085.82
Wing Blade, high wear, 5/8" x 8" x 144", John Deere Part # 588144FCFSE or equivalent	each	1	\$137.00	\$137.00

This is Page 3 of 8 to be submitted



Description	Unit	Quantity	Unit Price	Extended price
Grader wing edge, 13' , part # PC40084 or equivalent	each	2	\$161.85	\$323.70
Bucket Edge, for John Deere 624, part # BT146672MT	each	2	\$68.51	\$137.02
Bucket Edge, for John Deere 624, part # BT157492MT	each	2	\$255.67	\$511.34
Grader Wing Blade, 5/8" x 8" x 12'6", 15 hole, Part # 348150CCFSE	each	2	\$175.43	\$350.86
Grader Wing Curb Runner, part # V45-F	each	4	\$89.50	\$358.00
			Total	\$ 33,581.98


This is Page 4 of 8 to be submitted



I/We Creighton Rock Drill Ltd. offer to supply the requirements stated within for
The sub total of \$ 29,718.57 + 3863.41 H.S.T. for a grand total of \$ 33,581.98

In consideration of **stocking** items at Vendor depot, anticipated delivery of required goods shall be
within (State) 7 DAYS subject to item # 3 "Terms of delivery" Special Provisions.

In consideration of **non-stocking** items at Vendor depot, anticipated delivery of required goods shall be
within (State) 35 DAYS subject to item # 3 "Terms of delivery" Special Provisions.

Company Name Creighton Rock Drill Ltd.	Contact name (please print) Claude Perreault
Mailing Address 2222 Drew Road Mississauga, ON L5S 1R1	Title Northern Ontario Territory Manager
Postal Code L5S 1R1	Authorizing signature  "I have the authority to bind the company/corporation/partnership."
Telephone (905) 673-8200	Cell Phone if possible (705) 477-4938
Fax (905) 673-8208	Date Nov 17, 2015
Email claude@creightonrock.com	

This is Page 5 of 8 to be submitted



City of Temiskaming Shores
PWO-RFQ-004-2015
Cutting edges, Blades, Points and Shoes

Non Collusion Affidavit

I/ We Creighton Rock Drill Ltd. the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

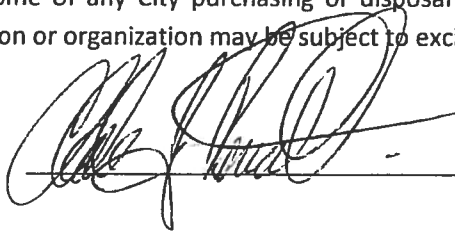
Such bid is genuine and is not a collusive or sham bid.

Neither the Vendor 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 Vendor, 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 Vendor, firm or person to fix the price or prices in the attached bid or of any other Vendor, or to fix any overhead, profit or cost element of the bid price or the price of any Vendor, 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 Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or Quotation 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.

Signed



(Claude Perreault)

Company Name

Creighton Rock Drill Ltd.

Title

Northern Ontario Territory Manager

This is page 6 of 8 to be submitted



City of Temiskaming Shores
PWO-RFQ-004-2015
Cutting edges, Blades, Points and Shoes

Conflict of Interest Declaration

Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no *(strike out inapplicable portion)* knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at _____ this _____ day of _____, 2015.

FIRM NAME: Creighton Rock Drill Ltd.

VENDOR'S AUTHORIZED OFFICIAL: Robert Creighton

TITLE: President

SIGNATURE: 

This is Page 7 of 8 to be submitted



Schedule "A"
Accessibility for Ontarians with Disabilities Act, 2005 Compliance Agreement

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name Robert Creighton Company Name Creighton Rock Drill Ltd.

Phone Number 905 673 8200 Address 2222 Drew Road, Mississauga, ON

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

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

Date: NOV 17, 2015

This is Page 8 of 8 to be submitted



Schedule B – Notice of No Bid”

It is important that the City of Temiskaming Shores receive a reply from all Document Takers. Although there is no obligation to submit a bid, should you choose not to, your completion of this form will assist us in continually improving our Bid Process. Please complete the following by checking off the appropriate statement(s) including your additional comments and fax to Public Works office at (705) 647-9632 Attention: Gary Wadge prior to the closing time and date indicated in the bid package.

- 1. We do not supply this product(s) or service. _____
- 2. We cannot supply to the terms of reference. _____
- 3. Unable to quote competitively. _____
- 4. Cannot bid due to present work load _____
- 5. Quantity is too large _____ too small _____
- 6. Unable to meet delivery/completion requirements. _____
- 7. Patent or licensing restrictions. _____

Other reasons/additional comments:

Do you wish to bid on these goods/services in the future? Yes X No _____

Company Creighton Rock Drill Ltd.

Address: 2222 Drew Road, Mississauga, ON L5S 1R1

Phone: 905 673 8200 Fax: 905 673 8208

Signature: *[Signature]* Title: Customer Service Rep.

Name: Ryan Charlton Date: November 17, 2015

(Print)

Email address: ryan@creightonrock.com

**City of Temiskaming Shores
Schedule "C" – Performance Evaluation
For City internal use only**

Vendor's Name			Telephone
Address			Postal Code
Vendor's Representative			
Contract Description; Supply and delivery of cutting edges, blades, points, shoes and related hardware			
Awarded Contract Value		Actual Contract Value	
Cost centre; 1.0698.3920.4.03.3200	District/Region/Branch	City Contact Person; Mitch Lafreniere	Division; Public Works
Scheduled Start; Date of Purchase Order	Actual Start;	Scheduled Completion; December 31, 2016	Actual Completion

Performance Rating

O-Outstanding F-Fair	G-Good P-Poor	Rate	Comments
			1. Quality of Work Performed
			2. Ability of Employees used for work
			3. Scheduling and Coordination
			4. Availability of Equipment and Employees
			5. Equipment/Procurement & Delivery
			6. Condition and Suitability of Equipment
			7. Cooperation of Municipality and Employees
			8. Cooperation with outside Agencies



9. Conformity to Pertinent Acts and Regulations		
10. Safety (Overall)		
11. Quality of Supervision		
12. General Housekeeping		
13. Responses to Unplanned Changes		
14. Other (Specify)		
Causes for Delays (if any)		
Liquidated Damages (itemize)		

*

Future Recommendations: Provider recommended for future work	Yes	No (explain)
Comments:		
Department Director	Date	
Title	Project Coordinator	
Company Representative		

* To be completed at the end of the service period



QUOTE # Q017982

HEAD OFFICE: T:(905)673-8200 F:(905)673-8208
2222 Drew Road Mississauga, ON L5S 1B1

OTTAWA T:(613)831-7278 F:(613)831-7811 BOISBRIAND T:(450)435-2555 F:(450)435-5556 NOVA SCOTIA T:(902)431-7625 F:(902)431-7624
151 Tansley Drive Carp, ON K0A 1L0 4001 Rue Lavoisier Boisbriand, QC J7H 1N1 75-C Richard John Drive Mount Uniacke, NS B0N 1Z0

BILL TO:

City of Temiskaming Shores
Oppie Robinson/Julie Gregoire
325 Farr Drive
P.O. 2050
Haileybury, ON P0J 1K0
Canada
P: 7056476220 x x4326
F: 7056479632

SHIP TO:

City of Temiskaming Shores
Oppie Robinson/Julie Gregoire
325 Farr Drive
P.O. 2050
Haileybury, ON P0J 1K0
Canada
P: 7056476220 x x4326
F: 7056479632

Customer ID	Ship Via	Sales Rep	Terms	Date
TEM001	TBA	151	NET 30 DAYS	11/13/2015

Quantity	UOM	Item #	Description	Unit Price	Extended Price
2	EA	112946A1	Ldr bolt on blade 580 super L 6" wide carbon <i>Stock</i>	192.17	384.34 \$
4	EA	T146672	Ldr bolt on blade 544G <i>Stock</i>	68.51	274.04 \$
4	EA	T156637	Deere Loader Blade <i>4 week delivery</i>	201.72	806.88 \$
400	EA	PB058-275S	Plow Bolt 5/8" x 2 3/4" Special 3/4" Head (100 per box) <i>Stock</i>	1.20	480.00 \$
400	EA	N058	Hex Nut 5/8" Grade 8 4K0367 (400 per box) <i>Stock</i>	0.22	88.00 \$
448	EA	C855HDX-4	Grader Tip Full Body Sandvik 2000 K1LS-2244-2869 (50 per pail) <i>Stock</i>	9.26	4,148.48 \$
15	EA	CIAL764448-P	Carbide blade 7/8" x 6" x 44" 40d Trap MTO CIAU <i>Stock</i>	237.78	3,566.70 \$
2	EA	PBA5814459-C	5/8" x 8" x 144" SEFC Frink Plow Blade 5/8 <i>Stock</i>	137.00	274.00 \$
24	EA	5D9557	3/4" x 6" x 7' DBCB Grader Blade 5/8"PB <i>4 week delivery</i>	84.61	2,030.64 \$
8	EA	5D9556	3/4" x 6" x 6' DBCB Grader Blade 5/8"PB <i>Stock</i>	72.52	580.16 \$
100	EA	PB075-250	Plow bolt 3/4" x 2 1/2" 5J4773 (90 per box) <i>Stock</i>	0.80	80.00 \$
100	EA	N075	Hex Nut 3/4" Grade 8 2J3506 (250 per box) <i>Stock</i>	0.33	33.00 \$
6	EA	PBA5813259-B	5/8" x 8" x 132" SEFC Frink Plow Blade 5/8 CB <i>Stock</i>	136.96	821.76 \$
6	EA	VF103	Upper Wing Brace Trip Spring <i>1 week</i>	168.00	1,008.00 \$



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151 Tansley Drive Carp, ON K0A 1L0 4001 Rue Lavoisier Boisbriand, QC J7H 1N1 75-C Richard John Drive Mount Uniacke, NS B0N 1Z0

BILL TO:
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Customer ID	Ship Via	Sales Rep	Terms	Date
TEM001	TBA	151	NET 30 DAYS	11/13/2015

Quantity	UOM	Item #	Description	Unit Price	Extended Price
18	EA	28G	Truck Wing Shoe Grey Iron G5055 V28 <i>Stock</i>	28.50	513.00 \$
12	EA	600G70X8	Wing shoe Grey Iron 70 deg 8" ctrs V600-1 G5051 <i>Stock</i>	19.81	237.72 \$
20	EA	600G55X8	Plow Shoe Grey Iron 55 deg 8" ctrs V600-55-8 G5058 <i>Stock</i>	15.56	311.20 \$
15	EA	BC10	Plow Nose Cast Alloy Steel <i>Stock</i>	22.43	336.45 \$
15	EA	541R	Plow Nose Cast (9840) <i>Stock</i>	24.96	374.40 \$
8	EA	V8291-75	Plow Runner Holder <i>Stock</i>	32.63	261.04 \$
8	EA	605-42	Plow Runner Cast Grey Iron 42 lbs G7085L <i>Stock</i>	38.50	308.00 \$
4	EA	5D9558ICE	3/4" x 8" x 6' DBCB Grader Ice Blade 5/8"PB 2T-1G <i>Stock</i>	120.62	482.48 \$
8	EA	5D9559ICE	3/4" x 8" x 7' DBCB Grader Ice Blade 5/8"PB 2T-1G <i>Stock</i>	140.72	1,125.76 \$
4	EA	541RCI	Viking Carbide Nose <i>3 week delivery</i>	194.15	776.60 \$
4	EA	ZZ-V555	Blower Skate, carbide, centre section <i>1 week delivery</i>	125.65	502.60 \$
4	EA	ZZ-V556	Blower Skate, carbide, right section <i>1 week delivery</i>	131.73	526.92 \$
4	EA	ZZ-V557	Blower Skate, carbide, left section <i>1 week delivery</i>	131.73	526.92 \$
2	EA	9W8215	Ldr bolt on blade 416 44.5" <i>2 week delivery</i>	113.08	226.16 \$



QUOTE # Q017982

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Customer ID	Ship Via	Sales Rep	Terms	Date
TEM001	TBA	151	NET 30 DAYS	11/13/2015

Quantity	UOM	Item #	Description	Unit Price	Extended Price
26	EA	605-7C18I	Plow Runner Carbide Inserts 3 Rows (X Axis) <i>3 week delivery</i>	130.65	3,396.90 \$
12	EA	HWW4444-P	44" Boron BladeRunner Wing blade 70 deg 2,4 spacing <i>Stock</i>	165.89	1,990.68 \$
4	EA	V45-1	Reversible Curb Runner 8" Centres <i>1 week delivery</i>	85.50	342.00 \$
6	EA	HWW4844-C	48" Boron BladeRunner Wing blade 70 deg 4,8 Spacing <i>Stock</i>	180.97	1,085.82 \$
1	EA	PBA5814459-C	5/8" x 8" x 144" SEFC Frink Plow Blade 5/8 <i>Stock</i>	137.00	137.00 \$
2	EA	ZZ-PBA58156....	Plow blade 5/8 X 8 X 156" <i>4 week delivery</i> <i>Need more info on blade (hole spacing)</i>	161.85	323.70 \$
2	EA	T146672	Ldr bolt on blade 544G <i>Stock</i>	68.51	137.02 \$
2	EA	T157492	Bolt on Centre <i>Stock</i>	255.67	511.34 \$
2	EA	SW115HD	5/8" x 8" x 150" SEFC Champion Wing 3,3,9,12 <i>4 week delivery</i>	175.43	350.86 \$
4	EA	ZZ-V45-F	Grader Wing Curb runner <i>1 week delivery</i>	89.50	358.00 \$



QUOTE # Q017982

HEAD OFFICE: T:(905)673-8200 F:(905)673-8208
2222 Drew Road Mississauga, ON L5S 1B1

Page 4

OTTAWA T:(613)831-7278 F:(613)831-7811 151 Tansley Drive Carp, ON K0A 1L0
BOISBRIAND T:(450)435-2555 F:(450)435-5556 4001 Rue Lavoisier Boisbriand, QC J7H 1N1
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Customer ID	Ship Via	Sales Rep	Terms	Date
TEM001	TBA	151	NET 30 DAYS	11/13/2015

Quantity	UOM	Item #	Description	Unit Price	Extended Price
----------	-----	--------	-------------	------------	----------------

Your quote will expire after 30 days.

Subtotal	\$29,718.57
Misc	\$0.00
Tax	\$3,863.41
Freight	\$0.00
Trade Discount	\$0.00
Total	\$33,581.98

Subject: Zoning By-law Amendment: 998167
Hwy 11 N - Nancy and Marcel Savoie

Report No.: CGP-044-2015
Agenda Date: December 1, 2015

Attachments

- Appendix 01:** Planning Report
- Appendix 02:** Application and Public Notice
- Appendix 03:** Comments from Health Unit and MTO
- Appendix 04:** Draft By-law to amend Township of Dymond Zoning By-law 984

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-044-2015;
2. That Council agrees to amend the provisions of the Township of Dymond Zoning By-law 984 to permit the zone change from Agriculture (A1) to Agriculture Exception 15 (A1-E15); and
3. That Council directs staff to prepare the necessary by-law to amend the Township of Dymond Zoning By-law 984 for consideration at the December 1, 2015 Regular Council meeting.

Background

The applicant is requesting the City approve a Zoning By-law amendment to permit the operation of a bed and breakfast as a home occupation in the existing dwelling on the subject property, and to allow 40% of the dwelling unit area to be devoted to the bed and breakfast home occupation where the Zoning By-law permits home occupations to occupy a maximum of 25% of the dwelling unit area.

A building permit was issued to allow the owners to complete the renovations required for the bed and breakfast home occupation so operation of the business can begin as soon as the appeal period expires if the amendment is approved. The owners signed an affidavit agreeing that they would not operate the business until the Zoning By-law Amendment is in force and effect and agreeing that they were taking on the renovations at their own risk and would not hold the City liable in the event that the amendment is not approved.

Analysis

The public meeting was held on November 17, 2015. No members of the public submitted written comments or made oral submissions at the public meeting.

The Planning Report attached as Appendix 01 provides information regarding the application within the planning policy framework. It is my opinion that the proposed Zoning By-law Amendment: is consistent with the Provincial Policy Statement (2014); does not conflict with the Northern Ontario Growth Plan; complies with the City of Temiskaming Shores Official Plan; and represents good planning. It is recommended that Council adopt the proposed Zoning By-law Amendment.

Financial / Staffing Implications

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

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

Staffing implications related to this matter are limited to normal administrative functions and duties.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Jennifer Pye
Planner

Shelly Zubyck, CHRP
Director of Corporate Services

Christopher W. Oslund
City Manager



Planning Report

Zoning By-law Amendment Application: ZBA-2015-07(D)

Applicant: Nancy and Marcel Savoie

Property: 998167 Highway 11 North

Roll No.: 5418-020-002-191.02

November 24, 2015

Subject Land

998167 Highway 11 North; Dymond Concession 5 South Part of Lot 9, RP 54R-1787 Part 5, Parcel 20046SST; Township of Dymond

Background and Purpose of the Application

The applicant is requesting the City approve a Zoning By-law amendment to permit the operation of a bed and breakfast as a home occupation in the existing dwelling on the subject property, and to allow 40% of the dwelling unit area to be devoted to the bed and breakfast home occupation where the Zoning By-law permits home occupations to occupy a maximum of 25% of the dwelling unit area.

A building permit was issued to allow the owners to complete the renovations required for the bed and breakfast home occupation so operation of the business can begin as soon as the appeal period expires if the amendment is approved. The owners signed an affidavit agreeing that they would not operate the business until the Zoning By-law Amendment is in force and effect and agreeing that they were taking on the renovations at their own risk and would not hold the City liable in the event that the amendment is not approved.

The property is designated Agriculture in the City of Temiskaming Shores Official Plan and is zoned Agriculture (A1) in the Township of Dymond Zoning By-law 984.

Statutory Public Notice

The application was submitted on October 23, 2015. Notice of the complete application and public hearing was advertised in the Temiskaming Speaker on October 28, 2015 and was sent to public agencies in accordance with the statutory notice requirements of the Planning Act.

The public hearing was held on November 17, 2015. No members of the public made oral submissions at the hearing and no formal written comments have been received as of the date of this report.

Site Analysis

The property is located in the Township of Dymond on the north east corner of Highway 11 and Tobler's Road. The property is approximately 100m x 135m (325' x 450') with an area of approximately 0.7ha (1.8 acres).

Servicing

The property is serviced with an individual on-site septic system and drilled well. The owners have received approval from the Temiskaming Health Unit for the installation of a new septic system, which is to occur in the Spring of 2016. THU has approved the use of the existing system until the new system is installed. The property owners have supplied well water quality reports to the City confirming the water is suitable for the bed and breakfast home occupation.

Access

The property fronts on Highway 11 North and has access to both Highway 11 North and Tobler's Road. Highway 11 North is owned and maintained year round by the Province of Ontario, while Tobler's Road is municipally owned and maintained year round. A slip lane is present for those vehicles turning right onto Tobler's Road from the northbound lane of Highway 11. The Ministry of Transportation (MTO) has commented that removal of the entrance from Highway 11 may be required as the property has access from Tobler's Road.

The entrance to the property off of Tobler's Road is located in close proximity to the intersection with Highway 11. The owners have indicated that they will be relocating the entrance further to the east away from the intersection. An entrance permit from the City will be required prior to the relocation of the entrance.

Existing Land Use

The property currently contains a single detached dwelling, a detached garage, and other detached accessory buildings as well as a pool.

The property is located in a strip of rural residential properties. Other properties along this strip also operate commercial businesses and home occupations, including: One-on-One Printing; Mike's Metal Works; Beaner's Windows, Doors and Siding; and Vision Signs.

Adjacent Land Uses

North: Rural Residential

South: Tobler's Road and Agricultural

East: Agricultural

West: Highway 11 North and Rural Residential

Planning Analysis

Provincial Policy Statement (2014)

The property is located within the area of the City that the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) designates as prime agricultural land.

2.0 Wise Use and Management of Resources

2.3 Agriculture

2.3.6 Non-Agricultural Uses in Prime Agricultural Areas

2.3.6.1 Planning authorities may only permit non-agricultural uses in prime agricultural areas for:

- a) extraction of minerals, petroleum resources and mineral aggregate resources, in accordance with policies 2.4 and 2.5; or*
- b) limited non-residential uses, provided that all of the following are demonstrated:*
 - 1. the land does not comprise a specialty crop area;*
 - 2. the proposed use complies with the minimum distance separation formulae;*
 - 3. there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use; and*
 - 4. alternative locations have been evaluated, and*
 - i. there are no reasonable alternative locations which avoid prime agricultural areas; and*
 - ii. there are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands.*

2.3.6.2 Impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible.

In my opinion, the Zoning By-law Amendment application is consistent with the 2014 Provincial Policy Statement for the following reasons:

- The intent of the PPS agricultural policies is to limit the amount of agricultural land being taken out of production, and to reduce potential conflict between agricultural and non-agricultural uses by limiting the presence and location of non-agricultural uses in agricultural areas and;
- The residential use of the property is existing and is permitted to continue;
- The owners are seeking to permit a bed and breakfast as a home occupation in the existing dwelling on the property;

- A new land use is not being proposed, as a home occupation is already a permitted use;
- The home occupation will be accommodated within the footprint of the existing dwelling and no external renovations are being proposed as a result of the home occupation;
- No severances are being proposed and no land is being removed from agricultural production as a result of this application.

Growth Plan for Northern Ontario

The Growth Plan for Northern Ontario was developed under the Places to Grow Act to ensure greater growth occurs in an economically and environmentally sustainable manner.

A review of the Growth Plan for Northern Ontario confirms that none of the policies of the Growth Plan directly relate to the application and the proposal does not conflict with any of the Growth Plan policies.

Official Plan

The property is designated Prime Agricultural Land in the City of Temiskaming Shores Official Plan.

11. Agriculture

11.2 Definition

In the Agriculture designation the predominant use of land will be:

- a. Farming of all types;*
- b. An agriculture-related industrial, commercial or research activity;*
- c. Residential uses directly related to agriculture;*
- d. Secondary uses;*
- e. Natural features that enhance the area for agriculture and ecosystem health such as woodlots and wetlands;*
- f. Sustainable agricultural practices that promote a healthy environment.*

11.12 Secondary Uses

On-farm businesses that are secondary to the farm and compatible with neighbouring uses are encouraged. Home-based businesses, value-added agricultural uses and small-scale home industries are permitted in the Agriculture designation provided they:

- 1. Are compatible with surrounding uses and do not hinder surrounding agricultural operations;*
- 2. Are limited in scale;*
- 3. Do not remove large amounts of land from production;*
- 4. Do not cause traffic or public health and safety concerns and provide safe access to abutting roads;*
- 5. Are related to or produce products from the farm operation, and*
- 6. Comply with the Zoning By-law.*

11.19 Agricultural Community

Activities and organizations which support the agricultural community will be encouraged and promoted including: agri-tourism, agricultural fairs, 4-H Clubs, other agricultural organizations, unique agricultural practices (eg. corn mazes, ploughing matches, hay/sleigh rides), farm tours, farmer's markets and local farm product sales programs, road side produce stands, farm vacation and bed and breakfast establishments. The above uses are subject to the secondary use policies of Section 11.11 of this Plan.

In my opinion, the Zoning By-law amendment application meets the intent of the Official Plan policies in the following ways:

- The residential use of the property is existing;
- Home occupations are permitted in the Agriculture designation provided they meet the prescribed criteria;

- Adjacent properties are used for residential, commercial, and home occupation purposes as well as agriculture;
- The bed and breakfast home occupation will not impose additional restrictions on any new or expanding livestock operations in the vicinity;
- The owners are requesting permission to dedicate 40% of the dwelling unit area to the bed and breakfast home occupation, which includes three guest rooms with private ensuites, and a sitting area;
- The property is existing and was created in 1976. No further lot creation or agricultural severances are being proposed, and no land will be removed from agricultural production as a result of this application;
- The bed and breakfast home occupation will be contained within the existing dwelling and the footprint of the dwelling is not being expanded as a result of this application;
- The Ministry of Transportation has indicated that they have no objection to the bed and breakfast home occupation but that the removal of the Highway 11 entrance may be required as the property has access from Tobler's Road;
- The existing entrance from Tobler's Road is located in close proximity to the intersection with Highway 11 North. The owners are seeking to relocate this entrance further away from the intersection and an entrance permit from the City will be required to permit the entrance relocation;
- The Timiskaming Health Unit has issued approval for the installation of a new septic system on the property which will be completed in the spring of 2016. THU has approved the use of the existing septic system for the business until the new system is installed.

Township of Dymond Zoning By-law 984

The property is currently zoned Agriculture (A1) in the Township of Dymond Zoning By-law 984. The purpose of the amendment is to add an exception to the zoning to permit a bed and breakfast as a home occupation and to permit 40% of the dwelling unit area to be exclusively devoted to the home occupation.

The owners are requesting to establish and operate a bed and breakfast as a home occupation in the existing dwelling on the property. The bed and breakfast will be comprised of three guest rooms with private ensuites as well as a communal sitting area for the guests. The guest rooms and sitting area will be located in the basement of the dwelling and will occupy approximately 40% of the dwelling unit area.

The Township of Dymond Zoning By-law defines a home occupation as:

Any occupation conducted for gain or profit within a dwelling unit. This definition may include dressmaking; hairdressing; instruction in arts, crafts, dancing or music to not more than 6 pupils at any one lesson; molding; painting; sculpting; weaving; or the making or repairing of garden or household ornaments, clothing, personal effects or toys.

The Township of Dymond Zoning By-law also provides the following general provisions related to home occupations:

Section 3(9) Home Occupations and Home Professions

No home occupation or home profession shall be permitted in any portion of the Zoned Area unless such home occupation or home profession complies with the following provisions:

(a) Size:

Not more than 25% of the dwelling unit area shall be used for the purposes of home occupation or home profession uses.

(b) Accessory Buildings:

No accessory building shall be erected, altered or used for the purposes of a home occupation or home profession.

- (c) *Employment and Occupancy:*
No person, other than an occupant of the dwelling unit containing the home occupation or home profession, shall be engaged in the home occupation or home profession, except that one person, other than an occupant of a dwelling unit containing a doctor's office or dentist's office, shall be permitted.
- (d) *Sales or Rentals:*
On any lot containing a home occupation, there shall be no goods, wares or merchandise, other than those produced on the premises, offered or exposed for sale or rent on such premises.
- (e) *Advertising:*
There shall be no external display or advertising, other than a lawful sign, to indicate to persons outside that any part of the dwelling house or lot is being used for a purpose other than residential.
- (f) *Open Storage Area:*
No part of any lot containing a home occupation or home profession shall be used as an open storage area accessory to that home occupation or home profession use.

The above criteria are generally met for the proposed bed and breakfast home occupation, with the exception of the proportion of the dwelling unit area devoted to the home occupation. The owners are proposing to dedicate three bedrooms to the home occupation with each bedroom including a private ensuite, and a sitting area will also be provided for guests of the bed and breakfast. This number of guest rooms is reasonable considering the guest rooms can be accommodated within the existing structure, the property is large enough to accommodate the parking requirements for the home occupation, and a bed and breakfast establishment is compatible with a residential use.

It is also recommended that a definition of "bed and breakfast" be adopted as part of this amendment. The proposed definition reads as follows:

***BED AND BREAKFAST**, means and owner-occupied dwelling unit or part of a dwelling unit offering temporary lodging for compensation to the travelling or vacationing public. Guest rooms may include a private bath but shall not include cooking facilities. Breakfast and other meals, services, facilities, and amenities may be offered exclusively to guests.*

This definition comes from common definitions of bed and breakfast in other Zoning By-laws, and makes the distinction between a bed and breakfast and a separate dwelling unit by not allowing cooking facilities in guest suites. The definition also limits the business from operating as a restaurant by only allowing means and other services to be offered to guests of the bed and breakfast.

Bed and breakfast establishments are traditionally located in single detached dwellings and are operated by the owner(s) of the dwelling who provide meals and other services to the guests. Bed and breakfast facilities provide short-term accommodation to a limited number of people and are differentiated from other forms of tourist accommodation by their small scale and their location within existing occupied dwellings. Bed and breakfast establishments can be considered home occupations as they are compatible with residential uses, the owner/occupier of the dwelling is also the proprietor of the establishment, and they provide a service to the travelling public on a limited scale.

Comments Received from the Agency Circulation and Public Notification Process

The application was circulated to municipal departments, agencies, and the public. The following comments were received:

Chief Building

- ✓ *A search of our files did not reveal any outstanding work orders and any outstanding notices of violations regarding the above noted property with respect to the Ontario Building Code or Act as well as the Property Standards By-law No. 2012-084.*
- ✓ *The By-law Department requires that a sign permit be applied for and obtained prior to a sign being installed.*
- ✓ *There is a Building Permit that has been issued for renovations to the dwelling in anticipation that the application will be approved. The permit was issued in order to have the rooms ready for use after the approvals. Waiting for the approval was going to cause undue delays and the owner will not use the rooms until approvals are in place.*

Director of Public Works – No comments received.

Fire Chief – *The Fire Department does not have any objections to the application but the applicant must ensure compliance with the Ontario Fire Code for these types of occupancies.*

Director of Recreation – No comments received.

Director of Corporate Services – No comments received.

City Manager – *I have no concerns.*

Clerk – No comments received.

Economic Development and Funding Application Coordinator – *Sounds great.*

Tax Collector / Treasurer – *I have no concerns with the application.*

Timiskaming Health Unit Comments – *The land control division of the Timiskaming Health Unit has no objections to this zoning by-law amendment as we have already been on site and have issued a permit for a second tank and a tile bed increase.*

Ministry of Transportation – *No objection. The Ministry may require the Highway 11 entrance to be removed as the property has access from Tobler's Road.*

Public Comments: No comments received as of November 25, 2015.

Recommendation

Based on the information presented in this report, in my opinion, the proposed Zoning By-law Amendment is consistent with the Provincial Policy Statement (2014); does not conflict with the Northern Ontario Growth Plan; complies with the City of Temiskaming Shores Official Plan; and represents good planning.

It is therefore recommended that Council approve the Zoning By-law Amendment application.

Respectfully submitted,

Jennifer Pye
Planner



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

**Application for Zoning By-Law Amendment
Under Section 34 of the Planning Act**

Application to Amend the Zoning By-Law: \$750 + \$100 advertising fee + 13% HST = \$960.50

PLEASE READ BEFORE COMPLETING THIS APPLICATION

This application reflects the mandatory information that is prescribed in the Schedules to Ontario Regulation 545/06 made under the Planning Act, RSO, 1990, as amended. In addition to completing this form, the Applicant will be required to submit the appropriate fee, a detailed site plan and any additional information or studies that may be necessary to assess the proposal.

Failure to submit the required information will delay the consideration of this Application. An application which is not considered complete under the Planning Act is not subject to the timelines of the Act. **Applicants are encouraged to consult with the Municipality prior to completing the application.**

Please Print and Complete or (✓) Appropriate Box(es)

OFFICE USE ONLY	
File No.:	<u>ZBA-2015-07(D)</u>
Date Received:	<u>October 23 2015</u>
Roll No.:	<u>5418 020 002 191.02</u>

1. Owner Information

Name of Owner: Margaret & Nancy Savaria
Mailing Address: 998107 Hwy 11 North
Email Address: info@mancysbb.ca Phone: 705-647-3126

If there is more than one registered owner, please provide information below:

Name of Owner: no
Mailing Address: _____
Email Address: _____ Phone: _____

2. Agent Information (if applicable):

Name of Agent: Nancy Savaria
Mailing Address: _____
Email Address: _____ Phone: _____

3. Please specify to whom all communications should be sent:

Owner Agent

Names and addresses of the holders of any mortgages, charges, or other encumbrances in respect of the subject land:

n/a

4. Location of the Subject Land

Dymond New Liskeard Haileybury

Municipal Address
<u>Lot 9 Concession 5</u>
Legal Description
<u>Plan # 5418-020-002-191-02</u>

Date the subject land was acquired by the current owner: Oct 15 - 2015

5. Property Information

Lot Area: Lot "8"

Road Frontage: Highway 11 (North)

Water Frontage: ~~(0.23 mi)~~ 250 m

Lot Depth: (789) 15' (40" est) 328.6'

Lot Width (721'20W) 247.90'

Existing use(s) of the subject land (check all that apply):

- Residential
- Commercial
- Industrial
- Institutional
- Agricultural
- Vacant
- Mixed Use (specify): _____
- Other (specify): _____

Length of time the existing uses of the subject land have continued: 1979 (40 years)

Existing uses of abutting properties:

North: Agriculture East: Highway 11
 South: Agriculture West: Agriculture

6. Property Access

a. Type of access to the property

- Provincial Highway
- Municipal Road, maintained all year Subsidiary Road
- Municipal Road, maintained seasonally
- Private Road
- Right-of-Way
- Water Access
- Other (specify): _____

b. If access is by water, describe the docking and parking facilities used and the approximate distance to these facilities from the subject land and the nearest public road:

none

7. Property Servicing

a. What type of water supply is existing / proposed for the subject land?

- Publicly owned and operated piped water supply (City water)
- Privately owned and operated piped water system (communal)
- Drilled well
- Lake or other water body
- Water service not proposed
- Other (specify): _____

b. What type of sewage disposal is existing / proposed for the subject land?

- Publicly owned and operated sanitary sewage system (City sewer)
- Privately owned and operated individual septic system *SHU APPROVED*
- Privately owned and operated communal septic system
- Privy
- Sewage disposal service not proposed
- Other (specify): _____

If privately owned and operated individual or communal septic systems are proposed, and where development will produce more than 4,500 litres of effluent per day, applicants are required to submit a servicing options report and a hydrogeological report prepared by a qualified professional:

- Title and date of servicing options report: _____
- Title and date of hydrogeological report: _____

c. How is storm drainage provided?

- Storm sewer
- Ditches
- Swales
- Other (specify): _____

8. Planning Information

Current Official Plan Designation(s): *Prime Agriculture Land*

Explain how the application conforms to the Official Plan: _____

Current Zoning: *A1 Agriculture*

Requested Zoning (if applicable): To allow BvB

Reason why rezoning is being requested (if applicable):
To use for BvB

Is the subject land within an area where the municipality has predetermined the minimum and maximum density requirements or the minimum and maximum height requirements?

Yes No

If yes, provide a statement of these requirements:

Does this application propose to change the boundary of a settlement area?

Yes No

If the requested amendment alters all or any part of the boundary of an area of settlement or establishes a new area of settlement, provide details of the current Official Plan policies or Official Plan Amendment dealing with the alteration or establishment of an area of settlement.

Will this application remove land from a designated employment area?

Yes No

If the requested amendment removes the subject land from an area of employment, provide details of the current Official Plan policies or Official Plan Amendment dealing with the removal of land from an area of employment.

9. Proposed Use of Property

Proposed use(s) of the subject land (Check all that apply):

Residential Commercial Industrial

Institutional Agricultural Vacant

Mixed Use (Please state): + BvB

Other (Please state): _____

List all existing and proposed buildings and structures to be constructed on the property by completing the following table (If more than 5 buildings or structures please use separate page to provide description):

	Building or Structure # 1	Building or Structure # 2	Building or Structure # 3	Building or Structure # 4	Building or Structure # 5
Type or use of building or structure	House	Detached Garage			
Height (m)	One Story	One Story			
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line - other side (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m ²)	9x35 277.5	26x40			
Year constructed	79	79			

Are any of the following uses or features on the subject land or within 500 m of the subject land, unless otherwise specified? Please check all that apply.

Use or Feature	On the Subject Land	Within 500 metres of Subject Land (indicate approximate distance)
An agricultural operation including livestock or stockyard	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A landfill	<input type="checkbox"/>	<input type="checkbox"/>
A sewage treatment plant or waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/>
A provincially significant wetland (Class 1, 2 or 3 wetland)	<input type="checkbox"/>	<input type="checkbox"/>
A provincially significant wetland within 120 metres of the subject land	<input type="checkbox"/>	<input type="checkbox"/>
A waterbody, watercourse, river, or stream	<input type="checkbox"/>	<input type="checkbox"/>
A rehabilitated mine site	<input type="checkbox"/>	<input type="checkbox"/>
A non-operating mine site within 1 kilometre of the subject land	<input type="checkbox"/>	<input type="checkbox"/>
An active mine site, gravel pit or quarry	<input type="checkbox"/>	<input type="checkbox"/>
An industrial or commercial use (if so, specify use)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
An active railway line	<input type="checkbox"/>	<input type="checkbox"/>
Utility corridors	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Highway	N/A	<input checked="" type="checkbox"/>

Desire Sison / Mike Pothollos, ambnoderly... See you Windows
10. Previous Applications

Has the subject land ever been the subject of an application under the Act for approval of a plan of subdivision or for a consent?

Yes No Unknown

If yes:

File No.: _____ Status: _____

Has the subject land ever been the subject of an application for approval of a previous Official Plan or Zoning amendment?

Yes No Unknown

If yes:

File No.: _____ Status: _____

11. Concurrent Applications

Is the subject land currently the subject of any other planning applications (Plan of Subdivision, Consent, Minor Variance, Zoning By-law Amendment, Site Plan Control) at this time?

Yes No

If yes:

File No.: _____ Status: _____

File No.: _____ Status: _____

12. Provincial Policies

Is the request consistent with policy statements issued under subsection 3(1) of the Planning Act?

Yes No

Is the subject land within an area of land designated under any provincial plan or plans?

Yes No

If yes, does the request conform to, or not conflict with, the applicable provincial plan or plans?

Northern Ontario Growth Plan

13. Additional Studies or Information

Additional studies or information may be required by the Municipality to support the application. The application may not be considered a complete application unless these studies have been completed. Applicants are advised to pre-consult with the Municipality to determine what additional studies or information is required.

List of additional studies or information required by the Municipality (to be provided by the Municipality):

1. Timiskaming Health Unit - approval letter for septic system.
2. Ministry of Transportation - approval letter for B+B business
3. well certificate - quality + quantity
4. _____
5. _____
6. _____

*X
Blanchard*

14. Sketch

The application shall be accompanied by a site plan showing the following:

- The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
 - Are located on the subject land and on land that is adjacent to it, and
 - In the applicant's opinion, may affect the application
- The current uses of land adjacent to the subject land (E.g.: residential, agricultural, commercial, etc.);
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way;
- If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used;
- The location and nature of any easement affecting the subject land.

15. Declaration and Authorizations

Agent Authorization

I/We, authorize _____ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

Date

Signature of Owner

Authorization for Site Visits

I/We authorize Municipal Staff and Council and/or Committee members, as necessary, to enter the subject property to gather information necessary in the assessment of the application.



Applicant Initial

Applicant Initial

Consent for the Use and Disclosure of Personal Information

For the purposes of the **Freedom of Information and Protection of Privacy Act**, I/We authorize and consent to the use by, or the disclosure to any person or public body of any personal information that is collected under the authority of the **Planning Act** for the purpose of processing this application.



Applicant Initial

Applicant Initial


Declaration of Applicant

TO BE COMPLETED IN THE PRESENCE OF A COMISSIONER FOR TAKING AFFIDAVITS

I, Nancy Savore of the City of Temiskaming Shores
in the District of Timiskaming make oath and say (or solemnly
declare) that the information contained in this application is true and that the information contained in the
documents that accompany this application is true and I make this solemn declaration conscientiously knowing
that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Sworn (or declared) before me

at the City of Temiskaming Shores
in the District of Temiskaming
this 22 day of October, 2015.


Signature of Applicant


A Commissioner for Taking Affidavits

**Karen Ann Beauchamp, a
Commissioner, etc., Province
of Ontario, for the Corporation
of the City of Temiskaming Shores.
Expires March 21, 2016.**

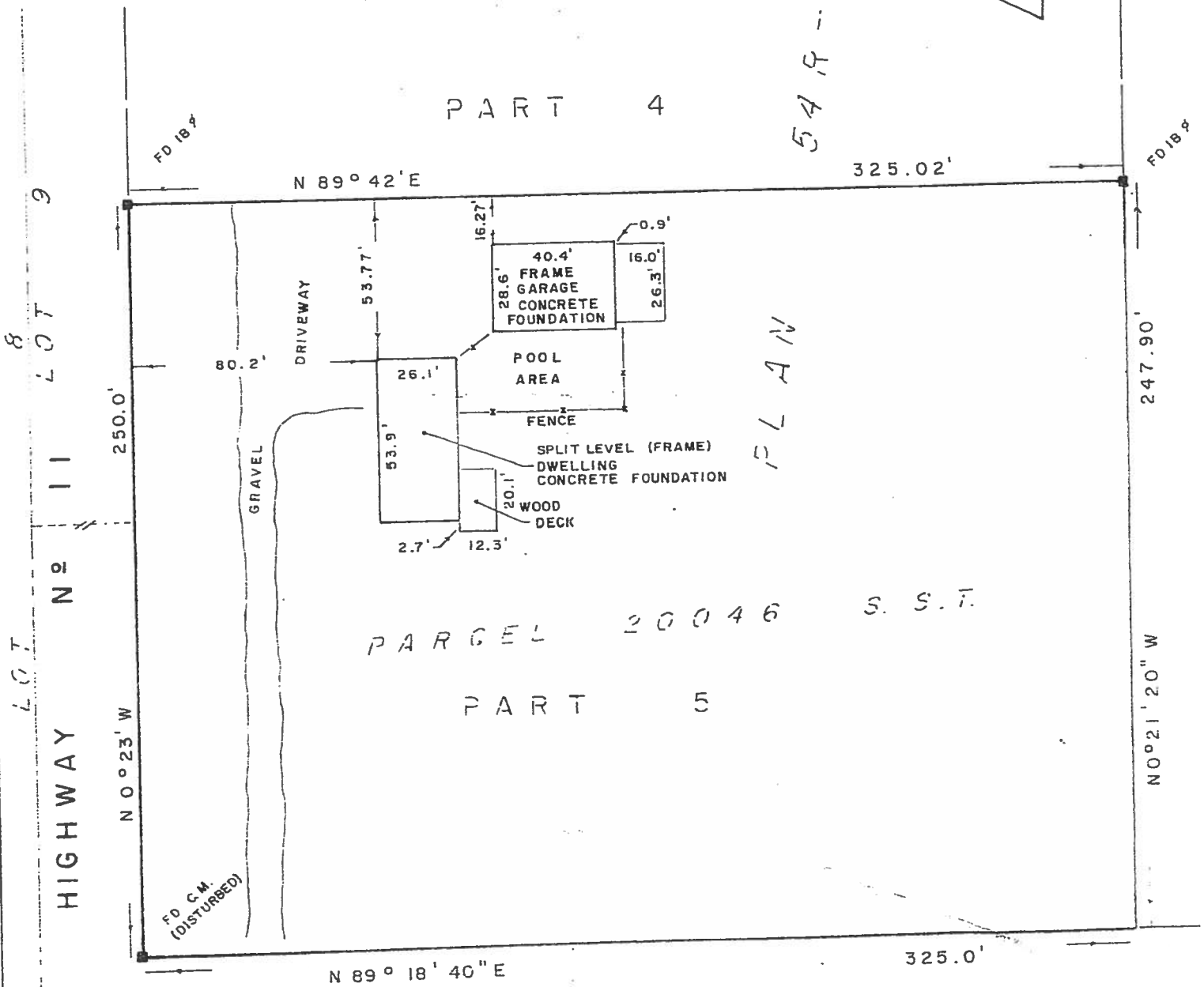
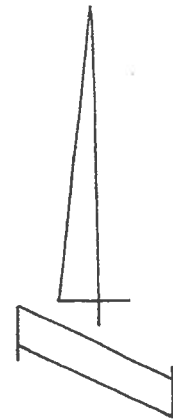
BUILDING LOCATION SURVEY OF
 PART OF
 SOUTH 1/2 LOT 9 - CONCESSION 5
 TOWNSHIP OF DYMOND

BEING PART 5
 PLAN 54R-1787

SCALE - 1 INCH = 50 FEET

NEW LISKEARD, ONTARIO
 AUGUST 7, 1987

D. F. Adamus
 D. F. ADAMUS
 ONTARIO LAND SURVEYOR
 © H. SUTCLIFFE LIMITED O.L.S.



54R-1787

PLAN

PARGEL 20046 S.S.T.

TRAVELLED CON. ROAD 4

BEARINGS ARE ASTRONOMIC DERIVED FROM THE NORTH LIMIT
 OF PART 5, PLAN 54R-1787 HAVING A BEARING OF N89°42'E
 BUILDINGS SHOWN HEREON ARE SITUATED ENTIRELY WITHIN
 THE LIMITS OF PART 5, PLAN 54R-1787

H. SUTCLIFFE LIMITED ONTARIO LAND SURVEYORS NEW LISKEARD ONTARIO	
CLIENT JERRY BRAZEAU	NOTES 2059/96

Application for Zoning By-law Amendment

Notice of Complete Application And Notice of Statutory Public Hearing

Under Section 34 of the Planning Act, R.S.O. 1990 c.P.13

The City of Temiskaming Shores has received the following application to amend the Zoning By-law:

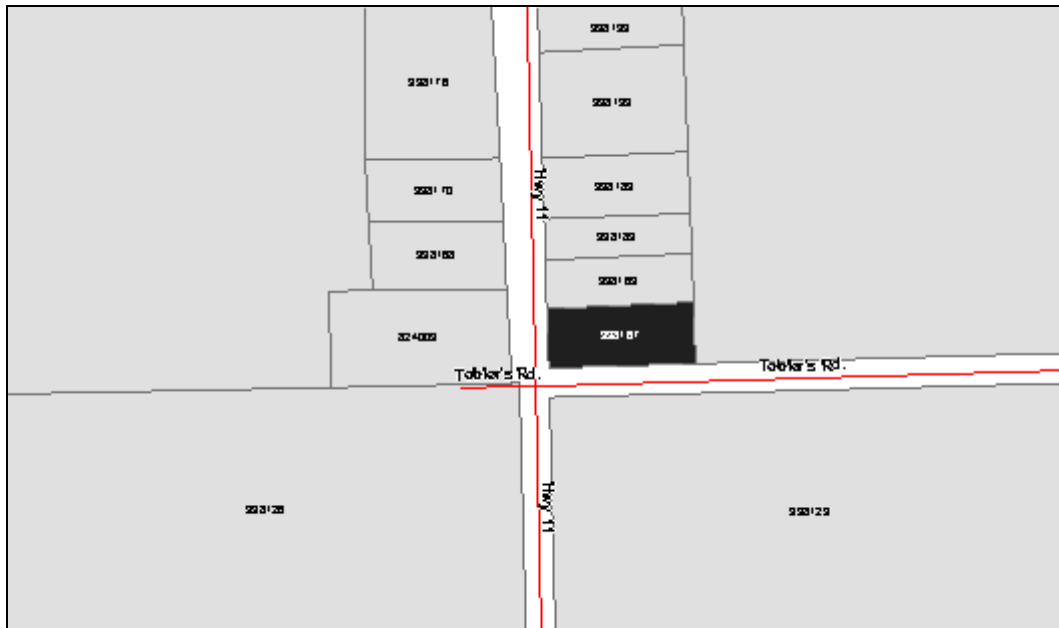
File #: ZBA-2015-07(D)
Owner: Nancy and Marcel Savoie
Property: 998167 Highway 11 North at the northeast corner of Highway 11 and Tobler's Road

A public hearing will be held to consider the Zoning By-law Amendment application:

Date: Tuesday, November 17, 2015
Time: 6:00 p.m.
Place: Council Chambers at City Hall, 325 Farr Drive, Haileybury

The purpose of the application is to allow a bed and breakfast business in the home on the property.

The property is designated Prime Agricultural Land in the City of Temiskaming Shores Official Plan and is Zoned Agriculture (A1) in the Township of Dymond Zoning By-law 984.



Any person may attend the public meeting and/or make written or verbal presentation to express support of, or opposition to, this application. If you are aware of any person who may be affected by this application, who has not received a copy of this notice, it would be appreciated if you would inform them of the application. Written comments on this application may be forwarded to the City prior to the hearing.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Temiskaming Shores before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council of City of Temiskaming Shores to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Temiskaming Shores before the by-law is passed, the person or public body may not be added as a

party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Additional information pertaining to the application is available for review between 8:30 a.m. and 4:30 p.m. at City Hall, or by contacting the undersigned.

Dated this 26th day of October, 2015.

Karen Beauchamp
City of Temiskaming Shores
325 Farr Drive PO Box 2050 Haileybury, ON P0J 1K0
Tel: 705-672-3363 ext. 4128 Fax: 705-672-2911
kbeauchamp@temiskamingshores.ca

Dave Treen

From: Doug Metson <metsond@timiskaminghu.com>
Sent: October-27-15 6:27 AM
To: Karen Beauchamp
Subject: RE: Marcy's B&B Zoning By-law Amendment

Karen ,the land control division of the Timiskaming Health Unit has no objections to this zoning by –law amendment as we have already been on site and have issued a permit for a second tank and a tile bed increase ,thanks Doug

From: Karen Beauchamp [<mailto:kbeauchamp@temiskamingshores.ca>]
Sent: October-26-15 4:54 PM
To: Doug Metson
Subject: Marcy's B&B Zoning By-law Amendment

Doug:

Attached is the Zoning By-law Amendment application and public notice to allow a B&B at Marcel and Nancy Savoie's property. Norm Desjardins gave me a copy of your comments regarding adding a second tank and bed in 2016 to service the B&B.

Please let me know if you have any further comments.

Thanks,
Karen

Karen Beauchamp, MCIP, RPP, CMO
Director
Community Growth & Planning Dept.
P.O. Box 2050 325 Farr Drive
Haileybury, ON P0J 1K0
T. (705) 672 - 3363 ext. 4128
F. (705) 672 - 2911





Application for Zoning By-law Amendment

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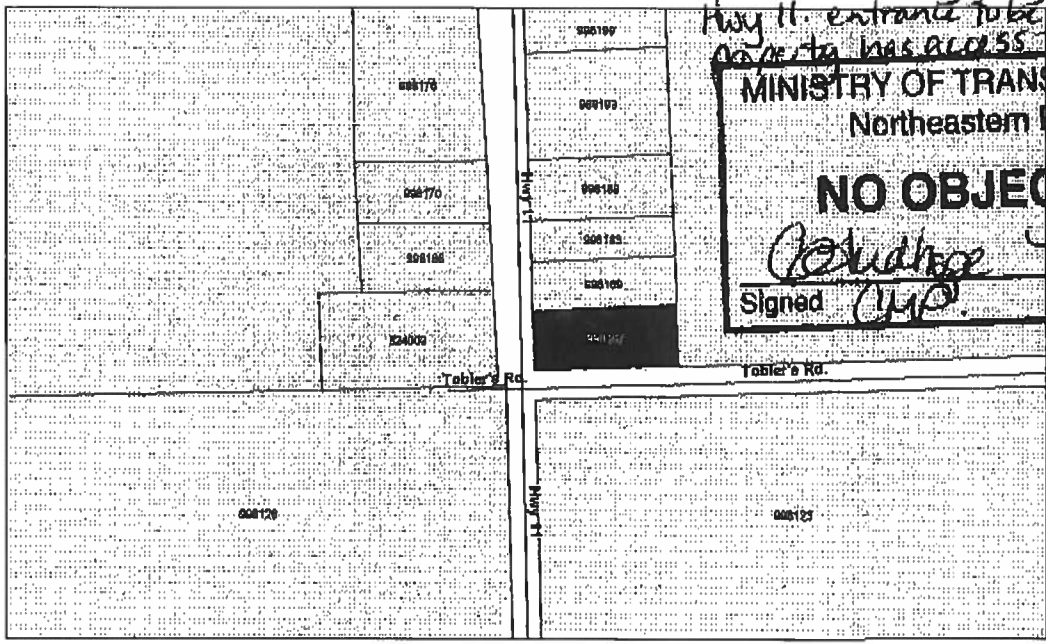
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The Ministry may require the way to entrance to be removed as the owner has access from Tobler's Road.



MINISTRY OF TRANSPORTATION
Northeastern Region

NO OBJECTION

Corbridge
Signed *CPD* Date *Nov. 24/15*

Any person may attend the public meeting and/or make written or verbal presentation to express support of, or opposition to, this application. If you are aware of any person who may be affected by this application, who has not received a copy of this notice, it would be appreciated if you would inform them of the application. Written comments on this application may be forwarded to the City prior to the hearing.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Temiskaming Shores before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council of City of Temiskaming Shores to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Temiskaming Shores before the by-law is passed, the person or public body may not be added as a

Figure 19: Property Owner Acknowledgement – Home Occupation / Home Industry

Ministry of Transportation (MTO) Property Owner Acknowledgement - Home Occupation and Home Industry (To Be Attached To An Entrance Permit)	
→	Property Owner: <u>Nancy & Marcel Savard</u>
→	Address & Phone Number: <u>998164 Hwy 11 North</u>
	Municipality: <u>City of Temiskaming Shores</u>
	Highway Number: <u>11</u> Existing Entrance Permit Number: <u>existing</u>
→	Primary Land Use (Zoning): <u>Residential</u>
	Secondary Land Use (Home Occupation / Home Industry): <u>Bed + Breakfast</u>
<p>MTO acknowledges the use of a small portion of the property owners land for conducting <u>Bed + Breakfast</u> as a Home Occupation / Home Industry and accordingly approves the use of the entrance for this secondary land use.</p> <p>MTO hereby permits one sign not exceeding 2 square metres or two signs not exceeding a combined area of three square metres to be located on the property owner's land, to identify the Home Occupation / Industry business.</p>	
	<u>[Signature]</u> <u>October 23, 2015</u> Ministry of Transportation Representative Date
<p>I, the Property Owner of the above noted property, hereby acknowledges the following:</p> <ol style="list-style-type: none"> 1. I am aware that the Home Occupation / Home Industry business on my property is permitted on the understanding that it will not create a traffic hazard, will not interfere with the proper operation of the highway and will continue to be a secondary land use to the primary land use (zoning) on my property. 2. I am aware that my property does not meet the MTO requirements for a commercial access to the highway and I understand that conversion of my existing entrance to a commercial access shall NOT be permitted. 3. I am aware that MTO would not support a future severance to separate the Home Occupation / Home Industry business from my property and therefore would not issue a new entrance permit from the highway for a new lot of record. 	
→	<u>[Signature]</u> <u>23 October 2015</u> Property Owner Date
<p>The ^{City}municipality of <u>Temiskaming Shores</u> has been advised and is aware of MTO's position regarding the use of the entrance to this property.</p>	
→	<u>[Signature]</u> <u>October 26 2015</u> Municipal Representative (i.e. Clerk, CAO) Date

The Corporation of the City of Temiskaming Shores

By-law No. 2015-000

**Being a by-law to enact a Zoning by-law Amendment to
rezone property from Agriculture (A1) to Agriculture
Exception 15 (A1-E15) in the Township of Dymond
Zoning By-law 984 998167 Highway 11 North (Dymond
Con. 5 S. Pt. Lt. 9, RP 54R-1787 Part 5, Parcel 20046SST)
Roll No. 5418-020-002-191.02**

Whereas pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990 c.P. 13, as amended, the Council of a Municipality may enact by-laws to authorize the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited;

And whereas By-law No. 984 regulates the use of land and the use and erection of buildings and structures within the Township of Dymond, now the City of Temiskaming Shores;

And whereas Council considered Administrative Report No. CGP-044-2015 at the December 1, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to amend the Township of Dymond Zoning By-law No. 984 to change the zoning on the property from Agriculture (A1) to Agriculture Exception 15 (A1-E15);

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

1. Schedule Changes

- a) Schedule "A" of By-law No. 984, as amended, is hereby further amended by rezoning Dymond Concession 5 South Part of Lot 9, RP 54R-1787 Part 5, Parcel 20046SST, known locally as 998167 Highway 11 North, as shown on Schedule "1" to this By-law, from the Agriculture (A1) Zone to the Agriculture Exception 15 (A1-E15) Zone.

2. Text Changes

- a) Section 2 is hereby amended by adding the following new definition:

BED AND BREAKFAST, means an owner-occupied dwelling unit or part of a dwelling unit offering temporary lodging for compensation to the travelling or vacationing public. Guest rooms may include a private bath but shall not include cooking facilities. Breakfast and other meals, services, facilities, and amenities may be offered exclusively to guests.

- b) Section 15 is hereby amended by adding the following new subsection:

ZONE PROVISIONS FOR THE A1-E15 ZONE:

No person shall within any A1-E15 zone use any lot or erect, alter or use any building or structure except in accordance with Section 15(2) and Section 3 of Zoning By-law 984, unless otherwise provided herein:

- (a) A Bed and Breakfast shall be permitted as a Home Occupation in the A1-E15 Zone.
 - (b) Not more than 40% of the dwelling unit area of the existing dwelling shall be used for the purposes of a Bed and Breakfast Home Occupation.
3. That all other provisions of By-law No. 984 shall continue to apply.
 4. That the passing of this by-law shall be subject to the provisions of the *Planning Act*.
 5. 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 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen

City of Temiskaming Shores



Rezoned from Agriculture (A1) to Agriculture Exception 15 (A1-E15)

Memo

To: Mayor and Council
From: David B. Treen, Municipal Clerk
Date: August 4, 2015
Subject: Cultivation Agreement – Farr Historic Cemetery Area
Attachments: None

Mayor and Council:

By-law No. 2011-093 is a Land Lease Agreement with Mr. Rick Forbes for cultivation purposes for the area near Farr Historic Cemetery locally known as Larocque's Field and the area across from Murray Daniels Park, now owned by Eveline R. Gauvreau. The cultivation agreement permits Mr. Forbes to cultivate the hay and commenced on July 15, 2011 and terminates on December 31, 2015.

At the time of the original agreement staff sought Requests for Proposals for the cultivation of these lands as well as the New Liskeard Lagoon Site with only a bid for the lagoon site and one bid for the Larocque Field (Mr. Forbes). Subsequently Mr. Forbes was approached to cultivate the area across from Murray Daniels which resulted in the above noted agreement (By-law No. 2011-093) wherein which Mr. Forbes paid an annual fee of \$1,200.

Mr. Forbes approached the City with respect to a new agreement for the cultivation of the Larocque Field only, due to the recent subdivision development of the lands across from Murray Daniels by Eveline Gauvreau. Mr. Forbes is willing to enter into a new five (5) year land lease agreement for an annual rate of \$960.

It is recommended that Council direct staff to prepare the necessary by-law to enter into a five (5) year land lease agreement with Mr. Forbes for the cultivation of the area adjacent to the Farr Historic Cemetery with an annual lease amount of \$960 for consideration at the December 1, 2015 Regular Council meeting.

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

David B. Treen, CET
Municipal Clerk

Shelly Zubyck, CHRP
Director of Corporate Services

Christopher W. Oslund
City Manager

Subject: Amendments to By-law No. 2008-160
Procedural By-law

Report No.: CS-034-01-2015
Agenda Date: December 1, 2015

Attachments

Appendix 01: Procedural amendment proposal – D Burns

Appendix 02: Supreme Court – Council Prayer

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-034-01-2015;
2. That Council acknowledges Mr. Dan Burns' request to amend Procedural By-law No. 2008-160 as follows:
 - a) That the Mayor shall not have a vote on any motion unless it is for the purpose of breaking a tie;
 - b) That each member of Council shall announce his or her vote openly on each motion and the Clerk shall record such voting in the minutes;
 - c) That the Clerk shall record in the minutes all deliberations on a motion; and
 - d) That anyone may make a presentation to Council at a Regular meeting without any prior notice.
3. That Council hereby declines to modify Procedural By-law No. 2008-160 as proposed and directs staff to forward a copy of this Resolution and Administrative Report No. CS-034-01-2015 to Mr. Dan Burns; and
4. That Council acknowledges receipt of Mrs. Bridget Franks' request to institute a prayer at the beginning of each meeting and agrees not to modify the Procedural By-law in light of a recent Supreme Court ruling regarding prayers held prior to Council meetings.

Background

Council considered Administrative Report CS-034-2015 at the November 3, 2015 Regular Council meeting resulting in the adoption of Resolution No. 2015-612 which indicates that Council will consider amendments to Council Procedural By-law No. 2008-160 at the December 15, 2015 Regular Council meeting.

Administrative Report CS-034-2015 indicates that Council heard a delegation from Mr. Dan Burns in regards to additional amendments to the Procedural Policy and further indicates that staff recommends that Council not include the proposed amendments. The proposed amendments are summarized as follows:

Delegations: Any taxpayer should be permitted at the spur of the moment to address Council and should not have to make arrangements through the Clerk.

Mayor's Role: To chair the meeting, present the topics and express his take on the topic and permit each Councillor to make up their own minds without any influence. Mayor should not have a vote.

Voting: If a policy is important enough to require a vote it should be a recorded vote. All motions should have a recorded vote.

Minutes: Minutes should also include comments and statements from members of Council as debated, not just the decision.

Mr. Burns subsequently submitted correspondence, being **Appendix 01 – Procedural Modifications – D Burns**, which was part of the November 17, 2015 Regular Council meeting.

Analysis

Administrative Report CS-034-2015 does not recommend the inclusion of Mr. Burns amendments to the Procedural By-law based on the following rationale:

Delegations: **Delegations are required to pre-arrange with the clerk such that the presentation are in keeping with the criteria of the procedural by-law (i.e. non legal matter, not related to labour management dispute, etc). and permits the Clerk to include them within the Council Package.**

Mayor's Role: **Section 243 of the Municipal Act states in part “every member of a council shall have one vote.”**

Recorded Vote: **Section 246 (1) of the Municipal Act states in part “if a member present, at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present shall announce his or her vote openly and the clerk shall record each vote”.**

Minutes: **Section 228 (1) of the Municipal Act under duties of the Clerk it states in part “to record, without note or comment, all resolutions, decisions and other proceedings of the council.”**

It is staff's position that these modification are in conflict with the Municipal Act with the exception to delegations; however based on the rationale noted above it is staff recommendations that these matters remain unchanged.

Staff has spoken to Mr. Burns on these issues on several occasions and it appears that Mr. Burns is seeking a direct response from Council in regards to his recommended amendments to Procedural By-law No. 2008-160. Therefore it is recommended that Council acknowledge and consider the proposed amendments from Mr. Burns.

Council also received correspondence from Mrs. Franks, Anglican Church at the October 20, 2015 Regular Council meeting seeking to have Council consider opening meetings with a prayer. **Appendix 02 – Supreme Court – Council Prayer** dated April 15, 2015 is an excerpt from an article from CBC ending the ability for prayer at Council

in the City of Saguenay, Quebec. Despite the Supreme Court ruling some municipalities in Ontario still have a prayer before meetings. If desired, Council could institute a prayer prior to meetings; however given the decision by the Supreme Court it is perceived that it could be successfully overturned.

Financial / Staffing Implications

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

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

There are no financial or staffing implications with respect to these proposed amendments.

Alternatives

That Council directs staff to add provisions to the by-law to amend By-law No. 2008-160 that would have the following effects:

- a) That the Mayor shall not have a vote on any motion unless it is for the purpose of breaking a tie;
- b) That each member of Council shall announce his or her vote openly on each motion and the Clerk shall record such voting in the minutes;
- c) That the Clerk shall record in the minutes all deliberations on a motion; and
- d) That anyone may make a presentation to Council at a Regular meeting without any prior notice.

This alternative is not recommended.

Submission

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

David B. Treen
Municipal Clerk

Shelly Zubyck, CHRP
Director of Corporate Services

Christopher W. Oslund
City Manager

106)

Dan Burns
1277 Lakeshore Road South
Haileybury, Ontario
P0J 1K0

October 26, 2015

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

RE: RESPONSE TO CONCERNS/COMMENTS

Dear Mayor Kidd and Council:

On September 15, 2015 I made a presentation to Council. Unfortunately, my presentation did not result in any discussion or decision. I have no way of knowing if you have considered my suggestions and when I will receive a response. So, I have decided to write this letter and respectfully request a response to the following questions:

1. Will Council amend its Procedural By-law to restrict the Mayor to only vote when there is a tie vote cast?
2. Will Council amend its Procedural By-law to require a recorded vote on every resolution and by-law?
3. Will Council amend its Procedural By-law to permit the Clerk to summarize Council's discussion and incorporate those notes within your minutes?
4. Will Council amend its Procedural By-law to permit residents to make a presentation to Council without prior notice to the Clerk?

I look forward to Council discussing these matters fully and providing me with a response at your earliest convenience.

Sincerely,

Dan Burns



Nov 17/15

CBC News

April 15, 2015

Supreme Court rules against prayer at city council meetings

The Supreme Court of Canada has ruled the municipal council in the Quebec town of Saguenay cannot open its meetings with a prayer.

In a unanimous decision today, the country's top court said reciting a Catholic prayer at council meetings infringes on freedom of conscience and religion.

The ruling puts an end to an eight-year legal battle that began with a complaint filed by atheist Alain Simoneau and a secular-rights organization against Saguenay Mayor Jean Tremblay.

The court ordered the City of Saguenay and the mayor to stop the prayers. It also ordered the city and Tremblay to pay Simoneau a total of \$33,200 in compensatory damages, punitive damages and costs.

State must be neutral, court rules

In 2008, city officials initially changed the prayer to one it deemed more neutral and delayed the opening of council by two minutes to allow citizens a window to return follow the reciting.

The Supreme Court said Canadian society has evolved and given rise to a "concept of neutrality according to which the state must not interfere in religion and beliefs."

"The state must instead remain neutral in this regard," the judgment said.

"This neutrality requires that the state neither favour nor hinder any particular belief, and the same holds true for non-belief. It requires that the state abstain from taking any position and thus avoid adhering to a particular belief.

"When all is said and done, the state's duty to protect every person's freedom of conscience and religion means that it may not use its powers in such a way as to promote the participation of certain believers or non-believers in public life to the detriment of others."

Subject: Amendments to By-law No. 2009-023
ATV Policy

Report No.: CS-038-2015
Agenda Date: December 1, 2015

Attachments

Appendix 01: ORV Enhancements

Appendix 02: Draft Amending By-law

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-038-2015; and
2. That Council directs staff to prepare the necessary by-law to amend By-law No. 2009-023 being a by-law to regulate and control the operation of off-road vehicles in the City of Temiskaming Shores for consideration at the December 15, 2015 Regular Council meeting.

Background

The Provincial Government through the efforts of MP John Vanthof released Ontario Regulation 135/15 which modifies Ontario Regulation 316/03 “*Operation of Off-Road Vehicles on Highway*”. The new regulations permit a number of new types of Off-Road Vehicles (ORV) on highways. The highways being referenced are restricted to highways under the jurisdiction of the Province as represented by the Ministry of Transportation.

Article 4 in Part II of Ontario Regulation 316/03 provides provisions for a municipality to impose restricts on highways (roads) within their respective municipal jurisdictions. The City of Temiskaming Shores adopted By-law No. 2009-023; however the provisions contained therein are not in align with the recent amendments permitting additional types of ORV’s.

Staff has reviewed By-law No. 2009-032 in relation to the provincial modifications are recommended that Council amend By-law No. 2009-032 to coincide with Ontario Regulation 316/03 as modified.

Analysis

Notice of a Public Meeting to review the proposed amendments was provided and a public meeting was held at the September 1, 2015 Regular Council meeting. The proposed amendments are outlined in **Appendix 01 – ORV Enhancements** being a powerpoint that was presented at the public meeting on September 1, 2015. Comments received prior to the public meeting are summarized as follows:

- Remove Paget Street – Spruce to Dymond from the prohibited list;

- Remove Armstrong Street (Wabi Bridge) from prohibited list to permit access to either side of town separated by the Wabi River;
- If higher traffic volumes are a concern limit access at certain times.

There were no delegations present at the public meeting to speak to the proposed amendments; however the following summarizes comments from members of Council:

Councillor Jelly:

- objects to removal of that portion of Armstrong (Wabi Bridge) from prohibited list;
- purpose of Act is to allow an ORV operator to get from residence to a trail, not meant to travel up and down roads;
- concerned with traffic hazards if permitted on Wabi Bridge.

Mayor Kidd:

- concurs with Councillor Jelly and believes perhaps the 100 m restriction around a school area should be increased.

Subsequent to the public meeting comments were obtained from both the Temiskaming Shores Police Services Board (PSB) and the Protection to Persons and Property Committee (PPP).

The PSB supported maintaining Lakeshore Road and the Wabi Bridge as prohibited streets for off-road vehicles and there should be provisions to exempt emergency off-road vehicles. The amending by-law has been modified to maintain Lakeshore Road and Wabi Bridge as prohibited streets. Ontario Regulation 316/03 *Operation of Off-Road Vehicles on Highways* does contain provisions to exempt emergency off-road vehicles, thus it would not be necessary to incorporate into the municipal by-law.

The PPP Committee reviewed the proposed amendments at their October 27, 2015 meeting and carried the following recommendation:

The Protection to Persons and Property Committee acknowledges the draft report for ORV amendments, and further recommends it proceed to Council for consideration.

The distance within a school site has been increased from 100 m to 200 m.

It is recommended that Council direct staff to prepare the necessary by-law to amend By-law No. 2009-023 as detailed herein for consideration at the December 15, 2015 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

There are no financial or staffing implications with respect to these proposed amendments.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

David B. Treen
Municipal Clerk

Shelly Zubyck, CHRP
Director of Corporate Services

Christopher W. Oslund
City Manager



Operation of Off Road Vehicles

- The operation of off-road vehicles (ORV's) is regulated through Ontario Regulation 316/03 *“Operation of Off Road Vehicles on Highway”* under the Highway Traffic Act.
- Schedule A of Ont. Reg. 316/03 is entitled *“Highways Prohibited to all Off-Road Vehicles”*
- Schedule B – *“Highways permitted to All-Terrain Vehicles, Multi-purpose Off-Highway Utility Vehicles and Recreational Off-Highway Vehicles”*



Operation on Provincial Highways

Inspector Cecchini, on behalf of PSB provided the following comments with respect to Highways 11 and 65:

- Unless a highway is listed in either Schedule A or B then it is prohibited other than to directly cross;
- An ATV can operate **only** on a section of highway listed in Schedule “B”.

Note: Highway 11 within Temiskaming Shores is not contained within either schedule and Highway 65 W and 65 E is listed in Schedule B.



Conclusion:

Can cross Highway 11 within Temiskaming Shores and travel on Highway 65 East and West in accordance with O. Reg. 316/03.

What about highways (roads) in Temiskaming Shores

Article 4 in Part II of O. Reg. 319/03 states in part that an ORV can be driven on a highway or part of a highway in a municipality if:

- a. Municipal by-law permits the operation of the ORV;
- b. ORV driven during months or hours specified in by-law;
- c. Limit operation of ORV on a highway or part of a highway.



By-law No. 2009-023 – City of Temiskaming Shores

- Limited to an ATV designed to carry a driver and no passenger;
- Permitted ATV's limited to tire inflation of no greater than 70 kpa (10 psi) defined as a Low Pressure Bearing Tire;
- Any ORV can cross a prohibited highway at an angle of 90 degrees;
- Low Pressure Bearing Tire ATV's allowed on any municipal highway; however prohibited from operating on *Prohibited Highways* (Appendix 01).
- Not permitted to operate within 100 m of any school (8 am to 9:30 am and 3 pm and 4:30 pm) from September 1 to June 30;
- Someone living within 100 m of a school may operate to access residence.



Increased access for ORV's

Ontario Regulation 135/15 modifies the *Operation of Off Road Vehicles on Highways* by permitting additional types of ORV's on highways.

By-law No. 2009-023 is proposed to be amended in order to coincide with these enhancements.

ORV Access Enhancements

OFF-ROAD VEHICLE TYPES

CURRENTLY PERMITTED ON-ROAD



A single-rider all-terrain vehicle (ATV) is designed to travel on four low-pressure tires, having a seat designed to be straddled by the operator, handlebars for steering control and must be designed by the manufacturer to carry a driver only and no passengers.

PERMITTED ON-ROAD AS OF JULY 1, 2015



A two-up ATV is designed, and intended for use by an operator or an operator and a passenger. It is equipped with a seating position behind the operator designed to carry only one passenger.



A side-by-side ATV has two abreast seats, typically built with a hood, and uses a steering wheel instead of a motorcycle steering handlebar.



A utility terrain vehicle (UTV) has similar characteristics to a side-by-side ATV, but typically also features a box bed. UTVs are generally designed for utility rather than for the recreational purposes.

NOT PERMITTED ON-ROAD



An off-road motorcycle (ORM) is one of the few ORVs manufactured and sold in Canada with a Canadian Motor Vehicle Safety Standard (CMVSS) intended to be applied to it. Unlike the ORVs above, no industry manufacturing standard exists for ORMs.



While not limited to amphibious ORVs like the ARGO ATV, some models of side-by-side ATVs and UTVs may also fall within a category of larger ORVs that may have six to eight wheels and accommodate more than four passengers. Amongst other concerns, ministry staff have expressed concerns that it will be difficult to accommodate such a large vehicle footprint on a shoulder.



Proposed Amendments to By-law No. 2009-023

- Replace the definition for **All-Terrain Vehicle** to coincide O. Reg. 135/15;
- Remove the definition **Low Pressure Bearing Tire** and all references to it as O. Reg. 135/15 refers to tire pressure at manufacturer's recommendations;
- Add a definition for **Multi-Purpose off-highway utility vehicle** to coincide O. Reg. 135/15;
- Add a definition for **Recreational off-highway vehicle** to coincide O. Reg. 135/15;



Proposed Amendments to By-law No. 2009-023

Delete Section 3.1 **Prohibited Highways** and replace with the following:

3.1 Operation on Municipal Highways

- 3.1.1 Any *person* may operate a *multi-purpose off-highway utility vehicle, off-road vehicle or recreational off-highway vehicle* upon any *highway* under the jurisdiction of the City of Temiskaming Shores;
- 3.1.2 Notwithstanding Section 3.1.1 a *person* shall not be permitted to operate a *multi-purpose off-highway utility vehicle, off-road vehicle, or recreational off-highway vehicle* upon a *Prohibited Highway* identified in Appendix 01, attached hereto.



Proposed Amendments to By-law No. 2009-023

3.1.3 Notwithstanding Section 3.1.2 a *person* shall be allowed to cross a *Prohibited Highway* while operating a *multi-purpose off-highway utility vehicle, off-road vehicle or recreational off-highway vehicle*, provided such crossing is done at an angle of approximately 90 degrees to the direction of the *highway*.

ORV Access Enhancements

Prohibited Highways

	Highway	From	To
	Armstrong Street North	Highway 65 East	Whitewood Avenue
	Armstrong Street South	Whitewood Avenue	Cedar Street
Remove	Drive In Theatre Road	Crystal Crescent	Highway 11
	Ferguson Avenue	Blackwall Street	Browning Street
Remove	Golf Course Road	Highway 11	Highway 65 West
Remove	Hessle Street	Armstrong Street North	ESCSM
Remove	High Street	Shepherdson Road	Whitewood Avenue
Remove	King Street	Carter Boulevard	South Limit (Coleman Twp.)
Remove	Lakeview Avenue	King Street	Mill Creek
	Lakeshore Road North	Radley Hill Road	Paget Street
	Lakeshore Road South	Browning Street	Radley Hill Road
Modify	Main Street	Farr Drive	Browning Street ONR underpass
	Paget Street	Lakeshore Road North	Dymond Street
	Rorke Avenue	Main Street	Carter Boulevard
Remove	Shepherdson Road	Radley Hill Road	High Street
Remove	West Road	Browning Street	Highway 11
Modify	Whitewood Avenue	May Street	Highway 11 65



Notice of Public Meeting

Notice placed in Community Bulletin, posted on website and facebook;

Comments received to date

- Remove Paget St: Spruce to Dymond from prohibited list;
- Remove Armstrong (Wabi Bridge) from prohibited list to permit access to either side of town separated by Wabi River;
- If higher traffic volumes a concern limit access at certain times.

The Corporation of the City of Temiskaming Shores

By-law No. 2015-000

**Being a by-law to amend By-law No. 2009-023, as amended
being a by-law to Regulate and Control the Operation of Off-
Road vehicles within the City of Temiskaming Shores**

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

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

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

And whereas Section 27 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws with respect to highways over which it has jurisdiction;

And whereas Section 425(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the Act is guilty of an offence;

And whereas Section 429(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may establish a system of fines for offences under a by-law of the municipality passed under the Act;

And whereas Section 191.8(3)(a) of the Highway Traffic Act, R.S.O. 1990, c. H.8, as amended, provides that a municipality may pass by-laws, permitting the operation of off-road vehicles on any highway within municipality or on any part or parts of such highways;

And whereas Section 191.8(3)(b) of the Highway Traffic Act, R.S.O. 1990, c. H.8, as amended, provides that a municipality may pass by-laws, prescribing a lower rate of speed for off-road vehicles than that prescribed for off-road vehicles by regulation on any highway within municipality or on any part or parts of such highways;

And whereas Council considered Memo 007-2015-CS at the August 4, 2015 Regular Council meeting and directed staff to provide notice for a public meeting to be held on September 1, 2015 and to obtain feedback from the Police Services Board on the proposed amendments;

And whereas Council considered Administrative Report CS-038-2015 at the December 1, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2009-023 to ensure recent Provincial rules established through Ontario Regulation 135/15 are consistent with By-law No. 2009-023;

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

1. That Council hereby amends Schedule “A” to By-law No. 2009-023 by deleting the definition 2.1 All-Terrain Vehicle and replacing it with the following:

2.1 All-Terrain Vehicle means an *off-road vehicle* that,

- (a) has four wheels, the tires of which are all in contact with the ground,
- (b) has steering handlebars,
- (c) has a seat that is designed to be straddled by the driver, and
- (d) is designated to carry,
 - i. a driver only and no passengers, or
 - ii. a driver and only one passenger, if the vehicle,
 - A. has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and
 - B. is equipped with foot rests for the passenger that are separate from the foot rests for the driver.

2. That Council hereby amends Schedule “A” to By-law No. 2009-023 by adding the following definition:

2.8 Multi-Purpose off-highway utility vehicle means an off-road vehicle that,

- (a) has four or more wheels, the tires of which are all in contact with the ground,
- (b) has steering wheel for steering control,
- (c) has seats that are not designed to be straddled, and
- (d) has a minimum cargo capacity of 159 kilograms.

3. That Council hereby amends Schedule “A” to By-law No. 2009-023 by deleting the definition 2.9 Off-Road Vehicle and replacing it with the following:

2.9 Off-Road Vehicle has the same meaning as in the *Off-Road Vehicle Act*, as amended.

4. That Council hereby amends Schedule “A” to By-law No. 2009-023 by adding the following definition:

2.15 Recreational off-highway vehicle means an off-road vehicle that,

- (a) has four or more wheels, the tires of which are all in contact with the ground,
 - (b) has steering wheel for steering control,
 - (c) has seats that are not designed to be straddled, and
 - (d) has an engine displacement equal to or less than 1,000 cubic centimetres.
5. That Council hereby amends Schedule “A” to By-law No. 2009-023 by deleting 3.1 Prohibited Highways in its entirety and replacing it with the following:
- 3.1 Operation on Municipal Highways**
- 3.1.1 Any *person* may operate a *multi-purpose off-highway utility vehicle, off-road vehicle or recreational off-highway vehicle* upon any *highway* under the jurisdiction of the City of Temiskaming Shores;
 - 3.1.2 Notwithstanding Section 3.1.1 a *person* shall not be permitted to operate a *multi-purpose off-highway utility vehicle, off-road vehicle, or recreational off-highway vehicle* upon a *Prohibited Highway* identified in Appendix 01, attached hereto.
 - 3.1.3 Notwithstanding Section 3.1.2 a *person* shall be allowed to cross a *Prohibited Highway* while operating a *multi-purpose off-highway utility vehicle, off-road vehicle or recreational off-highway vehicle*, provided such crossing is done at an angle of approximately 90 degrees to the direction of the *highway*.
6. That Council hereby amends Article 3.3.1 and 3.3.2 of Schedule “A” to By-law by replacing reference to **within 100 m of any school site** with **within 200 m of any school site**.
7. That Appendix “1” of Schedule “A” to ATV By-law No. 2009-023 be hereby deleted and replaced with Schedule “A” attached hereto and forming part of this by-law.
8. That this by-law shall come into force and take effect on the date of its final passing.
9. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

Read a first, second and third time and finally passed this 15th day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen

Appendix "1" of Schedule "A" to
By-law No. 2009-023
Prohibited Highways

Highway	From	To
Armstrong Street North	Highway 65 East	Whitewood Avenue
Armstrong Street South	Whitewood Avenue	Cedar Street
Ferguson Avenue	Blackwall Street	Browning Street
Lakeshore Road North	Radley Hill Road	Paget Street
Lakeshore Road South	Browning Street	Radley Hill Road
Main Street	Farr Drive	ONR underpass
Paget Street	Lakeshore Road North	Dymond Street
Rorke Avenue	Main Street	Carter Boulevard
Whitewood Avenue	May Street	Highway 65

Subject: Health and Safety Policy - 2016

Report No.: CS-039-2015

Agenda Date: December 1, 2015

Attachments

Appendix 01: Joint Health and Safety Policy and Program

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-039-2015;
2. That Council confirms it has reviewed the City of Temiskaming Shores Health and Safety Policy and Guidelines for the Structure and Function of the Joint Health and Safety Committee in accordance with the Occupational Health and Safety Act;
3. That Council acknowledges that the TSJHSC will continue to operate under the requirements of the Occupational Health and Safety Act; and
4. That Council directs staff to prepare the necessary by-law to amend By-law No. 2004-039 being a by-law for the adoption of a Health and Safety Policy and Guidelines for the Structure and Function of the Joint Health and Safety Committee.

Background

In accordance with the Occupational Health and Safety Act, an employer must prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy. The policy and program must be posted in the workplace.

Analysis

The City of Temiskaming Shores' Health and Safety Policy and Program were last reviewed in January of 2015. In order for the Municipality to remain in compliance with the Occupational Health and Safety Act, the Policy and Program must be reviewed and adopted at least annually.

The Health and Safety Policy and Program of the Joint Health and Safety Committee is attached as Appendix 01. The City will continue to operate with multiple committees and under the requirements of the Occupational Health and Safety Act.

Financial / Staffing Implications

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

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

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Shelly Zubyck, CHRP
Director of Corporate Services

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2015-000

Being a by-law to amend By-law No. 2004-034, as amended being a by-law for the adoption of a Health and Safety Policy and Guidelines for the Structure and Function of the Joint Health and Safety Committees

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

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

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

And whereas the Council of The Corporation of the City of Temiskaming Shores adopted By-law No. 2004-034 adopting a Health and Safety Policy and a Guideline for Structure and Function of a Joint Health and Safety Committee;

And whereas in order to comply with the Occupational Health and Safety Act the Council of The Corporation of the City of Temiskaming Shores must review and adopt a Health and Safety Policy and Guidelines for the Structure and Function of the Joint Health and Safety Committees for the City of Temiskaming Shores on a yearly basis;

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

1. That Schedules "A" being the Health and Safety Policy and Schedule "B" being the Guidelines for the Structure and Function of the Joint Health and Safety Committees to By-law No. 2004-034 as amended, be removed and replaced by Schedule "A" - Health and Safety Policy and Schedule "B" – Guidelines for the Structure and Function of the Joint Health and Safety Committees, attached hereto and forming part of this by-law;
2. That By-law No. 2013-008 amending By-law No. 2004-034, as amended, is hereby repealed;
3. That this by-law shall come into force and effect upon its passing;
4. 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 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Health and Safety Policy

The Council of The City of Temiskaming Shores is committed to protecting its employees, property and general public from harm and loss in the workplace. And while this policy statement is a requirement of the Occupation Health and Safety Act it does not lessen their commitment and dedication to a safe working environment.

All employees, whatever their position, are encouraged to exercise their legal responsibility to report any hazard/substandard condition immediately, so that corrective action may be taken.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that employees under their supervision comply with established safe work practices and procedures and receive adequate training in their specific work tasks in compliance with Health and Safety regulations.

Every worker must protect his/her own health and safety by observing safe work practices and procedures, reporting unsafe work conditions and be willing to get the training necessary to perform their duties. Workers are, by having safe work ethics, the main contributors towards their own safety and that of their fellow workers.

The Council of The City of Temiskaming Shores through the forming of a Health and Safety Committee has established health and safety policies and guidelines. Having all parties committed to health and safety is in the best interest of everyone.

Commitment to health and safety shall form an integral part of this organization from Council, City Manager and Workers through to the newly hired employee.



***GUIDELINES FOR THE
STRUCTURE AND FUNCTION OF THE
JOINT HEALTH AND SAFETY COMMITTEES***

AS AGREED UPON BETWEEN

EMPLOYER

AND

WORKER

December 1, 2015

**CITY OF TEMISKAMING SHORES
JOINT HEALTH AND SAFETY COMMITTEES
2016**

PREAMBLE

1. It is a requirement of the Occupational Health and Safety Act to establish a policy which encourages the active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.
2. Through joint education programs, joint investigations of situations and joint resolution of situations, the workplace will become safer and healthier for all employees.
3. The City of Temiskaming Shores and its employees have established Joint Health and Safety Committees under the Occupational Health and Safety Act and have reached an understanding as to the guidelines for the composition, practice and procedure thereof.
4. The parties acknowledge that a Joint Health and Safety Program can only be successful where everyone in the workplace is committed to these responsibilities. Therefore, the parties undertake to co-operate in ensuring that these guidelines and the full intent of the Occupational Health and Safety Act will be carried out by their respective organizations.
5. The parties hereto adopt these guidelines in good faith and agree to promote and assist the Joint Health and Safety Committees and its members by providing such information, training and assistance as may reasonably be required for the purpose of carrying out their responsibilities.

FOR THE EMPLOYER

City Manager

FOR THE WORKERS

Health & Safety Committee
Secretary

1. STRUCTURE OF COMMITTEE

- 1.1 A TSJHS Committee will be formed at a workplace at which twenty or more workers are regularly employed and will consist of at least two persons where at least half the members of a committee shall be workers employed at the workplace who do not exercise managerial functions.
- 1.2 The TSJHS Committees shall endeavor to meet on a monthly basis, but not less than quarterly, as decided upon by the Committee members. The co-chairpersons may call special meetings when deemed necessary.
- 1.3 There shall be two (2) co-chairpersons, one (1) from the employer and one (1) from the workers; who shall alternate the chair at meetings.
- 1.4 A co-chairperson may, with the consent and approval of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comment, but they shall not participate in the regular business of the meeting.

2. FUNCTIONS OF JHSC

- 2.1 To attain the spirit of the Occupational Health and Safety Act, the functions of the TSJHS Committees shall be:
 - (a) To identify, evaluate and make recommendations to resolve matters pertaining to the health and safety in the workplace to appropriate senior management.
 - (b) To encourage education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act.
 - (c) The TSJHS Committees will address matters related to Designated Substance Regulations and WHMIS where applicable.
 - (d) To deal with any health and safety matter that the TSJHS Committees deem appropriate.

Inspections

- 2.2 A minimum of two (2) employees, at least one being certified, as appointed by the TSJHS Committees, shall perform workplace inspections.
- 2.3 All health and safety concerns raised during the physical inspection will be recorded and prioritized on workplace inspection forms.

- 2.4 Workplace and follow-up inspections upon completion shall be distributed to the appropriate Division Head, for his/her review and comment, to the TSJHS Committees and to the City Manager within two (2) days. The appropriate Division Head will inform the TSJHS Committees of the status of the outstanding items by the next TSJHS Committees meeting.

Recommendations of the JHSC

- 2.5 The employer or his designate shall respond within twenty-one (21) days with regard to written or minuted TSJHS Committees recommendations. The written response shall indicate the employer's assessment of the TSJHS Committees recommendation and specify what action will, or will not (with explanations) be taken. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.

Accidents and Accompaniment

- 2.6 The TSJHS Committees will designate two (2) members; at least one (1) being certified, to investigate all serious workplace accidents, and incidents that have the potential for a serious accident. The inspection team will be responsible for overseeing that the requirements prescribed in the O.H.S.A. are met.
- 2.7 The TSJHS Committees will designate two (2) members; at least one (1) being certified, to investigate work refusals, the City Manager and the Ministry of Labour will be informed in writing, the name(s) of the worker(s) so designated.
- 2.8 A TSJHS Committees member who represents workers shall be consulted concerning proposed workplace testing strategies related to industrial hygiene. A member of the TSJHS Committees shall be entitled to be present during such testing.

3. MINUTES OF MEETINGS

- 3.1 The TSJHS Committees will designate a secretary for the meetings, to take minutes and be responsible for having the minutes typed, circulated and filed within one (1) calendar week of the meeting, or as the TSJHS Committees may from time to time instruct. Minutes of the meeting will be reviewed and edited where necessary, by the co-chairpersons, then signed and circulated to all TSJHS Committees members, Department Heads and a copy forwarded to the City Manger. Agenda items will be identified by a reference number, and be readily available in a proper filing system.

4. QUORUM

- 4.1 The TSJHS Committees shall have a quorum of two (2) members present in order to conduct business. One co-chairperson must be present in order to conduct business. If a co-chairperson is absent, the other co-chairperson will chair the meeting. The number of employer members shall not be greater than the number of worker members.

5. PAYMENT FOR ATTENDANCE AT MEETINGS

- 5.1 As per the Collective Agreement between the City of Temiskaming Shores and the CUPE Local 5014.

6. MEETING AGENDA

- 6.1 The co-chairpersons will prepare an agenda and forward a copy of the agenda to all TSJHS Committees members at least two days in advance of the meeting.
- 6.2 The TSJHS Committees may accept any item as proper for discussion and resolution pertaining to health and safety. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than by voting. Formal motions will not be used.
- 6.3 All items are resolved or not will be reported in the minutes. Unresolved items will be minuted and placed on the agenda for the next meeting.

7. GENERAL

- 7.1 All employees will be encouraged to discuss their problems with their immediate supervisor before bringing it to the attention of the TSJHS Committees.
- 7.2 TSJHS Committees members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution to the problem. All problem resolutions will be reported in the minutes.
- 7.3 Medical or trade secret information will be kept confidential by all TSJHS Committees members.
- 7.4 Any amendments, deletions or additions to these Guidelines must have the consensus of the total TSJHS Committees and shall be set out in writing and attached as an Appendix to these Guidelines and approved by Administration and/or Municipal Council.

- 7.5 **Please Note:** These guidelines provide a framework for an effective functioning TSJHS Committees. References can be made to the Occupational Health and Safety Act and its guidebook. Employer must prepare and review at least annually a written Occupational Health and Safety Policy, and must develop and maintain a program to implement that policy (Section 25(2)(j)). This should be accomplished in consultation with the TSJHS Committees.

The Corporation of the City of Temiskaming Shores

By-law No. 2015-215

**Being a by-law to authorize a Land Lease Agreement
with Rick Forbes to permit the use of municipal land for
Cultivation Purposes – Roll No. 54-18-030-012-038 (Farr
Historic Cemetery Area)**

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 The Corporation of the City of Temiskaming Shores issued a Request for Proposals CS-FRP-001-2011 and Rick Forbes was the only bidder on these lands, more specifically described as Part of the North Half of Lot 13, Concession 2; Township of Bucke, Parcel 7918 SST (approximately 32 ha. or 80 acres) AND the land bordered by Lakeview Avenue on the North, Groom Drive on the South, Maple Street on the West and Mill Creek on the East (approximately 8 ha. or 20 acres)

And whereas Council considered Memo No. 010-2015-CS at the December 1, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into a Land Lease Agreement for Cultivation purposes with Rick Forbes for consideration at the December 1, 2015 Regular Council meeting;

And whereas Council deems it necessary to enter into a land lease agreement with Rick Forbes to permit the use of municipal land for cultivation purposes.

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 land lease agreement with Rick Forbes for the use of municipal land for cultivation purposes, 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 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2015-215

Agreement between

The Corporation of the City of Temiskaming Shores

and

Rick Forbes

Land Lease Agreement to permit the use of Municipal Land
for Cultivation purposes

This agreement, made this 1st day of December, 2015.

Between:

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

And:

Mr. Rick Forbes
(Hereinafter referred to as "the Benefactor")

Whereas the City is the owner of real property legally described as:

Area of Farr Cemetery, Haileybury – Part of the North Half of Lot 13, Concession 2; Township of Bucke, Parcel 7918 SST (approximately 32 ha. or 80 acres) being Roll No. 54-18-030-012-038.00 (Farr Historic Cemetery Area) formerly in the Township of Bucke, now in the City of Temiskaming Shores, (hereinafter referred to as "the Lands");

And whereas the Benefactor wishes to use the Lands for cultivation purposes;

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

1. The word "Cultivation" as used in this agreement shall mean the process of seeding, growing, baling and removal of hay for use in the feeding of farm animals.
2. The Benefactor shall have the right to use the Lands for cultivation for the term of this Agreement which commences **January 1, 2016** and ends **December 31, 2020** unless the Agreement is terminated early by either party.
3. The Benefactor shall have no right to use the Lands for any other purpose than cultivation, and shall commit no act on the Lands which would constitute a nuisance to any other person.
4. The Benefactor shall not be entitled to fertilize the Lands or to use pesticides or herbicides on the Lands without the prior written consent of the City.
5. 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.
6. The Benefactor shall pay to the City for the rights granted herein, the sum of **\$960.00 per annum**, payable in advance on or before the 1st day of May in each year.
7. Either party may terminate this agreement on not less than thirty (30) days written

notice to the other. Unless the Lands are required by the City for an immediate purpose, it shall terminate the Agreement in any year until the Benefactor has had a reasonable opportunity to remove his hay crop from the Lands.

8. 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 his use of the Lands.
9. The Benefactor shall on or before the **1st day of May** 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.
10. The Benefactor shall not be entitled to assign the benefit of this agreement without the consent in writing of the City, which consent may not be unreasonably withheld.

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

Signed and Sealed in)
the presence of)

Rick Forbes

Rick Forbes

Witness

Print Name: _____

Title: _____

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores
By-law No. 2015-216

**Being a by-law to enter into a Partnership Agreement
with Timiskaming Health Unit for the Healthy Kids
Community Challenge Partnership Commitment**

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

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

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

And whereas Council considered Memo No. 010-2015-RS at the November 17, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into a Partnership Agreement with the Timiskaming Health Unit for the adoption of a Partnership Commitment Charter for consideration at the December 1, 2015 Regular Council meeting;

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

1. That Council authorizes the entering into a Partnership Agreement with the Timiskaming Health Unit a Partnership Commitment Charter for the Healthy Kids Community Challenge Program, 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 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen

RECEIVED
OCT 19 2015



HEALTHY KIDS
COMMUNITY CHALLENGE

Partnership Commitment Charter

The City of Temiskaming Shores

Represented by Tammy Borgen-Flood, Project Manager

325 Farr Drive
Box 2050
Haileybury, Ontario
P0J 1K0

And

Timiskaming Health Unit

Represented by Kerry Schubert-Mackey

247 Whitewood Avenue, Unit 43
Box 1090
New Liskeard, Ontario
P0J 1P0

OBJECTIVE OF AGREEMENT

The Healthy Kids Community Challenge is unique in its approach to promoting healthy living messages to families and children in Ontario. One of the unique characteristics of The Healthy Kids Community Challenge is that it is built on the principle that working across sectors will increase the opportunities to promote healthy behaviour changes in children. In order to maximize the reach of the healthy living message and to promote healthy behaviour change in children, best practice has demonstrated that it is essential to work across all sectors including health care leaders, non-profit organizations, and private partners.

The objective of this agreement is to ensure that the Healthy Kids Community will achieve an effective partnership with private partners that is based on a vested interest and leverages each other's assets in the best interests of children. This agreement is intended to ensure that each private partner and Healthy Kids Community agree to work together to achieve the greater goals of the program – healthy weights for children. As well, the private partner and the Healthy Kids Community must confirm their objective and commitment to fostering an environment of trust, openness, transparency and accountability in working towards the goals of The Healthy Kids Community Challenge and in the best interests of children.

This agreement will outline the mutual obligations of The Timiskaming Health Unit and The City of Temiskaming Shores in working together to support the objectives of The Healthy Kids Community Challenge in The City of Temiskaming Shores and Southern half of the District of Timiskaming.

OBLIGATIONS OF THE PRIVATE PARTNER

As agreed to by the City of Temiskaming Shores and The Timiskaming Health Unit, the Timiskaming Health Unit has agreed to provide the following support to the City of Temiskaming Shores in support of The HEALTHY KIDS COMMUNITY CHALLENGE:

- Fifty percent of the Project Manager Salary
- THU staff expertise to support at steering committee and work group efforts for Challenge activities, policy and supportive environments
 - evidence-informed research, planning, situational assessment,
 - assistance with project implementation as appropriate and capacity allows
 - reporting & evaluation as identified/needed
- Meeting space and support.
- Healthy eating and active living resources including policy readiness resources

The Timiskaming Health Unit can:

- Include The Healthy Kids Community Challenge as part of the Timiskaming Health Unit's Corporate Social Responsibility strategy

- Freely publicize its participation in The Healthy Kids Community Challenge in the City of Temiskaming Shores pending approval of the City of Temiskaming Shores represented by the Project Manager.
 - It can, for example, print The Healthy Kids Community Challenge logo and/or program name together with such a phrase as « ..., partner in the Healthy Kids Community Challenge in the City of Temiskaming Shores» on all documents of a commercial, scientific, economic or advertising nature disseminated to third parties, as well as on The Timiskaming Health Unit's website.

In turn, the Timiskaming Health Unit commits to:

1. Fostering an environment of trust, openness, transparency and accountability in working towards the goals of The Healthy Kids Community Challenge and in the best interests of children.
2. Not undertaking any company or product marketing directly to the target population of The Healthy Kids Community Challenge during any of the planned activities and/or initiatives associated with The Healthy Kids Community Challenge.
3. Submitting communication products that refer to the Healthy Kids Community Challenge to the City of Temiskaming Shores Project Manager for approval prior to distribution. This includes all means of multi-media distribution, with the exception of initiatives of a purely internal nature (such as documents distributed to the partner's employees).
4. Examples of communication products and initiatives are (this list is not exhaustive):
 - a. Speeches at conferences, seminars, meetings;
 - b. Publications in books, magazines, collections, official documents, intended or not for the wider public;
 - c. Distribution by television, telephone, web-based or other electronic means, whatever the geographical territory it intends to reach and whatever the nature of the communication may be;
 - d. Communication of a scientific, commercial, cultural, sociological nature or less significant;
 - e. Use as a documentary or basis for fiction.

OBLIGATIONS OF THE HEALTHY KIDS COMMUNITY LOCAL STEERING COMMITTEE

The City of Temiskaming Shores Project Manager and local steering committee commit to:

1. Fostering an environment of trust, openness, transparency and accountability in working towards the goals of The Healthy Kids Community Challenge and in the best interests of children.
2. Placing the Timiskaming Health Unit's logo next to the logos of all multi-sectoral collaborating partners on all communication tools created by the city of Temiskaming Shores within the scope of The Healthy Kids Community Challenge.

3. Reviewing the content, the outline and method of dissemination of every Timiskaming Health Unit communication product and initiative related to The Healthy Kids Community Challenge in the City of Temiskaming Shores and Southern half of the District of Timiskaming and communicating its decision to the Timiskaming Health Unit within two weeks at most.

City of Temiskaming Shores:

Mayor - Carman Kidd

Represented by:

Tammy Borgen-Flood

Clerk - David B. Treen

Signature: 

Date:

Timiskaming Health Unit

Represented by Dr. Marlene Spruyt:

MOH/CEO

Title:

Signature: 

Date: Oct 9, 2015

The Corporation of the City of Temiskaming Shores

By-law No. 2015-217

Being a by-law to enter into an agreement with Armstrong Township for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive

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

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

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

And whereas Council considered Administrative Report PW-053-2014 – "Spoke Transfer Station Agreement" at the December 16, 2014 regular meeting of Council and agreed to enter into agreements outside municipalities for the acceptance of recyclable material at the Spoke Transfer station;

And whereas Council considered Memo No. 018-2015-PW at the November 3, 2015 regular meeting of Council and approved a 2% increase to the rate for acceptance of recyclable materials at the Spoke Transfer Station resulting in a \$255/tonne rate commencing January 1, 2016;

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 **Armstrong Township** for the acceptance of recyclable materials at the Spoke Transfer Station, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2015-217

Agreement between

The Corporation of the City of Temiskaming Shores

and

Armstrong Township

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

This Agreement made on the 1st day of December, 2015;

Between:

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

And:

The Corporation of the Township of Armstrong
(herein referred to as “Municipality”)

Witnesses that in consideration of the fees reserved and the covenants and provisos herein contained on the part of the City and the Municipality, the City hereby grants access to the Municipality those certain Lands situated in the City of Temiskaming Shores, District of Timiskaming, being Parcel 24755 SST, South ½ Lot 7, Concession 1, Dymond being Part 1 on Plan 54R-4278 with a municipal address of 547 Barr Drive, hereinafter referred to as the “Facility” for a term commencing on the 1st day of January, 2016 and ending on the 31st of December, 2016.

Section One – Municipality’s Covenants

The Municipality covenants with the City as follows:

1. **Processing Fees** – to pay the City \$255 per tonne plus HST for the processing of recyclable materials delivered from the Municipality. Such fees to be paid within 30 days of receipt of the invoice from the City.
2. **Renewal** – to notify the City of its intention renew this agreement by November 15th, 2016. The City reserves the right to review and amend the processing fee on an annual basis.
3. **Indemnities** – to indemnify the City against all liabilities, damages, costs, claims, loss or actions arising out of:
 - a) a breach, violation or non-performance of a covenant or condition in this agreement on the part of the Municipality to be observed or performed;
 - b) damage to the property by the Municipality, and persons claiming through the Municipality, or damage to other property except where the damage has been caused by the negligence of the City; and
 - c) injury to or the death of a person or persons occurring on the Lands or the area adjacent thereto, except where the injury has been caused by the negligence of the City.
4. **Compliance** – to comply with and conform to the requirements of every applicable statute, law, by-law, regulation, requirement and order from time-to-time in force during the term of this agreement, and any extension thereof.

5. **Accepted Materials** – to deposit recyclable materials accepted by the City only. The City reserves the right to refuse any material not outlined in Appendix 01 attached hereto. Whether unloaded or not, refused material shall be removed by or at the expense of the Municipality or the person seeking to dispose of it.
6. **Usage of Facility** – not to use the facility for any purpose other than to carry on the agreed upon recycling activities.

Section Two – City’s Covenants

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

Section Three – Provisos

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

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

and in the case of the Municipality, addressed as follows:

Township of Armstrong
P.O. Box 546
35 Tenth Street
Earlton, Ontario
P0J 1E0

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

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

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

Signed and Sealed in)
the presence of)

Municipal Seal)

Municipal Seal)

Township of Armstrong

Mayor – Robert Ethier

Clerk – Reynald Rivard

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

Acceptable Recyclable Materials

Recyclable containers include the following forms of containers:

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

Recyclable papers include the following forms of containers:

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

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

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

The Corporation of the City of Temiskaming Shores

By-law No. 2015-218

Being a by-law to enter into an agreement with the Township of Chamberlain for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive

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

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

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

And whereas Council considered Administrative Report PW-053-2014 – "Spoke Transfer Station Agreement" at the December 16, 2014 regular meeting of Council and agreed to enter into agreements outside municipalities for the acceptance of recyclable material at the Spoke Transfer station;

And whereas Council considered Memo No. 018-2015-PW at the November 3, 2015 regular meeting of Council and approved a 2% increase to the rate for acceptance of recyclable materials at the Spoke Transfer Station resulting in a \$255/tonne rate commencing January 1, 2016;

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 the **Township of Chamberlain** for the acceptance of recyclable materials at the Spoke Transfer Station, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2015-218

Agreement between

The Corporation of the City of Temiskaming Shores

and

Township of Chamberlain

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

This Agreement made on the 1st day of December, 2015;

Between:

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

And:

Township of Chamberlain
(herein referred to as “Municipality”)

Witnesses that in consideration of the fees reserved and the covenants and provisos herein contained on the part of the City and the Municipality, the City hereby grants access to the Municipality those certain Lands situated in the City of Temiskaming Shores, District of Timiskaming, being Parcel 24755 SST, South ½ Lot 7, Concession 1, Dymond being Part 1 on Plan 54R-4278 with a municipal address of 547 Barr Drive, hereinafter referred to as the “Facility” for a term commencing on the 1st day of January, 2016 and ending on the 31st of December, 2016.

Section One – Municipality’s Covenants

The Municipality covenants with the City as follows:

1. **Processing Fees** – to pay the City \$255 per tonne plus HST for the processing of recyclable materials delivered from the Municipality. Such fees to be paid within 30 days of receipt of the invoice from the City.
2. **Renewal** – to notify the City of its intention renew this agreement by November 15th, 2016. The City reserves the right to review and amend the processing fee on an annual basis.
3. **Indemnities** – to indemnify the City against all liabilities, damages, costs, claims, loss or actions arising out of:
 - a) a breach, violation or non-performance of a covenant or condition in this agreement on the part of the Municipality to be observed or performed;
 - b) damage to the property by the Municipality, and persons claiming through the Municipality, or damage to other property except where the damage has been caused by the negligence of the City; and
 - c) injury to or the death of a person or persons occurring on the Lands or the area adjacent thereto, except where the injury has been caused by the negligence of the City.
4. **Compliance** – to comply with and conform to the requirements of every applicable statute, law, by-law, regulation, requirement and order from time-to-time in force during the term of this agreement, and any extension thereof.

5. **Accepted Materials** – to deposit recyclable materials accepted by the City only. The City reserves the right to refuse any material not outlined in Appendix 01 attached hereto. Whether unloaded or not, refused material shall be removed by or at the expense of the Municipality or the person seeking to dispose of it.
6. **Usage of Facility** – not to use the facility for any purpose other than to carry on the agreed upon recycling activities.

Section Two – City’s Covenants

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

Section Three – Provisos

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

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

and in the case of the Municipality, addressed as follows:

The Township of Chamberlain
467501 Chamberlain Road 5
Englehart, Ontario
P0J 1H0

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

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

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

Signed and Sealed in)
the presence of)

Municipal Seal)

Municipal Seal)

Township of Chamberlain

Reeve – Kerry Stewart

Clerk/Treasurer CAO – Calvin Rodgers

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

Acceptable Recyclable Materials

Recyclable containers include the following forms of containers:

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

Recyclable papers include the following forms of containers:

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

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

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

The Corporation of the City of Temiskaming Shores

By-law No. 2015-219

**Being a by-law to enter into an agreement with the
Municipality of Charlton and Dack for the acceptance of
recyclable materials at the Spoke Transfer Station on Barr
Drive**

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

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

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

And whereas Council considered Administrative Report PW-053-2014 – "Spoke Transfer Station Agreement" at the December 16, 2014 regular meeting of Council and agreed to enter into agreements outside municipalities for the acceptance of recyclable material at the Spoke Transfer station;

And whereas Council considered Memo No. 018-2015-PW at the November 3, 2015 regular meeting of Council and approved a 2% increase to the rate for acceptance of recyclable materials at the Spoke Transfer Station resulting in a \$255/tonne rate commencing January 1, 2016;

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 the **Municipality of Charlton and Dack** for the acceptance of recyclable materials at the Spoke Transfer Station, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2015-219

Agreement between

The Corporation of the City of Temiskaming Shores

and

Municipality of Charlton and Dack

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

This Agreement made on the 1st day of December, 2015;

Between:

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

And:

The Municipality of Charlton and Dack
(herein referred to as “Municipality”)

Witnesses that in consideration of the fees reserved and the covenants and provisos herein contained on the part of the City and the Municipality, the City hereby grants access to the Municipality those certain Lands situated in the City of Temiskaming Shores, District of Timiskaming, being Parcel 24755 SST, South ½ Lot 7, Concession 1, Dymond being Part 1 on Plan 54R-4278 with a municipal address of 547 Barr Drive, hereinafter referred to as the “Facility” for a term commencing on the 1st day of January, 2016 and ending on the 31st of December, 2016.

Section One – Municipality’s Covenants

The Municipality covenants with the City as follows:

1. **Processing Fees** – to pay the City \$255 per tonne plus HST for the processing of recyclable materials delivered from the Municipality. Such fees to be paid within 30 days of receipt of the invoice from the City.
2. **Renewal** – to notify the City of its intention renew this agreement by November 15th, 2016. The City reserves the right to review and amend the processing fee on an annual basis.
3. **Indemnities** – to indemnify the City against all liabilities, damages, costs, claims, loss or actions arising out of:
 - a) a breach, violation or non-performance of a covenant or condition in this agreement on the part of the Municipality to be observed or performed;
 - b) damage to the property by the Municipality, and persons claiming through the Municipality, or damage to other property except where the damage has been caused by the negligence of the City; and
 - c) injury to or the death of a person or persons occurring on the Lands or the area adjacent thereto, except where the injury has been caused by the negligence of the City.
4. **Compliance** – to comply with and conform to the requirements of every applicable statute, law, by-law, regulation, requirement and order from time-to-time in force during the term of this agreement, and any extension thereof.

5. **Accepted Materials** – to deposit recyclable materials accepted by the City only. The City reserves the right to refuse any material not outlined in Appendix 01 attached hereto. Whether unloaded or not, refused material shall be removed by or at the expense of the Municipality or the person seeking to dispose of it.
6. **Usage of Facility** – not to use the facility for any purpose other than to carry on the agreed upon recycling activities.

Section Two – City’s Covenants

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

Section Three – Provisos

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

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

and in the case of the Municipality, addressed as follows:

Municipality of Charlton and Dack
287237 Sprucegrove Road
Englehart, Ontario
P0J 1H0

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

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

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

Signed and Sealed in)
the presence of)

Municipal Seal)

Municipal Seal)

Municipality of Charlton and Dack

Reeve – Merrill Bond

Clerk/Treasurer CAO – Dan Thibeault

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

Acceptable Recyclable Materials

Recyclable containers include the following forms of containers:

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

Recyclable papers include the following forms of containers:

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

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

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

The Corporation of the City of Temiskaming Shores

By-law No. 2015-220

Being a by-law to enter into an agreement with the Township of Harley for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive

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

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

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

And whereas Council considered Administrative Report PW-053-2014 – "Spoke Transfer Station Agreement" at the December 16, 2014 regular meeting of Council and agreed to enter into agreements outside municipalities for the acceptance of recyclable material at the Spoke Transfer station;

And whereas Council considered Memo No. 018-2015-PW at the November 3, 2015 regular meeting of Council and approved a 2% increase to the rate for acceptance of recyclable materials at the Spoke Transfer Station resulting in a \$255/tonne rate commencing January 1, 2016;

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 the **Township of Harley** for the acceptance of recyclable materials at the Spoke Transfer Station, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2015-220

Agreement between

The Corporation of the City of Temiskaming Shores

and

Township of Harley

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

This Agreement made on the 1st day of December, 2015;

Between:

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

And:

The Corporation of the Township of Harley
(herein referred to as “Municipality”)

Witnesses that in consideration of the fees reserved and the covenants and provisos herein contained on the part of the City and the Municipality, the City hereby grants access to the Municipality those certain Lands situated in the City of Temiskaming Shores, District of Timiskaming, being Parcel 24755 SST, South ½ Lot 7, Concession 1, Dymond being Part 1 on Plan 54R-4278 with a municipal address of 547 Barr Drive, hereinafter referred to as the “Facility” for a term commencing on the 1st day of January, 2016 and ending on the 31st of December, 2016.

Section One – Municipality’s Covenants

The Municipality covenants with the City as follows:

1. **Processing Fees** – to pay the City \$255 per tonne plus HST for the processing of recyclable materials delivered from the Municipality. Such fees to be paid within 30 days of receipt of the invoice from the City.
2. **Renewal** – to notify the City of its intention renew this agreement by November 15th, 2016. The City reserves the right to review and amend the processing fee on an annual basis.
3. **Indemnities** – to indemnify the City against all liabilities, damages, costs, claims, loss or actions arising out of:
 - a) a breach, violation or non-performance of a covenant or condition in this agreement on the part of the Municipality to be observed or performed;
 - b) damage to the property by the Municipality, and persons claiming through the Municipality, or damage to other property except where the damage has been caused by the negligence of the City; and
 - c) injury to or the death of a person or persons occurring on the Lands or the area adjacent thereto, except where the injury has been caused by the negligence of the City.
4. **Compliance** – to comply with and conform to the requirements of every applicable statute, law, by-law, regulation, requirement and order from time-to-time in force during the term of this agreement, and any extension thereof.

5. **Accepted Materials** – to deposit recyclable materials accepted by the City only. The City reserves the right to refuse any material not outlined in Appendix 01 attached hereto. Whether unloaded or not, refused material shall be removed by or at the expense of the Municipality or the person seeking to dispose of it.
6. **Usage of Facility** – not to use the facility for any purpose other than to carry on the agreed upon recycling activities.

Section Two – City’s Covenants

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

Section Three – Provisos

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

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

and in the case of the Municipality, addressed as follows:

Township of Harley
903303 Hanbury Road
R. R. # 2
New Liskeard, Ontario
P0J 1P0

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

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

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

Signed and Sealed in)
the presence of)

Municipal Seal)

Municipal Seal)

Township of Harley

Reeve – Pauline Archambault

Clerk – Michelle Lachapelle

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

Acceptable Recyclable Materials

Recyclable containers include the following forms of containers:

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

Recyclable papers include the following forms of containers:

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

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

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

The Corporation of the City of Temiskaming Shores

By-law No. 2015-221

Being a by-law to enter into an agreement with the Township of Hudson for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive

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

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

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

And whereas Council considered Administrative Report PW-053-2014 – "Spoke Transfer Station Agreement" at the December 16, 2014 regular meeting of Council and agreed to enter into agreements outside municipalities for the acceptance of recyclable material at the Spoke Transfer station;

And whereas Council considered Memo No. 018-2015-PW at the November 3, 2015 regular meeting of Council and approved a 2% increase to the rate for acceptance of recyclable materials at the Spoke Transfer Station resulting in a \$255/tonne rate commencing January 1, 2016;

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 the **Township of Hudson** for the acceptance of recyclable materials at the Spoke Transfer Station, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2015-221

Agreement between

The Corporation of the City of Temiskaming Shores

and

Township of Hudson

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

This Agreement made on the 1st day of December, 2015;

Between:

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

And:

The Corporation of the Township of Hudson
(herein referred to as “Municipality”)

Witnesses that in consideration of the fees reserved and the covenants and provisos herein contained on the part of the City and the Municipality, the City hereby grants access to the Municipality those certain Lands situated in the City of Temiskaming Shores, District of Timiskaming, being Parcel 24755 SST, South ½ Lot 7, Concession 1, Dymond being Part 1 on Plan 54R-4278 with a municipal address of 547 Barr Drive, hereinafter referred to as the “Facility” for a term commencing on the 1st day of January, 2016 and ending on the 31st of December, 2016.

Section One – Municipality’s Covenants

The Municipality covenants with the City as follows:

1. **Processing Fees** – to pay the City \$255 per tonne plus HST for the processing of recyclable materials delivered from the Municipality. Such fees to be paid within 30 days of receipt of the invoice from the City.
2. **Renewal** – to notify the City of its intention renew this agreement by November 15th, 2016. The City reserves the right to review and amend the processing fee on an annual basis.
3. **Indemnities** – to indemnify the City against all liabilities, damages, costs, claims, loss or actions arising out of:
 - a) a breach, violation or non-performance of a covenant or condition in this agreement on the part of the Municipality to be observed or performed;
 - b) damage to the property by the Municipality, and persons claiming through the Municipality, or damage to other property except where the damage has been caused by the negligence of the City; and
 - c) injury to or the death of a person or persons occurring on the Lands or the area adjacent thereto, except where the injury has been caused by the negligence of the City.
4. **Compliance** – to comply with and conform to the requirements of every applicable statute, law, by-law, regulation, requirement and order from time-to-time in force during the term of this agreement, and any extension thereof.

5. **Accepted Materials** – to deposit recyclable materials accepted by the City only. The City reserves the right to refuse any material not outlined in Appendix 01 attached hereto. Whether unloaded or not, refused material shall be removed by or at the expense of the Municipality or the person seeking to dispose of it.
6. **Usage of Facility** – not to use the facility for any purpose other than to carry on the agreed upon recycling activities.

Section Two – City’s Covenants

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

Section Three – Provisos

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

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

and in the case of the Municipality, addressed as follows:

Township of Hudson
903303 Hanbury Road
R. R. # 2
New Liskeard, Ontario
P0J 1P0

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

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

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

Signed and Sealed in)
the presence of)

Municipal Seal)

Municipal Seal)

Township of Hudson

Reeve – Larry Craig

Clerk – Michel Lachapelle

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

Acceptable Recyclable Materials

Recyclable containers include the following forms of containers:

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

Recyclable papers include the following forms of containers:

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

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

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

The Corporation of the City of Temiskaming Shores

By-law No. 2015-222

**Being a by-law to enter into an agreement with the Town of
Cobalt for the acceptance of recyclable materials at the
Spoke Transfer Station on Barr Drive**

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

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

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

And whereas Council considered Administrative Report PW-053-2014 – "Spoke Transfer Station Agreement" at the December 16, 2014 regular meeting of Council and agreed to enter into agreements outside municipalities for the acceptance of recyclable material at the Spoke Transfer station;

And whereas Council considered Memo No. 018-2015-PW at the November 3, 2015 regular meeting of Council and approved a 2% increase to the rate for acceptance of recyclable materials at the Spoke Transfer Station resulting in a \$255/tonne rate commencing January 1, 2016;

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 the **Town of Cobalt** for the acceptance of recyclable materials at the Spoke Transfer Station, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2015-222

Agreement between

The Corporation of the City of Temiskaming Shores

and

Town of Cobalt

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

This Agreement made on the 1st day of December, 2015;

Between:

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

And:

The Corporation of the Town of Cobalt
(herein referred to as “Municipality”)

Witnesses that in consideration of the fees reserved and the covenants and provisos herein contained on the part of the City and the Municipality, the City hereby grants access to the Municipality those certain Lands situated in the City of Temiskaming Shores, District of Timiskaming, being Parcel 24755 SST, South ½ Lot 7, Concession 1, Dymond being Part 1 on Plan 54R-4278 with a municipal address of 547 Barr Drive, hereinafter referred to as the “Facility” for a term commencing on the 1st day of January, 2016 and ending on the 31st of December, 2016.

Section One – Municipality’s Covenants

The Municipality covenants with the City as follows:

1. **Processing Fees** – to pay the City \$255 per tonne plus HST for the processing of recyclable materials delivered from the Municipality. Such fees to be paid within 30 days of receipt of the invoice from the City.
2. **Renewal** – to notify the City of its intention renew this agreement by November 15th, 2016. The City reserves the right to review and amend the processing fee on an annual basis.
3. **Indemnities** – to indemnify the City against all liabilities, damages, costs, claims, loss or actions arising out of:
 - a) a breach, violation or non-performance of a covenant or condition in this agreement on the part of the Municipality to be observed or performed;
 - b) damage to the property by the Municipality, and persons claiming through the Municipality, or damage to other property except where the damage has been caused by the negligence of the City; and
 - c) injury to or the death of a person or persons occurring on the Lands or the area adjacent thereto, except where the injury has been caused by the negligence of the City.
4. **Compliance** – to comply with and conform to the requirements of every applicable statute, law, by-law, regulation, requirement and order from time-to-time in force during the term of this agreement, and any extension thereof.

5. **Accepted Materials** – to deposit recyclable materials accepted by the City only. The City reserves the right to refuse any material not outlined in Appendix 01 attached hereto. Whether unloaded or not, refused material shall be removed by or at the expense of the Municipality or the person seeking to dispose of it.
6. **Usage of Facility** – not to use the facility for any purpose other than to carry on the agreed upon recycling activities.

Section Two – City’s Covenants

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

Section Three – Provisos

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

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

and in the case of the Municipality, addressed as follows:

Town of Cobalt
P.O. Box 70
18 Silver Street
Cobalt, Ontario
P0J 1C0

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

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

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

Signed and Sealed in)
the presence of)

Municipal Seal)

Municipal Seal)

Town of Cobalt

Mayor – Tina Sartoretto

Clerk – Candice Bedard

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

Acceptable Recyclable Materials

Recyclable containers include the following forms of containers:

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

Recyclable papers include the following forms of containers:

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

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

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

The Corporation of the City of Temiskaming Shores

By-law No. 2015-223

Being a by-law to authorize the execution of a funding agreement between Her Majesty the Queen in right of Ontario, represented by the Minister of Transportation for the Province of Ontario related to funding provided by the Province under the Dedicated Gas Tax Funds for Public Transportation Program - 2016

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 correspondence from the Honourable Steven Del Duca, Minister of Transportation dated November 12, 2015 outlines that the City of Temiskaming Shores will be eligible to receive an allocation of \$129,681 under the Dedicated Gas Tax Funds for Public Transportation Program for 2016;

And whereas the City of Temiskaming Shores provides a public transit service that includes service to, and receives financial contribution from the Town of Cobalt and the City of Temiskaming Shores will continue to act as the host for this joint service;

And whereas the Council of The Corporation of the City of Temiskaming Shores deems it necessary to enter into a funding agreement with the Minister of Transportation of Ontario under the Dedicated Gas Tax Funds for Public Transportation Program.

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

1. That the Mayor and Treasurer are hereby authorized to enter into a funding agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Transportation of Ontario under the Dedicated Gas Tax Funds for Public Transportation Program in the amount of \$129,681 for 2016 in accordance with and subject to the terms set out in the Letter of Agreement and the guidelines and requirements, attached hereto as Schedule "A" and forming part of this By-law; and

Read a first, second and third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule “A” to

By-law No. 2015-223

Agreement between

The Corporation of the City of Temiskaming Shores

and

Minister of Transportation of Ontario

Funding provided under the Dedicated Gas Tax
Funds for Public Transportation Program

**Ministry of
Transportation**

Office of the Minister

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto, Ontario
M7A 1Z8
416-327-9200
www.ontario.ca/transportation

**Ministère des
Transports**

Bureau du ministre

Édifice Ferguson, 3^e étage
77, rue Wellesley ouest
Toronto (Ontario)
M7A 1Z8
416-327-9200
www.ontario.ca/transports



November 12, 2015

His Worship Carman Kidd
Mayor
City of Temiskaming Shores
PO Box 2050, 325 Farr Drive
Haileybury, ON P0J 1K0

Dear Mayor Kidd:

RE: Letter of Agreement between Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (the “Ministry”) and the City of Temiskaming Shores (the “Municipality”) Related to Funding Provided by the Province of Ontario (the “Province”) to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program (this “Letter of Agreement”)

This Letter of Agreement sets out the terms and conditions for the use of dedicated gas tax funds by municipalities for public transportation.

As the Province desires to increase public transportation ridership to support the development of strong communities, the Ministry maintains a Dedicated Gas Tax Funds for Public Transportation Program (the “Program”), under which two cents of the existing provincial gas tax is provided to municipalities for public transportation expenditures.

Following the passage of the *Dedicated Funding for Public Transportation Act, 2013* (the “DFPTA”), a portion of the tax that is paid to Ontario under the *Gasoline Tax Act* in each fiscal year is dedicated to the provision of grants, including those pursuant to the Program, to municipalities for public transportation.

Any funding to the Municipality by the Ministry will be provided in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2015/2016 Guidelines and Requirements (the “guidelines and requirements”).

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which have been reviewed and are understood by the Municipality and are hereby incorporated by reference, the Ministry and the Municipality covenant and agree as follows:

1. To support increased public transportation ridership in the Municipality, and in recognition of the Municipality’s need for predictable and sustainable funding to support investments in the renewal and expansion of public transportation systems, the Ministry agrees to provide funding to the Municipality under the Program in an amount up to

\$129,681 in accordance with, and subject to, the terms set out in this Letter of Agreement and the guidelines and requirements, with \$97,261 payable on receipt of this signed Letter of Agreement and related authorizing municipal by-law(s), and any remaining payment(s) payable thereafter.

2. Despite Section 1, the Municipality understands and agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to adjustment to reflect final gas tax receipts and any other adjustments as set out in the guidelines and requirements.
3. If the Municipality receives dedicated gas tax funds on behalf of any other municipality, and the other municipality has agreed to the Municipality collecting the dedicated gas tax funds on its behalf, the Municipality shall provide, upon request and in compliance with the requirements set out in the guidelines and requirements, any applicable municipal by-law and legal agreement between the Municipality and the other municipality providing for such arrangement to the Ministry prior to the payment of any dedicated gas tax funds by the Ministry under this Letter of Agreement.
4. The Municipality shall deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
5. The Municipality shall adhere to the reporting and accountability measures set out in the guidelines and requirements, and shall provide all requested documents to the Ministry.
6. The Municipality understands and agrees that the funding provided under this Letter of Agreement represents the full extent of the Ministry's and Province's financial contribution under the Program, and that no additional funds will be provided by either the Ministry or the Province for such purposes to the Municipality for the 2015/2016 Program year.
7. The Ministry may terminate this Letter of Agreement at any time, without cause, liability, penalty or costs upon giving at least sixty (60) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement without cause, it may cancel all further dedicated gas tax funds payments. Where the Ministry has terminated this Letter of Agreement under this Section, the Ministry may, after determining the Municipality's reasonable costs to terminate any binding agreement for any eligible public transportation service acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, provide the Municipality with additional funding to offset, in whole or in part, such costs. The additional funding may be provided only if there is an appropriation for this purpose, and in no event shall the additional funding result in the total funding under this Letter of Agreement exceeding the amount specified under Section 1.
8. Any provisions, including those in the guidelines and requirements, which by their nature are intended to survive the termination or expiration of this Letter of Agreement, shall survive its termination or expiration.


9. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
10. The Municipality agrees that it will not assign any of its rights or obligations under this Letter of Agreement.
11. The invalidity or unenforceability of any provision of the Letter of Agreement will not affect the validity or enforceability of any other provision of the Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
12. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
13. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please secure the required signatures for the four enclosed copies of this Letter of Agreement and return two fully signed copies to:

Ministry of Transportation
Division Services and Program Management Office
27th Floor, Suite #2702
777 Bay Street,
Toronto, Ontario M7A 2J8

Once the Ministry has received the signed copies of this Letter of Agreement and a copy of the authorizing municipal by-law, the Ministry will make arrangements for the payment of the dedicated gas tax funds to the Municipality.

Yours sincerely,



Steven Del Duca
Minister of Transportation

I have read and understand the terms of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms.

City of Temiskaming Shores

Per: _____
Mayor

Date: _____

Per: _____
Chief Financial Officer/Treasurer

Date: _____

The Corporation of the City of Temiskaming Shores

By-law No. 2015-224

Being a by-law to authorize the entering into a Lease Agreement with Kerry Elford for the rental of the apartment located on the upper level of the Dymond Community Complex

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 the necessary by-law to enter into a lease agreement with Ms. Kerry Elford for the rental of the apartment located on the upper level of the Dymond Community Complex for consideration at the December 1, 2015 Regular Council meeting;

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

1. That the Mayor and Clerk be authorized to enter into an agreement with **Kerry Elford** for the rental of the apartment located on the upper level of the Dymond Community Complex, 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 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen

Schedule "A" to By-law No. 2015-224

Dated this 1st day of December, 2015

The Corporation of the City of Temiskaming Shores

and

Ms. Kerry Elford

LEASE

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

This lease made this 1st day of December, 2015

Between:

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

And:

Ms. Kerry Elford
(hereinafter called the "Lessee")

Whereas the Lessor is the owner of the Dymond Community Complex, 181 Drive Inn Theatre Road, City of Temiskaming Shores, ON (herein called the "Building").

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

Now therefore the parties hereto covenant and agree as follows:

1. Leased Premises

The Lessor hereby demises and leases to the Lessee part of the **upper level** in the Lessor's Building containing a rentable residential area located at 181 Drive-In Theatre Road, City of Temiskaming Shores, Ontario being hereinafter called the "premises".

2. Term

To hold the premises for a term commencing on the 1st day of December, 2015 and ending on the 30th day of November, 2016.

3. Rent

Paying therefore to the Lessor, subject to the provisions of this Lease, the sum of Two Thousand Dollars (**\$2,000.00**), inclusive of HST, on or before December 1, 2015 representing the Lessee's first month rent and a \$1,000 Security Deposit which shall be held in trust by the Lessor; and

Paying thereafter to Lessor, the sum of One Thousand Dollars (**\$1,000.00**) per month, inclusive of HST, for the term of the lease.

Such rent shall be made payable to the City of Temiskaming Shores and due on the first day of each and every month during the term of the lease and mailed to: P.O. Box 2050 Haileybury, Ontario P0J 1K0.

4. **Tenant’s Covenants**

The Tenant covenants with the Landlord:

- a) **Rent** - to pay rent;
- b) **Telephone** - to pay when due the cost of the telephone and internet services supplied to the premises;
- c) **Repair** - to repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted; and to permit the Landlord to enter and view the state of repair and to repair according to notice in writing, reasonable wear and tear and damage by fire, lightning and tempest only excepted; and to leave the premises in good repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted;
- d) **Assigning or subletting** - not to assign, sublet or part with possession of any part of the premises.
- e) **Entry by Landlord** - to permit the Landlord or its agents to enter upon the premises at any time and from time to time for the purpose of inspecting and making repairs, alterations or improvements to the premises or to the building, and the Tenant shall not be entitled to compensation for any inconvenience, nuisance, or discomfort occasioned thereby; provided that the Landlord shall give reasonable advance notice to avoid inconvenience to the Tenant, given the private and confidential nature of the profession of the Tenant;
- f) **Exhibiting premises** - to permit the Landlord or its agents to exhibit the premises to prospective Tenants between the hours of 9:00 a.m. and 4:00 p.m. during the last month of the term;
- g) **Alterations** - not to make or erect in or to the premises any installation, alteration, or addition.

5. **Landlord’s Covenants**

The Landlord covenants with the Tenant;

- a) **Quiet enjoyment** - for the quiet enjoyment;
- b) **Taxes** - to pay all taxes and rates, municipal, parliamentary or otherwise, levied against the premises or the Landlord on account thereof;
- c) **Electricity and water** - to pay for the electricity and water supplied to the premises;

- d) **Heat** - to heat the premises;
- e) **Structural soundness** - to keep the premises, and parking lot structurally sound and to look after any structural defects which may arise;

6. Provisos

Provided always and it is hereby agreed as follows:

- a) **Fixtures** - shall not be removed from the premises at any time (either during or after the term);
- b) **Fire** - In case of damage to the premises by fire, lightning or tempest, rent shall cease until the premises are rebuilt; and the Landlord, instead of rebuilding or making the premises fit for the purpose of the Tenant, may at its option terminate this lease on giving to the Tenant within thirty days after such fire, lightning or tempest, notice in writing of its intention (so to do) and thereupon rent and any other payments for which the Tenant is liable under this lease shall be apportioned and paid to the date of such fire, lightning or tempest, and the Tenant shall immediately deliver up possession of the premises to the Landlord;
- c) **Damage to property** - The Landlord shall not be liable nor responsible in any way for any loss of or damage or injury to any property belonging to the Tenant or to any other person while in the building unless such loss, damage or injury shall be caused by the negligence of the Landlord or its employees, servants or agents for any damage to any such property caused by steam, water, rain or snow which may leak into, issue or flow from any part of the building or from the water, steam or drainage of the building or from any other place or quarter nor for any damage caused by or attributable to the condition or arrangement of any electric or other wiring omitted by any other Tenant;
- d) **Default of Tenant** - If the rent reserved or any part thereof shall not be paid on the day appointed for payment, whether lawfully demanded or not, or in case of breach or non-observance or non-performance of any of the covenants or agreements or rules or regulations herein contained or referred to on the part of the Tenant to be observed and performed, or in case the premises shall be vacated or remain unoccupied or in case the term shall be taken in execution or attachment for any cause whatsoever, (and in every such case) the Landlord shall be entitled thereafter to enter (into and) upon the premises (or any part thereof in the name of the whole) and the same to (have again), repossess and enjoy as of its former estate, anything herein contained to the contrary notwithstanding;

- e) Bankruptcy of Tenant** - In case without the written consent of the Landlord the premises shall remain vacant or not used for the period of fifteen days or be used by any other person than the Tenant or for any other purpose than that for which they were let or in case the term or any of the goods and chattels of the Tenant shall at any time be seized in execution or attachment by any creditor of the Tenant or if the Tenant shall make any assignment for the benefit of creditors or any bulk sale of any act (now or hereafter in force) for bankrupt or insolvent debtors (or if the Tenant is a company any order shall be made for the winding up of the Tenant), then in any such case this lease shall at the option of the Landlord cease and terminate and the term shall immediately become forfeited and void and the current month's rent and the next ensuing three month's rent shall immediately become due and payable and the Landlord may re- enter and take possession of the premises as though the Tenant or other occupant (or occupants) of the premises was (or were) holding over after the expiration of the term without any right whatever;
- f) Distress** - The Tenant waives and renounces the benefit of any present or future statute taking away or limiting the Landlord's right of distress, and covenants and agrees that notwithstanding any such statute none of the goods and chattels of the Tenant on the premises at any time during the term shall be exempt from levy by distress for rent in arrears;
- g) Right of re-entry** - On the Landlord's becoming entitled to re-enter the premises under any of the provisions of this lease, the Landlord in addition to all other rights may do so as the agent of the Tenant, using force if necessary, without being liable for any prosecution therefore, and may re-let the premises as agent of the Tenant, and receive the rent therefore, and as agent of the Tenant may take possession of any furniture or other property on the premises and sell the same at a public or private sale without notice and apply the proceeds of such sale and any rent derived from re-letting the premises upon account of rent under this lease, and the Tenant shall be liable to the landlord for any deficiency;

h) Right of termination by the Tenant

The lease may be terminated for any valid reason with the consent of both parties and upon payment of three (3) months rent in lieu of notice.

i) Right of termination by the Landlord

On the Landlord's becoming entitled to re-enter the premises under any of the provisions of this lease, the Landlord, in addition to all other rights, shall have the right to terminate this lease forthwith by leaving upon the premises notice in writing of its intention, and thereupon rent and any other payments for which the Tenant is liable under this lease shall be computed, apportioned and paid in full to the date of such termination, and

- the Tenant shall immediately deliver up possession of the Premises to the Landlord, and the Landlord may re-enter and take possession of the premises;
- j) Non-waiver** - Any condoning, excusing or overlooking by the Landlord of any default, breach or non-observance by the Tenant at any time in respect of any covenant, provision or condition herein contained shall not operate as a waiver of the Landlord's rights hereunder in respect of any subsequent default, breach or non-observance, and shall not defeat or affect in any way the rights of the Landlord herein in respect to any default, breach or non-observance by the Landlord, *mutatis mutandis*.
- k) Over-holding** - If the Tenant shall continue to occupy the premises after the expiration of this lease with or without the consent of the Landlord, and without any further written agreement, the Tenant shall be a monthly Tenant at the monthly rental herein mentioned and on the terms and conditions herein set out except as to length of tenancy.
- l) Arbitration** - Any dispute between the parties hereto arising out of the provision of this lease shall be referred to the arbitration of three persons, one to be appointed by each of the parties hereto and the third to be chosen by the two so appointed. If either of the parties fails to appoint an arbitrator for 15 days after the one party has appointed an arbitrator and has notified the other party in writing of the appointment and of the matter in dispute to be dealt with, the decision of the arbitrator appointed by the first of such parties shall be final and binding on both of the parties hereto. If the two arbitrators appointed by the parties hereto fail to agree upon a third arbitrator for 15 days after the appointment of the second arbitrator, either party hereto may apply on 15 days' notice (written) giving the order to a Judge of the District Court of the District of Timiskaming as a *persona designata* to appoint such third arbitrator. The said Judge, upon proof of such failure of appointment and of the giving of such notice, may forthwith appoint an arbitrator to act as such third arbitrator. If any arbitrator refuses to act or is incapable of acting or dies, a substitute for him may be appointed in the manner herein before provided. The decision of the three arbitrators so appointed, or a majority of them, shall be final and binding upon the parties hereto. All costs and expenses of any such arbitration shall be borne by the parties hereto equally;
- m) Subordination** - This lease and everything herein contained shall be postponed to any charge or charges now or from time to time hereafter created by the Landlord in respect of the premises by way of institutional mortgage or mortgages and to any extension, renewal, modification, consolidation or replacement thereof, and the Tenant covenants that it will promptly at any time during the term hereof as required by the Landlord give all such further assurances to this provision as may be reasonably required to evidence and effectuate this postponement of its rights and

privileges hereunder to the holders of any such charge or charges. The Tenant further covenants on demand at any time to execute and deliver to the Landlord at the Landlord's expense any and all instruments which may be necessary or proper to subordinate this lease and the Tenant's rights hereunder to the lien or liens of any such extension, renewal, modification, consolidation, replacement or new mortgage or mortgages, and the Tenant hereby irrevocably constitutes and appoints the Landlord as its attorney with full power and authority to execute any necessary documents in the implementation hereof for and on behalf of the Tenant and any assumption of this lease by any assignee of the Tenant named herein shall in itself include this provision so that the assignee assuming this lease does thereby irrevocably constitute and appoint the Landlord as its attorney with full power and authority to execute any necessary documents in the implementation hereof for or on behalf of the said assignee;

- n) **Notice** - Any notice required or contemplated by any provision of this lease shall be deemed sufficiently given if contained in writing enclosed in a sealed envelope addressed, in the case of notice of the Landlord, to it, at c/o Shelly Zubyck, 325 Farr Drive, P.O. Box 2050, Haileybury, Ontario. P0J 1K0, and in the case of notice to the Tenant, to the premises and deposited in one of Her Majesty's post offices c/o P.O. Box 2145, New Liskeard, ON P0J 1P0, registered and prepaid. The date of receipt of such notice shall be the fourth day next following the date of so mailing by registered mail. Provided that either party may, by notice to the other, designate another address in Canada to which notices mailed or delivered more than ten days thereafter shall be addressed.

7. Headings

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

8. Effect of Lease

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

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

Signed, sealed and delivered in the presence of:

The Corporation of the City of Temiskaming Shores

Mayor – Carman Kidd

Clerk – David B. Treen

The Tenant – Kerry Elford

Tenant – Kerry Elford

Witness – Signature

Name: _____

The Corporation of the City of Temiskaming Shores
By-law No. 2015-225
Being a by-law to appoint an Interim Chief Building
Official – Clayton Seymour

Whereas Section 3 (2) of the Building Code Act, S.O. 1992, Chapter 23, requires that the Council of each municipality appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the Building Code Act, its associated Regulations and any by-laws passed there under;

And whereas Council passed By-law No. 2012-053 on April 17, 2012 to appoint Norm Desjardins as Chief Building Official for The Corporation of the City of Temiskaming Shores;

And whereas Section 77 (c) of the *Legislation Act*, S.O. 2006, Chapter 21, Schedule F, confers authority to Council to appoint another person to an office if it is vacant or if the holder of the office is absent or unable to act;

And whereas the Council of The Corporation of the City of Temiskaming Shores deems it necessary to appoint an interim Chief Building Official to enforce the Building Code Act, its associated Regulations and any by-laws passed there under;

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

1. That By-law No. 2012-053 is hereby repealed.
2. That **Clayton Seymour** is hereby appointed as Interim Chief Building Official for The Corporation of the City of Temiskaming Shores.
3. That this By-law shall come into force and take effect on the date of its final passing.

Read a first second and third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores

By-law No. 2015-226

**Being a by-law to repeal By-law No. 2015-182 being a by-law to authorize the Sale of Land to Laurier Loranger
Roll No. 54-18-030-009-456.00**

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 By-law No. 2004-031 establishes procedures for the disposal of real property, including the giving of notice to the public, governing the sale of land;

And whereas Council considered Administrative Report No. CGP-039-2015 at the September 1, 2015 Regular Council resulting in the adoption of By-law No. 2015-182 being an Agreement of Purchase and Sale with Laurier Loranger for Lots 70 and 72 on Plan M-52 N.B.;

And whereas due to financial constraints on the part of Laurier Loranger; Mr. Loranger has ceased his intentions to acquire the subject lands for residential development;

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

1. That Council hereby repeals By-law No. 2015-182.

Read a first, second and third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores

By-law No. 2015-227

Being a by-law to enact a zoning by-law amendment to rezone property from Agriculture (A1) to Agriculture Exception 15 (A1-E15) in the Township of Dymond Zoning By-law No. 984 at 998167 Highway 11 North (Dymond Con. 5 S. Pt. Lt. 9, Part 5 on Plan 54R-1787, Parcel 20046 SST) Roll No. 54-18-020-002-191.02

Whereas pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990 c.P. 13, as amended, the Council of a Municipality may enact by-laws to authorize the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited;

And whereas By-law No. 984 regulates the use of land and the use and erection of buildings and structures within the Township of Dymond, now the City of Temiskaming Shores;

And whereas Council considered Administrative Report No. CGP-044-2015 at the December 1, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to amend the Township of Dymond Zoning By-law No. 984 to change the zoning on the property from Agriculture (A1) to Agriculture Exception 15 (A1-E15);

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

1. Schedule Changes

- a) Schedule "A" of By-law No. 984, as amended, is hereby further amended by rezoning Dymond Concession 5 South Part of Lot 9, RP 54R-1787 Part 5, Parcel 20046SST, known locally as 998167 Highway 11 North, as shown on Schedule "1" to this By-law, from the Agriculture (A1) Zone to the Agriculture Exception 15 (A1-E15) Zone.

2. Text Changes

- a) Section 2 is hereby amended by adding the following new definition:

BED AND BREAKFAST, means an owner-occupied dwelling unit or part of a dwelling unit offering temporary lodging for compensation to the travelling or vacationing public. Guest rooms may include a private bath but shall not include cooking facilities. Breakfast and other meals, services, facilities, and amenities may be offered exclusively to guests.

- b) Section 15 is hereby amended by adding the following new subsection:

ZONE PROVISIONS FOR THE A1-E15 ZONE:

No person shall within any A1-E15 zone use any lot or erect, alter or use any building or structure except in accordance with Section 15(2) and Section 3 of Zoning By-law 984, unless otherwise provided herein:

- (a) A Bed and Breakfast shall be permitted as a Home Occupation in the A1-E15 Zone.
 - (b) Not more than 40% of the dwelling unit area of the existing dwelling shall be used for the purposes of a Bed and Breakfast Home Occupation.
3. That all other provisions of By-law No. 984 shall continue to apply.
 4. That the passing of this by-law shall be subject to the provisions of the *Planning Act*.
 5. 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 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen

City of Temiskaming Shores



Rezoned from Agriculture (A1) to Agriculture Exception 15 (A1-E15)

The Corporation of the City of Temiskaming Shores

By-law No. 2015-228

Being a by-law to amend By-law No. 2004-034, as amended being a by-law for the adoption of a Health and Safety Policy and Guidelines for the Structure and Function of the Joint Health and Safety Committees

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

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

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

And whereas the Council of The Corporation of the City of Temiskaming Shores adopted By-law No. 2004-034 adopting a Health and Safety Policy and a Guideline for Structure and Function of a Joint Health and Safety Committee;

And whereas in order to comply with the Occupational Health and Safety Act the Council of The Corporation of the City of Temiskaming Shores must review and adopt a Health and Safety Policy and Guidelines for the Structure and Function of the Joint Health and Safety Committees for the City of Temiskaming Shores on a yearly basis;

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

1. That Schedules "A" being the Health and Safety Policy and Schedule "B" being the Guidelines for the Structure and Function of the Joint Health and Safety Committees to By-law No. 2004-034 as amended, be removed and replaced by Schedule "A" - Health and Safety Policy and Schedule "B" – Guidelines for the Structure and Function of the Joint Health and Safety Committees, attached hereto and forming part of this by-law;
2. That By-law No. 2013-008 amending By-law No. 2004-034, as amended, is hereby repealed;
3. That this by-law shall come into force and effect upon its passing;
4. 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 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Health and Safety Policy

The Council of The City of Temiskaming Shores is committed to protecting its employees, property and general public from harm and loss in the workplace. And while this policy statement is a requirement of the Occupation Health and Safety Act it does not lessen their commitment and dedication to a safe working environment.

All employees, whatever their position, are encouraged to exercise their legal responsibility to report any hazard/substandard condition immediately, so that corrective action may be taken.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that employees under their supervision comply with established safe work practices and procedures and receive adequate training in their specific work tasks in compliance with Health and Safety regulations.

Every worker must protect his/her own health and safety by observing safe work practices and procedures, reporting unsafe work conditions and be willing to get the training necessary to perform their duties. Workers are, by having safe work ethics, the main contributors towards their own safety and that of their fellow workers.

The Council of The City of Temiskaming Shores through the forming of a Health and Safety Committee has established health and safety policies and guidelines. Having all parties committed to health and safety is in the best interest of everyone.

Commitment to health and safety shall form an integral part of this organization from Council, City Manager and Workers through to the newly hired employee.



***GUIDELINES FOR THE
STRUCTURE AND FUNCTION OF THE
JOINT HEALTH AND SAFETY COMMITTEES***

AS AGREED UPON BETWEEN

EMPLOYER

AND

WORKER

December 1, 2015

**CITY OF TEMISKAMING SHORES
JOINT HEALTH AND SAFETY COMMITTEES
2016**

PREAMBLE

1. It is a requirement of the Occupational Health and Safety Act to establish a policy which encourages the active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.
2. Through joint education programs, joint investigations of situations and joint resolution of situations, the workplace will become safer and healthier for all employees.
3. The City of Temiskaming Shores and its employees have established Joint Health and Safety Committees under the Occupational Health and Safety Act and have reached an understanding as to the guidelines for the composition, practice and procedure thereof.
4. The parties acknowledge that a Joint Health and Safety Program can only be successful where everyone in the workplace is committed to these responsibilities. Therefore, the parties undertake to co-operate in ensuring that these guidelines and the full intent of the Occupational Health and Safety Act will be carried out by their respective organizations.
5. The parties hereto adopt these guidelines in good faith and agree to promote and assist the Joint Health and Safety Committees and its members by providing such information, training and assistance as may reasonably be required for the purpose of carrying out their responsibilities.

FOR THE EMPLOYER

City Manager

FOR THE WORKERS

Health & Safety Committee
Secretary

1. STRUCTURE OF COMMITTEE

- 1.1 A TSJHS Committee will be formed at a workplace at which twenty or more workers are regularly employed and will consist of at least two persons where at least half the members of a committee shall be workers employed at the workplace who do not exercise managerial functions.
- 1.2 The TSJHS Committees shall endeavor to meet on a monthly basis, but not less than quarterly, as decided upon by the Committee members. The co-chairpersons may call special meetings when deemed necessary.
- 1.3 There shall be two (2) co-chairpersons, one (1) from the employer and one (1) from the workers; who shall alternate the chair at meetings.
- 1.4 A co-chairperson may, with the consent and approval of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comment, but they shall not participate in the regular business of the meeting.

2. FUNCTIONS OF JHSC

- 2.1 To attain the spirit of the Occupational Health and Safety Act, the functions of the TSJHS Committees shall be:
 - (a) To identify, evaluate and make recommendations to resolve matters pertaining to the health and safety in the workplace to appropriate senior management.
 - (b) To encourage education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act.
 - (c) The TSJHS Committees will address matters related to Designated Substance Regulations and WHMIS where applicable.
 - (d) To deal with any health and safety matter that the TSJHS Committees deem appropriate.

Inspections

- 2.2 A minimum of two (2) employees, at least one being certified, as appointed by the TSJHS Committees, shall perform workplace inspections.
- 2.3 All health and safety concerns raised during the physical inspection will be recorded and prioritized on workplace inspection forms.

- 2.4 Workplace and follow-up inspections upon completion shall be distributed to the appropriate Division Head, for his/her review and comment, to the TSJHS Committees and to the City Manager within two (2) days. The appropriate Division Head will inform the TSJHS Committees of the status of the outstanding items by the next TSJHS Committees meeting.

Recommendations of the JHSC

- 2.5 The employer or his designate shall respond within twenty-one (21) days with regard to written or minuted TSJHS Committees recommendations. The written response shall indicate the employer's assessment of the TSJHS Committees recommendation and specify what action will, or will not (with explanations) be taken. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.

Accidents and Accompaniment

- 2.6 The TSJHS Committees will designate two (2) members; at least one (1) being certified, to investigate all serious workplace accidents, and incidents that have the potential for a serious accident. The inspection team will be responsible for overseeing that the requirements prescribed in the O.H.S.A. are met.
- 2.7 The TSJHS Committees will designate two (2) members; at least one (1) being certified, to investigate work refusals, the City Manager and the Ministry of Labour will be informed in writing, the name(s) of the worker(s) so designated.
- 2.8 A TSJHS Committees member who represents workers shall be consulted concerning proposed workplace testing strategies related to industrial hygiene. A member of the TSJHS Committees shall be entitled to be present during such testing.

3. MINUTES OF MEETINGS

- 3.1 The TSJHS Committees will designate a secretary for the meetings, to take minutes and be responsible for having the minutes typed, circulated and filed within one (1) calendar week of the meeting, or as the TSJHS Committees may from time to time instruct. Minutes of the meeting will be reviewed and edited where necessary, by the co-chairpersons, then signed and circulated to all TSJHS Committees members, Department Heads and a copy forwarded to the City Manger. Agenda items will be identified by a reference number, and be readily available in a proper filing system.

4. QUORUM

- 4.1 The TSJHS Committees shall have a quorum of two (2) members present in order to conduct business. One co-chairperson must be present in order to conduct business. If a co-chairperson is absent, the other co-chairperson will chair the meeting. The number of employer members shall not be greater than the number of worker members.

5. PAYMENT FOR ATTENDANCE AT MEETINGS

- 5.1 As per the Collective Agreement between the City of Temiskaming Shores and the CUPE Local 5014.

6. MEETING AGENDA

- 6.1 The co-chairpersons will prepare an agenda and forward a copy of the agenda to all TSJHS Committees members at least two days in advance of the meeting.
- 6.2 The TSJHS Committees may accept any item as proper for discussion and resolution pertaining to health and safety. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than by voting. Formal motions will not be used.
- 6.3 All items are resolved or not will be reported in the minutes. Unresolved items will be minuted and placed on the agenda for the next meeting.

7. GENERAL

- 7.1 All employees will be encouraged to discuss their problems with their immediate supervisor before bringing it to the attention of the TSJHS Committees.
- 7.2 TSJHS Committees members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution to the problem. All problem resolutions will be reported in the minutes.
- 7.3 Medical or trade secret information will be kept confidential by all TSJHS Committees members.
- 7.4 Any amendments, deletions or additions to these Guidelines must have the consensus of the total TSJHS Committees and shall be set out in writing and attached as an Appendix to these Guidelines and approved by Administration and/or Municipal Council.

- 7.5 **Please Note:** These guidelines provide a framework for an effective functioning TSJHS Committees. References can be made to the Occupational Health and Safety Act and its guidebook. Employer must prepare and review at least annually a written Occupational Health and Safety Policy, and must develop and maintain a program to implement that policy (Section 25(2)(j)). This should be accomplished in consultation with the TSJHS Committees.

The Corporation of the City of Temiskaming Shores

By-law No. 2015-229

Being a by-law to enter into an agreement with Creighton Rock Drill Ltd. for the Supply and Delivery of Cutting Edges, Blades, Points and Shoes to the Public Works Dept. in the City of Temiskaming Shores

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

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

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

And whereas Council considered Administrative Report No. PW-056-2015 at the December 1, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Creighton Rock Drill Ltd. for the supply and delivery of Cutting Edges, Blades, Points and Shoes for heavy equipment to the Public Works Dept. for consideration at the December 1, 2015 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 Mayor and Clerk to enter into an agreement with Creighton Rock Drill Ltd. for the supply and delivery of cutting edges, blades, points and shoes to the Public Works Dept. in the amount of \$29,718.57 plus taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law 2015-229

Agreement between

The Corporation of the City of Temiskaming Shores

and

Creighton Rock Drill Ltd.

for the Supply and Delivery of Cutting Edges, Blades,
Points and Shoes to the Public Works Dept.

This agreement made in duplicate this 1st day of December 2015.

Between:

The Corporation of the City of Temiskaming Shores

(hereinafter called "the Owner")

and

Creighton Rock Drill Ltd.

(hereinafter called "the Supplier")

Witnesseth:

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

Article I:

The Supplier will:

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

**Corporation of the City of Temiskaming Shores
Supply and Deliver Cutting Edges, Blades, Points and Shoes
Request for Quotation No. PWO-RFQ-004-2015**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents attached hereto as Appendix 01 and forming part of this agreement.
- c) Complete, as certified by the Director, all the work by **November 30th, 2016.**

Article II:

The Owner will:

- a) Pay the Supplier in lawful money of Canada for the material and services aforesaid **Twenty-Nine Thousand Seven Hundred and Eighteen Dollars and Fifty Seven Cents (\$29,718.57) plus applicable taxes** subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

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

Article IV:

All communications in writing between the parties, or between them and the Director shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by post or telegram addressed as follows:

The Contractor:

Creighton Rock Drill Ltd.
2222 Drew Road
Mississauga, Ontario
L5S 1B1

The Owner:

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

The Director:

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

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

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

Signed and Sealed in)
the presence of)

Supplier's Seal)
(if applicable))

Municipal Seal)

Creighton Rock Drill Ltd.

Territory Manager – Claude Perreault

Witness

Print Name: _____

Title: _____

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen



Appendix 01 to
Schedule "A" to

By-law No. 2015-229

Form of Agreement



City of Temiskaming Shores

PWO-RFQ-004-2015 Cutting edges, Blades, Points and Shoes

Form of Quotation

Each Quotation should contain the legal name under which the Vendor 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, have carefully examined the attached documents and conditions of the Quotation. We understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labour, apparatus and documentation as are required to satisfy this Quotation.

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

Description	Unit	Quantity	Unit Price	Extended Price
¾" x 6" x 83 3/16" cutting edge for Case 580 Super M, heat treated steel, part # 112946A1 or equivalent	each	2	\$192.17	\$384.34
Cutting edge, for J.D. 444H O.E.M. bucket, 4 piece set. O.E.M. set part # L100A0084	each	4 end pieces	\$68.51	\$274.04
End piece measures 8" wide X 14" high, 3 vertical bolt holes – 2" apart. (X2) part #'s L100A0084-C or T101639 or equivalent				
Centre section measures 39" wide x 12" high (x2) bolt holes are 13 ½ c – c, part #'s L100A0084 – E or T156637 or equivalent	each	4 center sections	\$201.72	\$806.88
5/8"x 2 ¾" Plow bolt, ¾" head, PB058-275S or PB58234PBSP or equivalent	each	400	\$1.20	\$480.00
5/8" plow nut, grade 8, for above, part # 4K0367 or equivalent	each	400	\$0.22	\$88.00
Carbide rotating bit, Kennametal, heavy duty body, part # C855HDX or equivalent	each	448	\$9.26	\$4148.48

This is Page 1 of 8 to be submitted

Description	Unit	Quantity	Unit Price	Extended price
7/8"x 6"x 44" Carbide Blade, part # 65G-40D or 7864440D or equivalent, 15 each (3 per set x 5 sets)	each	15	\$237.78	\$3566.70
Plow blade, 5/8"x 8" x 144", 8" c-c, 18 bolt hole, part # 588144FCFSE or BX340889 or equivalent. Reversible for bull blade on grader.	each	2	\$137.00	\$274.00
Grader Blade, 3/4" x 6" x 84", (7') curved, heat treated steel, part #'s 34671VCDB or GB41117 or equivalent	each	24	\$84.61	\$2030.64
Grader blade, 3/4" x 6" x 72", (6') curved, heat treated, 34661VCDB or GB41116 or equivalent	each	8	\$72.52	\$580.16
Plow bolt, scraper blade, round counter sunk, square neck, 3/4" x 2 1/2", part # PB750250 or equivalent	each	100	\$0.80	\$80.00
Nuts, 3/4" , for above plow bolts	each	100	\$0.33	\$33.00
Plow blade, 5/8" x 8" x 132", 8" c.c., 17 bolt hole, part #'s 588132FCFSE or BX 340887 or equivalent	each	6	\$136.96	\$821.76
Trip Spring, Upper wing arm, part # VF-103 or equivalent	each	6	\$168.00	\$1008.00
Truck wing shoe, heavy duty, grey cast iron, part # G5055 (028) or equivalent	each	18	\$28.50	\$513.00
Grader wing shoe, 12" ctr – ctr. Bolt holes, grey cast iron type, part # RN 600-70-12 or equivalent	each	12	\$19.81	\$237.72
One way shoe, 8" centres, part # V600 or equivalent	each	20	\$15.56	\$311.20
Nose point, snow plow, heavy duty cast, 3/4" thick, part # V10V or equivalent	each	15	\$22.43	\$336.45
Nose point, for Viking, part # V80088 or equivalent	each	15	\$24.96	\$374.40

This is Page 2 of 8 to be submitted

Description	Unit	Quantity	Unit Price	Extended Price
Shoe holder, part # V8291 or equivalent	each	8	\$32.63	\$261.04
Plow shoe, Standard, part # V-40 or equivalent	each	8	\$38.50	\$308.00
Scraper blade, ice serrated, 8" x 3/4" x 6' curved double bevel, "vallite" heat treated or equivalent	each	4	\$120.62	\$482.48
Scraper blade, ice serrated, 8" x 3/4" x 7' curved double bevel, "vallite" heat treated or equivalent	each	8	\$140.72	\$1125.76
Nose point, carbide, part # 80088CT or equivalent	each	4	\$194.15	\$776.60
Blower skate, carbide, centre section, part # V555 or equivalent	each	4	\$125.65	\$502.60
Blower skate, carbide, right section, part # V556 or equivalent	each	4	\$131.73	\$526.92
Blower skate, carbide, left section, part # V557 or equivalent	each	4	\$131.73	\$526.92
Cutting Edge, for Caterpillar back hoe, 2 piece, 5/8" x 44.5" x 8", (x2) heat treated steel, bolt holes are 3" from edge, 12" centre to centre, OEM cat # 9W-8215, or equivalent	each	2 pieces	\$113.08	\$226.16
Carbide plow runner, fits OEM Frink, London, American Coleman, Viking, Tenco, part # V550-3 (3 rows of carbide) or equivalent.	each	26	\$130.65	\$3396.90
Wing Blades, "Vallite High Wear" 3/4" x 6" x 44" sections. Part # 34644LABSU-01A0 or equivalent. "Fabricated"	each	12	\$165.89	\$1990.68
Curb Runner, for truck wing application, for Viking wing, part # V45F or V45-1 or equivalent	each	4	\$85.50	\$342.00
Wing blades, "Vallite High Wear", 5/8" x 6" x 48" sections. Part # 58648FHIWB or equivalent	each	6	\$180.97	\$1085.82
Wing Blade, high wear, 5/8" x 8" x 144", John Deere Part # 588144FCFSE or equivalent	each	1	\$137.00	\$137.00

This is Page 3 of 8 to be submitted



Description	Unit	Quantity	Unit Price	Extended price
Grader wing edge, 13' , part # PC40084 or equivalent	each	2	\$161.85	\$323.70
Bucket Edge, for John Deere 624, part # BT146672MT	each	2	\$68.51	\$137.02
Bucket Edge, for John Deere 624, part # BT157492MT	each	2	\$255.67	\$511.34
Grader Wing Blade, 5/8" x 8" x 12'6", 15 hole, Part # 348150CCFSE	each	2	\$175.43	\$350.86
Grader Wing Curb Runner, part # V45-F	each	4	\$89.50	\$358.00
			Total	\$ 33,581.98


This is Page 4 of 8 to be submitted



I/We Creighton Rock Drill Ltd. offer to supply the requirements stated within for
The sub total of \$ 29,718.57 + 3863.41 H.S.T. for a grand total of \$ 33,581.98

In consideration of **stocking** items at Vendor depot, anticipated delivery of required goods shall be
within (State) 7 DAYS subject to item # 3 "Terms of delivery" Special Provisions.

In consideration of **non-stocking** items at Vendor depot, anticipated delivery of required goods shall be
within (State) 35 DAYS subject to item # 3 "Terms of delivery" Special Provisions.

Company Name Creighton Rock Drill Ltd.	Contact name (please print) Claude Perreault
Mailing Address 2222 Drew Road Mississauga, ON L5S 1R1	Title Northern Ontario Territory Manager
Postal Code L5S 1R1	Authorizing signature  "I have the authority to bind the company/corporation/partnership."
Telephone (905) 673-8200	Cell Phone if possible (705) 477-4938
Fax (905) 673-8208	Date Nov 17, 2015
Email claude@creightonrock.com	

This is Page 5 of 8 to be submitted



City of Temiskaming Shores
PWO-RFQ-004-2015
Cutting edges, Blades, Points and Shoes

Non Collusion Affidavit

I/ We Creighton Rock Drill Ltd. the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

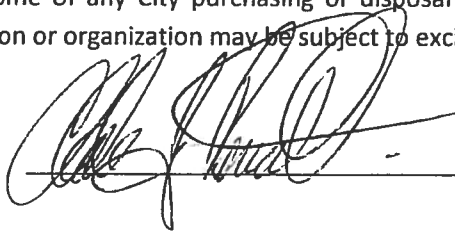
Such bid is genuine and is not a collusive or sham bid.

Neither the Vendor 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 Vendor, 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 Vendor, firm or person to fix the price or prices in the attached bid or of any other Vendor, or to fix any overhead, profit or cost element of the bid price or the price of any Vendor, 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 Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or Quotation 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.

Signed



(Claude Perreault)

Company Name

Creighton Rock Drill Ltd.

Title

Northern Ontario Territory Manager

This is page 6 of 8 to be submitted



City of Temiskaming Shores
PWO-RFQ-004-2015
Cutting edges, Blades, Points and Shoes

Conflict of Interest Declaration

Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no *(strike out inapplicable portion)* knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at _____ this _____ day of _____, 2015.

FIRM NAME: Creighton Rock Drill Ltd.

VENDOR'S AUTHORIZED OFFICIAL: Robert Creighton

TITLE: President

SIGNATURE: 

This is Page 7 of 8 to be submitted



Schedule "A"
Accessibility for Ontarians with Disabilities Act, 2005 Compliance Agreement

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name Robert Creighton Company Name Creighton Rock Drill Ltd.

Phone Number 905 673 8200 Address 2222 Drew Road, Mississauga, ON

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

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

Date: NOV 17, 2015

This is Page 8 of 8 to be submitted



Schedule B – Notice of No Bid”

It is important that the City of Temiskaming Shores receive a reply from all Document Takers. Although there is no obligation to submit a bid, should you choose not to, your completion of this form will assist us in continually improving our Bid Process. Please complete the following by checking off the appropriate statement(s) including your additional comments and fax to Public Works office at (705) 647-9632 Attention: Gary Wadge prior to the closing time and date indicated in the bid package.

- 1. We do not supply this product(s) or service. _____
- 2. We cannot supply to the terms of reference. _____
- 3. Unable to quote competitively. _____
- 4. Cannot bid due to present work load _____
- 5. Quantity is too large _____ too small _____
- 6. Unable to meet delivery/completion requirements. _____
- 7. Patent or licensing restrictions. _____

Other reasons/additional comments:

Do you wish to bid on these goods/services in the future? Yes X No _____

Company Creighton Rock Drill Ltd.

Address: 2222 Drew Road, Mississauga, ON L5S 1R1

Phone: 905 673 8200 Fax: 905 673 8208

Signature: *[Signature]* Title: Customer Service Rep.

Name: Ryan Charlton Date: November 17, 2015

(Print)

Email address: ryan@creightonrock.com

**City of Temiskaming Shores
Schedule "C" – Performance Evaluation
For City internal use only**

Vendor's Name			Telephone
Address			Postal Code
Vendor's Representative			
Contract Description; Supply and delivery of cutting edges, blades, points, shoes and related hardware			
Awarded Contract Value		Actual Contract Value	
Cost centre; 1.0698.3920.4.03.3200	District/Region/Branch	City Contact Person; Mitch Lafreniere	Division; Public Works
Scheduled Start; Date of Purchase Order	Actual Start;	Scheduled Completion; December 31, 2016	Actual Completion

Performance Rating

O-Outstanding F-Fair	G-Good P-Poor	Rate	Comments
			1. Quality of Work Performed
			2. Ability of Employees used for work
			3. Scheduling and Coordination
			4. Availability of Equipment and Employees
			5. Equipment/Procurement & Delivery
			6. Condition and Suitability of Equipment
			7. Cooperation of Municipality and Employees
			8. Cooperation with outside Agencies



9. Conformity to Pertinent Acts and Regulations		
10. Safety (Overall)		
11. Quality of Supervision		
12. General Housekeeping		
13. Responses to Unplanned Changes		
14. Other (Specify)		
Causes for Delays (if any)		
Liquidated Damages (itemize)		

*

Future Recommendations: Provider recommended for future work	Yes	No (explain)
Comments:		
Department Director	Date	
Title	Project Coordinator	
Company Representative		

* To be completed at the end of the service period



QUOTE # Q017982

HEAD OFFICE: T:(905)673-8200 F:(905)673-8208
2222 Drew Road Mississauga, ON L5S 1B1

Page 1

OTTAWA T:(613)831-7278 F:(613)831-7811 BOISBRIAND T:(450)435-2555 F:(450)435-5556 NOVA SCOTIA T:(902)431-7625 F:(902)431-7624
151 Tansley Drive Carp, ON K0A 1L0 4001 Rue Lavoisier Boisbriand, QC J7H 1N1 75-C Richard John Drive Mount Uniacke, NS B0N 1Z0

BILL TO:
City of Temiskaming Shores
Oppie Robinson/Julie Gregoire
325 Farr Drive
P.O. 2050
Haileybury, ON P0J 1K0
Canada
P: 7056476220 x x4326
F: 7056479632

SHIP TO:
City of Temiskaming Shores
Oppie Robinson/Julie Gregoire
325 Farr Drive
P.O. 2050
Haileybury, ON P0J 1K0
Canada
P: 7056476220 x x4326
F: 7056479632

Customer ID	Ship Via	Sales Rep	Terms	Date
TEM001	TBA	151	NET 30 DAYS	11/13/2015

Quantity	UOM	Item #	Description	Unit Price	Extended Price
2	EA	112946A1	Ldr bolt on blade 580 super L 6" wide carbon <i>Stock</i>	192.17	384.34 \$
4	EA	T146672	Ldr bolt on blade 544G <i>Stock</i>	68.51	274.04 \$
4	EA	T156637	Deere Loader Blade <i>4 week delivery</i>	201.72	806.88 \$
400	EA	PB058-275S	Plow Bolt 5/8" x 2 3/4" Special 3/4" Head (100 per box) <i>Stock</i>	1.20	480.00 \$
400	EA	N058	Hex Nut 5/8" Grade 8 4K0367 (400 per box) <i>Stock</i>	0.22	88.00 \$
448	EA	C855HDX-4	Grader Tip Full Body Sandvik 2000 K1LS-2244-2869 (50 per pail) <i>Stock</i>	9.26	4,148.48 \$
15	EA	CIAL764448-P	Carbide blade 7/8" x 6" x 44" 40d Trap MTO CIAU <i>Stock</i>	237.78	3,566.70 \$
2	EA	PBA5814459-C	5/8" x 8" x 144" SEFC Frink Plow Blade 5/8 <i>Stock</i>	137.00	274.00 \$
24	EA	5D9557	3/4" x 6" x 7' DBCB Grader Blade 5/8"PB <i>4 week delivery</i>	84.61	2,030.64 \$
8	EA	5D9556	3/4" x 6" x 6' DBCB Grader Blade 5/8"PB <i>Stock</i>	72.52	580.16 \$
100	EA	PB075-250	Plow bolt 3/4" x 2 1/2" 5J4773 (90 per box) <i>Stock</i>	0.80	80.00 \$
100	EA	N075	Hex Nut 3/4" Grade 8 2J3506 (250 per box) <i>Stock</i>	0.33	33.00 \$
6	EA	PBA5813259-B	5/8" x 8" x 132" SEFC Frink Plow Blade 5/8 CB <i>Stock</i>	136.96	821.76 \$
6	EA	VF103	Upper Wing Brace Trip Spring <i>1 week</i>	168.00	1,008.00 \$



QUOTE # Q017982

HEAD OFFICE: T:(905)673-8200 F:(905)673-8208
2222 Drew Road Mississauga, ON L5S 1B1

OTTAWA T:(613)831-7278 F:(613)831-7811 BOISBRIAND T:(450)435-2555 F:(450)435-5556 NOVA SCOTIA T:(902)431-7625 F:(902)431-7624
151 Tansley Drive Carp, ON K0A 1L0 4001 Rue Lavoisier Boisbriand, QC J7H 1N1 75-C Richard John Drive Mount Uniacke, NS B0N 1Z0

BILL TO:
City of Temiskaming Shores
Oppie Robinson/Julie Gregoire
325 Farr Drive
P.O. 2050
Haileybury, ON P0J 1K0
Canada
P: 7056476220 x 4326
F: 7056479632

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325 Farr Drive
P.O. 2050
Haileybury, ON P0J 1K0
Canada
P: 7056476220 x 4326
F: 7056479632

Customer ID	Ship Via	Sales Rep	Terms	Date
TEM001	TBA	151	NET 30 DAYS	11/13/2015

Quantity	UOM	Item #	Description	Unit Price	Extended Price
18	EA	28G	Truck Wing Shoe Grey Iron G5055 V28 <i>Stock</i>	28.50	513.00 \$
12	EA	600G70X8	Wing shoe Grey Iron 70 deg 8" ctrs V600-1 G5051 <i>Stock</i>	19.81	237.72 \$
20	EA	600G55X8	Plow Shoe Grey Iron 55 deg 8" ctrs V600-55-8 G5058 <i>Stock</i>	15.56	311.20 \$
15	EA	BC10	Plow Nose Cast Alloy Steel <i>Stock</i>	22.43	336.45 \$
15	EA	541R	Plow Nose Cast (9840) <i>Stock</i>	24.96	374.40 \$
8	EA	V8291-75	Plow Runner Holder <i>Stock</i>	32.63	261.04 \$
8	EA	605-42	Plow Runner Cast Grey Iron 42 lbs G7085L <i>Stock</i>	38.50	308.00 \$
4	EA	5D9558ICE	3/4" x 8" x 6' DBCB Grader Ice Blade 5/8"PB 2T-1G <i>Stock</i>	120.62	482.48 \$
8	EA	5D9559ICE	3/4" x 8" x 7' DBCB Grader Ice Blade 5/8"PB 2T-1G <i>Stock</i>	140.72	1,125.76 \$
4	EA	541RCI	Viking Carbide Nose <i>3 week delivery</i>	194.15	776.60 \$
4	EA	ZZ-V555	Blower Skate, carbide, centre section <i>1 week delivery</i>	125.65	502.60 \$
4	EA	ZZ-V556	Blower Skate, carbide, right section <i>1 week delivery</i>	131.73	526.92 \$
4	EA	ZZ-V557	Blower Skate, carbide, left section <i>1 week delivery</i>	131.73	526.92 \$
2	EA	9W8215	Ldr bolt on blade 416 44.5" <i>2 week delivery</i>	113.08	226.16 \$



QUOTE # Q017982

HEAD OFFICE: T:(905)673-8200 F:(905)673-8208
2222 Drew Road Mississauga, ON L5S 1B1

OTTAWA T:(613)831-7278 F:(613)831-7811 BOISBRIAND T:(450)435-2555 F:(450)435-5556 NOVA SCOTIA T:(902)431-7625 F:(902)431-7624
151 Tansley Drive Carp, ON K0A 1L0 4001 Rue Lavoisier Boisbriand, QC J7H 1N1 75-C Richard John Drive Mount Uniacke, NS B0N 1Z0

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P: 7056476220 x 4326
F: 7056479632

Customer ID	Ship Via	Sales Rep	Terms	Date
TEM001	TBA	151	NET 30 DAYS	11/13/2015

Quantity	UOM	Item #	Description	Unit Price	Extended Price
26	EA	605-7C18I	Plow Runner Carbide Inserts 3 Rows (X Axis) <i>3 week delivery</i>	130.65	3,396.90 \$
12	EA	HWW4444-P	44" Boron BladeRunner Wing blade 70 deg 2,4 spacing <i>Stock</i>	165.89	1,990.68 \$
4	EA	V45-1	Reversible Curb Runner 8" Centres <i>1 week delivery</i>	85.50	342.00 \$
6	EA	HWW4844-C	48" Boron BladeRunner Wing blade 70 deg 4,8 Spacing <i>Stock</i>	180.97	1,085.82 \$
1	EA	PBA5814459-C	5/8" x 8" x 144" SEFC Frink Plow Blade 5/8 <i>Stock</i>	137.00	137.00 \$
2	EA	ZZ-PBA58156....	Plow blade 5/8 X 8 X 156" <i>4 week delivery</i> <i>Need more info on blade (hole spacing)</i>	161.85	323.70 \$
2	EA	T146672	Ldr bolt on blade 544G <i>Stock</i>	68.51	137.02 \$
2	EA	T157492	Bolt on Centre <i>Stock</i>	255.67	511.34 \$
2	EA	SW115HD	5/8" x 8" x 150" SEFC Champion Wing 3,3,9,12 <i>4 week delivery</i>	175.43	350.86 \$
4	EA	ZZ-V45-F	Grader Wing Curb runner <i>1 week delivery</i>	89.50	358.00 \$



QUOTE # Q017982

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Page 4

OTTAWA T:(613)831-7278 F:(613)831-7811 151 Tansley Drive Carp, ON K0A 1L0
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F: 7056479632

Customer ID	Ship Via	Sales Rep	Terms	Date
TEM001	TBA	151	NET 30 DAYS	11/13/2015

Quantity	UOM	Item #	Description	Unit Price	Extended Price
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Your quote will expire after 30 days.

Subtotal	\$29,718.57
Misc	\$0.00
Tax	\$3,863.41
Freight	\$0.00
Trade Discount	\$0.00
Total	\$33,581.98

The Corporation of the City of Temiskaming Shores

By-law No. 2013-202

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

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

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

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

And whereas the Ministry of Infrastructure released *Guide for Municipal Asset Management Plans* which, when implemented, will allow a municipality to prioritize future repairs, rehabilitation and maintain municipal assets;

And whereas Council considered Administrative Report PW-011-2013 at the March 19, 2013 Regular Council meeting and adopted an Asset Management Policy and a goal to complete a comprehensive Asset Management Plan by December 31, 2013;

And whereas Council considered Administrative Report PW-064-2013 at the December 17, 2013 Regular Council meeting and provisionally adopted (1st and 2nd reading) By-law No. 2013-202 being a by-law to adopt an Asset Management Plan for the City of Temiskaming Shores;

And whereas the Director of Public Works provided presentations at the January 6, 2015 and December 1, 2015 Regular Council meetings in regards to the Asset Management Plan and Council directed staff to finalize the Asset Management Plan through consideration of 3rd reading of By-law No. 2013-202 at the December 1, 2015 Regular Council meeting.

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

1. That Council for the City of Temiskaming Shores hereby adopts an Asset Management Plan, attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative,

numerical, grammatical, semantical or descriptive nature to the by-law and schedule, after its passage, where such modifications or corrections do not alter the intent of the by-law or its associated schedules.

Read a first and second time this 17th day of December, 2013.

Mayor – Carman Kidd

Clerk – David B. Treen

Read a third time and finally passed this 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule A to

By-law No. 2013-202

Asset Management Policy



Asset Management Plan

November 2014 (Final Draft)

Revision No. 1 – August 2015

Executive Summary

Historically, the City of Temiskaming Shores has been proactively and responsibly managing its infrastructure portfolio. As the infrastructure ages and demands increase, so will the challenge of ensuring the needs of the community are effectively met with the limited resources available. This Asset Management Plan (Plan) will hopefully address this concern by providing a framework for considering, prioritizing, and optimizing asset management efforts, and providing direction for effective management of the Municipal infrastructure to best achieve established goals and objectives.

This Plan seeks to formalize and present some of the major capital infrastructure needs, with an emphasis on the 10 year period from 2014 to 2023, and provide a framework for expanding and enhancing the Municipality's asset management system. The Plan considers the Municipality's water system, sanitary sewer system, storm sewer system, transportation network (roads, bridges, sidewalks, lighting), facilities, equipment, and fleet.

As the City's first Asset Management Plan, the focus of the Plan is primarily on major capital needs. Therefore, the Estimated Service Life (ESL) of assets was used as the primary indicator for measuring infrastructure Levels of Service (LoS). Areas the Municipality will focus on to advance its Asset Management Capabilities and improve future updated versions of the Plan are highlighted throughout.

It should be noted that while this Plan focuses on the forecasted Capital Needs, the City remains proactive and responsible in managing its infrastructure. Several Inspection Programs are currently in practice in the Municipality, including a CCTV program for Sanitary and Storm Sewer Systems, updating or Roads Needs Studies, and OSIM inspections of Temiskaming Shore's Bridge and Culvert inventory. The costs associated with these programs, however, have not been incorporated in this Plan.

This Plan is considered and "living document" and will be updated and revised as additional information becomes available, as existing infrastructure is renewed and as changes in strategy are required. To ensure that the Plan remains visible, it will be referred to in regular reports to Council. Every five years, a full review of the City's Asset Management Planning process should be considered and major changes may be presented to Council more frequently, if required.

A major component of this Plan is related to non-infrastructure solutions intended to improve the City's Asset Management Capacity. This includes the development of a dedicated Asset Management System and a complete well-designed GIS to support Municipal Asset Management efforts. Details for the non-infrastructure solutions are presented in Section 6.2. Alongside this task, the City shall integrate and align its data records between departments such that in the final Asset Management System, asset information will only need to be stored in one location and the data will be structured to enable effective management of the City's infrastructure. This will include refinement of the existing infrastructure data bases, such as that contained in PSAB reporting and Roads Needs Studies, utilizing the same segmentation and naming conventions for

consistency.

A financial strategy is being developed to achieve the forecast capital needs. In the short-term strategy (2014 to 2023), the current water levy is not sufficient for financing the forecast expenditures. In order to finance the long term requirements of the water system an annual rate increase of up to 3.5% may be required. The sanitary sewer levy may be sufficient, however, an annual rate increase of up to 2.5% should be considered. Similarly, the Tax Supported capital program would require an annual tax rate increase of 2.5%. For the long-term strategy (2014 to 2038), maintaining the rate and tax increases as constant, after the first 10 years, will achieve a financially sustainable plan. It should be noted that in some years the financing may be insufficient. In these years, short-term borrowings may be utilized to cover the shortfall.

The best strategy to address the long-term financing shortfall is to develop improved asset management tools and processes. This will allow the City of Temiskaming Shores to prepare a more accurate estimate of the infrastructure needs that is not solely based on replacing infrastructure when it is at the end of its useful life. These strategies will include the following:

- Establish levels of service and the associated performance metrics to track how well the infrastructure is meeting the service levels. This may result in some higher-risk assets being renewed at a later time than what was established in the analysis performed in this Plan. However, this may also result in some lower-risk assets becoming a priority for renewal at an earlier time than what was established in this Plan. For example, some storm water infrastructure that is identified as a low risk asset may need to be replaced because it is not meeting a level of service regarding flood protection.
- Complete detailed investigations into the operating and maintenance costs of the City's infrastructure, and complete analyses to determine if they are within industry standards or if they can be optimized to reduce the long term costs. For example, this may demonstrate that the construction of a new, energy efficient facility to replace an old facility will have a long term financial savings to the City. This will allow the money being used to operate the facilities to be used to address the renewal of other infrastructure.
- Collect and review additional condition/performance information for the City's infrastructure to better assess the probability of failure. For example, tracking and reviewing water main break records is a much better indicator for the future probability of failure of the asset. This analysis can then be used to adjust the infrastructure needs.
- Consider non-infrastructure solutions to achieve service levels. For example, promoting a cycling-friendly community could be accomplished by improved signage, reducing speed limits or undertaking educational campaigns, all of which would not require maintaining service levels.

- Consider consolidating or eliminating redundant infrastructure. For example, removing bridges that are under-utilized and which have alternate routes that can be used by the community thereby reducing the long term infrastructure needs while maintaining service levels.

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Introduction

About the City of Temiskaming Shores

The City of Temiskaming Shores is located on the shores of beautiful Lake Temiskaming in northeastern Ontario. The community is at the head of the Ottawa River waterway and offers all of the amenities and services found in larger centres. The community was founded in 2004 by the amalgamation of the former communities of Haileybury, New Liskeard and Dymond.

Temiskaming Shores is a community with endless opportunities for business development within a setting that offers a range of residential living environments and four-season recreation at the doorstep. Scenic landscapes, a healthy environment, an abundance of clean water, a rich heritage, a mature range of consumers, educational, social and health care services, and a multi-cultural population offer a quality living environment for this northern community. The provision of regional services in the areas of education, health and public administration to the 35,000 people living throughout the rest of Timiskaming District and northwestern Quebec fill out the City's economic impact.

City of Temiskaming Shores Mission & Values Statements

Mission Statement:

To ensure that the City of Temiskaming Shores is a dynamic leader providing incredible opportunities for all.

Statement of Values:

The Municipal Government of the Corporation of the City of Temiskaming Shores hereby adopts and embraces the following values as being integral to its good governance:

Responsibility, Teamwork, Promise-Keeping and Fairness

Asset Management Plan Purpose

Historically, the City of Temiskaming Shores has been proactively and responsibly managing its infrastructure portfolio. As the infrastructure ages and demands increase, so will the challenge of ensuring the needs of the community are effectively met with the limited resources available. This Asset Management Plan (Plan) will hopefully address this concern by providing a framework for considering, prioritizing, and optimizing asset management efforts, and providing direction for effective management of the Municipal infrastructure to best achieve established goals and objectives.

As an integrated Plan, this AMP considers the lifecycle and needs of all infrastructure assets and classes within the Plan's scope and provides a sustainable and holistic view of the asset portfolios described herein. The Plan not only focuses on managing individual assets, but considers the condition and performance of complete asset systems through a systematic, risk-based decision-making process. The resulting Plan

is intended to provide the optimal allocation of resources towards meeting prescribed goals, objectives, and levels of service.

The City currently manages an asset portfolio of over \$308.92 M worth of public physical capital assets (estimated replacement value, 2013 CAD). These assets provide the foundation upon which the City's economic growth, strength and quality of life are based. This Asset Management Plan is an overview for managing assets of all categories in the City's portfolio. Major asset categories and assets may also have individual or specific plans developed to assist in the guidance of their management, though those plans will be in compliance with the strategies and activities adopted by the over-arching AMP.

This Plan is being developed under Council Resolution No. 2012-475, dated October 16, 2012, at which time Council approved the submission of an Expression of Interest to obtain funding for the preparation of the comprehensive Asset Management Plan. Council are committed to supporting the initiative and has fully endorsed the creation of the Plan when presented at the regular meeting of Council, in preliminary form, on December 17, 2013. Since that time staff have been refining inventories of assets groups and amending the Plan. The final draft of this Plan will be presented to Council upon completion of the Financial Strategy which is anticipated to be completed in conjunction with the presentation and approval of the 2015 Municipal Budget. Once approved, changes the Plan will be reported to and approved by Council, as required, to address changing circumstances.

Asset Management Plan Goals and Objectives

The City of Temiskaming Shores currently manages its infrastructure proactively and with fiscal responsibility. A variety of programmes have already been initiated to improve the quality of investment decisions made, and support the City's asset management efforts. This Plan seeks to formalize and present some of the major capital infrastructure needs, with an emphasis on the initial 10 year period from 2014 to 2023, and provide a framework for expanding and enhancing the City's asset management system.

Relationship with Other Documents

Funding for the preparation of this Asset Management Plan was provided, in part, by the Ministry of Infrastructure's *Building Together* program as well as from within the existing Municipal Budget documents. Our operation and maintenance practices are guided by the strategies presented herein but operate under the budgets established by Council.

The City utilizes a standard Geographic Information System (GIS), where information is available, as well as data held in the various spreadsheets and other forms. Some of the data available appears to overlap traditional segmentation of roads or piped infrastructure information. Assumptions were made to combine data where this overlap

was evident. Information from some of the sources could not be combined due to the naming or segmentation creating ambiguity in the data.

Asset Management Plan Scope

The City's Asset Management System encompasses Asset Management Strategies and Policies, the management of all assets within the various categories from conception to end-of-life, performance and condition monitoring and assessment, risk management, financing strategies, future demand and improvement processes.

This Plan considers the following asset categories:

Water System:

- Approximately 82 kilometres of water distribution infrastructure.
- Approximately 3500 water service connections of various sizes.
- Approximately 775 control valves.
- Approximately 460 hydrants.

Sanitary Sewer System:

- Approximately 70.4 kilometres of sanitary sewer collection infrastructure.
- Approximately 3500 sanitary sewer connections.
- Approximately 898 maintenance holes.

Storm Sewer System:

- Approximately 52.3 kilometres of storm sewer collection infrastructure.
- Approximately 845 catch basins and maintenance holes.
- Approximately 468 kilometres of drainage ditches.

Transportation System:

- Approximately 221.4 lane kilometres of paved roadway.
- Approximately 20.4 lane kilometres of surface treated roadway.
- Approximately 245.5 lane kilometres of gravel roadway.
- Approximately 42.8 kilometres of sidewalk.
- Approximately 20.6 kilometres of active trails.
- 9 Bridge structures.
- 6 Large diameter culverts.
- 1180 Street & Decorative lights.
- 5 Traffic Control light installations.

Other Assets:

- 579 Land parcels, buildings & facilities
- 65 Fleet & Heavy equipment units

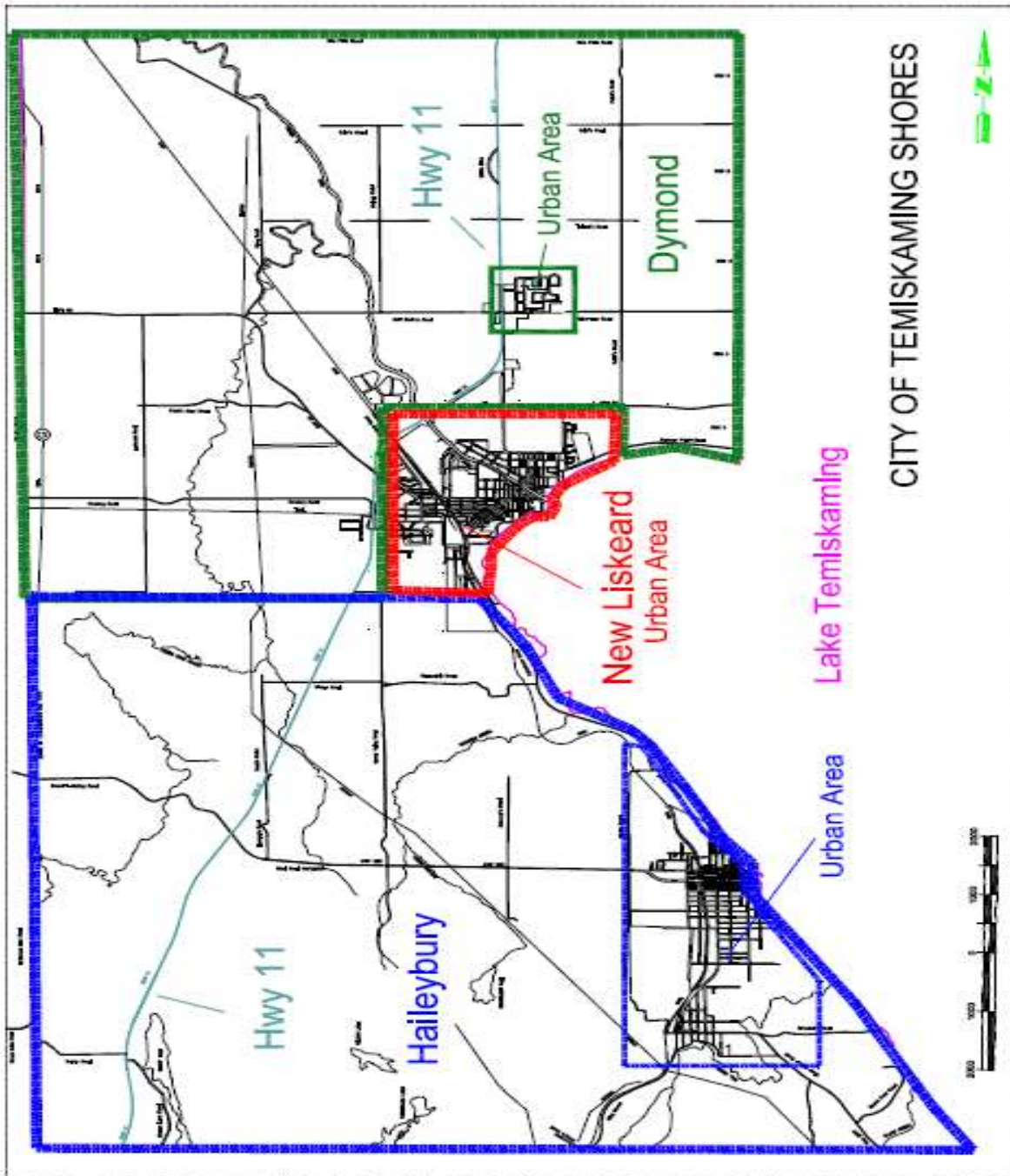


Figure 1-1: Overview Map of Temiskaming Shores

This Plan has been prepared for the period of 2014 to 2023, inclusive. The process for developing the next Plan should commence in 2020, following the development process outlined in Section 1.7. Individual limitations identified during the preparation of this Plan, as well as intended next steps for its revision and future Plans, are also documented herein.

While the Plan process will be repeated in 2020, the City should conduct an annual review of the State of Infrastructure report. The evaluation and improvement process discussed in Section 1.8 also reflects the intent that this Plan be considered a "living document," to be revised and updated as necessary.

Asset Management Plan Development Process

Through the funding provided, in part, by the Ministry of Infrastructure's *Building Together* program the City of Temiskaming Shores utilized existing staff and resources as well as contract support persons to facilitate the development of this Plan. The process for developing the Asset Management Plan, limitations of the current version of the Plan, and planned next steps are detailed below.

1.1.1 Municipal Goals and Objectives:

The first step in the Plan development process was to determine the desired outcomes, as well as plan the approach or approaches that were to be used to achieve them.

Known infrastructure inventories and all other available information were used within individual asset groups to identify and express priorities and needs associated with provision of those services. A plenary session involving staff, elected officials and other appropriate stakeholders was also used to identify and discuss these goals and objectives.

Limitations of this Plan

The City considers this to be the first stage of a larger, continual Asset Management Planning process that forms an important part of its overall Asset Management effort. As a result of the project timeline and data availability, certain elements have been excluded from this version of the Plan. The City will seek to incorporate the missing data in future revisions or updates of the Plan.

Next Steps

As the City moves forward with its Asset Management practices, the Plan will be adjusted to reflect a more accurate representation of asset needs. The City will revisit the Goals and Objectives documented in this Plan as additional information becomes available, and at a minimum, review them upon repeating the Asset Management Planning process for the next Plan revision.

1.1.2 State of Infrastructure:

The second step in the Plan development process was to determine the current State of Infrastructure. While the State of Infrastructure is independent of infrastructure needs, a thorough understanding of the present state of infrastructure was determined to be a key element required when considering the needs of the

infrastructure portfolio and what levels of service can realistically be achieved. There are a variety of ways to assess and report on the State of Infrastructure.

Individual asset performance and condition assessments are considered as the preferred measure for assessing the state of individual infrastructure assets, though asset age or maintenance data were also used as an indicator where the information was otherwise unavailable.

The City of Temiskaming Shores currently has several infrastructure condition monitoring and assessment programs in place, including;

- Sanitary and Storm Sewer CCTV program:

A large portion of Sanitary and Storm Sewer systems have been inspected over a number of years and the condition of these sections have been documented to highlight areas that should be considered as priority for replacement or rehabilitation. Moving forward, the City has acquired a CCTV camera and consideration will be given to prioritizing the inspection of those areas that pose gaps in information.

- Road Needs Study:

The most recent Roads Needs Study (RNS) was updated in 2013 utilizing internal staff and knowledge. This study reviewed the road network, broke the various road sections down into workable segments, consistent in their characteristics and other infrastructure located within, and recorded the performance and condition details for each. This information has and will continue to be used to identify the capital and maintenance needs of the system, the timing for the required work and the road priority.

- OSIM Bridge Inspections:

As legislated by the Province of Ontario, every bridge and large diameter culvert is inspected under the Ontario Structure Inspection Manual (OSIM) every two years. The most recent inspection was carried out by a qualified consultant in 2012 and is being repeated in 2014. From this inspection, a Bridge Condition Index (BCI) was developed that assists in the scheduling of bridge maintenance and upkeep. Safety concerns are addressed immediately.

Limitations of this Plan

This initial version of the Plan is largely based on infrastructure asset age information collected through PSAB 3150 reporting records as well as all available information on the asset groups during the summer of 2013.

Additional limitations, that have been identified, are documented in Section 3 of the Plan, identified by Asset Category.

Next Steps

The City should consider revisions to the procurement policies to support and improve data management practices. Contract terms should specify the format of electronic deliverables and define minimum data requirements to support Asset Management efforts moving forward.

All reporting procedures should incorporate / include asset condition information, as it becomes available. This will assist in determining or establishing a more accurate representation of the State of Infrastructure.

1.1.3 Levels of Service:

Level of Service (LoS) defines the performance required of the infrastructure. To measure a Level of Service, one or more corresponding Key Performance Indicator (KPI) have to be identified. In order to minimize monitoring and analysis efforts, the Key Performance Indicators monitored should be limited to only those required to measure Levels of Service.

Limitations of this Plan

The Levels of Service defined for the initial version of the Plan have been limited to those associated with the capital replacement of assets. An Estimated Service Life was established for each asset that corresponds with either the typical lifespan experienced in industry, or adjusted to better represent the Asset Management Strategy for the replacement or retention of the particular asset.

Next Steps

The City should conduct a review of the planning needs to determine data and information gaps and any additional requirements to further refine the Plan.

Target Levels of Service should be identified and associated Key Performance Indicators, particularly those not necessarily related to the capital replacement of assets. This may include financial performance (e.g., time to billing), customer service performance (e.g., response time to customer complaints), or operations & maintenance performance (e.g., time to repairs).

Monitoring programs should be developed and initiated to collect information required to measure all identified Key Performance Indicators. This would include the associated data management policies and procedures.

1.1.4 Asset Management Strategy:

The Asset Management Strategy identifies and describes the actions and set of planned actions that will enable the assets to provide the desired levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost.

Limitations of this Plan

Due to the data available, the Asset Management Strategy in this inaugural version of the Plan focused on forecasting the time for capital replacement or major rehabilitation of assets. Priority was given to integrating planning for optimization of the capital work forecast in the ten year period from 2014 to 2023.

Non-infrastructure solutions were limited to strategies oriented around advancing the Municipality's Asset Management capabilities.

The City of Temiskaming Shores currently has several active programs in place for asset monitoring, operation and maintenance. In the preparation of this Plan, *there was no indication that the status quo approach is insufficient*. The major concern of the City is with respect to the aging infrastructure inventories and the eventual replacement needs, so this Plan was developed to focus primarily on those issues.

Next Steps

As indicated previously, the continued collection of asset condition benchmarks and monitoring of existing Key Performance Indicators is of the utmost importance. The identification of basic infrastructure-related statistics, such as number of pipe breaks per year, time to asset repair, or customer complaint response time will assist in determining and / or verifying the priorities of the City.

The integration of current and planned Operations & Maintenance programs and activities, into the Asset Management Strategy, should also be implemented. This would include the identification of regularly scheduled inspection and maintenance activities, associated estimated costs and timing as well as studies, reports or reviews conducted as part of the asset management process.

Consideration should also be given for the inclusion of any non-infrastructure solutions that may be identified as the Plan is implemented, reviewed and refined.

1.1.5 Financial Strategy:

The financial strategy is the final component of the Plan and allows the plan to move forward with the Asset Management Strategy that was provided previously in this report.

The City of Temiskaming Shores provides funding for assets through three sources of revenue which includes Wastewater Rates, Water Rates and the general Municipal Tax Levy. The financial strategy supports this method of operating by addressing these three separate areas and would identify any shortfalls. Provincial and Federal funding programs are also utilized, when available to assist in funding major capital works projects.

Limitations of this Plan

The Financial Strategy is largely limited to Capital Works, corresponding with the overall focus of this Plan.

Next Steps

The City must determine the willingness of the ratepayers to pay any proposed increase in rates or charges for service.

1.1.6 Council Presentation

To maintain the visibility of the City's Asset Management Plan, the Plan will be referred to in Administration Reports to Council as applicable. Major revisions to the Plan and significant changes to the State of Infrastructure report shall be presented annually or more frequently, as necessary.

The Asset Management Plan as a "Living Document"

The process for developing and implementing this Plan was intended to follow the Deming cycle for quality control; Plan, Do, Check, Act. This process provides a framework for continual monitoring and improvement of the Plan, as well as for planned asset management strategies and activities. A variety of components are included in each step as outlined below.



Figure1-2: Deming Cycle

Step 1: Plan

The following components are included in this step:

Review of Previous Plan

Prior to establishing or revising the Asset Management Plan, any previous Plans will be reviewed. This review will establish a historical context for the decisions made and an understanding of the future visions pursued, as well as providing a framework to

measure asset performance against. By recognizing the "living" nature of the Plan documents, evaluation of changes made over time will also serve to identify best practices and unsuccessful strategies to avoid. Where the Plan continues to serve the City's needs, it may serve as a template to produce future Plans.

Audit Results and Auditor Recommendations

Results from any audits on the Asset Management Plan or System, as well as any associated auditor recommendations, will be considered in revising the active Plan and producing future Plans.

Management Review Results

As part of the third step of the Plan development process, a management review shall be conducted. While the results from this review are intended to be incorporated in the existing Plan as a process of continuing improvement, some issues may not be immediately actionable. Assessment of the management review results during the development process for subsequent Plans will provide the opportunity to re-assess and potentially implement recommendations that were previously not accepted.

The full Asset Management Planning process should be undertaken by the City every five years. The process should be initiated one year prior to the intended release of the updated or revised Plan. The City may consider retaining the services of an outside party, such as an independent consultant, to facilitate the review and revision of at least every second Plan in order to incorporate changes to industry good practice and capture the benefits of an external review.

Step 2: Do

The second step of the Plan development process is its implementation. The Plan will be implemented upon completion of the first step. Where necessary, significant changes may be implemented through a phased approach as documented in the Plan.

Step 3: Check

The Plan shall be considered a "living document," to be revised and refined as required. Prior to making adjustments, the efficacy and propriety of the Plan, strategies and activities must be assessed. This is performed through six approaches: monitoring, inspections and testing, performance documentation, audits, management reviews, and stakeholder engagement.

Monitoring

Asset management activities specified in the Plan will be monitored on an on-going basis. Overall activities in the Plan will be compared with performance measures and the results will be used to develop an improvement plan which will document specific tasks.

The State of Infrastructure report will also be reviewed and revised on an annual basis by the City.

It is anticipated that in the early stages of implementation this monitoring may lead to more frequent adjustments to the Plan.

Inspections and Testing

Assets will be inspected and tested as specified in the Plan. If subsequent inspections identify significant deterioration in condition or performance, corrective actions may be undertaken and inspection frequency may be increased until the desired outcome is achieved and confirmed.

Performance Documentation

A review of asset performance, with respect to design capacity in comparison to actual measured capacity, of specific assets may be carried out to ensure that the desired Level of Service can be provided. This review may take the form of summary tables or charts displaying capacity in relation to levels of service. It may also include assessment of other studies or models used to evaluate asset performance, such as water system models or traffic demand studies.

Management Review

The Asset Management System, including applicable policies, procedures, and Plans, should undergo management review every (3) three years.

Audits

The Asset Management System, including applicable policies, procedures, and Plans, may undergo audit by an external consultant every (5) five years.

Step 4: Act

The final step in the Plan development is to act on the information gathered from the previous step. This step is implemented through continual plan evaluation and improvement efforts. The Plan will be evaluated and adjusted on an ongoing basis by Municipal staff and management during implementation. Formal Management evaluation and audited reviews will take place as described previously. The outcomes and recommendations of each review will be incorporated into improving future versions of the Plan.

Asset Management Policy

An Asset Management Policy may be defined as the *"principles and mandated requirements derived from, and consistent with, the organizational strategic plan, providing a framework for the development and implementation of the asset management strategy and the setting of the asset management objectives"*.

Simply put, the asset management policy defines an organization's commitment to asset management and provides staff with a mandate and direction to implement the Plan strategy and activities in compliance with the overall organizational strategic plan. Creation of such policies is an essential requirement of Asset Management Systems and, at the very least, highly recommended by most recognized guidelines and standards, including InfraGuide and the International Infrastructure Management Manual (IIMM).

The City of Temiskaming Shores formally adopted a documented Municipal Asset Management Policy by Resolution No. 2013-120, dated March 19, 2013. This Policy signifies Councils commitment to effective Asset Management, and the establishment of Municipal priorities for our Asset Management programmes.

Policy Statements

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as *"The application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset."*

To guide the organization, the following policy statements have been developed:

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

Background & Purpose of Asset Management Policy

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

Council vision and goals for infrastructure assets

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

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

This policy is to articulate Council's commitment to asset management, and guides staff using the policy statements. In doing so, this policy also outlines how it is to be intergraded within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship, and is delivering affordable service while considering its legacy to future residents.

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

Policy Principles, Guidelines and Integration

Principles

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

The City shall:

- Make informed decisions by identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions. Trade-offs shall be articulated and evaluated, and the basis of the decision recorded.
- Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.

- Establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- Consult with stakeholders where appropriate.
- Define and articulate service, maintenance and replacement levels and outcomes.
- Use available resources effectively.
- Manage assets to be sustainable.
- Minimize total life cycle costs of assets.
- Consider environmental and energy conservation goals.
- Consider social and sustainability goals.
- Minimize risks to users and risks associated with failure.
- Pursue best practices where available.
- Report the performance of its asset management program.

Guidelines and Practices

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

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

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

Context and integration of Asset Management within the City

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

- Official plan

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

Key Roles for Managing the Asset Management Policy

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

Role	Responsibility
Identification of issues, and development of policy updates	Council and staff
Establish levels of service	Council, staff and public
Exercise stewardship of assets, adopt policy and budgets	Council
Implementation of policy	City Manager and staff
Development of guidelines and practices	City Manager and staff
On-going review of policies	Council and staff

Implementation, review and reporting of Asset Management work

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

Actions	Responsibility
Adopt Asset Management Policy	Council and City Manager
Monitor and review infrastructure standards and service levels at	Council and City Manager

established intervals

Develop and maintain infrastructure strategies including development and service plans

Recreational Services, Community Growth and Planning, Public Works, Finance, other asset operation and maintenance departments, Finance

Develop and maintain asset inventories

Public Works, Finance, other asset operation and maintenance departments, Finance

Assess infrastructure condition and service levels

Public Works, and other asset operation and maintenance departments

Establish and monitor infrastructure replacement levels through the use of full life cycle costing principles

Public Works, Finance, and other asset operation and maintenance departments

Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of assets

Public Works, Finance, and other asset operation and maintenance departments, Finance

Report to citizens on status of the community's infrastructure assets and asset management program. The channels may include annual citizen reports, business plans, etc.

Council, City Manager, Corporate Services

Infrastructure Data Collection

Water System Inventory

The water system infrastructure inventory data used for the analysis was gathered from several sources. The combination of GIS information collected for this asset as well as other available records and information were combined to provide a relatively accurate accounting. Limited global positioning (GPS) data was available for the hydrants, curb stops and water valves connected to the water infrastructure, however, the inventory of those appurtenances, linked to the water infrastructure piping, are also considered to be fairly accurate. Base information about the material, installation date, diameter and length were derived from available records and data related to the system. These records also provided information about the size of valves, hydrants and connections per pipe segment and the two data sets were linked via their street (location) information. The cost of valves, hydrants and associated appurtenances were rolled up into the installation and replacement values.

Sanitary Sewer System Inventory

The sanitary sewer system infrastructure data used for the analysis was compiled from several sources. The combination of GIS information collected for this asset as well as other available records and information were combined to provide a relatively accurate

accounting. Limited global positioning (GPS) data was available for the maintenance holes and cleanouts connected to the sanitary infrastructure, however, the inventory of those appurtenances, linked to the sanitary sewer infrastructure piping, are also considered to be fairly accurate. Base information about the material, installation date, diameter and length were derived from available records and data related to the system. These records also provided information about the number and location of maintenance holes and connections per pipe segment and the two data sets were linked via their street (location) information. The cost of manholes and associated appurtenances were rolled up into the installation and replacement values.

Storm Sewer System Inventory

The storm sewer system infrastructure data used for the analysis was compiled from several sources. The combination of GIS information collected for this asset as well as other available records and information were combined to provide a relatively accurate accounting. Limited global positioning (GPS) data was available for the maintenance holes and catch basins connected to the storm water infrastructure, however, the inventory of those appurtenances, linked to the storm sewer infrastructure piping are also considered to be fairly accurate. Base information about the material, installation date, diameter and length were derived from available records and data related to the system. These records also provided information about the number and location of maintenance holes and catch basins per pipe segment and the two data sets were linked via their street (location) information. The cost of maintenance holes and catch basins were rolled up into the installation and replacement values.

Roads Network Inventory

Data derived from a Roads Needs Survey (RNS), conducted by staff in 2013, was used in conjunction with the previously developed GIS layer for the Municipality's roads. The information gathered in the Survey was reviewed, with respect to the road data, and it was determined that the road condition data contained more suitable information for use in an Asset Management Plan. It is recommended that all data sets should ideally be combined in the future to provide a more detailed source of information when combined with all other asset inventories.

Bridge Inventory

The bridge inventory was developed through the use of the most recent OSIM inspection data. Basic Bridge Condition Index values were calculated for each structure using the estimated cost of repair derived from the inspections along with the initial installation cost and the current bridge value. Bridges with a repair value either greater or close to the replacement value were considered to be in poor condition.

Miscellaneous Asset Inventories

Information for the following asset classes was acquired from various sources of data. This information assisted in providing a current and base cost for each asset.

- Street & Traffic Light Inventory
- Sidewalk Inventory
- Land, Building and Facility Inventory
- Fleet and Heavy Equipment Inventory

State of Local Infrastructure

Introduction & Overview

The City of Temiskaming Shores infrastructure may be considered to be generally in "good" condition. This is a result of the City being proactive in the management of its infrastructure. As the infrastructure continues to age, however, adequate funding will need to be made available to continue this trend and either replace or rehabilitate the assets as required.

1.1.7 Inventory Overview

The State of Local Infrastructure Report is a review of existing infrastructure data pertaining to infrastructure age and condition. The City's PSAB asset registry and staff knowledge of the various categories of infrastructure forms the basis for the assessment, with any available condition information taking priority in forecasting for both short and long-term needs.

This report was developed to advance the understanding of the state of the local infrastructure assets, and to improve transparency with respect to management of the infrastructure inventory. The report is the first element of an asset management plan whose purpose is to improve infrastructure-related decision-making processes.

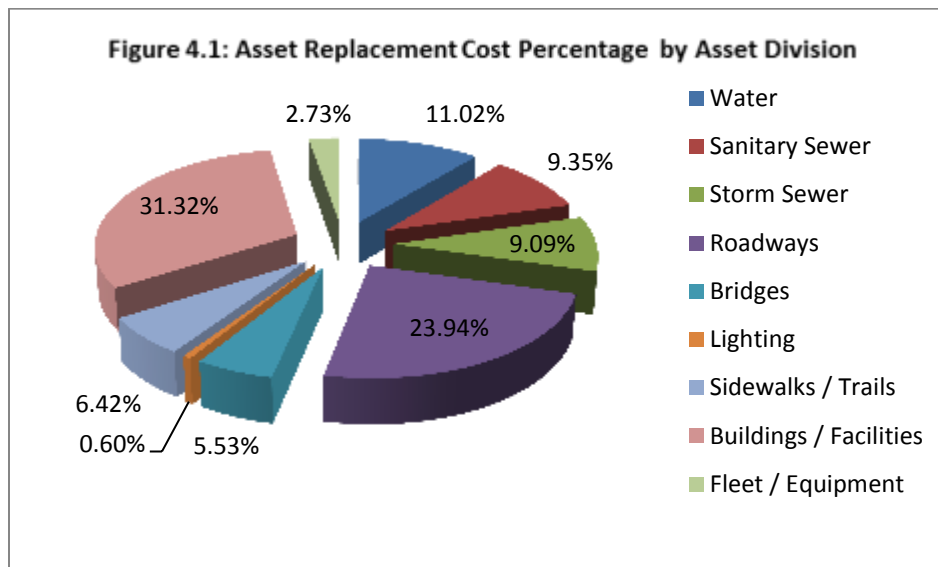
The State of Local Infrastructure Report Card reviews the following infrastructure:

- Water
- Sanitary Sewer
- Storm Sewer
- Roads
- Bridges (incl. Large Diameter Culverts)
- Lights (Street & Traffic Control)
- Sidewalks
- Buildings & Facilities
- Fleet & Heavy Equipment

Table 4-1 summarizes the estimated replacement cost for the City's infrastructure asset portfolio, derived on the basis of replacement costs, while Figure 4-1 illustrates each infrastructure asset division as a percentage of the total portfolio value. All values are estimated construction / replacement costs represented in 2013 Canadian Dollars (CAD).

Table 4-1: Summary of Asset Inventory Replacement Costs

Asset Category	Sub-Category	Total Quantity	Replacement Cost
<u>Water System</u>			\$34.06 M
	Mains	82.0 kilometres	
	Valves	775 each	
	Hydrants	460 each	
	Connections	3500 each	
<u>Sanitary Sewer System</u>			\$28.89 M
	Mains	70.4 kilometres	
	Mntce. Holes	898 each	
	Connections	3500 each	
<u>Storm Sewer System</u>			\$28.09 M
	Mains	52.3 kilometres	
	Mntce. Holes and Catch Basins	845 each	
	Drainage Ditches	468 kilometres	
<u>Roads Network</u>			\$73.97 M
	Gravel	245.5 lane kilometres	
	Asphalt / Paved	221.4 lane kilometres	
	Surface Treatment	20.4 lane kilometres	
<u>Bridges</u>			\$17.10 M
	Structures	9 each	
	Large Culverts	6 each	
<u>Lights</u>			\$1.86 M
	Street Lights	1180 each	
	Traffic Lights	18 each	
<u>Sidewalks & Active Trails</u>	All	63.4 kilometres	\$19.83 M
<u>Buildings & Facilities</u>	All	>100 Structures	\$96.75 M
<u>Fleet & Heavy Equipment</u>	All	65 Various	\$8.34 M



1.1.8 Infrastructure Estimated Service Life

In order to prepare asset category risk profiles, assess the state of infrastructure (in the absence of direct condition data), and create capital needs forecasts, appropriate Estimated Service Lives (or Useful Lives) have been established. Estimated Service Lives represent the number of years, from in-service or installation date, during which assets are assumed to continue to meet Level of Service expectations prior to renewal or replacement.

The Estimated Service Life can be adjusted to match industry good practices and reflect the typical life span of similar assets, to match local experience, or to match the asset management strategy of the infrastructure owner. In general, an asset's Estimated Service Life is heavily influenced by the demands placed on it, operation and maintenance practices, and legislative / regulatory and technological changes (e.g., technological obsolescence). For this Plan, the initial service lives were derived to reflect accepted industry asset performance as well as the City's asset management goals. The useful life for roads and buried infrastructure are shown in Table 4-2.

Table 4-2: Estimated Service Life for Roads & Buried Infrastructure

Material	Water	Sanitary Sewer	Storm Sewer	Road Network
Asbestos Cement	N/A	60	N/A	N/A
Cast / Ductile Iron	80	N/A	N/A	N/A
Vitrified Clay	N/A	60	60	N/A
Concrete	N/A	N/A	80	N/A
CSP	N/A	N/A	40	N/A
HDPE	N/A	N/A	75	N/A
PVC	75	75	75	N/A
Transite	50	50	N/A	N/A

Gravel	N/A	N/A	N/A	10
Surface Treatment	N/A	N/A	N/A	20
Asphalt	N/A	N/A	N/A	30

1.1.9 System Characteristic Overview

A basic character overview has been established for each asset category included in this Plan. Due to the nature of the individual asset categories, the overviews cannot be readily combined and summarized.

Beyond the risk of infrastructure failures, Temiskaming Shores faces a number of potential legislative / regulatory and potential reputational risks. One identified risk is that related to hazardous materials. A section of the water main inventory for instance, contains Asbestos Cement. A change in legislation requiring the removal of such materials could impose a cost of nearly \$1.0M on the City for the Water system alone. To address these risks, the City may choose to accelerate the replacement of certain material or asset types.

1.1.10 Report Card

To rate the asset inventory using a report card, a scoring system modified from the Canadian Infrastructure Report Card was applied. The system is outlined in Table 4-3.

Table 4-3: Infrastructure Report Card Scores

Weighted Average	Rating	Definition of Rating
> 80	Very Good (A)	<i>Fit for the Future</i> – The infrastructure in the system or network is generally in very good condition, new or recently rehabilitated. A few elements show general signs of deterioration that may require attention.
79 - 70	Good (B)	<i>Adequate</i> – The infrastructure in the system or network is good condition; some elements show general signs of deterioration that require attention. A few elements may demonstrate signs of significant deficiencies.
69 - 60	Fair (C)	<i>Requires Attention</i> – The infrastructure in the system or network is in fair condition; it shows general signs of deterioration and requires attention. Some elements demonstrate significant deficiencies.
59 - 50	Poor (D)	<i>At Risk</i> – The infrastructure in the system or network is poor condition and mostly below acceptable standards, with many elements approaching the end of the expected service life. A large portion of the system demonstrates significant deterioration.
< 50	Very Poor (F)	<i>Unfit for Service</i> – The infrastructure in the system or network is in unacceptable condition with wide spread signs of advanced deterioration. Many components or elements in the system demonstrate signs of imminent failure, which is / will affect service delivery.

Table 4-4 summarizes the condition scores determined for each asset category, and their corresponding Grade.

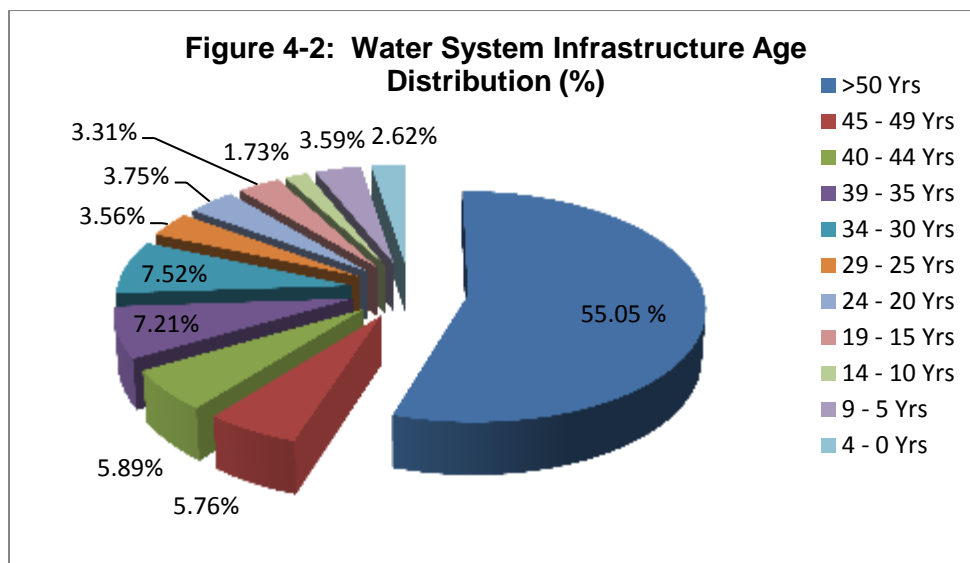
Table 4-4: Infrastructure Inventory Condition Summary

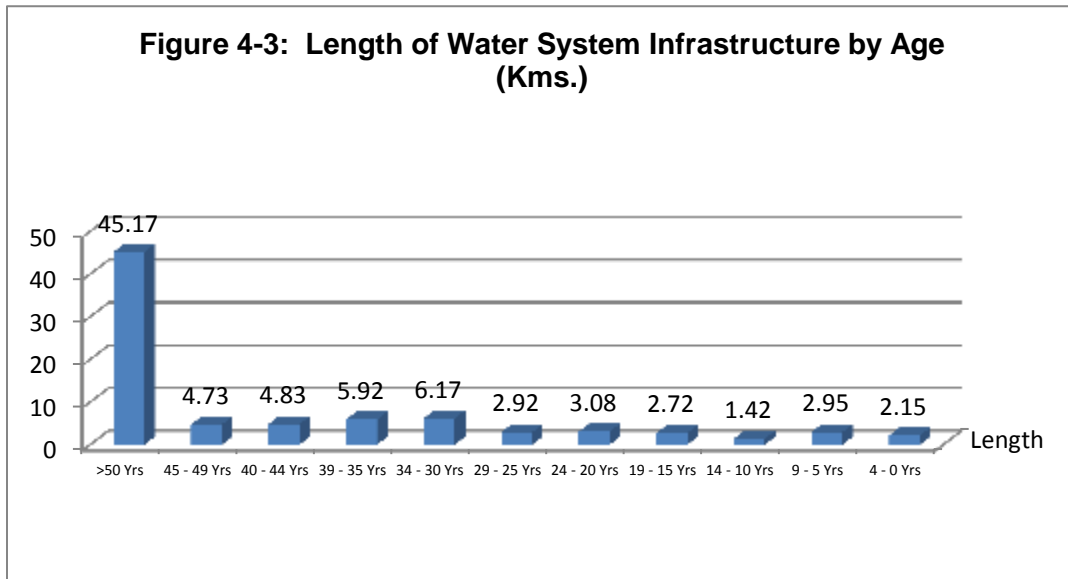
Asset Category	Average Condition Score	Infrastructure Grade
Water System	63.70	Fair (C-)
Sanitary Sewer System	61.31	Fair (C-)
Storm Sewer System	49.91	Very Poor (F)
Roads Network	60.79	Fair (C-)
Bridges	63.67	Fair (C-)
Lights	56.91	Poor (D+)
Sidewalks	62.80	Fair (C-)
Buildings & Equipment	67.72	Fair (C+)
Fleet & Heavy Equipment	73.27	Good (B-)
Overall	62.23	Fair (C-)

Water Distribution System

1.1.11 Inventory Overview

The water distribution infrastructure for Temiskaming Shores includes 82 km of piping, 775 line valves and 460 hydrants. The average age of pipe in the system is 43.4 years old. The oldest pipe in the network was installed prior to 1960 and the most recent pipes in the system were installed in 2013. The age distribution of the water infrastructure is shown in Figure 4-2 and Figure 4-3.

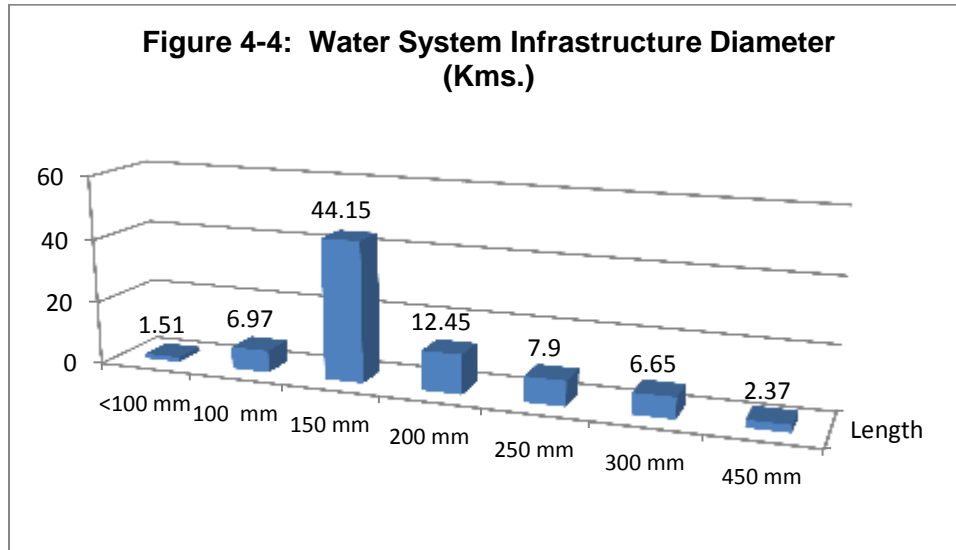




As shown in Table 4-5 and Figure 4-4, the majority of water distribution pipes in Temiskaming Shores are 150 mm diameter Cast / Ductile Iron installed over 50+ years ago.

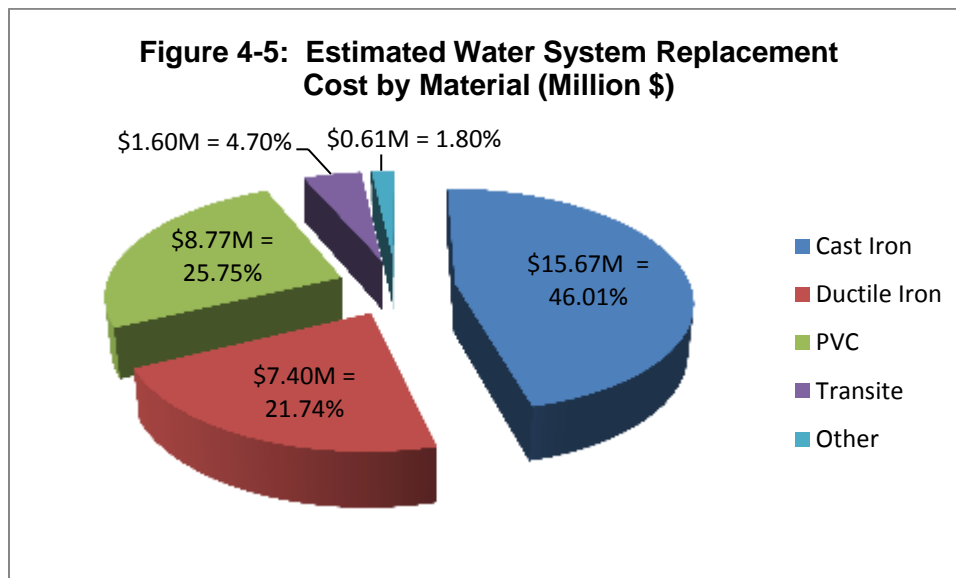
Table 4-5: Water System Age and Material (km)

Material	0 – 9 Years	10 – 29 Years	30 – 49 Years	50+ Years	Total
Cast / Ductile Iron	--	--	11.40	45.17	56.57
Transite	--	--	3.43	--	3.43
PVC	5.10	10.14	5.30	--	20.54
Other	--	--	1.52	--	1.52
Totals:	5.10	10.14	21.65	45.17	82.06



1.1.12 Financial Summary

The estimated replacement cost for the water system piping inventory is \$34.06 M based on 2013 costs. The most value invested in the system is in cast / ductile iron pipe, representing nearly 68 % of the total asset category value. This translates to \$23.07 M and is, on average, the oldest infrastructure installed in the network. PVC accounts for \$8.77 M or 25.75% of the total water infrastructure system and would be considered the newest mains in the inventory. Figure 4-5 shows the financial distribution for the replacement of the pipes by material.



1.1.13 Water System Condition Profile

Table 4-6 presents the Condition Profile for the City's water system. This initial report has considered age, material type and diameter of pipe as well as perceived or reported

physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Table 4-6: Water System Condition Profile

Water System	Very Poor	Poor	Fair	Good	Very Good
Weight	0.2 % of Total	0.4 % of Total	0.6 % of Total	0.8 % of Total	1.0 % of Total
Pipe Age	25.05	30.00	18.86	18.14	7.94
Pipe Material	1.85	4.18	13.90	55.04	25.03
Pipe Diameter	1.85	8.49	29.43	37.00	23.23
Phys. Condition	18.28	36.77	26.38	12.36	6.21

1.1.14 Report Card

Table 4-7 shows the average ratings and overall report card grade for the City's water system.

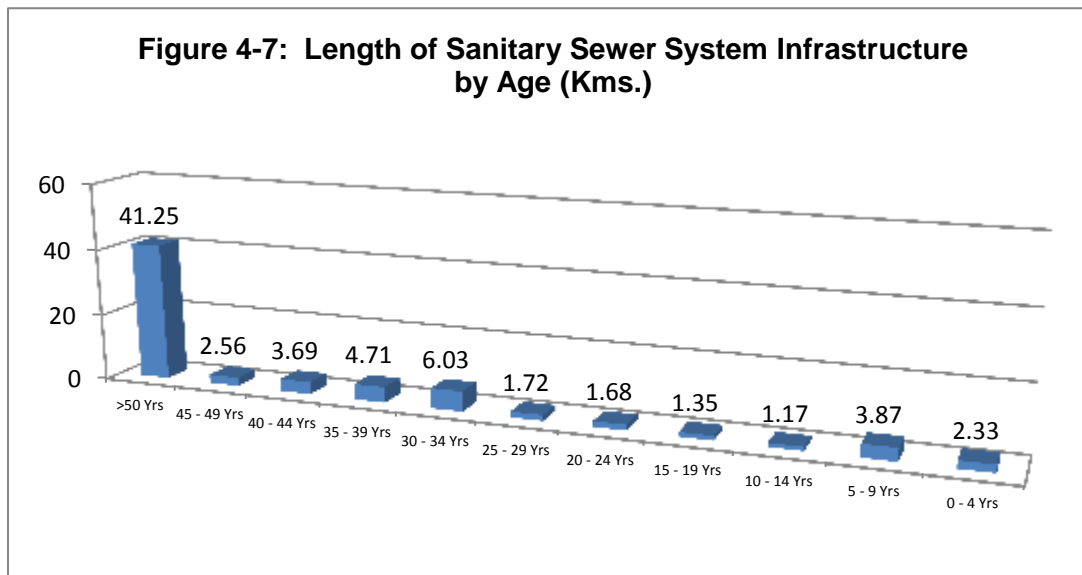
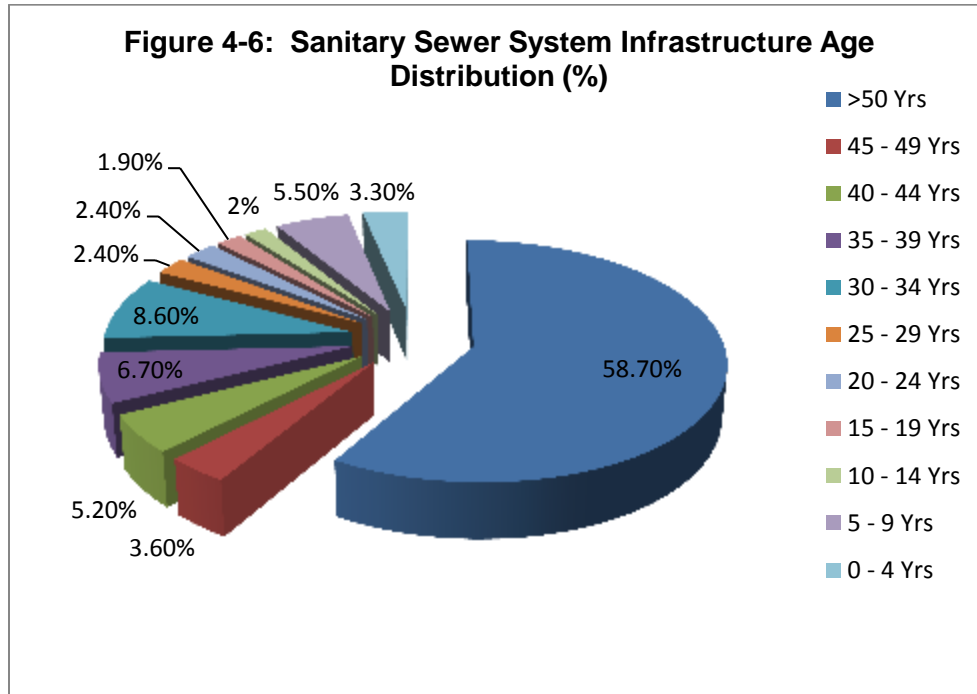
Table 4-7: Water System Inventory Report Card

Pipe Age Rating	Material Rating	Diameter Rating	Condition Rating	Overall Rating
50.78	79.44	74.26	50.30	63.70

Sanitary Sewer System

1.1.15 Inventory Overview

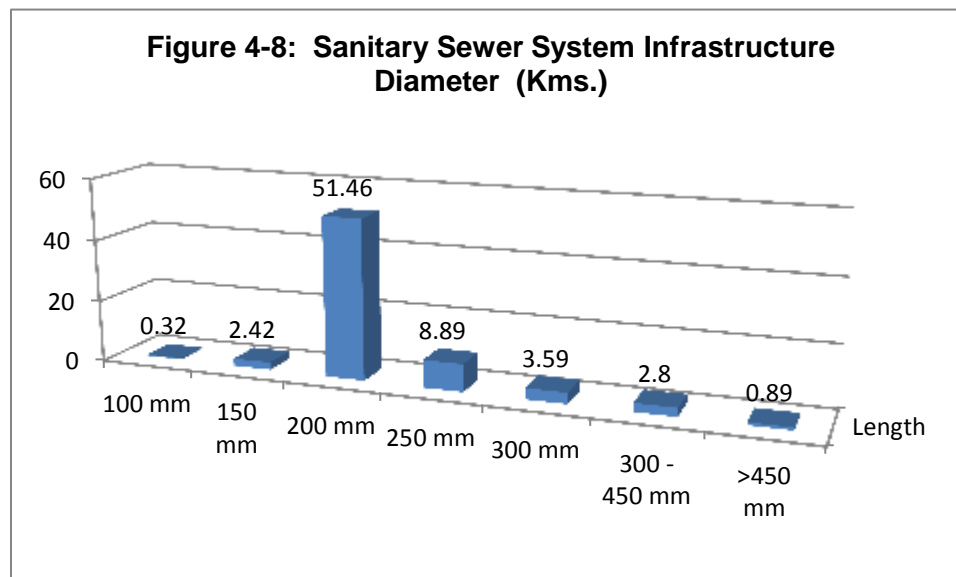
The sanitary sewer system infrastructure for Temiskaming Shores includes approximately 70.4 km of piping. The average age of pipe in the system is 42.4 years old. The oldest pipe in the network was installed in prior to 1963 and the most recent pipes in the system were installed in 2013. The age distribution of the sanitary sewer system infrastructure is shown in Figure 4-6 and Figure 4-7.



As shown in Table 4-8 and Figure 4-8, the majority of sanitary sewer pipes are 200 mm diameter comprised of Vitriified Clay or Asbestos Cement material installed over 50+ years ago.

Table 4-8: Sanitary Sewer System Age and Material (km)

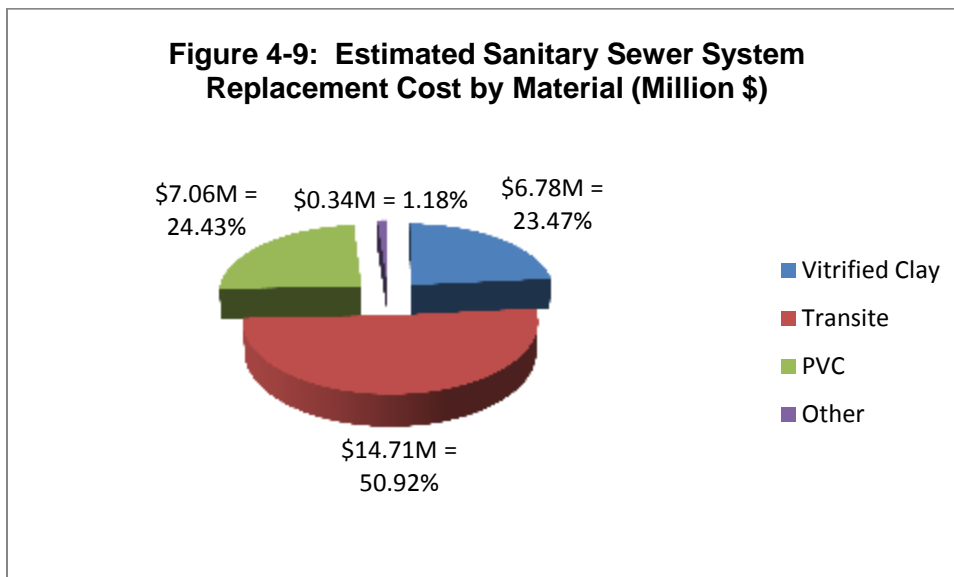
Material	0 – 9 Years	10 – 29 Years	30 – 49 Years	> 50 Years	Total
Vitrified Clay	--	--	--	16.14	16.14
Transite - AC			11.18	25.11	36.29
PVC	6.20	5.07	5.81	--	17.08
Other		0.85			0.85
Totals:	6.20	5.92	16.99	41.25	70.36



1.1.16 Financial Summary

The estimated replacement cost for the sanitary sewer system piping inventory is \$28.89 M based on 2013 costs. The most value invested in the system is in Asbestos Cement (Transite) pipe, representing 50.9 percent or \$23.07M of the total asset category value. This coupled with the Vitrified Clay (representing 23.47% and \$6.78M in replacement costs) are considered the oldest infrastructure installed in the network.

PVC piping accounts for \$7.06 M or 24.43% of the total sanitary sewer infrastructure system and would be considered the newest mains in the inventory. Figure 4-5 shows the financial distribution for the replacement of the pipes by material.



1.1.17 Sanitary Sewer System Condition Profile

Table 4-9 presents the Condition Profile for the City’s sanitary sewer system. This initial report has considered age, material type and diameter of pipe as well as perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Table 4-9: Sanitary Sewer System Condition Profile

Sanitary Sewer System	Very Poor	Poor	Fair	Good	Very Good
Weight	0.2 % of Total	0.4 % of Total	0.6 % of Total	0.8 % of Total	1.0 % of Total
Pipe Age	28.7	30.0	15.5	15.3	10.8
Pipe Material	1.21	22.94	51.58	15.46	8.81
Pipe Diameter	0.45	3.44	16.29	74.59	5.23
Phys. Condition	22.94	35.69	25.36	7.20	8.81

1.1.18 Report Card

Table 4-10 shows the average ratings and overall report card grade for the Municipality’s sanitary sewer system.

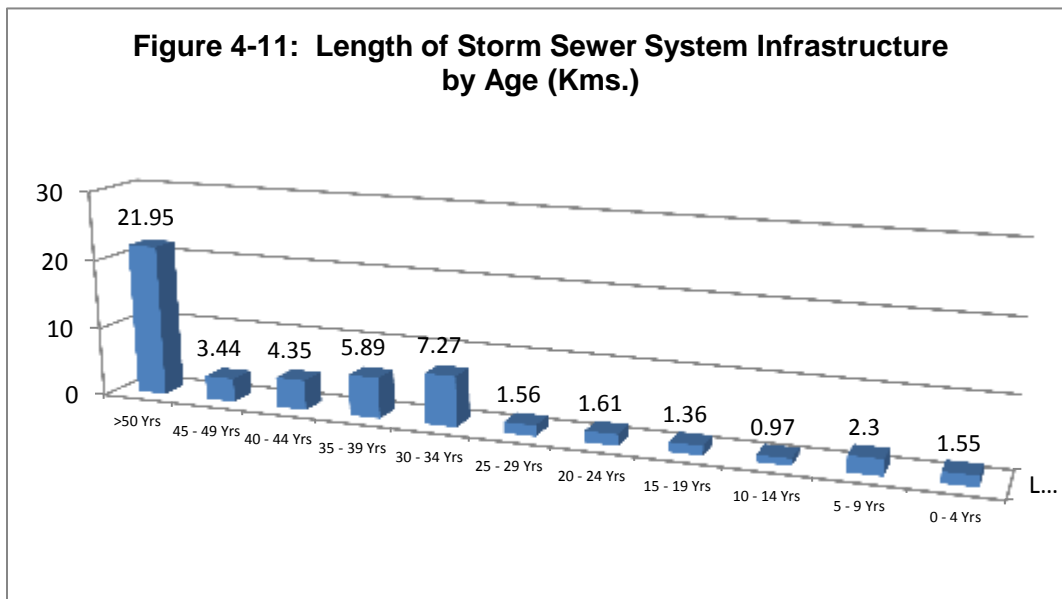
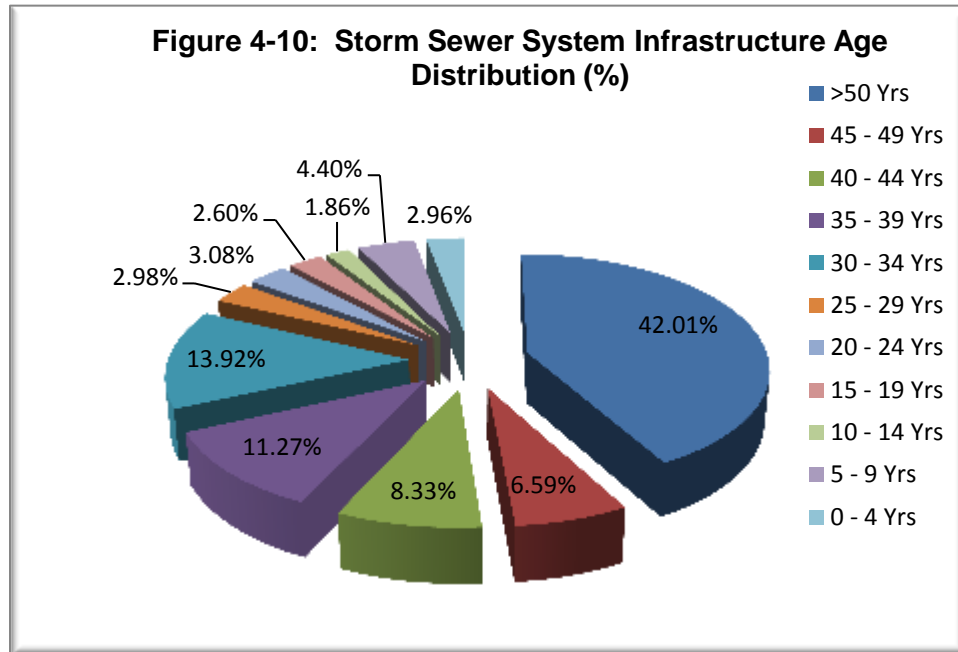
Table 4-10: Sanitary Sewer System Inventory Report Card

Pipe Age Rating	Material Rating	Diameter Rating	Condition Rating	Overall Rating
58.72	61.73	76.14	48.66	61.31

Storm Sewer System

1.1.19 Inventory Overview

The City of Temiskaming Shores has approximately 52.25 km of storm sewer piping located within its infrastructure portfolio. The current average pipe age is 40.8 years. The oldest storm sewer pipe was installed prior to 1963 and the most recent storm sewer pipe installed was installed in 2013. The age distribution of storm sewer infrastructure installation years is shown in Figure 4-10 and Figure 4-11.

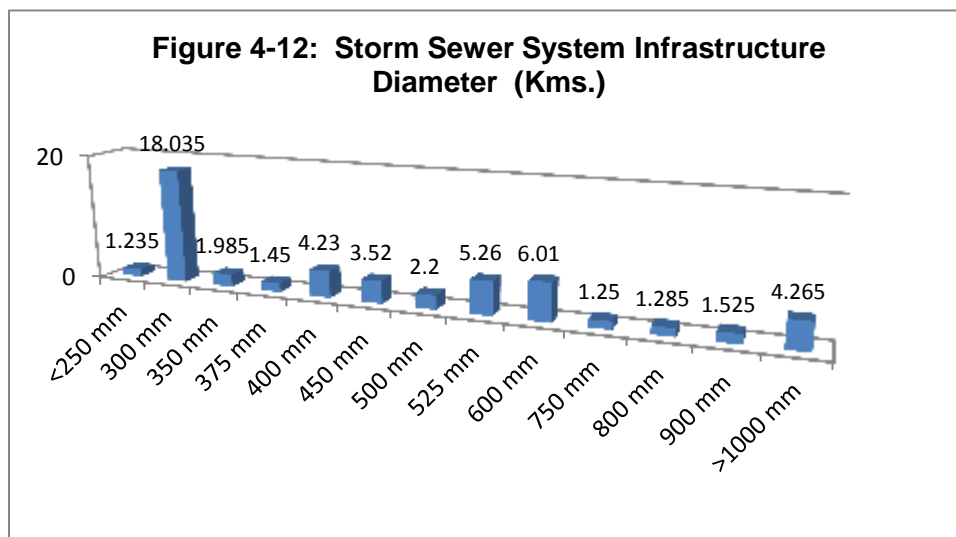


The majority of storm sewer pipes are vitrified clay with a diameter of 250 to 450 mm and installed over 50+ years ago as well as corrugated steel pipe ranging in diameter

from 300 to over 1000mm also dating back from 30 to 49 years ago, as shown in Table 4-11 and Figure 4-12.

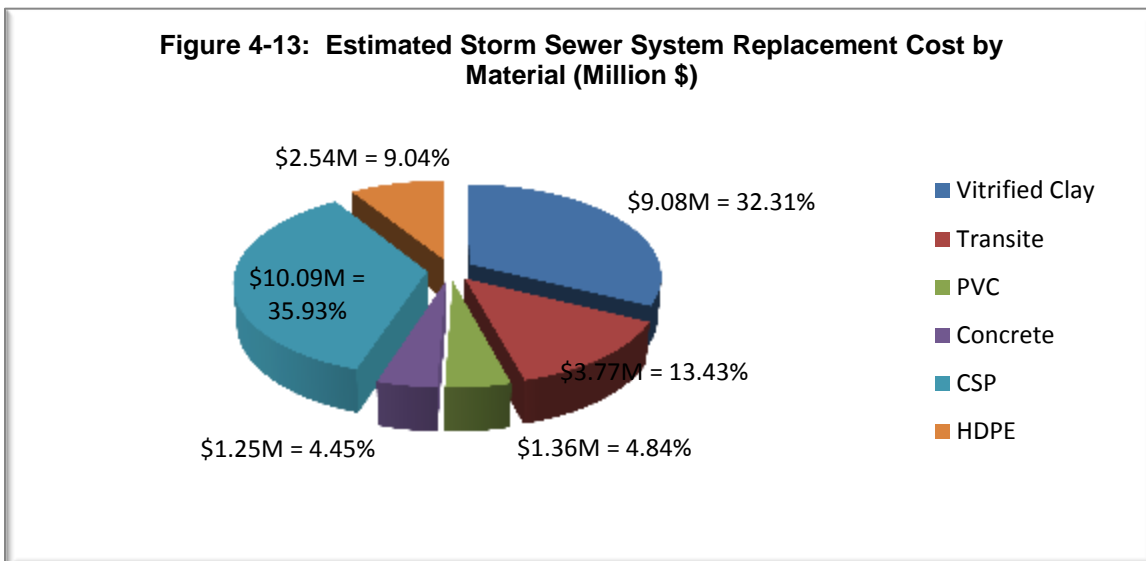
Table 4-11: Storm Sewer System Age and Material (km)

Material	0 – 9 Years	10 – 29 Years	30 – 49 Years	> 50 Years	Total
Concrete	--	--	1.25	--	1.25
Vitrified Clay	--	--	--	21.95	21.95
Transite	--	--	7.77	--	7.77
CSP	0.30	3.65	11.93	--	15.88
PVC	0.55	1.85	--	--	2.40
HDPE	3.00	--	--	--	3.00
Totals:	3.85	5.50	20.95	21.95	52.25



1.1.20 Financial Summary

The estimated replacement cost for the storm sewer system piping inventory is \$28.09 M based on 2013 costs. The most value invested in the system is in corrugated steel pipe, representing approximately 36 percent of the total asset category value, followed by vitrified clay at 32.3 percent. These figures translate to approximately \$19.17 M of the total cost for replacement. Figure 4-13 shows the financial distribution of the pipes by material.



1.1.21 Storm Sewer System Condition Profile

Table 4-12 presents the Condition Profile for the City’s storm water system. This initial report has considered age, material type and diameter of pipe as well as perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Table 4-12: Storm Sewer System Condition Profile

Storm Sewer System	Very Poor	Poor	Fair	Good	Very Good
Weight	0.2 % of Total	0.4 % of Total	0.6 % of Total	0.8 % of Total	1.0 % of Total
Pipe Age	42.00	14.87	29.82	5.94	7.37
Pipe Material	42.00	14.87	30.39	4.59	8.15
Pipe Diameter	2.36	15.37	25.71	40.15	16.41
Phys. Condition	42.00	37.70	6.98	3.56	9.76

1.1.22 Report Card

Table 4-13 shows the average ratings and overall report card grade for the City’s storm water system.

Table 4-13: Storm Sewer System Inventory Report Card

Pipe Age Rating	Material Rating	Diameter Rating	Condition Rating	Overall Rating
44.36	44.40	70.58	40.28	49.91

Roads Network

1.1.23 Inventory Overview

The City of Temiskaming Shores has approximately 235 km of roadways. This includes approximately 221.37 lane kilometres of asphalt surface roadway, 20.42 lane kilometres of surface treated roadway, and 245.45 lane kilometres of gravel surface roadways as identified through the 2013 Roads Review exercise. The surface type and classification of the roads, as recorded in the City's records, is shown in Figure 4-14 and Table 4-14.

Note: The City completes a review of the Roads Condition Study every 3 years. The information gathered in the 2013 review contained complete and accurate information about the road surface type that was correlated with the PSAB information and used for the development of this Plan.

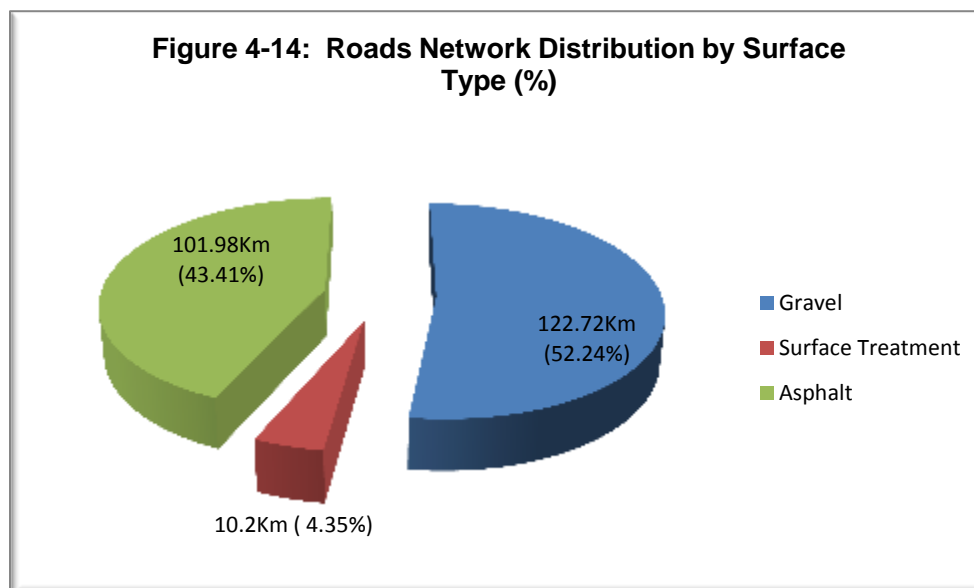


Table 4-14: Roads Network Classification and Material (Lane Km.)

Material	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Total
Gravel	-	-	-	0.20	58.45	186.80	245.45
Asphalt	-	15.24	48.82	74.05	76.40	6.87	221.38
Surface Treatment	-	-	7.80	12.22	0.40	-	20.42
Totals:	0	15.23	56.63	86.47	135.25	193.67	487.25

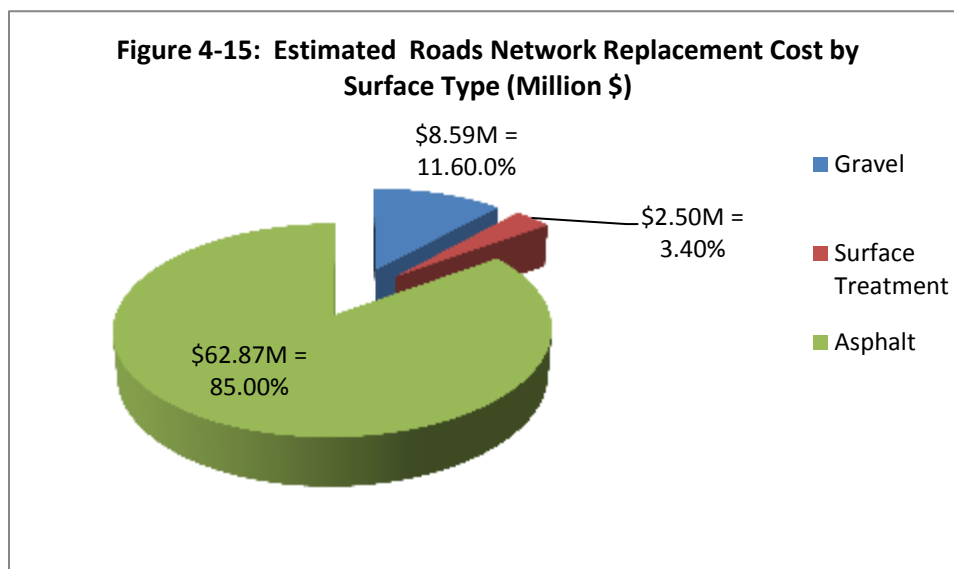
The age distribution of roadway network is illustrated in Table 4-15. Approximately 50 percent of the roadway network is deemed to have been constructed prior to 1963 or over 50 years ago. Approximately 32.3 percent of the roadways having asphalt surfaces have exceeded the anticipated life expectancy and are in need of replacement.

Table 4-15: Roads Network Age and Material (Lane Km.)

Material	0 – 9 Years	10 – 29 Years	30 – 49 Years	> 50 Years	Total
Gravel	4.50	2.60	47.68	190.68	245.46
Asphalt	3.00	8.60	157.32	52.45	221.37
Surface Treatment	6.42	14.00	-	-	20.42
Totals:	14.00	25.20	204.92	243.13	487.25

1.1.24 Financial Summary

The estimated replacement cost for the City’s roadways inventory is approximately \$73.97 M based on 2013 costs. The most value invested in the roadway system is in asphalt surfaces representing 85.00 percent of the total asset inventory value. This translates to \$62.87M. Figure 4-15 shows the financial distribution of the roadway network by surface type. Replacement costs for gravel roads include resurfacing on a 10 year basis as well as estimated stabilization treatment and granular resurfacing prior to surface treatment application on all Class 5 and 6 roadways.



1.1.25 Roads Network Condition Profile

Table 4-16 presents the Condition Profile for the City's roadway network. This initial report has considered estimated age, surface material type, sub-surface / surface drainage and perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Table 4-16: Roads Network Condition Profile

Roadway Network	Very Poor	Poor	Fair	Good	Very Good
Weight	0.2 % of Total	0.4 % of Total	0.6 % of Total	0.8 % of Total	1.0 % of Total
Roadway Age	24.95	24.95	42.06	5.17	2.87
Surface Material	4.14	8.34	38.34	32.01	17.17
Drainage	10.00	15.00	20.00	30.00	25.00
Phys. Condition	15.00	25.00	30.00	20.00	10.00

1.1.26 Report Card

Table 4-17 shows the average ratings and overall report card grade for the City's road network.

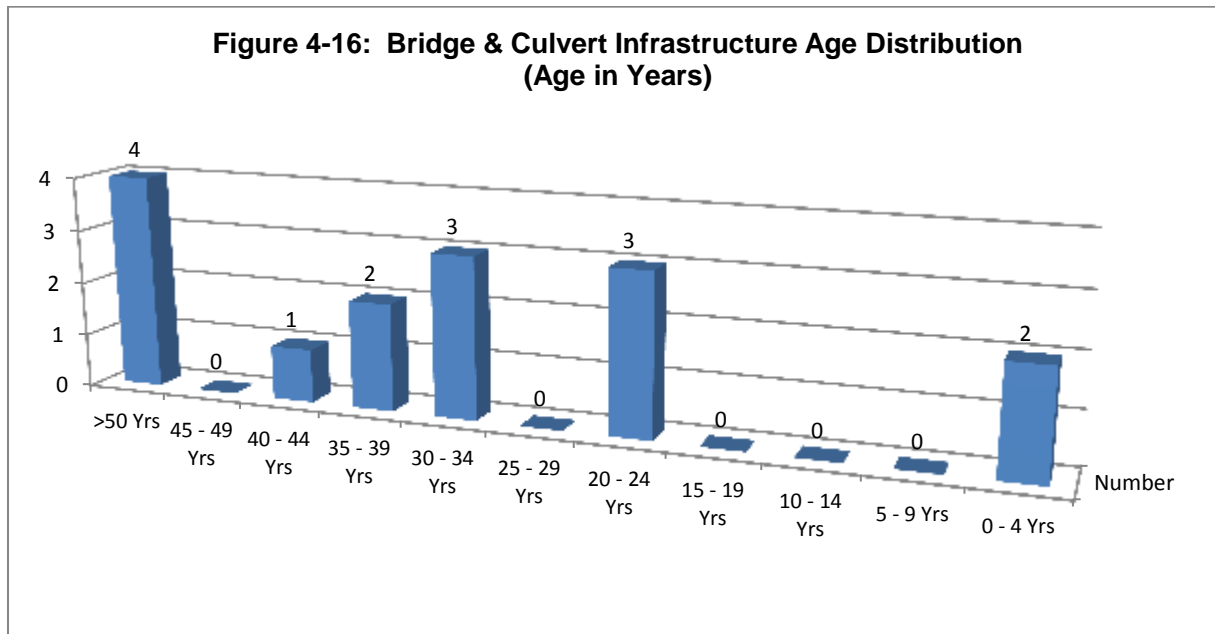
Table 4-17: Roads Network Inventory Report Card

Surface Age Rating	Surface Material Rating	Drainage Rating	Physical Condition Rating	Overall Rating
47.22	69.94	69.00	57.00	60.79

Bridges

1.1.27 Inventory Overview

There are 15 bridges and large diameter culverts in the City of Temiskaming Shores. The average life expectancy of bridges built prior to 1970 is assumed to be 60 years, and bridges built after 1970 is assumed to be 75 years. Multi-plate culverts average life expectancy is assumed to be 40 years. The average age of Temiskaming Shores bridges and culverts is 35.6 years. The oldest bridge was constructed in 1944 (69 years old) and the newest bridge was constructed in 1989 (24 years old). The oldest culvert installation was constructed in 1980 (33 years old) and the newest culvert installation was constructed in 2011 (2 years old). Figure 4-16 shows the age distribution for the City's bridges and large diameter culvert installations.

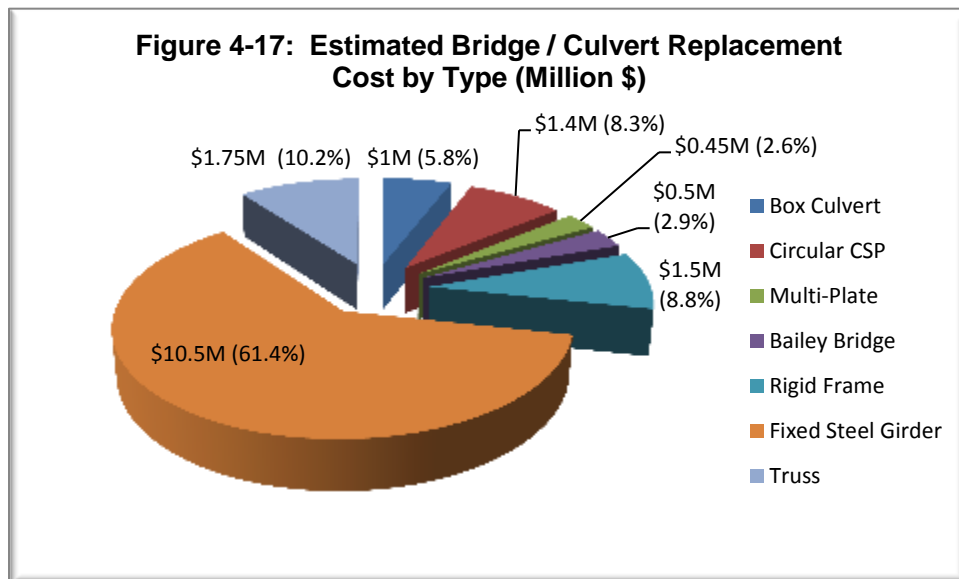


A breakdown of the bridge and culvert structures is as follows:

- 1 Concrete Box Culvert
- 4 Circular CSP
- 1 Bailey Bridge
- 1 Concrete Rigid Frame
- 6 Fixed Steel Girder
- 1 Through Truss
- 1 Multi-plate Arch CSP

1.1.28 Financial Summary

The estimated replacement cost for the bridge and culvert inventory is \$17.1 M based on 2013 costs. The most value invested in the system is in Fixed Steel Girder bridges, representing 61.4 percent of the total asset inventory value. This translates to \$10.5 M. Figure 4-17 shows the financial distribution of the bridges by structure type.



1.1.29 Bridge Inventory Condition Profile

Table 4-18 presents the Condition Profile for the City’s bridge and large diameter culvert inventory. This initial report has considered information gathered in the 2012 OSIM Bridge Inspection report as it relates to estimated age, material type, structure size (width / diameter) and perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Table 4-18: Bridge / Culvert Condition Profile

Bridge Inventory	Very Poor	Poor	Fair	Good	Very Good
Weight	0.2 % of Total	0.4 % of Total	0.6 % of Total	0.8 % of Total	1.0 % of Total
Structure Age	6.67	20.00	40.00	20.00	13.33
Structure Mat'l	26.67	6.67	13.33	6.67	46.66
Structure Size (Width / Dia.)	6.67	26.66	13.33	6.67	46.67
Phys. Condition	20.00	20.00	26.66	26.67	6.67

1.1.30 Report Card

Table 4-19 shows the average ratings and overall report card grade for the City’s road network.

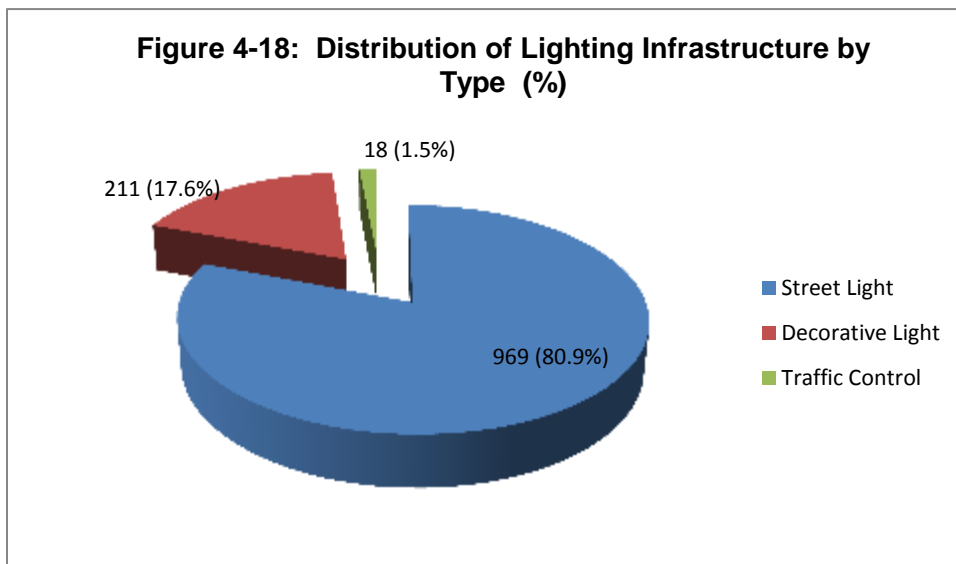
Table 4-19: Bridge / Culvert Inventory Report Card

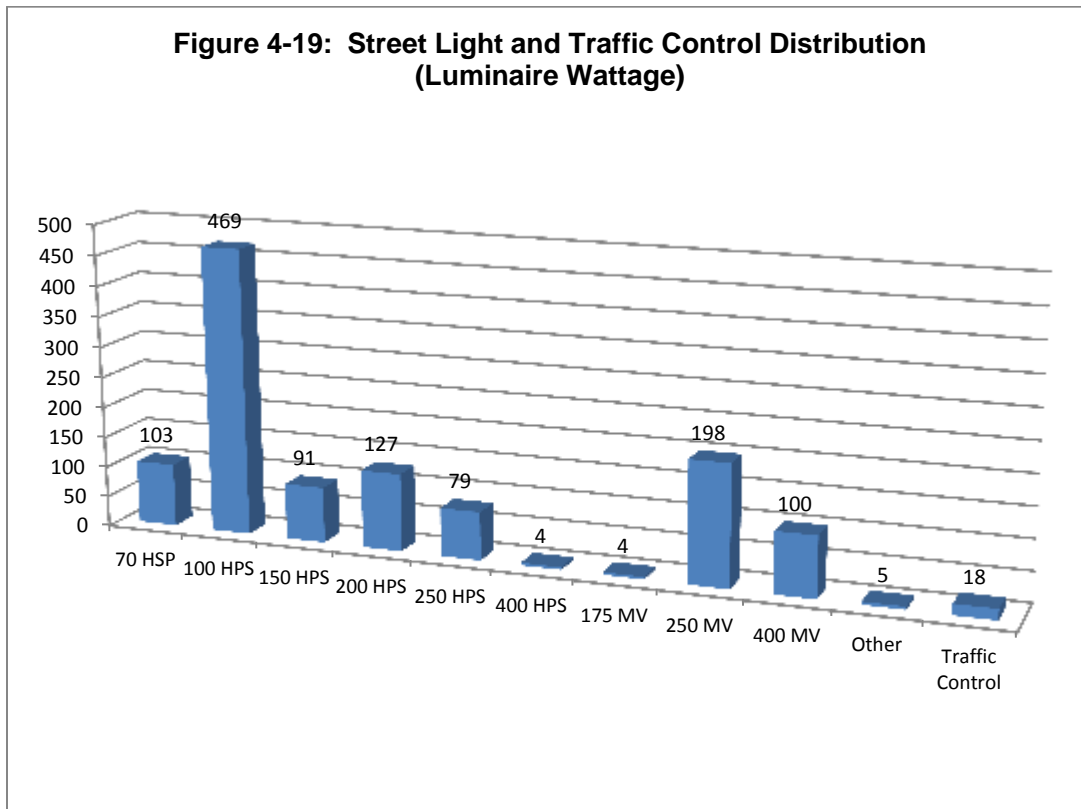
Structure Age Rating	Material Rating	Size / Capacity Rating	Condition Rating	Overall Rating
62.66	68.00	68.00	56.1	63.67

Street Lights & Traffic Signals

1.1.31 Inventory Overview

The City owns a total of 969 street lights, 211 decorative lights and 5 sets (18 fixtures) of traffic signals with corresponding pedestrian crossing signals. The oldest light fixture was installed prior to 1960 and the newest installation was placed in 2013 (1 year old). The useful life for the street lighting and traffic control lights is 25 years. Figure 4-18 and Figure 4-19 shows the distribution of the lighting assets.

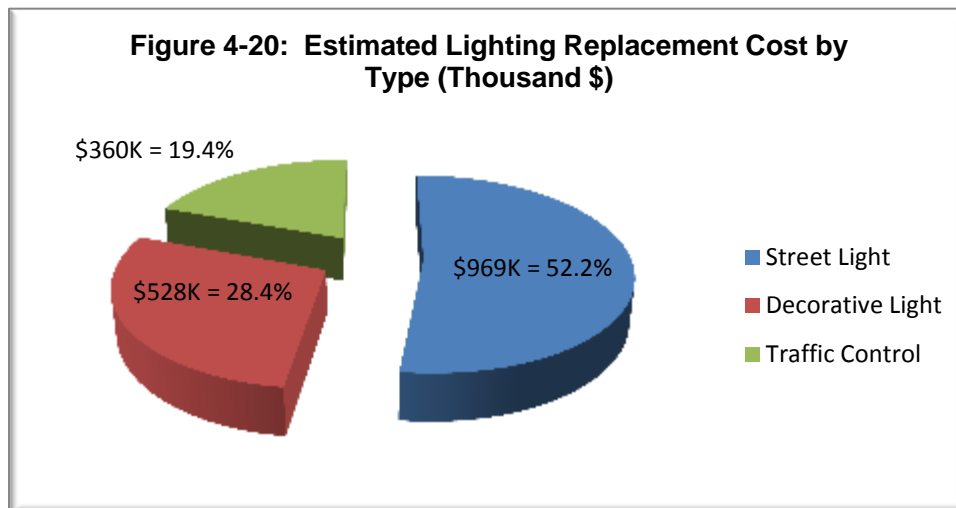




1.1.32 Financial Summary

The estimated replacement cost for the street lighting, decorative lighting and traffic control lighting inventory is \$1.86 M based on 2013 costs. The most value invested in the system is in Street Lighting, representing 52.2 percent of the total asset inventory value. This translates to \$ 969K. Figure 4-20 shows the financial distribution of the lighting by installation type.

The City is planning to move to LED lighting through a dedicated lighting replacement program for the street lighting network. When this program is implemented, the asset database will be updated to include additional pertinent lighting system data.



1.1.33 Lighting Inventory Condition Profile

Table 4-20 presents the Condition Profile for the City’s lighting infrastructure inventory. This initial report has considered information gathered in the 2013 Inventory Review as it relates to estimated age, luminaire type, luminaire size and perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Table 4-20: Lighting Condition Profile

Lighting Inventory	Very Poor	Poor	Fair	Good	Very Good
Weight	0.2% of Total	0.4% of Total	.06 of Total	.08% of Total	1.0% of Total
Installation Age	50.00	20.00	10.00	10.00	10.00
Luminaire Type	25.59	18.22	7.71	39.75	8.73
Luminaire Size (Wattage)	33.05	10.76	7.71	39.75	8.73
Physical Condition	10.00	10.00	10.00	50.00	20.00

1.1.34 Report Card

Table 4-21 shows the average ratings and overall report card grade for the City’s Lighting Inventory.

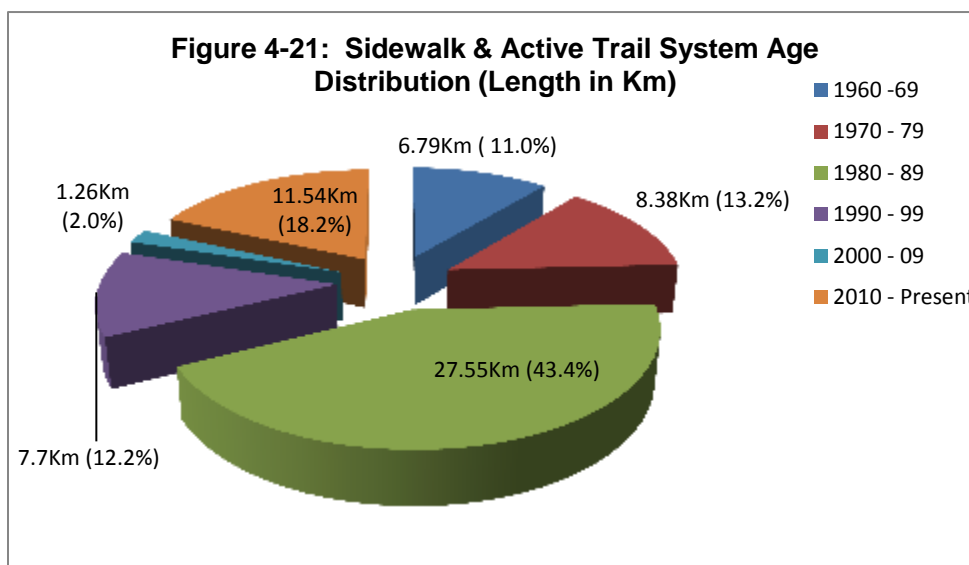
Table 4-21: Lighting Inventory Report Card

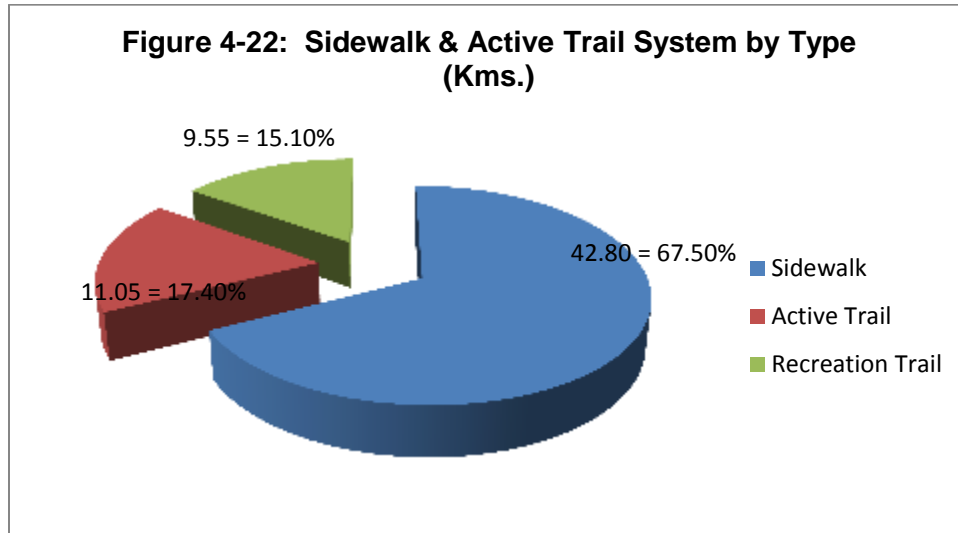
Installation Age Rating	Luminaire Rating	Size / Capacity Rating	Condition Rating	Overall Rating
42.00	57.57	56.07	72.00	56.91

Sidewalks & Active Trails

1.1.35 Inventory Overview

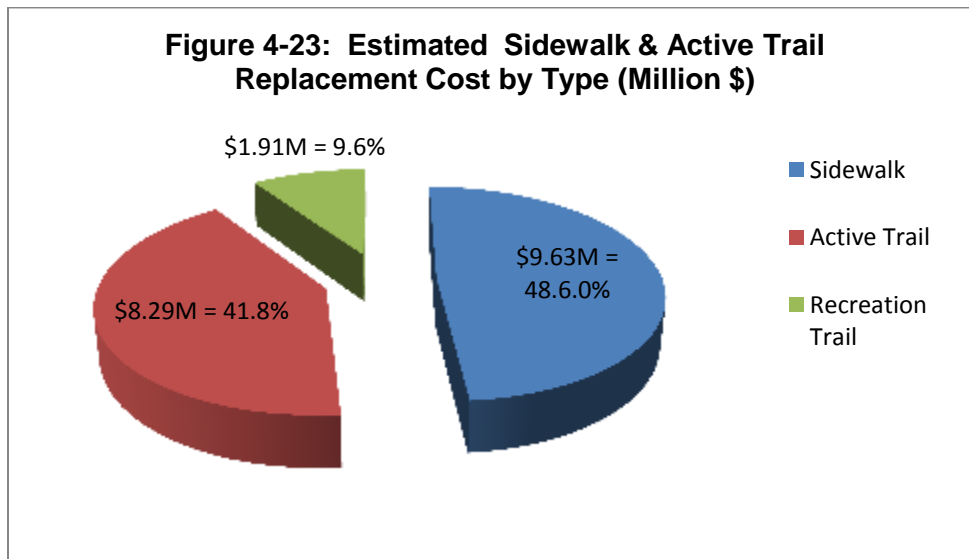
The City currently owns and maintains approximately 42.6 km of sidewalks, and nearly 20.6 km of active recreational trails. Insufficient information is available regarding the specific year of construction, however, the City has been able to categorize the asset inventory by decade. Figures 4-21 and 4-22 show the estimated age distribution and classifications for the City's sidewalks and active trails.





1.1.36 Financial Summary

The estimated replacement cost for the City’s sidewalk and active trail inventory is approximately \$19.83 M based on 2013 costs. The most value invested in the system is in Sidewalks representing 48.6 percent of the total asset inventory value. This translates to \$9.63M. Figure 4-23 shows the financial distribution of the walkway network by installation type.



1.1.37 Sidewalk and Trails Inventory Condition Profile

Table 4-22 presents the Condition Profile for the City’s sidewalk and trails infrastructure inventory. This initial report has considered information gathered in the 2013 Inventory Review as it relates to estimated age, surface type, surface width and perceived or reported physical

condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Table 4-22: Sidewalk and Trails Condition Profile

Sidewalk and Trail Inventory	Very Poor	Poor	Fair	Good	Very Good
Weight	0.2 % of Total	0.4 % of Total	0.6 % of Total	0.8 % of Total	1.0 % of Total
Installation Age	10.74	13.25	43.57	14.17	18.27
Surface Type	10.00	20.00	30.00	20.00	20.00
Surface Width	10.00	10.00	40.00	20.00	20.00
Phys. Condition	20.00	20.00	20.00	20.00	20.00

1.1.38 Report Card

Table 4-23 shows the average ratings and overall report card grade for the City’s Sidewalk and Active Trails Inventory.

Table 4-23: Sidewalk and Trails Inventory Report Card

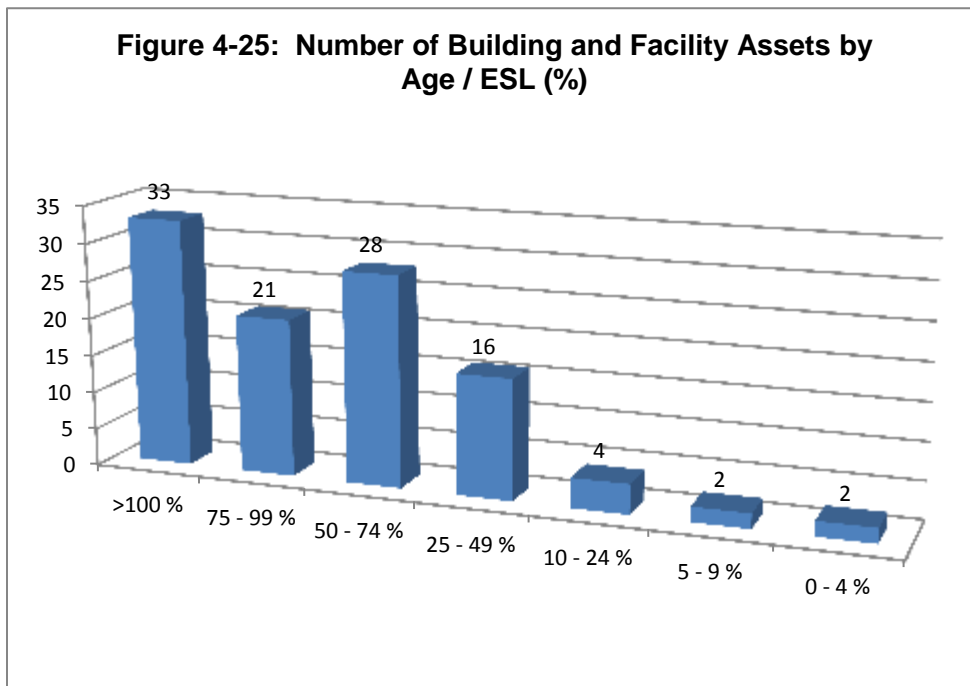
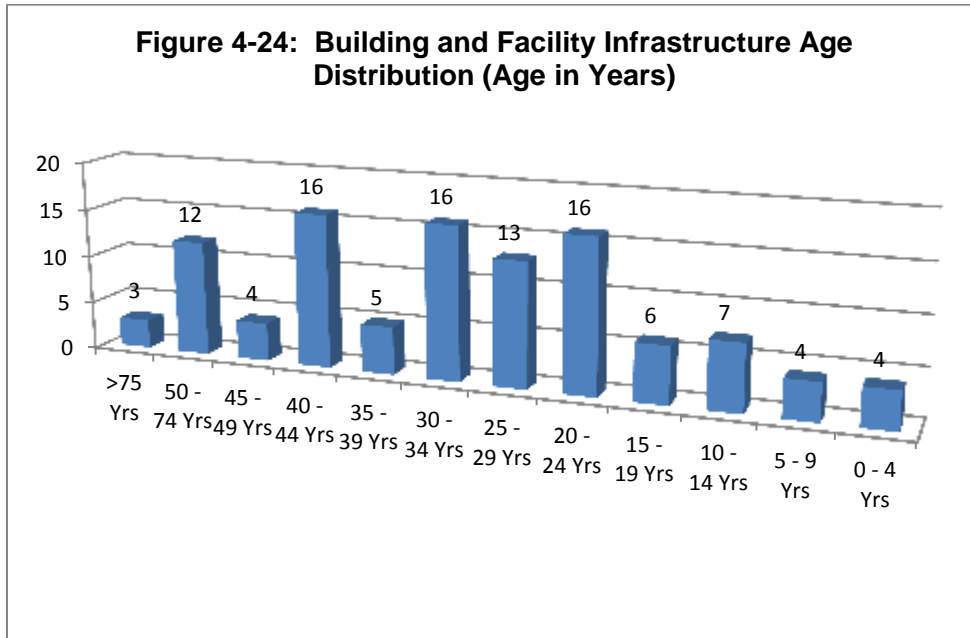
Installation Age Rating	Surface Type Rating	Surface Width Rating	Condition Rating	Overall Rating
63.20	64.00	64.00	60.00	62.80

Land, Buildings & Equipment

1.1.39 Inventory Overview

The City of Temiskaming Shores holds a total of 579 parcels of land, varying from 0.01 to 78.62 Ha in size. Within these parcels, the City owns and maintains approximately 106 facilities ranging from municipal buildings and community centres to environmental treatment facilities. Facility components range in age from new to over 100 years old, each with an individual estimated service life (ESL). The percentage of useful life exceeded ranges from 6% to over 265%.

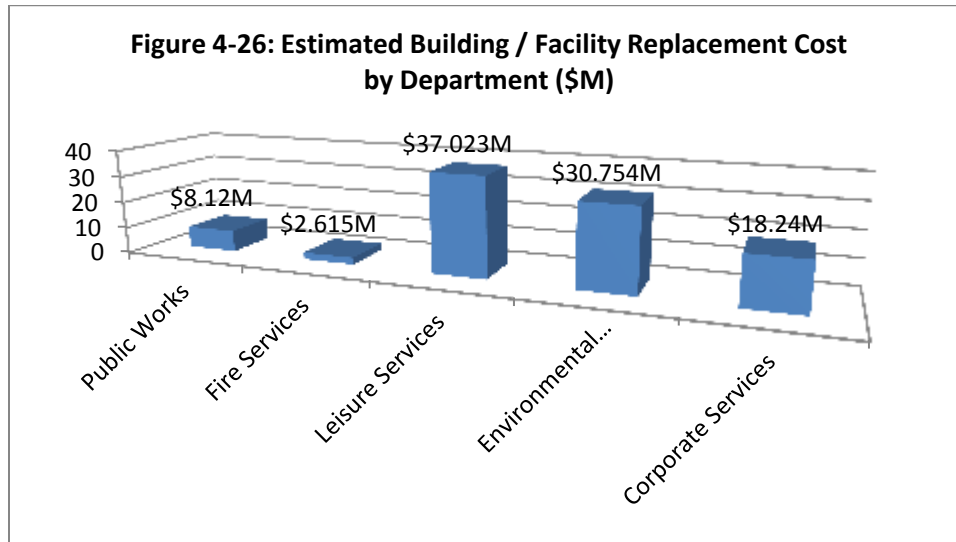
Figure 4-24 and Figure 4-25 show the age distribution and estimated service life of the building assets.



1.1.40 Financial Summary

The estimated replacement cost for the City’s building and facility inventory is approximately \$96.75M based on 2013 costs. Leisure Services building and facilities represent an estimated

38.3% or \$\$\$37.023M of the total asset inventory value. Figure 4-26 shows the estimated replacement cost of the building and facility assets by department.



1.1.41 Buildings & Facilities Inventory Condition Profile

Table 4-24 presents the Condition Profile for the City’s building and facilities infrastructure inventory. This initial report has considered information gathered in the 2013 Inventory Review as it relates to estimated age, building use, structural condition and perceived or reported physical appearance in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Table 4-24: Building & Facilities Condition Profile

Building & Facilities Inventory	Very Poor	Poor	Fair	Good	Very Good
Weight	0.2 % of Total	0.4 % of Total	0.6 % of Total	0.8 % of Total	1.0 % of Total
Buildings Age	31.13	19.81	26.42	18.87	3.77
Building Use	10.00	10.00	30.00	30.00	20.00
Structural Condition	5.00	5.00	20.00	40.00	30.00
Phys. Appearance	5.00	5.00	20.00	40.00	30.00

1.1.42 Report Card

Table 4-25 shows the average ratings and overall report card grade for the City’s Building & Facilities Inventory.

Table 4-25: Building & Facilities Inventory Report Card

Building Asset Age Rating	Building Use Rating	Structural Condition Rating	Appearance Rating	Overall Rating
48.87	68.00	77.00	77.00	67.72

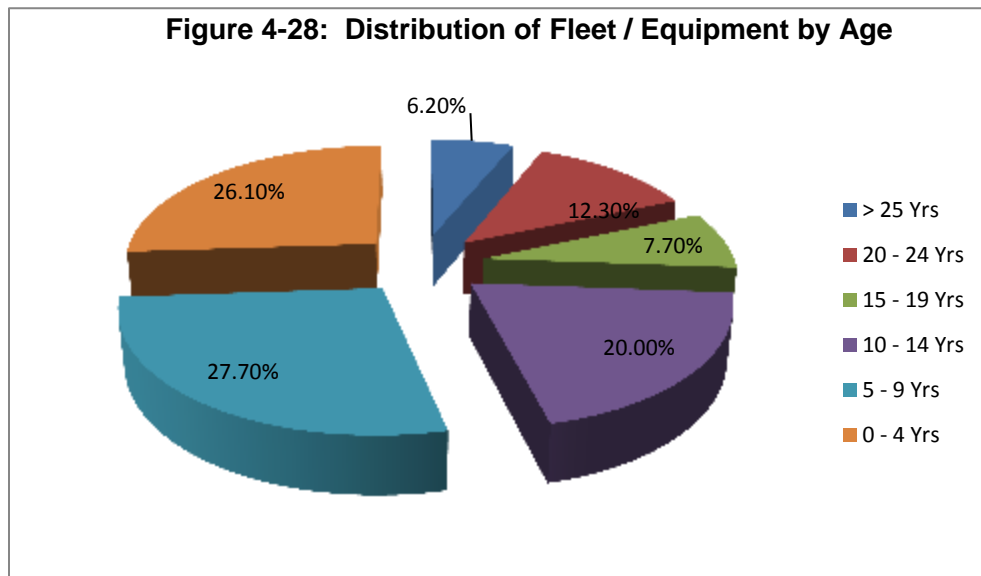
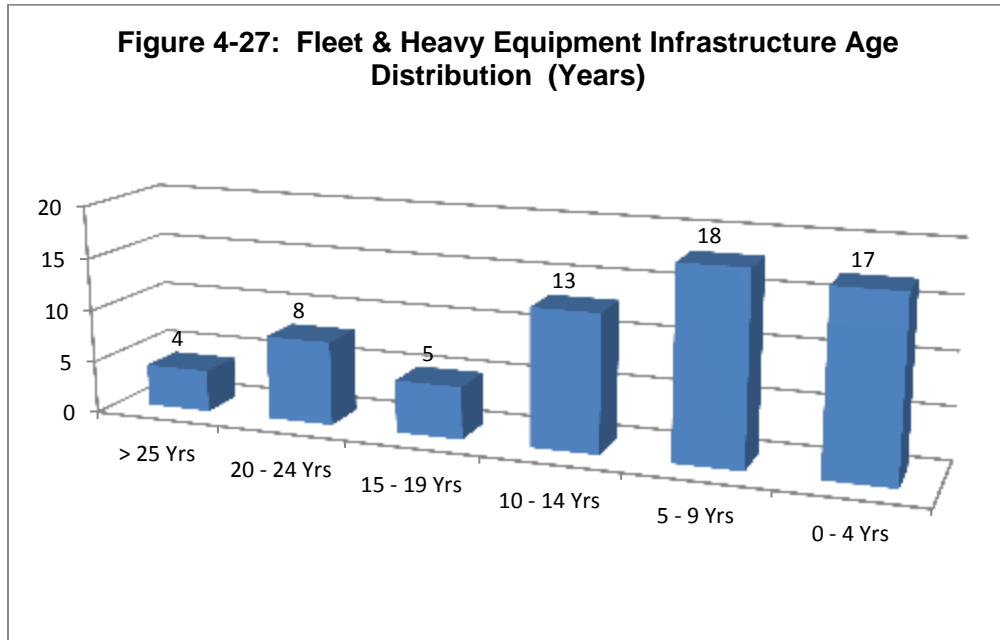
Fleet / Heavy Equipment

1.1.43 Inventory Overview

The City of Temiskaming Shores controls 65 fleet / heavy equipment assets, each with type with an individual estimated service life (ESL). The average age of the City's fleet is approximately 11.7 years. Table 4-26 summarizes the number of fleet assets by department. Figure 4-27 and Figure 4-28 illustrates the number and distribution of fleet assets by age.

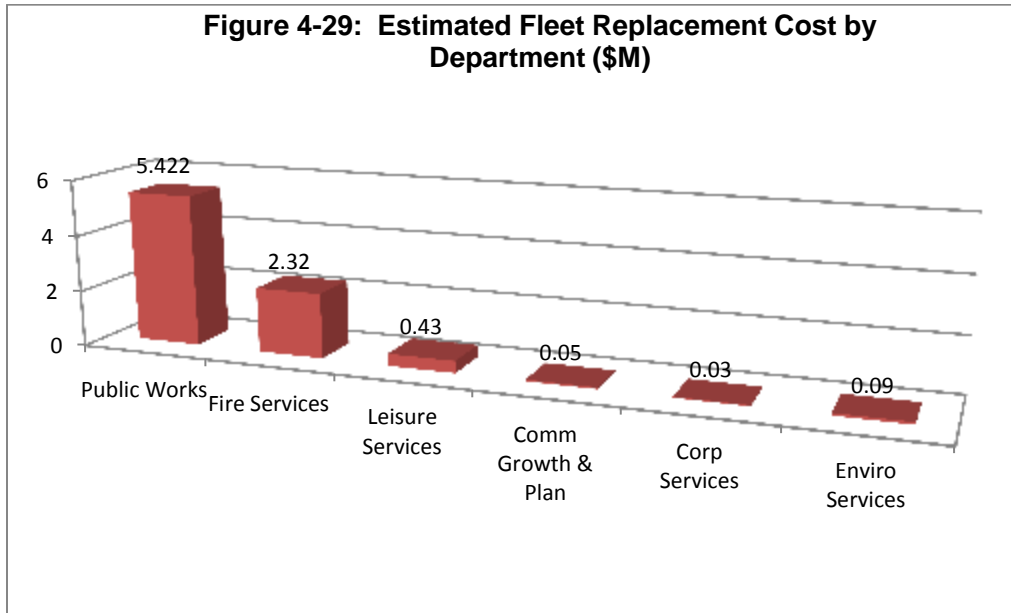
Table 4-26: Number of Fleet Assets by Department

Department	Number of Fleet Assets	Average Age (Yrs.)
Fire Services	SUV's – 2	8 years
	Rescue / Support – 3	15 years
	Pumper / Tankers – 7	14 years
Leisure Services	Light Duty – 4	7 years
	SUV's – 1	8 years
	Ice Resurface Machine – 3	8 years
	Mower / tractor – 4	4 years
Community Growth & Planning Services	Light Duty - 2	2 years
Corporate Services	Cemetery Tractor – 2	19.5 years
	Cemetery Mower – 2	5 years
Environmental Services	Light Duty – 2	11 years
Public Works & Building Services	Light Duty – 8	9 years
	Medium Duty – 2	3 years
	Single Axle – 3	21 years
	Tandem Axle – 6	4.5 years
	Sidewalk Machine – 2	6 years
	Street Sweeper – 1	8 years
	Motor Grader – 5	20 years
	Loader – 2	10 years
	Backhoe / Loader – 3	13 years
	Tractor – 1	43 years

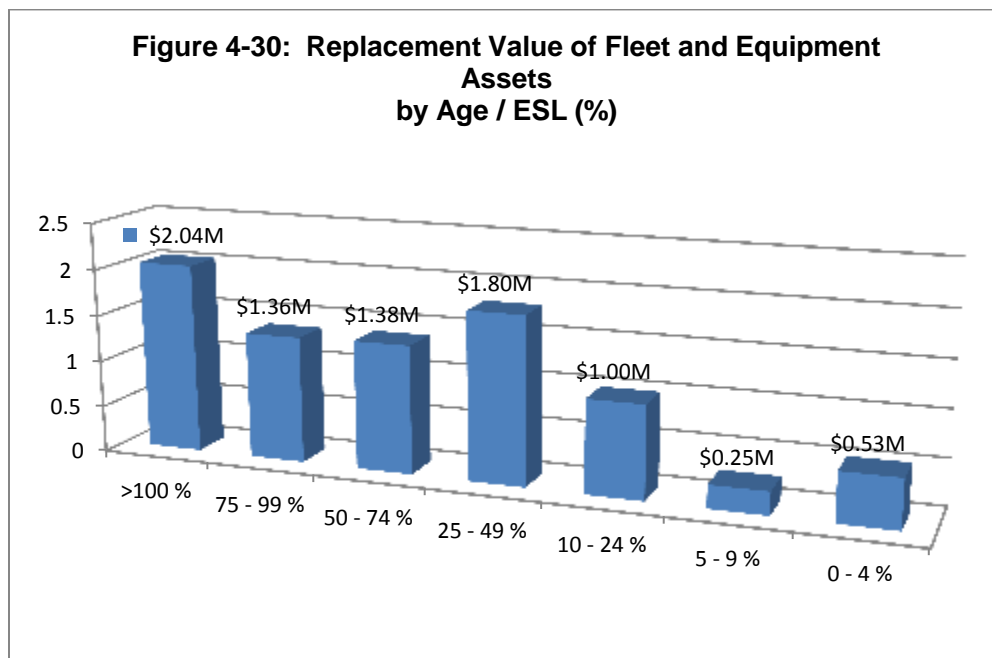


1.1.44 Financial Summary

The majority of the fleet assets are held by the Public Works & Building Services (65.0 percent) and Fire Services (27.8 percent) departments. This corresponds to roughly \$7.74M of the total asset replacement value of \$8.34M. Figure 4-29 shows the fleet and heavy equipment asset inventory replacement cost broken down by department.



Based on the 2013 review of the fleet and heavy equipment inventory data, approximately 18.3 percent of the assets have met or exceeded their estimated service life. This, and the corresponding replacement cost, is illustrated in Figure 4-30.



1.1.45 Fleet and Heavy Equipment Inventory Condition Profile

Table 4-27 presents the Condition Profile for the City’s fleet and heavy equipment infrastructure inventory. This initial report has considered information gathered in the 2013 Inventory Review as it relates to equipment age, intended use, mechanical condition and perceived or reported serviceability of the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Table 4-27: Fleet & Heavy Equipment Condition Profile

Fleet & Heavy Equipment Inventory	Very Poor	Poor	Fair	Good	Very Good
Weight	0.2 % of Total	0.4 % of Total	0.6 % of Total	0.8 % of Total	1.0 % of Total
Equipment Age	6.15	12.31	7.70	47.69	26.15
Intended Use	10.00	15.00	15.00	20.00	40.00
Mechanical Condition	15.00	20.00	15.00	20.00	30.00
Serviceability	5.00	10.00	10.00	35.00	40.00

1.1.46 Report Card

Table 4-28 shows the average ratings and overall report card grade for the City’s Fleet & Heavy Equipment Inventory.

Table 4-28: Fleet & Heavy Equipment Inventory Report Card

Equipment Age Rating	Intended Use Rating	Mechanical Condition Rating	Serviceability Rating	Overall Rating
75.07	73.00	66.00	79.00	73.27

Desired Levels of Service

Introduction

Desired levels of service are high level indicators, comprised of many factors that, as listed below, establish defined quality thresholds at which municipal services should be supplied to the community. They support the organization’s strategic goals and are based on customer expectations, statutory requirements, standards, and the financial capacity of a municipality to deliver those levels of service.

Levels of Service are used:

- to inform customers of the proposed type and level of service to be offered;
- to identify the costs and benefits of the services offered;
- to assess suitability, affordability and equity of the services offered;
- as a measure of the effectiveness of the asset management plan
- as a focus for the AM strategies developed to deliver the required level of service

In order for a municipality to establish a desired level of service, it will be important to review the key factors involved in the delivery of that service, and the interactions between those factors. In addition, it will be important to establish some key performance metrics and track them over an annual cycle to gain a better understanding of the current level of service supplied.

Within this Asset Management Plan, key factors affecting level of service will be outlined below and some key performance indicators for each asset type will be outlined for further review. This will provide a framework and starting point from which the City can determine future desired levels of service for each infrastructure class.

The City of Temiskaming Shores target Levels of Service have been linked to Council's vision, goals and objectives for infrastructure assets as presented in Section 2, *Asset Management Policy*, of this Plan and include the key factors listed below.

Key Factors that Influence Level of Service

- Strategic and Corporate Goals
- Legislative and Regulatory Requirements
- Expected Asset Performance
- Community Expectations
- Availability of Finances

1.1.47 Strategic and Corporate Goals

Infrastructure levels of service can be influenced by strategic and corporate goals. Strategic plans spell out where an organization wants to go, how it's going to get there, and helps decide how and where to allocate resources, ensuring alignment to the strategic priorities and objectives. It will help identify priorities and guide how municipal tax dollars and revenues are spent into the future. The level of importance that a community's vision is dependent upon infrastructure, will ultimately affect the levels of service provided or those levels that it ultimately aspires to deliver.

1.1.48 Legislative and Regulatory Requirements

Infrastructure levels of service are directly influenced by many legislative and regulatory requirements. For instance, the Safe Drinking Water Act, the Minimum Maintenance Standards for municipal highways, Ontario Building Code, and the Accessibility for Ontarians with Disabilities Act are all legislative requirements that prevent levels of service from declining below a certain standard.

1.1.49 Expected Asset Performance

A level of service will be affected by current asset condition, and performance and limitations in regards to safety, capacity, and the ability to meet regulatory and environmental requirements. In addition, the design life of the asset, the maintenance items required, the rehabilitation or replacement schedule of the asset, and the total costs, are all critical factors that will affect the level of service that can be provided.

1.1.50 Community Expectations

Levels of services are directly related to the expectations that the general public has from the infrastructure. For example, the public will have a qualitative opinion on what an acceptable road looks like, and a quantitative one on how long it should take to travel between two locations. Infrastructure costs are projected to increase dramatically in the future, therefore it is essential that the public is not only consulted, but also be educated, and ultimately make choices with respect to the service levels that they wish to pay for.

1.1.51 Availability of Finances

Availability of finances will ultimately control all aspects of a desired level of service. Ideally, these funds must be sufficient to achieve corporate goals, meet legislative requirements, address the asset's life cycle needs, and meet community expectations. Levels of service will be dictated by availability of funds or elected officials' ability to increase funds, or the community's willingness to pay.

Key Performance Indicators

Performance measures or key performance indicators (KPIs) that track levels of service should be specific, measurable, achievable, relevant, and time bound (SMART). Many good performance measures can be established and tracked through the CityWide suite of software products. In this way, through automation, results can be reviewed on an annual basis and adjustments can be made to the overall asset management plan, including the desired level of service targets.

In establishing measures, a good rule of thumb to remember is that maintenance activities ensure the performance of an asset and prevent premature aging, whereas rehab activities extend the life of an asset. Replacement activities, by definition, renew the life of an asset. In addition, these activities are constrained by resource availability (in particular, finances) and strategic plan objectives. Therefore, performance measures should not just be established for

operating and maintenance activities, but also for the strategic, financial, and tactical levels of the asset management program. This will assist all levels of program delivery to review their performance as part of the overall level of service provided.

This is a very similar approach to the “balanced score card” methodology, in which financial and nonfinancial measures are established and reviewed to determine whether current performance meets expectations. The “balanced score card”, by design, links day to day operations activities to tactical and strategic priorities in order to achieve an overall goal, or in this case, a desired level of service.

The structure of accountability and level of indicator with this type of process is represented in the following diagram, modified from the InfraGuide’s best practice document, “Developing Indicators and Benchmarks” published in April 2003.

Level of Indicator	Municipal Structure
Strategic	Council & City Manager
Tactical	Director of Public Works
Tactical & Operational	Mngr. Physical Assets & Compliance Officer
Operational	Transportation & Environmental Divisions

As a note, a caution should be raised over developing too many performance indicators that may result in data overload and lack of clarity. It is better to develop a select few that focus in on the targets of the asset management plan.

Outlined below for each infrastructure class is a suggested service description, suggested service scope, and suggested performance indicators. These should be reviewed and updated in each update of the Asset Management Plan.

1.1.52 Transportation Services

The city’s transportation network comprises approximately 488 lane kilometres of roadway, 9 bridges, 6 large culverts, sidewalks, signs, traffic signals and street lights. Together, this infrastructure enables the municipality to deliver transportation and pedestrian facility services and give people a range of options for moving about in a safe and efficient manner.

5.3.1.1 Scope of Services

- **Movement** – providing for the movement of people and goods.
- **Access** – providing access to residential, commercial, and industrial properties and other community amenities.
- **Recreation** –providing for recreational use, such as walking, cycling, or special events such as parades.

1.1.53 Performance Indicators

Strategic Indicators	<ul style="list-style-type: none"> ▪ Percentage of total reinvestment compared to asset replacement value ▪ Completion of strategic plan objectives (related
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	to transportation)
Financial Indicators	<ul style="list-style-type: none"> ▪ Annual revenues compared to annual expenditures ▪ Annual replacement value depreciation compared to annual expenditures ▪ Total cost of borrowing compared to total cost of service ▪ Revenue required to maintain annual network growth
Tactical Indicators	<ul style="list-style-type: none"> ▪ Percentage of road network rehabilitated / reconstructed ▪ Value of bridge / large culvert structures rehabilitated or reconstructed ▪ Overall road condition index as a percentage of desired condition index ▪ Overall bridge condition index as a percentage of desired condition index ▪ Annual adjustment in condition indexes ▪ Annual percentage of network growth ▪ Percent of paved road lane km where the condition is rated poor or critical ▪ Number of bridge / large culvert structures where the condition is rated poor or critical ▪ Percentage of road network replacement value spent on operations and maintenance ▪ Percentage of bridge / large culvert structures replacement value spent on operations and maintenance
Operational Indicators	<ul style="list-style-type: none"> ▪ Percentage of road network inspected within last 5 years ▪ Percentage of bridge / large culvert structures inspected within last two years ▪ Operating costs for paved roads per lane km ▪ Operating costs for gravel roads per lane km ▪ Operating costs for bridge / large culvert structures per square metre ▪ Number of customer requests received annually ▪ Percentage of customer requests responded to within 24 hours

1.1.54 Water & Sewer Services

The city’s water distribution/treatment network comprises 82 km of water main, 460 hydrants, 775 valves and various water facilities. The sewer network comprises 70.4 km of sanitary sewer main, 898 maintenance holes and pump stations. The storm sewer network also

comprises of 52.3 km of storm main, 845 catch basins and maintenance holes, 468 km of open ditches and numerous outlets.

Together, the above infrastructure enables the City to deliver a potable water distribution service, and a waste water and storm water collection service to the residents of the municipality.

5.3.2.1 Scope of Services

- The provision of clean safe drinking water through a distribution network of water mains and pumps.
- The removal of waste water through a collection network of sanitary sewer mains.
- The removal of storm water through a collection network of storm sewer mains, and catch basins

5.3.2.2 Performance Indicators

Strategic Indicators	<ul style="list-style-type: none"> ▪ Percentage of total reinvestment compared to asset replacement value ▪ Completion of strategic plan objectives (related to water/sanitary/storm)
Financial Indicators	<ul style="list-style-type: none"> ▪ Annual revenues compared to annual expenditures ▪ Annual replacement value depreciation compared to annual expenditures ▪ Total cost of borrowing compared to total cost of service ▪ Revenue required to maintain annual network growth ▪ Lost revenue from system outages
Tactical Indicators	<ul style="list-style-type: none"> ▪ Percentage of water/sanitary/storm network rehabilitated / reconstructed ▪ Overall water/sanitary/storm network condition index as a percentage of desired condition index ▪ Annual adjustment in condition indexes ▪ Annual percentage of growth in water/sanitary/storm network ▪ Percentage of mains where the condition is rated poor or critical for each network ▪ Percentage of water/sanitary/storm network replacement value spent on operations and maintenance
Operational Indicators	<ul style="list-style-type: none"> ▪ Percentage of water/sanitary/storm network inspected ▪ Operating costs for the collection of wastewater per kilometre of main ▪ Number of wastewater main backups per 100 kilometres of main ▪ Operating costs for storm water management (collection, treatment, and disposal) per kilometre of drainage system. ▪ Operating costs for the distribution/ transmission of drinking water per kilometre of water distribution pipe. ▪ Number of days when a boil water advisory issued by the medical officer of health, applicable to a municipal water supply, was in

	<p>effect.</p> <ul style="list-style-type: none"> ▪ Number of water main breaks per 100 kilometres of water distribution pipe in a year. ▪ Number of customer requests received annually per water / sanitary / storm networks ▪ Percentage of customer requests responded to within 24 hours per water / sanitary
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Data Collection

To appropriately record, track and monitor Levels of Service, the City will continue with or initiate programmes to collect the following types of information in addition to using discrete asset identifiers:

1.1.55 Water System

1. Date of break or water quality incident
2. Location of break or water quality incident
3. Cause of break or water quality incident
4. Estimated water loss
5. Pipe characteristics (diameter, material, installation year)
6. Time taken to respond to the incident
7. Time taken to return water mains back to service

1.1.56 Sanitary Sewer System

1. Date of blockage
2. Location of blockage
3. Cause of blockage
4. Pipe characteristics (diameter, material, installation year)
5. Time taken to respond to the incident
6. Time taken to return sewer back to service
7. CCTV inspection or Pipe Condition Rating

1.1.57 Storm Sewer System

1. Date of blockage or "flooding on road" incident
2. Location of blockage / flood (road and location on road)
3. Rainfall depth for discrete events
4. Time taken to respond to the incident

5. Time taken to return road back to service
6. Pipe characteristics (diameter, material, installation year)
7. CCTV inspection or Pipe Condition Rating

1.1.58 Roads Network

1. Road name inclusive of location (from/to)
2. Physical road characteristics (surface material, installation year)
3. Provincial road classification
4. Maintenance performed on the road (task and the date most recently resurfaced)
5. Pavement Condition survey resulting in a Pavement Condition Index (PCI)
6. Average Annual Daily Traffic (AADT) measured or reported
7. Annual operating costs for hard surface roads

1.1.59 Bridges

1. Bridge Name, Location & Provincial Bridge File Number
2. Bridge Characteristics (construction type, material, installation year)
3. Maintenance conducted on bridge (task and the date most recently repaired)
4. Bridge Condition Index (BCI) as per OSIM inspection
5. Average Annual Daily Traffic (AADT) report as per OSIM inspection
6. Detour route based on OSIM inspection
7. Bi-Annual Appraisal Reports

1.1.60 Street & Traffic Control Lighting

1. Pole location (GPS co-ordinates and Number)
2. Pole material /condition (good, fair, poor)
3. Luminaire Characteristics (arm length, bulb type and wattage, installation year)
4. Installation condition (good, fair, poor)
5. Maintenance conducted on light (task and the date most recently repaired)
6. Annual operating costs for lighting (Hydro consumption)

This information should be recorded in a database (Municipal Data Works) and reviewed annually to determine appropriateness and applicability as time and maintenance programs are carried out. It is suggested that the City consider the use of a weighted matrix, as presented in Table 5-1, to assist with the determination of future capital and maintenance programs.

Table 5-1: Sample Weighted Matrix for Sanitary Sewer System

Criteria	Detail	Range Values	Range Ratings	Units	Weighting
Install Year	Lifespan Remaining	1913 - 2013	1 - 10	Years	30%
Location	Impact of failure & area affected		1 - 10	N/A	15%
Material	Material descriptor		1 - 10	N/A	40%
Size	Impact of failure & number of connections affected	1 - 50	1 - 10	Millimetres	15%

Asset Management Strategy

Introduction

1.1.61 Approach

An Asset Management Strategy can be broken down into six types of planned actions:

Non-infrastructure solutions

- Actions or policies that impact the total lifecycle cost or lifespan of individual assets or asset networks.

Operations & maintenance activities

- Standard Operating Procedures and regularly scheduled inspections and maintenance.

Renewal / rehabilitation activities

- Significant repairs that improve assets' condition and extend the useful lifespan.

Replacement activities

- Activities at the end of assets' useful lifespan. Assets can be replaced with similar infrastructure, alternative infrastructure or non-infrastructure solutions to meet or adjust the service needs.

Disposal activities

- Activities related with the removal and safe disposal of assets upon completion of the service life, the replacement, or when otherwise no longer needed by the City.

Expansion activities

- Activities required to extend service, meet growth demands, or increase the levels of service provided.

In addition to the planned actions, the Asset Management Strategy addresses the procurement methods, and provides an overview of risks associated with the Strategy.

1.1.62 Asset Replacement Strategy Overview

The Asset Management Strategy considers the estimated unit replacement cost to forecast the capital investment required on five-year intervals in the 25 year time horizon between 2014 and 2038. Replacement costs were calculated using 2013 dollars with an inflation rate of 3 percent. Where the per unit replacement cost estimate was less than the replacement cost cited in the PSAB 3150 registry, the greater value was used.

For the initial 10 year period, infrastructure replacement has been optimized between the road network, water system, sanitary sewer system, and storm water system. Since the road network requires the most frequent capital interventions, it was used as the basis for driving the strategy. If the buried infrastructure was within 10 years of its Estimated Service Life when the road was scheduled to be rehabilitated or replaced, the capital replacement of the buried asset would be accelerated to correspond with the road intervention. The objective of this coordination of effort is to minimize disruptions to the public, while reducing overall costs by bundling activities.

To forecast the cost for replacing assets, a variety of assumptions were made as outlined in the following sections. The estimated unit costs were compared with recent, local construction costs and compared with the replacement cost estimates recorded in the City's PSAB registry. The larger total replacement cost has been applied. This decision was made assuming that the greater value would provide a greater tolerance for errors in the estimates. Moving forward, the City will track infrastructure investments to improve the accuracy and reliability of unit replacement cost estimates as well as enable the inclusion of non-capital (operations and maintenance) expenditures in the Plan.

1.1.62.1 Water System

The following assumptions were made in estimating the per unit replacement cost:

- Quantity calculation based on a 250 m segment of water main that includes 1 intersection assumed to include 2 fire hydrants and 4 gate valves.
- The replacement cost estimate includes:
 - ✓ Excavation, supply and installation of pipe, fire hydrants and valve boxes; and
 - ✓ Excavation, supply and installation of water services to property line (15 m or 50 foot lot frontage is assumed as an overall City average, therefore 12 services are installed per 100 m).

- The replacement cost does not include removal of retired assets or provision of a temporary water main.

Table 6-1 below shows the cost to replace one meter of water main for pipe diameters used in the City of Temiskaming Shores.

Table 6-1: Replacement Cost Per Metre for Water Mains by Diameter

Water Main Diameter (mm)	Replacement Cost per Metre
150	\$ 400
200	\$ 425
250	\$ 450
300	\$ 500
450	\$ 350

*Note – Pipe diameters less than 150 mm will be replaced with 150 mm water mains. Estimated cost for replacement includes all pipe, appurtenances and service connections. Pipe diameters greater than 300 are assumed to be transmission lines from source/plant to reservoir with no service connections.

1.1.62.2 Sanitary Sewer System

The following assumptions were made in estimating the per unit replacement cost:

- One maintenance hole per 125 m.
- The replacement cost estimate includes:
 - ✓ Excavation, supply and installation of pipe and maintenance hole structures; and
 - ✓ Excavation, supply and installation of sanitary sewer services to property line (15 m or 50 foot lot frontage is assumed as an overall City average, therefore 12 services are installed per 100 m).
- The replacement cost does not include removal of retired assets or diversion of existing flows.
- Sanitary Sewer depth of 2.8 to 3.0 m.

Table 6-2 below shows the cost to replace one meter of sanitary sewer pipe for diameters used in the City of Temiskaming Shores.

Table 6-2: Replacement Cost Per Metre for Sanitary Sewer Mains by Diameter

Sanitary Sewer Main Diameter (mm)	Replacement Cost per Metre
200	\$ 400
250	\$ 425
300	\$ 450
375 - 450	\$ 500

>450	\$ 400
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*Note – Pipe diameters less than 200 mm will be replaced with 200 mm sanitary sewer mains. Estimated cost for replacement includes all pipe, appurtenances and service connections. Pipe diameters greater than 450 are assumed to be truck mains with minimal service connections.

1.1.62.3 Storm Water System

The following assumptions were made in estimating the per unit replacement cost:

- Pipe and structure quantity calculation based on a 200 m segment of storm water pipe including 1 intersection where it was assumed an average of 2 maintenance holes, 6 catch basins and leads per segment.
- The replacement cost estimate includes:
 - ✓ Excavation, supply and installation of pipe, catch basin and maintenance hole structures.
- The replacement cost does not include removal of retired assets.
- Storm Sewer depth of 2.5 to 3.5 m.

Table 6-3 below shows the cost to replace one meter of storm water pipe for diameters used in the City of Temiskaming Shores.

Table 6-3: Replacement Cost Per Metre for Storm Sewer Mains by Diameter

Storm Sewer Main Diameter (mm)	Replacement Cost per Metre
300	\$ 425
350 - 400	\$ 500
450 - 500	\$ 575
600	\$ 650
750	\$ 750
800	\$ 825
900	\$ 900
>1000	\$ 1000

*Note – Pipe diameters less than 300 mm will be replaced with 300 mm storm sewer mains. Estimated cost for replacement includes all pipe, appurtenances and service connections where required.

1.1.62.4 Roads Network

The capital forecast for the Road Network assumed that the short-term needs (investments for the first 10 years) would follow the interventions identified in the review of the Roads Needs Study (RNS). The long-term forecast was developed utilizing PSAB records being integrated with the results from the RNS. There is some degree of risk for duplication of costs; however, this is considered a minor risk in that the accuracy of such a forecast typically decreases as the time horizon increases.

The following assumptions were made in estimating the per unit replacement cost for the long-term forecast:

Asphalt Surface

- The replacement cost estimates assumes that all existing asphalt surfaces will be replaced with asphalt.
- Asphalt depth is assumed at 100 mm for Class 2, 90 mm for Class 3 & 4 and 70 mm for all other roadways.
- Price does not include asphalt removal.
- Price is for supply, haul, place and compaction of asphalt only.
- Assumed width of lane is 3.75 m.

Using those assumptions, a projected replacement cost of \$65 to \$100 per square metre (depending on the roadway classification) is assumed for the long term replacement forecast.

Surface Treatment

- The replacement cost estimates assume that all existing surface treatment areas will be replaced with surface treatment.
- Surface treatment application is assumed to be double prime treatment at first application followed by a third application after year three.
- Surface treatment of existing gravel surface roadways will be carried out at a rate of no less than 3.0 kilometres per year.
- Price does not include pulverizing or grading of existing surface.
- Price is for supply, haul, place and compaction of Class 2 aggregate and emulsion.
- Assumed width of lane is 3.50 m.

Using those assumptions, a projected replacement / resurfacing cost of \$35 per square metre is assumed for the long term replacement forecast.

Gravel

- The replacement cost estimates assume that all remaining gravel surfaces areas will be resurfaced every ten (10) years.
- Granular application is assumed to be 75 mm in depth.
- Price does not include pulverizing or grading of existing surface.
- Price does not include re-grading of roadside ditches prior to placement of granular material.

- Price is for supply, haul, place and compaction of Granular "A" aggregate.
- Roadway stabilization, in advance of surface treatment to be considered.
- Assumed width of lane is 3.50 m.

Using those assumptions, a projected replacement cost of \$10.00 per square metre is assumed for the long term replacement forecast. An estimated cost of \$20.00 per square metre is assumed for road stabilization and resurfacing prior to the placement of bituminous surface treatment.

1.1.62.5 Other Infrastructure

The following assumptions were made in estimating the per unit replacement cost:

- Assets will be replaced with like-assets.
- Replacement costs are assumed to be equal to those anticipated in 2013 or inflated historical costs, whichever is greater.

For the purposes of this report:

- Equipment assets required for facility operation have been included with the building or facility.
- Park space, parking lots and vacant land have been included with "lands".
- Equipment valued at over \$5000 has been included in the fleet and heavy equipment inventory.

Non-Infrastructure Solution

1.1.63 Data Collection Strategies

Data Collection Preparation

A meeting should be arranged shortly prior to, or as part of collection projects, in order to determine what information is to be updated or augmented, what information is currently available and what the condition is of that information. To facilitate this, an initial data review should be conducted of available data related to the collection exercise. Sources of information should include but not be limited to:

- Infrastructure master plans
- Water & sewer models
- Engineering as-built or record drawings
- Planning studies
- Paper maps

- AutoCAD drawings or GIS files/databases
- Inspection reports
- Imagery

These data-sources should be integrated into a single source appropriate for the data collection exercise. It is generally good practice to house this information in a database. If field staff are performing the data collection using a digital collector (GPS, tablet etc.), where possible, the database should be loaded onto this device so that updates can be made directly. The data schema and populated database should be reviewed prior to commencement of collection and be returned for review and QA/QC after collection. A data gap analysis will then be performed that will assess the level of effort required to complete the inventory and identify any assumptions to be made. It is important to note that the completeness and accuracy of the inventory is based on the available existing information, staff knowledge and the visibility of above ground assets. If possible and acceptable, some data may be synthesized based on existing data, but must be flagged as such in the database. Only after all available data-sources have been exhausted should field collection be considered.

Field Data Collection

After all pertinent and available information has been compiled, verified and audited (with appropriate reporting), a field data collection task may be necessary to determine additional or still missing information. A meeting will be held to determine the level of detail required and final use of the information. This will include confirmation and sign-off of the proposed data-model, as well as a detailed list of assets to be collected and what information about those assets is to be collected (overall schema). Sign-off will also be obtained if any special access is required on-site as well as any safety equipment required. All tools to be used in the data collection will be presented to the client at this time.

The field crew supervisor will ensure that all field members are aware of their duties and responsibilities. It is vital that appropriately trained field staff be used, particularly if inspections requiring sign-off are required. Inspection forms will be pre-populated if possible. Each field crew member will be responsible for the entirety of their work. If possible, a small pilot area should be completed and submitted for comment.

Once all field data has been collected, it will be compiled within the agreed upon schema and QA/QC'd for quality, standardization and normalization. Once this is complete, the database will be reviewed at a follow up meeting to discuss the results and further requirements.

1.1.64 Data Management Strategies

Information that is collected by the Municipality represents a significant investment of staff time and resources. Proper information and data management processes and procedures are vital to an organisation's ability actively and effectively make use of available resources to provide an appropriate level of service to their customers as well as prepare required reports for auditing and financial purposes such as PSAB 3150 reporting. It is therefore critical that this

information be regularly maintained to ensure the integrity of the information and allow for improved decision making and management of the Municipality's assets. The ability to rely on information is expected to become even more crucial as future Provincial and Federal funding programs become contingent on the accuracy of collected data.

While the City of Temiskaming Shores has a wealth of information available, the development of this Plan has highlighted the need for a more robust and streamlined data management strategy. At its core, a proper data management strategy can be broken down into four primary questions:

- What data should I be collecting and why?
- How should I store this information once collected?
- How often should I review my collected data and how should I maintain it?
- Are there any software / hardware applications available to me that will not only allow me to collect, store and maintain this information but also allow me to use this information to answer questions?

To effectively manage the infrastructure data, the Municipality will adopt a Data Management Policy in line with the following policy statement:

It should become the policy of the Municipality to manage their data effectively and efficiently. This should be done through the use of appropriate computerized applications and databases and the collection and storage only of information that has an immediate use and / or answers an immediate business need as required of the Municipality.

This data will be maintained on a regular schedule for each individual dataset by general agreement or Government mandate.

Metadata defining what data has been collected is available and describing the data in terms of what it represents and how current it is will also be provided.

Once an appropriate data model has been determined and agreed upon, the City will create a schedule to determine who will be responsible for each primary data set, how often this information will be reviewed and how often new collections will be done. This information should be recorded as part of the asset information as metadata so that users know how current the information is.

It should be noted that some information may be acquired from other Agency sources such as the Canadian GeoBase (<http://geobase.ca>). This is a free data source that includes the National Road Network which is maintained by the Federal and Provincial governments. Sources such as this may be used to reduce the time required to maintain key datasets.

1.1.65 Information Storage Strategy

How information is stored is as important if not more so than the information itself. The reason for this is that information storage often dictates not only how easily or quickly information may be accessed and used, but also how it is used in terms of formatting etc.

It is recommended that the City adopt a relational database model for the storage of collected information. Ideally, the City would be able to house all information within a single database structure. Practically though, certain key systems such as finance and taxation are required to be contained within their own systems. This does not preclude however the ability to link information between applications.

The primary advantages of storing information using a database model are that agreed upon data standards are enforced and the duplication of information is reduced or eliminated ensuring that staff use the same information. Examples of this would include street name lists, address lists, assessment role numbers (ARN's) etc.

1.1.66 Software / Hardware Strategy

Software and hardware are often seen and promoted as "solutions." However, they should really be viewed as tools to assist in providing core functions required by City staff.

Databases

As discussed above, database technology is strongly recommended to assist in the storage and retrieval of information. Common applications such as MS Excel can link to a database to retrieve information and provide statistical and empirical evidence and graphs. Databases also excel at interacting with each other such that information can be passed from one system to another relatively easily. Lastly, databases often act as what is termed a "back end" to front facing applications such as finance and taxation systems, asset and customer management systems, maintenance management systems and geographic information systems (GIS).

As discussed above, it is recommended that the City consider a detailed review of enterprise database applications such as Microsoft SQL Server, Oracle, MySQL, PostgreSQL or similar products.

Asset Management

Asset management has become a major concern in recent years for several reasons. Municipalities are aware that much of their above and below ground infrastructure is on the decline. Financial responsibilities have required municipalities to make due with less. Provincial and Federal funding is now being linked to a municipality's ability to show evidence of need (PSAB 3150 reporting).

Asset Management applications take the information that is collected and provided about an asset and assist with the decision making process to allow staff to determine what course of action to take regarding an asset and when.

Maintenance Management

A maintenance management system can assist with the tracking of work performed against specific assets. The detail to which activity is tracked may vary to include costing and time / resources require or may be more general that an activity was performed. This information may be aggregated at regular intervals to assist with establishing a base line for how well an asset is performing.

Operations & Maintenance Activities

The City of Temiskaming Shores currently has several infrastructure condition monitoring and assessment programs in place, including:

Sanitary and Storm Sewer CCTV program

The entire Sanitary and Storm Sewer systems are inspected under a seven year program. Each year, a selection of the pipes are flushed and inspected. Defects are recorded and coded to correspond with PACP standards. Once complete, this will form the benchmark for comparing asset condition. Moving forward, it is recommended that consideration be given to prioritizing the inspection according to the expected deterioration of the system.

Road Needs Study

The Roads Needs Study (RNS) is completed every 5 years utilizing internal forces. The last RNS review was completed in 2013. The study reviews the road network, broken down into sections consistent in their characteristics, and records a variety of performance and condition details for each. This information is used to identify the capital and maintenance needs of the system, the timing for the interventions, and the road priority.

OSIM Bridge Inspections

The Province of Ontario legislates that every bridge be inspected under the Ontario Structure Inspection Manual (OSIM) every two years. From this inspection, a Bridge Condition Index (BCI) is developed that helps to schedule bridge maintenance and upkeep. Safety concerns are to be addressed immediately. The last OSIM Inspection was carried out in 2012.

Due to limitations of this project, costs associated with the operations and maintenance activities have not been included in the asset management strategy. In subsequent updates to of this Plan, the City will incorporate estimates for this work.

Renewal / Rehabilitation Activities

As the City increases the availability of condition data, the Plan will be revised to reflect this information. By monitoring condition data over time, the City will improve their ability to forecast deterioration and identify trends.

Understanding that the information driving the replacement activities is based on asset age, where appropriate, the City will augment the Plan with asset inspections to determine if renewal / rehabilitation is possible prior to replacement of the assets.

Priority projects identified within the City's Renewal/Rehabilitation Activities are shown in following section.

1.1.67 Priority Renewal/Rehabilitation Activities

1.1.67.1 Water System

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Various Locations (NL & Hlby)	Water Valve & Valve Box Rehabilitation	\$150,000
Various Locations (NL & Hlby)	Fire Hydrant Rehabilitation	\$200,000
Various Locations (NL & Dym)	Corrosion Protection Program	\$100,000

1.1.67.2 Sanitary Sewer System

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Various Locations (NL & Hlby)	Re-building of maintenance hole structures	\$150,000
Various Locations (NL & Hlby)	Re-lining of existing sanitary sewer mains	\$200,000

1.1.67.3 Storm Water System

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Various Locations (NL & Hlby)	Re-building of maintenance hole structures	\$150,000
Various Locations (Dym & Hlby)	Ditch revitalization (Re-establish drainage of sub-base and ditches in rural areas)	\$250,000

1.1.67.4 Road Networks

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Lakeshore Road South from Dickson Creek to Radley Hill Road (Completed to Cottage Road)	Culvert Re-lining, Resurfacing & Rehabilitation	\$850,000 (\$600K spent in 2015)
King Street from Morissette Dr. to Lakeview Dr.	Culvert Re-lining, Resurfacing & Rehabilitation	\$1,750,000
King Street from Lakeview Dr. to	Culvert Re-lining, Resurfacing &	\$2,500,000

Louise Street	Rehabilitation	
West Road from Niven Street to Highway 11	Culvert Re-lining, Resurfacing & Rehabilitation	\$1,250,000
Mowat Landing Road from Highway 11 to Firstbrook Line Road	Culvert Replacement, Resurfacing & Rehabilitation	\$750,000
Tobler Road from Highway 11 to Peters Road (1.5 Km.) (Stabilization, granular lift and ditching completed in 2014)	Stabilize and Resurface (Surface Treatment) & Culvert Replacement	\$200,000 (\$95K spent in 2014)
Peters Road from Hwy 65E to Uno Park Road	Stabilize and Resurface (Surface Treatment) & Culvert Replacement	\$750,000
Armstrong Street from Wabi River to Hwy 65E	Resurfacing & Rehabilitation of Roadway Surface	\$1,250,000
Petes Dam Road from Hwy 65W to Pipeline Road (RAP placement in 2015)	Stabilize and Resurface (Surface Treatment) & Culvert Replacement	\$350,000 (\$65K spent in 2015)
Sale's Barn Road from Hwy 65E to Uno Park Road	Stabilize and Resurface (Surface Treatment) & Culvert Replacement	\$750,000
Uno Park Road from Sales Barn Road to Hwy 11	Stabilize and Resurface (Surface Treatment) & Culvert Replacement	\$450,000
Drive In Theatre Road from Hwy 11 to Peters Road	Resurfacing & Rehabilitation of Roadway Surface	\$150,000
Golf Course Road from Hwy 11 to Hwy 65W	Culvert Replacement, Resurfacing & Rehabilitation	\$500,000
River Road from Golf Course Road to Uno Park Road	Stabilize and Resurface (Surface Treatment) & Culvert Replacement	\$750,000

1.1.67.5 Bridges

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
West Road (Between Ramsey Road and Fleming Road (C11))	Culvert Re-lining	\$230,000
Golf Course Road Bridge (BR5)	Deck and barrier wall repairs, waterproofing and paving	\$210,000

Rockley Road Bridge (BR3)	Patching, waterproofing, paving and approach settlement	\$230,000
Golf Course Road Bridge (BR6)	Patching, waterproofing and paving deck.	\$270,000

1.1.67.6 Street Lights & Traffic Lights

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Various Locations (3)	Audible Pedestrian Crossing Devices	\$50,000
Various Locations (5)	Traffic Detection (Control) Devices	\$150,000

1.1.67.7 Sidewalks / Walkways

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
King Street, Morissette Drive to Carter Blvd	Resurface Asphalt Walkway	\$65,000 <i>(Completed in 2014 - \$35K)</i>
Paving Stone Crosswalks, Various Location - Haileybury	Remove and Reset Stone Walkways	\$85,000 <i>(Initiated in 2015 - \$25K)</i>
Paving Stone Walkways, Haileybury Waterfront	Remove and Reset Stone Walkways	\$150,000

1.1.67.8 Land, Buildings & Equipment

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
NL Pool Fitness	HVAC - Dehumidification	\$500,000 <i>(Completed in 2014 - \$500K)</i>
PW Garage No. 1, 2 & 3 <i>(No.2 Completed in 2014 & No.1 in 2015)</i>	Roof Rehabilitation	\$275,000 <i>(To Date - \$225K)</i>
Hlby Sewage Treatment Plant	Aeration System Upgrades	\$200,000 <i>(Completed in 2014 - \$225K)</i>
Shepherdson Road Reservoir	Pumps and valves Upgrades	\$750,000 <i>(Initiated in 2015)</i>
NL Marina	Dock & Electrical Upgrades	\$300,000 <i>(Completed in 2015 - \$325K)</i>
Hlby. Service Marina & Shoreline	Stabilization and Launch Upgrades	\$550,000
Wabi River Shoreline	Stabilization and Launch Upgrades	\$250,000
Various Locations	Accessibility to Building Upgrades	\$225,000

1.1.67.9 Fleet & Heavy Equipment

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
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Various Fleet & Equipment	Body and Mechanical Repairs (Extending Life)	\$100,000
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Replacement Activities

Priority projects identified within the City's Replacement Activities are shown in the following section.

1.1.68 Priority Replacement Activities

1.1.68.1 Water System

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Armstrong Street / Hwy 65 from Hesse St. to Wilson Dr.*	Installation of Feeder Main from NL to Dymond system.	\$500,000 (Construction in Progress)
Dym. / NL Distribution Integration	Connection of two supply and distribution systems	\$1,500,000 (Construction in Progress)
McDonough Heights	Replace existing undersized distribution system	\$500,000
Montgomery Street	Replace existing water main (structurally inadequate)	\$250,000

1.1.68.2 Sanitary Sewer System

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Gray Road Pumping Station & associated infrastructure	Replacement of piping & assoc. / conflicting buried infrastructure.	\$5,250,000 (Revised Estimate)
Gray Road PS to NL Lagoons	Installation of parallel forcemains	\$950,000 (New Project)
Beach Gardens to Montgomery Street PS	Replacement of Sanitary Sewer main.	\$440,000
Lakeshore Rd N. from Radley Hill Rd to White's Drive	Replacement of Sanitary Sewer main.	\$300,000

1.1.68.3 Storm Water System

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Broadwood Ave from Lakeshore	Replacement of Storm Sewer main	\$175,000

Road to Market Street		(Completed in 2015)
Wedgewood Street from Lakeshore Road to Market St.	Replacement of Storm Sewer main	\$175,000 (Completed in 2015)

1.1.68.4 Road Network

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Latchford Street from Probyn Street to Lakshore Rd South	Replacement of buried infrastructure and Reconstruction of roadway. Commenced in 2013.	\$4,000,000 (Completed in 2014)
Elm Street from Armstrong Street to Robert Street	Replacement of buried infrastructure and Reconstruction of roadway	\$2,500,000
Farah Ave from Golding Street to Dixon Street	Replacement of buried infrastructure and Reconstruction of roadway	\$2,250,000
Rockley Road from Highway 11 Westward for 1.1 Km	Reconstruction of roadway.	\$850,000 (To be completed in 2015)

1.1.68.5 Bridges

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Uno Park Road Bridge (Joint Project with Harley Twp.)	Replacement of Structure	\$1,750,000 (Completed in 2015 - \$1.95K)
West Road, between Ramsey and Fleming Road	Culvert Replacement	\$350,000
Mowat Landing Road	Culvert Replacement	\$350,000

1.1.68.6 Street Lights & Traffic Lights

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Upgrade Street Lights, Various Locations	Upgrade to LED Luminaires	\$1,000,000 (Currently being completed \$800K)
Upgrade Decorative Lights, Various Locations	Upgrade to LED Luminaires	\$500,000

1.1.68.7 Sidewalks / Walkways

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
N.L. Waterfront Boardwalk	Replace walking surface	\$350,000 (Completed in 2014 - \$350K)
Pete's Dam Trail	Replace water crossing	\$125,000

		(Completed in 2015 - \$110K)
Various Locations	Accessible curb cuts and ramps	\$150,000

1.1.68.8 Land, Buildings & Equipment

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Quanset Building – Lions / Bikers	Replacement of Structure	\$45,000 (Completed in 2014 - \$40K)

1.1.68.9 Fleet & Heavy Equipment

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Dymond Fire Dept.	Replacement of Pumper Unit	\$340,000 (Completed in 2015 - \$340K)
Public Works	Replacement of Sander Unit (2)	\$370,000 (Completed in 2015 - \$368K)
City Fleet	Replacement of Light Duty Vehicles (4)	\$110,000 (Completed in 2015 - \$147.5K)
Hlby Fire Dept.	Replacement of Rescue Vehicle	\$250,000
Public Works	Replacement of Motor Grader (2)	\$650,000
Public Works	Replacement of Wheeled Loader	\$185,000

Disposal Activities

The initial version of the Plan has not identified any specific disposal activity's, however, disposal of municipal assets shall be in accordance with those procedures outlined in the Municipal Purchasing Policy and Disposal of Real Property Policy.

Expansion Activities

Priority projects identified within the Municipality's Expansion Activities are shown in the following section.

1.1.69 Priority Expansion Activities

1.1.69.1 Water System

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Niven Street South, Hlby. Water Reservoir to North Cobalt	Looping of water supply to residential area	\$2,500,000

Dawson Point Road, McKelvie Ave. to Peters Road *	Extension to supply proposed Subdivision	*N/A (By Developer)
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1.1.69.2 Sanitary Sewer System

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Dawson Point Road, McKelvie Ave. to Peters Road *	Extension to supply proposed Subdivision	* N/A (By Developer)
Elm Street at Robert Street	Construction of Lift Station & Forcemain, to alleviate bypass events and sewer back ups in area	\$2,500,000

1.1.69.3 Storm Water System

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Rockley Road at Hwy 11 and Hawn Drive	Storm Water Management System	\$450,000 (Completed in 2014 - \$475K)

1.1.69.4 Road Network

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Wilson Road, Grant Drive to Hwy 65E	Extension of roadway to alleviate traffic concerns	\$750,000
FTP Subdivision Roadway *	Roadway construction (26 lot Subdivision)	N/A (By Developer)

1.1.69.5 Bridges

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Fleming Road, between West Road and Hwy 11	Culvert Re-instatement (Previously damaged and road closure in place)	\$350,000

1.1.69.6 Street Lights & Traffic Lights

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Riverside Drive	Extension of walkway lighting (Decorative)	\$100,000

1.1.69.7 Sidewalks / Walkways

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Active Trail (STATO) *	Extension to existing recreational trail	\$250,000 (Cost Shared with Committee)

1.1.69.8 Land, Buildings & Equipment:

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Farmer's Market Pavilion	Construction of all season facility	\$350,000 (Revised Estimate)

1.1.69.9 Fleet & Heavy Equipment

Location / Corridor	Project Scope	Est. Investment Required (2013 \$)
Public Works	Sidewalk Maintenance Equipment (Additional)	\$185,000

Risks

The City's overall Asset Management Strategy is founded on available data, anticipated service levels, growth expectations and other assumptions. Assumptions in these items introduce some unavoidable risk that the overall strategy may change over time as the City gathers and develops more complete data and processes.

Recognizing these uncertainties, the City is developing strategies to address each source of risk so that the Asset Management Strategy can evolve over time. Risk mitigation strategies for each of the following are discussed below:

- Data quality
- Levels of Service
- Growth – expected vs. actual
- Assumptions

Data quality

The data provided and collected for the report for various aspects were given only reflecting a very high level of the asset components, and did not accurately reflect the service life's of the necessary components of the assets (i.e. a water treatment plant was assessed at a facility level and did not have age, conditional, performance, or maintenance data for any of the facilities components (i.e. SCADA system, pumps, etc.). Given the high level of the data, significant risk exists in the component asset life reaching the end of their respective service lives before the facility has reached the end of the facility life. This introduces significant difficulty to establish a yearly budget that accurately would reflect the required asset replacement / rehabilitation cost required.

Strategy to address:

It is suggested an inspection program of assets be established to utilize the new workflow structure and build the existing database. With a newly built database, the report should be reviewed and see if the new data produces significant changes to the asset management strategy.

Levels of Service

The levels of service present a risk, since no previous levels of service were established for the township. The Levels of Service therefore have never been measured in previous years and the expectation of each level of service has not been established. Adjustment is expected in the early years of levels of service to better reflect the level of commitment from the City, but risk exists if a level of service is set at a higher expectation than what is possible at the current levels of funding.

Strategy to address:

It is suggested that to address this source of risk, the targets established in the first year of utilizing the Levels of Service should be reviewed along with the cost to provide the levels of service. If the cost of the level of service is too high to maintain the target should be adjusted or alternative strategies to accomplish the level of strategy should be investigated.

Growth Levels

Growth forecasts are not guaranteed, and while effort has to be made to ensure that services are provided if the growth is met, growth can be greater or lesser than the expected forecast. This can potentially create a surplus or deficit of funding available.

Strategy to address:

It is suggested that the growth of the City should be reviewed on a yearly basis to determine if the forecast is accurate, and if possible the budgets should be adjusted accordingly. The City should consider conducting a review / study of current and future housing demands within the next 2 to 3 years.

Assumptions

Assumptions have been made in the report to fill data gaps and have been noted where undertaken. As with any assumption, risk exists in that the assumption made not account for a large enough percentage of the assets and could potentially results in unexpected costs if not corrected (i.e. year of installation assumed, when the asset is past its expected service life, and due to the degradation of the asset, effecting surrounding assets).

Strategy to address:

It is suggested that an inspection program be developed utilizing the information provided herein to eliminate the largest assumptions. The new findings should then be used to adjust the report findings, correcting the asset management strategy if required.

Financial Strategy

The financial strategy is the final component of the Plan and it provides the plan to move forward with the Asset Management Strategy that was provided previously in this report.

Financing infrastructure needs has become a very serious issue. We need to identify better practices and innovations in infrastructure financing if the City of Temiskaming Shores and senior levels of government want to continue to provide an adequate level of service to tax payers in an affordable manner. It seems to make sense that municipal infrastructure should be financed, as far as possible, by the residents who benefit from it but, how do you determine who should pay for the rehabilitation of an arterial or collector road going from point A to point B in large cities throughout Canada.

In addition, for the past many years, municipal accounting practices have failed to include replacement costs for depreciating assets, thereby assuring a fiscal shock when replacement time arrives. The Public Sector Accounting Board (PSAB) has changed that practice which has made municipalities realize the extent and magnitude of the infrastructure deficit. Asset managers need to come up with innovative solutions to address that infrastructure deficit. Asset management systems are part of the solutions but innovative financing and finding alternate revenue sources are an even bigger part of the solution.

Most municipalities are familiar with a variety internal and some external revenue sources. The following describes a few of those revenue sources currently used by municipalities:

Internal Revenue Sources

General Operating Revenues: Rural municipalities, towns and smaller cities tend to rely more on local taxes, user fees and grants than on borrowing, partly because borrowers view them as higher risk than larger cities, thus raising their borrowing costs.

Earmarked User Fees: An earmarked user fee is dedicated to a specific project; for example, water and sewer charges for water infrastructure, disposal fees for solid waste facilities, and admission charges for recreational complexes.

Reserves: Financing capital projects through funds set aside for capital spending is the reverse of financing through borrowing. A "capital levy" — usually a few percentage points of the local property tax — is set aside and accumulates in interest earning accounts segregated from general revenues.

Special Assessments and Local Improvement Charges: A special assessment is a specific charge added to the existing property tax to pay for improved capital facilities that border them. The charge is based on a specific capital expenditure in a particular year, but may be spread over a number of years.

Development Charges: Most large municipalities and many smaller ones impose a specific dollar value per lot on developers to finance the off-site capital costs of new development. Developers are generally responsible for on-site services, such as local roads, sidewalks, and street lighting. Historically, development charges have financed "hard" services, such as water supply, sewage treatment, trunk mains and roads. The City of Temiskaming Shores does not currently have a Development Charge By-law.

External Revenue Sources

Grants: Municipalities sometimes rely on provincial and federal government grants for infrastructure. The Municipal Infrastructure Investment Initiative (MIII) Capital Program is a good example. In the past capital assistance has also been made available for water, sewer, and transportation projects with all three levels of government participating.

Borrowing: Municipalities engage in both short-term and long-term borrowing. Short-term borrowing may be used to finance capital expenditures or to finance an unexpected deficit in the operating budget. For infrastructure whose benefits accrue to future residents, fairness, efficiency and accountability is enhanced if these projects are financed by borrowing with repayment coming from property tax revenues and user fees paid by future beneficiaries.

There are also a few new financing instruments that have been made available to municipalities. The federal government's initiative to provide grants to municipalities from federal gas tax revenue is one example of a new financing instrument. The Public-Private Partnership (P3) is also a new financing instrument that may be considered by municipalities. It involves the direct participation of the private sector in a venture controlled by the public sector. The public sector's role is to facilitate, regulate, and guarantee provision of an asset and the private sector's role is to design, finance, build and operate the asset in a formalized partnership agreement.

Temiskaming Shores Financial Strategy

In **Section 6** of this report we have developed, in collaboration with staff, an Asset Management (AM) Strategy. The strategy included funding requirements that would ensure sustainability of the assets to continue to provide an adequate level of service to the residents of Quinte West. The strategy developed is realistic and affordable. The City has identified revenue sources that will support the Asset Management Plan (AMP) developed through this

report. The following provides a description of the revenue sources identified by the City to support the AM Strategy. These sources include:

Municipal Surplus: The City currently transfers just over \$700K per year from its general operational budget into its annual capital program. The strategy is that since this amount is built into the current tax rate that this transfer will continue to take place at least at this level going forward to continue to fund projects.

The City currently transfers just over \$700K per year from its environmental (water/sewer) operational budget into its environmental capital program. The strategy is that the amount is built into the current water/sewer rates and this transfer will continue to take place at this level going forward to continue to fund projects.

Federal Gas Tax: The Federal Gas Tax Fund is a permanent source of funding for municipal infrastructure. It is predictable, long-term and stable, and is helping municipalities like Temiskaming Shores address their infrastructure deficit. The City has identified \$607K of funding from the Federal Gas Tax in their Financing Strategy.

Assessment Growth: The City does not plan to take a portion of its new assessment growth (residential and commercial) and earmark it towards capital. Over the past number of years the City has had less than \$50,000 worth of assessment growth annually. The current assessment growth levels are used to support operational services and programs.

Debt: The remainder of the capital program will be financed through debt. It is anticipated that there will be more debt issued during the first 10 to 15 years of the plan. Very large infrastructure projects may be financed with the use of debt but will be contingent upon approved federal and provincial funding programs.

When you look at the City's current repayment limit and prevailing interest rates in the market the City of Temiskaming Shores would be able to borrow slightly more than \$200 million.

Water Rates: A portion of the City's current water rates generates revenue that is used specifically for the replacement and upgrade of infrastructure. Council currently has a rate structure in place that sees increases through to and including 2021. The majority of the approved increases are to help fund the water infrastructure needs of the city. Over the 25 year time frame of the plan staff anticipate that an average of \$1.3 million per year will be reinvested into infrastructure.

Sewer Rates: As with the current City water rates a portion of the sewer rates generate revenue for sewer infrastructure upgrades. The rate structure in place does see increases through to 2021 which the majority of will go to help fund the infrastructure needs outlined in this report. Over the next 25 years an average of \$1.05 million per year will be reinvested into infrastructure needs.

The Corporation of the City of Temiskaming Shores

By-law No. 2015-230

**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 November 24, 2015 and its Regular
meeting held on December 1, 2015**

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 **November 24, 2015** and its Regular meeting held on **December 1, 2015** 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 1st day of December, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen