



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, January 6, 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 – December 16, 2014

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

8. Question and Answer Period

9. Presentations / Delegations

- a) Arlene Hearn, President - CUPE

Re: Timiskaming Hospital

- b) Director of Public Works – Doug Walsh

Re: City of Temiskaming Shores – Asset Management Plan

10. Communications

- a) Bill Mauro, Minister of Natural Resources – Ministry of Natural Resources and Forestry

Re: Human – Wildlife conflicts

Reference: Received for information

- b) Ted McMeekin, Minister – Ministry of Municipal Affairs and Housing

Re: 2014 Election – Reference to MMAH Mandate Letter

Reference: Received for information

- c) Tadeusz (Ted) Wieclawek, Chief of Emergency Management – Ministry of Community Safety and Correctional Services

Re: Regulatory Changes – follow up letter

Reference: Received for information

- d) Rosemarie T. Leclair, Chair & CEO – Ontario Energy

Re: Province-wide consultation dates - Energy East Pipeline

Reference: Received for information

Draft Motion

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10. d) 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 South Temiskaming Cultural Sustainability Project Committee meeting held on October 30, 2014;
- b) Minutes of the South Temiskaming Cultural Sustainability Project Committee meeting held on November 13, 2014;
- c) Minutes of the Committee of Adjustment meeting held on November 26, 2014;
- d) Minutes of the Timiskaming Board of Health meeting held on October 1, 2014;
- e) Minutes of the Timiskaming Board of Health meeting held on November 5, 2014;
- f) Third Quarter Report for 2014 to the Board of Health from the Temiskaming Health Unit;
- g) Minutes of the Earlton-Timiskaming Regional Airport Joint Municipal Services Board (MSB) meeting held on November 20, 2014;
- h) Minutes of the Temiskaming Municipal Association meeting held on November 27, 2014; and
- i) Minutes of the Temiskaming Shores Public Library Board meeting held on November 20, 2014.

12. Committees of Council – Internal Departments

Draft Motion

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

- a) Minutes of the Public Works Committee meeting held on November 21, 2014; and
- b) Minutes of the Building Committee meeting held on November 21, 2014.

13. Reports by Members of Council

14. Notice of Motions

15. New Business

- a) **Memo 001-2015-CS – Amendments to By-law No. 2013-048 MHSW – Orange Drop Program**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 001-2015-CS;

That Council acknowledges receipt of correspondence from Stewardship Ontario outlining amendments to the collection agreement to permit the City of Temiskaming Shores to host an Orange Drop Event (collection of Municipal Hazardous and Special Waste) as authorized by By-law No. 2013-048; and

That Council hereby directs staff to prepare the necessary by-law to amend By-law No. 2013-048 for consideration at the January 20, 2015 Regular Council meeting.

b) Administrative Report CS-001-2015 – Health and Safety - 2015

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-001-2015;

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.

c) Administrative Report CS-002-2015 – Great Northern Family Health Team Lease Agreements

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-002-2015;

That Council approves an increase of 1% on the rental rates for space at the New Liskeard Medical Centre effective January 1, 2015, more specifically the following agreements:

- By-law No. 2012-180, as amended with Great Northern Family Health Team;
- By-law No. 2012-131 and By-law No. 2012-184 with Dr. Patrick Logan;
- By-law No. 2012-182 with Dr. Jean Corbin;
- By-law No. 2012-183 with Dr. Glen Corneil; and

That Council directs staff to prepare the necessary amending by-laws for consideration at the January 20, 2015 Regular Council meeting.

d) Administrative Report CS-003-2015 – Working Alone Policy

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-003-2015; and

That Council directs staff prepare the necessary by-law to adopt a Working Alone Policy for consideration at the January 20, 2015 Regular Council meeting.

e) Administrative Report CS-004-2015 – 2014 Municipal Election – Accessibility Initiatives

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-004-2015 regarding Accessibility Initiatives undertaken for the 2014 Municipal Election for information purposes.

f) Administrative Report CS-005-2015 – Civil Marriage Solemnization Policy

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges Administrative Report CS-005-2015; and

That Council directs staff to prepare the necessary by-law to repeal By-law No. 2010-104 and to adopt an updated Civil Marriage Solemnization Policy for consideration at the January 20, 2015 Regular Council meeting.

g) Administrative Report CS-006-2015 – Marriage Licence Fee

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges Administrative Report CS-006-2015; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2012-039, as amended being a by-law to adopt Schedules of Departmental User Fees and Service Charges to increase Marriage Licence Fees from \$100 to \$125 in 2015 and \$150 in 2016 for consideration at the January 20, 2015 Regular Council meeting.

16. By-laws

Draft Motion

Be it resolved that:

By-law No. 2015-015 Being by-law to enter into an Agreement with The Corporation of the City of Timmins for the provision of a Twenty-Four (24) hour Emergency Fire Call Response System

By-law No. 2015-016 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. 2015-017 Being a by-law to enter into an agreement with Eco-Logix for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive

By-law No. 2015-018 Being a by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2015

By-law No. 2015-019 Being by-law to provide for an Interim Tax Levy for the payment of taxes and to establish penalty and interest charges

be hereby introduced and given first and second reading.

Draft Motion

By-law No. 2015-015;

By-law No. 2015-016;

By-law No. 2015-017;

By-law No. 2015-018; and

By-law No. 2015-019;

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, January 13, 2015 at 6:00 p.m. (Solid Waste Management)
- b) Regular Meeting of Council – Tuesday, January 20, 2015 at 6:00 p.m.
- c) Regular Meeting of Council – Tuesday, February 3, 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 June 10, 2014 – Closed Session Minutes
- b) Adoption of the December 16, 2014 - Closed Session Minutes
- c) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – Groom Drive
- d) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – Shepherdson Road
- e) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Negotiation Update

20. Confirming By-law

Draft Motion

Be it resolved that By-law No. 2015-020 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular Meeting held January 6, 2015 be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that By-law No. 2015-020 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, December 16, 2014
6:00 P.M.
City Hall Council Chambers – 325 Farr Drive

Minutes

1. Call to Order

The meeting was called to order by Mayor Carman Kidd at 6:02 p.m.

2. Roll Call

Present: Mayor Carman Kidd
Councillors Jesse Foley, Patricia Hewitt, Doug Jelly, Jeff Laferriere, 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 Recreation
Shelly Zubyck, Director of Corporate Services
Karen Beauchamp, Director of Community Growth and Planning
Tim Uttley, Fire Chief
James Franks, Economic Development Officer

Media: Diane Johnston, Temiskaming Speaker
Jim Patrick, CJTT

Members of the Public Present: 16

3. Review of Revisions or Deletions to Agenda

Additions:

Under Item 15 – New Business add:

s) Financial Donation to Haileybury Food Bank from Frog's Breath Foundation

- t) Exemption to Section 37.6 of Procedural By-law No. 2008-160, as amended to allow a delegation on January 6, 2015 Regular Meeting of Council

4. Approval of Agenda

Resolution No. 2015-007

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

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

Carried

5. Disclosure of Pecuniary Interest and General Nature

None

6. Review and adoption of Council Minutes

Resolution No. 2015-008

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

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

- a) Regular Meeting of Council – November 4, 2014
- b) Special Meeting of Council – November 6, 2014
- c) Inaugural Meeting of Council – December 1, 2014

Carried

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

7.1 By-law No. 2013-141 – Proposed Transit Fare Increase

Resolution No.: 2014-562

Purpose of the proposal: To increase the Temiskaming Transit fares by \$0.25/ride effective January 1, 2015 as recommended by the Temiskaming Transit Committee.

Mayor Kidd stated that By-law No. 2014-141 requires that public notice, in accordance with Article 5 (f) of Council's intent to increase fares, be provided at least thirty days prior to consideration of any fare increase to the Temiskaming Transit System. Public Notice has been provided at least thirty days prior to today's Regular Meeting of Council.

Mayor Kidd further indicated that this portion of the meeting is to receive comments from the public and agencies in regards to the recommendation from the Temiskaming Transit Committee to increase fares by \$0.25 effective January 1, 2015.

Mayor Kidd inquired if there were any questions or comments from members of the public? Without any inquiries the Mayor Kidd inquired if there were any questions or comments from Council?

With no comments, Mayor Kidd declared this portion of the public meeting to be closed and advised that Council will consider the proposed fare increase later this evening.

7.2 New Liskeard-Dymond Water Distribution System Integration

Purpose of the proposal: Review of the implications of looping the New Liskeard and Dymond Water Distribution systems.

James Hawkins, engineer with EXP consultants introduced staff engineers Nolan Dombrowski and Alex O'Beirn and indicated that they were in attendance to provide an overview of the proposed water linking of the New Liskeard and Dymond Water System. Mr. Hawkins introduced Mr. Mike Del Monte, OCWA Operations Manager.

Mr. Del Monte outlined that OCWA operates the City's water and wastewater facilities. Mr. Del Monte provided some historical information with respect to aquifers (raw water supply) for the Dymond water system including that there has always been elevated levels of turbidity since installed. In 2007 a GUDI assessment (Groundwater Under Direct Influence) on the wells by a consultant and it was determined that the wells were not GUDI; however continued to have instances of turbidity and bacteriological issues. In 2012 there were two significant incidents, large fire and a water break along Hwy 65 (11B) that depleted the aquifer by about 27 feet and took a long time to recover. It was noted that the aquifer supplying the New Liskeard Water system is separate from the one supplying the Dymond Water System.

In concert with the MOE the City hired a consultant to investigate the higher than normal levels of turbidity and bacteriological issues and although the wells were not GUDI they were being impacted from an external source in the wells. It was

determined to install packers in the wells to isolate the pumps from the infiltration which have not been the solution.

Mr. Del Monte outlined a couple of multi-barrier systems to eliminate the issue; however it is felt that the aquifer does not have a sufficient capacity for future development which brings us to the option of supply the Dymond Water System via the New Liskeard Water System.

Nolan Dombrowski, EXP Engineer outlined that they have been retained to look at the option of combining the two systems. Nolan gave a brief overview of the capacity of the New Liskeard Aquifer and believes there is sufficient capacity and are currently preparing a water model to get the kinks out. In addition to the issues with the Dymond wells this connection should also alleviate the low pressure concerns in the Bateson Street area.

Alex O'Brien, EXP Engineer utilized a powerpoint presentation to illustrate how the two systems will be physically connected; one line from Hesse/Armstrong near Mathews Motors to Hwy 65 near Wilson Chev Olds, second line from Paddon Crescent along Hwy 65E to A. Miron Topsoil as well as a line from in behind Timiskaming Square to TSC.

Councillor Whalen inquired if the wells in Dymond will be decommissioned. It was outlined that there would be an operational period to ensure the connections are working prior to decommissioning of the two wells.

Mayor Kidd inquired if the Dymond System would be pressurized by the New Liskeard system. It was noted that the Dymond Reservoir would be utilized as a booster station.

Councillor McArthur inquired as to the cost of the project. It was noted preliminary estimates pegs the cost at approximately \$2 million.

Councillor Laferriere inquired as to the access capacity in the system for future growth once the two system are connected. It was indicated that there is current capacity and the calculations for usage included the proposed subdivision east of ESCSM. It was also noted that at the end of the design period there will be drawings illustrating which areas will be supplied.

Mayor Kidd thanked OCWA and EXP for their presentation.

8. Question and Answer Period

None

9. Presentations / Delegations

- a) Melvin Fleming - Mel's Recycling

Re: Enhanced Recycling Program

Mr. Fleming indicated that he owns and operations *Mel's Recycling* and with the implementation of the enhanced curbside recycling program. Mr. Fleming outlined that he has no issues with collection of the residential recycling, but with the collection of the commercial it has effected his business and has lost customers.

Mr. Fleming indicated that businesses have indicated that they no longer able to utilize his services as they are currently utilizing the current bin system.

Director of Public Works, Doug Walsh outlined the collection systems in the downtown core of New Liskeard and Haileybury prior to the implementation of the enhanced curbside program to which they had generous limitations on refuse collection. Upon implementation and since we did provide garbage collection to the downtown core the option was provided to the business to continue participate in the past, but the restrictions would be one 64 gallon garbage container and three 95 gallon recyclable container to encourage recycling and reduce volumes going to the landfill site. Many of the businesses have opted for this venue as they are paying, similar to the residents, the waste diversion levy.

Mr. Fleming argued that businesses were told they had to utilize the system.

Councillor McArthur felt that a meeting is required as there seems to be a communication breakdown.

Mr. Fleming outlined that he will provide signatures of business owners that were told to use the system.

Mayor Kidd that Mr. Fleming for his presentation.

10. Communications

- a) Joel Locklin, Manager (A), Program Operations – Ministry of Agriculture, Food and Rural Affairs

Re: Receipt of Expression of Interest Application – Building Canada Fund – Small Communities Fund (SCF) – Deadline for submission of Application – Friday, December 19, 2014

Reference: Received for information

- b) Joel Locklin, Manager (A), Program Operations – Ministry of Agriculture, Food and Rural Affairs
Re: Receipt of Expression of Interest Application – Ontario Community Infrastructure Fund (OCIF) – Deadline for submission of Application – Friday, December 19, 2014
Reference: Received for information

- c) Dana Gardner, Community Relations Officer – Hydro One
Re: Notification of Wood Pole Replacement – Temiskaming Shores to Kirkland Lake
Reference: Received for information

- d) Francois Doyon, Project Manager – MMM Group
Re: Notice of Study Commencement – Calamity Creek Culvert Replacement – Class EA Study
Reference: Received for information

- e) Barry Story – TNSC President – Temiskaming Nordic Ski Club
Re: Request for funding assistance in the amount of \$2,500 to promote club as a destination for skiers
Reference: Referred to the 2015 Budget – Council support item

- f) Charles Sousa, Minister of Finance & Ted McMeekin, Minister of Municipal Affairs and Housing
Re: 2015 Ontario Municipal Partnership Fund (OMPF) allocation
Reference: Referred to Treasurer

- g) Michael Chan, Minister of Citizenship, Immigration and International Trade

Re: 2015 Ontario Volunteer Recognition Program

Reference: Received for information

h) Nicole M. Hancock, Executive Director – Safe Drinking Water Foundation

Re: Request for Sponsorship – Operation Water Drop Kit

Reference: Received for information

i) Mayor Al Spacek, President – Federation of Northern Ontario Municipalities (FONOM)

Re: Media Release – FONOM Meeting with Ministers Bill Mauro and Michael Gravelle on December 9, 2014

Reference: Received for information

Resolution No. 2015-009

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

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

Carried

11. Committees of Council – Community and Regional

Resolution No. 2015-010

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

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

a) Minutes of the Temiskaming Shores Police Services Board meeting held on November 17, 2014;

b) Minutes of the Temiskaming Shores Accessibility Advisory Committee meeting held on September 17, 2014;

c) Minutes of the Temiskaming Shores Accessibility Advisory Committee meeting held on October 15, 2014;

- d) Minutes of the Emergency Management Program Committee meeting held on October 15, 2014;
- e) Minutes of the District of Timiskaming Social Services Administration Board meeting held on July 16, 2014;
- f) Minutes of the District of Timiskaming Social Services Administration Board meeting held on September 17, 2014;
- g) Minutes of the District of Timiskaming Social Services Administration Board meeting held on October 22, 2014;
- h) Minutes of the Temiskaming Transit Committee meeting held on October 14, 2014;
- i) Minutes of the Earleton-Timiskaming Regional Airport Joint Municipal Services Board meeting held on October 16, 2014;
- j) Minutes of the Temiskaming Shores Public Library Board meeting held on October 16, 2014;
- k) Minutes of the Committee of Adjustment meeting held on October 29, 2014.

Carried

12. Committees of Council – Internal Departments

Resolution No. 2015-011

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

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

- a) Minutes of the Building Maintenance Committee meeting held on October 23, 2014;
- b) Minutes of the Public Works Committee meeting held on October 23, 2014;
- c) Minutes of the Recycling Committee meeting held on October 9, 2014;
- d) Minutes of the Recycling Committee meeting held on November 6, 2014.

Carried

13. Reports by Members of Council

Councillor McArthur took the opportunity to thank all volunteers that volunteer for various causes throughout Temiskaming Shores and indicated that many projects get completed because of volunteers.

Mayor Kidd echoed Councillor McArthur's sentiments and outlined that he attended a charity hockey game earlier today in support of Kids Sport and understands that almost \$6,000 was raised.

14. Notice of Motions

None

15. New Business**a) Memo 029-2014-CGP – Request for Deeming By-law – 757771 Cemetery Road***Resolution No. 2015-012*

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Whereas Yvonne and Edward Evans, owners of 757771 Cemetery Road would like to merge Lots on title through the adoption of a deeming by-law in compliance with the Planning Act in order to create one property with one Roll number; and

Whereas the owners have acknowledged that registration of the pending deeming by-law on title will be at their expense.

Now therefore be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo 029-2014-CGP and hereby directs staff to prepare the necessary by-law to deem part of Lots 91 and 92 on Plan M90NB (Parcel 18498SST), part of Lot 93 and Lots 94-100 on Plan M90NB (Parcels 25169SST and 16163SST), Lots 101-106, and part of Lot 107 on Plan M90NB (Parcels 15311SST and 15312SST), and Block A on Plan M148NB (Parcel 18973SST) to no longer be Lots on a Plan of Subdivision.

Carried

b) Memo 030-2014-CGP – Accessible Home Renovations

Resolution No. 2015-013

Moved by: Councillor McArthur

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 030-2014-CGP;

That Council further acknowledges the Temiskaming Shores Accessibility Advisory Committee recommendations as follows:

1. Comprehensive amendments to the Dymond, New Liskeard and Haileybury Zoning By-laws to permit an accessible ramp and lift to be constructed or installed on a lot with zero setback requirements, and consider accessible ramps and lifts as structures that are not subject to lot coverage calculations.
2. Delegate authority to the City Manager to enter into an encroachment agreement with a property owner for an accessible ramp and lift that may encroach onto City owned property.
3. Amend the Building By-law to include a class of permit for an accessible ramp and lift and establish a flat rate fee of \$50 per building permit which is refundable following final inspection of the construction or installation.
4. Amend the Building By-law to include a class of permit for other accessible upgrades to a home such as a bathroom at a flat rate fee of \$50 per building permit which is refundable following final inspection of the construction.

That Council hereby directs staff to initiate the processes required to implement these recommendations.

Carried

c) Administrative Report No. CGP-038-2014 – Certification of Dymond Industrial Park

Resolution No. 2015-014

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-038-2014;

That Council directs staff to prepare the necessary by-laws and agreements with the Ontario Ministry of Economic Development, Trade and Employment for the completion of the Certified Site Program – Hawn Drive East project and the Certified Site Program – Hawn Drive West project for consideration at the December 16, 2014 Regular Council meeting;

That Council directs staff to prepare a Request for Proposal to have the associated tasks performed and reports written to meet the requirements for submission of the two sites under the Certified Site Program; and

That Council agrees to allocate \$50,000 in matching funds in the 2015 Budget which will be transferred from the Community Development Reserve.

Carried

d) Administrative Report No. CGP-039-2014 – Fireworks Agreement 2015-2017

Resolution No. 2015-015

Moved by: Councillor Hewitt

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-039-2014; and

That Council directs staff to prepare the necessary bylaw to enter into an agreement with the Northstar Fireworks Entertainment Inc. for the provision of fireworks displays at the annual Summerfest / Bikers Reunion events from 2015 to 2017 in the amount of \$19,500 plus HST per year.

Carried

e) Northdale Manor Tax Relief

Resolution No. 2015-016

Moved by: Councillor Whalen

Seconded by: Councillor

There was no seconder for Resolution No. 2015-016 and was therefore neither discussed nor voted on.

~~Whereas Council passed Resolution No. 2014-238 on May 20, 2014 to repeal the By-law granting Northdale Manor a 100% Tax Rebate and introduce a new phased-in tax billing schedule over a four-year period~~

~~(75% rebate in 2015; 50% rebate in 2016; 25% rebate in 2017; and a 0% rebate in 2018); and~~

~~Whereas Council approved a 25-year Tax Relief Agreement with Northern College on July 15, 2014 regarding the construction of a student residence; and~~

~~Whereas the annual tax relief grant for Northern College is based on a portion of the municipal taxes levied; and~~

~~Whereas the Northern College tax relief grant is reduced by the costs borne by the City for provincially mandated services which include, but are not limited to; social services, public health services, police services and any other additional services that may be downloaded to the City by senior levels of Government; and~~

~~Whereas Council desires to standardize the method of applying tax relief to both the Northdale Manor and Northern College;~~

~~Now therefore be it resolved that Council agrees to repeal Resolution No. 2014-238 and introduce a new tax relief agreement for the Northdale Manor with a four year term where the grant is adjusted annually and reduced by the costs borne by the City for provincially mandated services.~~

~~And further that Council agrees to implement the new tax relief agreement effective January 1, 2015.~~

f) Memo 020-2014-CS – Transit Fare Increase

Resolution No. 2015-017

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 020-2014-CS; and

That Council hereby approves an increase to the Temiskaming Transit Fares for a single fare by \$0.25 effective January 1, 2015 as recommended by the Temiskaming Transit Committee.

Carried

g) Administrative Report CS-040-2014 – Lease Agreement – Temiskaming Speaker

Resolution No. 2015-018

Moved by: Councillor Jelly
Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-040-2014; and

That Council directs staff to prepare the necessary by-law to enter into a lease agreement with the Temiskaming Speaker for the rental of space in the New Liskeard Fire Station for the storage of their back up server for consideration at the December 16, 2014 Regular Council meeting.

Carried

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

Resolution No. 2015-019

Moved by: Councillor Laferriere
Seconded by: Councillor Hewitt

Be it resolved that Council of the City of Temiskaming Shores approves the attendance of Mayor **Kidd** and Councillor **Jelly** to the Ontario Good Roads Association/Rural Ontario Municipalities Association (OGRA / ROMA) Conference scheduled for February 22 to February 25, 2015 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.

Carried

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

Resolution No. 2015-020

Moved by: Councillor Whalen
Seconded by: Councillor Foley

Be it resolved that Council of the City of Temiskaming Shores approves the attendance of Councillor **McArthur** and Councillor **Jelly** to the annual Northeastern Fire Education Conference scheduled for March 26-29, 2015 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.

Carried

j) Association of Municipalities of Ontario (AMO) Conference – August 16 to 19, 2015

Resolution No. 2015-021

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that Council approves the attendance of Councillor **Whalen**, Councillor **McArthur** and Councillor **Laferriere** to the Association of Municipalities of Ontario Conference scheduled for August 16 to 19, 2015 in Niagara Falls, 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.

Carried

k) Federation of Northern Ontario Municipalities (FONOM) Conference – May 6-8, 2015 – Greater Sudbury

Resolution No. 2015-022

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that Council of the City of Temiskaming Shores approves the attendance of Councillor **Hewitt**, Councillor **Foley** and Councillor **Whalen** to the Federation of Northern Ontario Municipalities Conference scheduled for May 6 – 8, 2014 in Greater Sudbury, 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.

Carried

l) Administrative Report No. PPP-010-2014 – Fire Dispatching Services

Resolution No. 2015-023

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-010-2014; and

That Council directs staff to prepare the necessary by-law to enter into a Fire Dispatching Service agreement with the Timmins Police Service at an upset amount of \$237,870.83 plus applicable taxes for a five-year term for consideration at the January 6, 2015 Regular Council meeting.

Carried

m) Administrative Report No. PW-051-2014 – Tri-axle Truck Rental

Resolution No. 2015-024

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-051-2014;

That as outlined in Section 3.5 of the City's Purchasing Policy (By-law No. 2009-012), Council approves the award of the Tri-axle Trucks rental for Snow Removal to *Loach Asphalt Ltd.* At the rate of \$67.00 per hour plus HST; and

That Council directs Staff to prepare the necessary by-law for consideration at the December 16, 2014 Regular Council meeting.

Carried

n) Administrative Report No. PW-052-2014 – Supply and Delivery of Cutting Edges, Blades, Points and Shoes

Resolution No. 2015-025

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-052-2014;

That as outlined in Section 3.5 of the City's Purchasing Policy (By-law No. 2009-012), Council approves the award of the 2014-15 Supply and Delivery of Cutting Edges, Blades, Points and Shoes to *Produits Industriels Fraser Inc. Ltd.* in the amount of \$ 38,173.66 plus HST; and

That Council directs Staff to prepare the necessary by-law for the said contract for consideration at the December 16, 2014 Regular Council meeting.

Carried

o) Administrative Report No. PW-053-2014 – Spoke Transfer Station Agreements

Resolution No. 2015-026

Moved by: Councillor Jelly
Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-053-2014; and

That Council agrees to enter into agreements with outside municipalities for the acceptance of recyclable material at the Spoke Transfer Station at a rate of *two hundred and fifty dollars per tonne (\$250/tonne)*.

Carried

p) Memo 011-2014-RS – TD Green Streets Program – TD Friends of the Environment Foundation

Resolution No. 2015-027

Moved by: Councillor Laferriere
Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 011-2014-RS;

That Council authorizes staff to submit an application to the TD Green Streets Program in the amount of \$15,000 to be matched by \$15,000 from the 2015 municipal operating budget.

Carried

q) Approval of Council Meeting Schedule – January 2015 to July 2015

Resolution No. 2015-028

Moved by: Councillor Jelly
Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores does hereby confirm the following schedule of meetings for the months of January 2015 to July 2015:

Tuesday, January 6, 2015	Regular Meeting
Tuesday, January 13, 2015	Special Meeting
Tuesday, January 20, 2015	Regular Meeting
Tuesday, January 27, 2015	Special Meeting
Tuesday, February 3, 2015	Regular Meeting
Tuesday, February 17, 2015	Regular Meeting
Tuesday, March 3, 2015	Regular Meeting
Tuesday, March 17, 2015	Regular Meeting
Tuesday, April 7, 2015	Regular Meeting
Tuesday, April 21, 2015	Regular Meeting
Tuesday, May 5, 2015	Regular Meeting
Tuesday, May 19, 2015	Regular Meeting
Tuesday, June 2, 2015	Regular Meeting
Tuesday, June 16, 2015	Regular Meeting

Carried

r) Request to the Province – Assistance for Temiskaming Crop Farmers

Resolution No. 2015-029

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Whereas Temiskaming has 404 farms with 46,454 hectares of land dedicated to crops; and

Whereas Temiskaming Crop Farmers have suffered devastating crop losses due to weather related conditions in the 2014 cropping year; and

Whereas some crops such as Flax, Buckwheat and Peas are not covered under Provincial Crop Insurance Programs; and

Whereas the wet fall conditions, coupled with the early onset of winter and snow cover, has made it impossible to harvest approximately 40% of the Barley, Oat and Wheat crop, 80% of the corn crop, and 95% of the Canola and soybean crop in Temiskaming; and

Whereas this loss in income, will affect sales of new equipment and machinery, as well as input supplies for many local suppliers, in the coming year.

Now therefore be it resolved that the Council for the Corporation of the City of Temiskaming Shores ask the province for special assistance from Crop Insurance, and request special consideration from the Minister of Agriculture, Food & Rural Affairs; and

Further be it resolved that a copy of this motion be sent to Kathleen Wynne, Premier; Jeff Leal, Minister of Agriculture, Food and Rural Affairs, John Vanthof MPP for Temiskaming-Cochrane, and to all municipalities in Northeastern Ontario for their support.

Carried

s) Financial Donation to Haileybury Food Bank from Frog's Breath Foundation

Resolution No. 2015-030

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Whereas the Haileybury Food Bank requires a registered charitable organization to sponsor a donation from the Frog's Breath Foundation and require the City's partnership in order to receive a donation;

Now therefore be it resolved that Council agrees to sponsor the Haileybury Food Bank in order to receive a donation from the Frog's Breath Foundation.

Carried

t) Exemption to Section 37.6 of Procedural By-law No. 2008-160, as amended to allow a delegation at the January 6, 2015 Regular Meeting of Council

Resolution No. 2015-031

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Whereas Section 37.6 of Procedural By-law No. 2008-160 states "No person will be permitted to address Council with respect to a labour management dispute or issue, unless provided for by legislation or collective agreement."

And whereas, Arlene Hearn has requested an exemption to this rule of procedure to allow her to make a presentation to Council in regards to labour issues at the Timiskaming Hospital;

Now therefore be it resolved that City Council agrees to waive the rules of procedure and allow Arlene Hearn to make a presentation to Council at the January 6, 2015 regular meeting of Council.

Carried

Recorded Vote

For Motion

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

Against Motion

16. By-laws

Resolution No. 2015-032

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that:

By-law No. 2014-162 Being a by-law to Repeal By-law No. 2007-155 being a by-law to enter into a Tax Relief Agreement with the Northdale Manor

be hereby introduced and given first and second reading.

Defeated

Recorded Vote

For By-law

Councillor Whalen
 Mayor Kidd

Against By-law

Councillor Foley
 Councillor Hewitt
 Councillor Jelly
 Councillor Laferriere
 Councillor McArthur

Resolution No. 2015-033

Moved by: Councillor Laferriere
Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores hereby repeals Resolution No. 2014-238.

Carried

Resolution No. 2015-034

Moved by: Councillor Jelly
Seconded by: Councillor Laferriere

Be it resolved that:

By-law No. 2015-003 Being a by-law to enter into a Lease Agreement with The Temiskaming Speaker for the rental of space at the New Liskeard Fire Station

By-law No. 2015-004 Being a by-law to enter into an agreement with Loach Asphalt Ltd. for the rental of Tri-axle Trucks during Winter Operations

By-law No. 2015-005 Being a by-law to enter into an agreement with Produits Industriels Fraser Inc. for the supply and delivery of Cutting Edges, Blades, Points and Shoes to the Public Works Department

By-law No. 2015-006 Being a by-law to enter into a Funding Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs for the Ontario Community Infrastructure Fund – Formula Based Component – OCIF FC-0286

By-law No. 2015-007 Being a by-law to enter into a Centrex Services Schedule with NorthernTel Limited Partnership

By-law No. 2015-008 Being a by-law to enter into a Long Distance Services Schedule with NorthernTel Limited Partnership

By-law No. 2015-009 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

By-law No. 2015-010 Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision (Edward and Yvonne Evans)

By-law No. 2015-011 Being a by-law to authorize an Agreement with Northstar Fireworks Entertainment Inc. for the supply of Fireworks for Canada Day weekend 2015, 2016 and 2017

By-law No. 2015-012 Being a by-law to authorize the execution of an agreement between Her Majesty the Queen in right of Ontario as represented by the Minister of Economic Development, Trade and Employment for the completion of the Certified Site Program – East side of Hawn Drive within the Dymond Industrial Park

By-law No. 2015-013 Being a by-law to authorize the execution of an agreement between Her Majesty the Queen in right of Ontario as represented by the Minister of Economic Development, Trade and Employment for the completion of the Certified Site Program – West side of Hawn Drive within the Dymond Industrial Park

be hereby introduced and given first and second reading.

Carried

Resolution No. 2015-035

Moved by: Councillor McArthur

Seconded by: Councillor Whalen

Be it resolved that:

By-law No. 2015-003;
By-law No. 2015-004;
By-law No. 2015-005;
By-law No. 2015-006;
By-law No. 2015-007;
By-law No. 2015-008;
By-law No. 2015-009;
By-law No. 2015-010;
By-law No. 2015-011;
By-law No. 2015-012; and
By-law No. 2015-013;

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) Regular Meeting of Council – Tuesday, January 6, 2015 at 6:00 p.m.
- b) Special Meeting of Council – Tuesday, January 13, 2015 at 6:00 p.m.
- c) Regular Meeting of Council – Tuesday, January 20, 2015 at 6:00 p.m.

18. Question and Answer Period

None

19. Closed Session

Resolution No. 2015-036

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that Council agrees to convene in Closed Session at 7:40 pm to discuss the following matters:

- a) Adoption of the November 4, 2014 – Closed Session Minutes

- b) Under Section 239 (2) (d) of the Municipal Act, 2001 – Security of the property of the Municipality – Administrative Report PPP-009-2014 (Closed) – Critical Infrastructure Identification
- c) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Human Resources Staffing Update
- d) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Negotiation Update
- e) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – New Liskeard Medical Centre – Memo 031-2014-CGP (Closed)

Carried

Resolution No. 2015-037

Moved by: Councillor McArthur

Seconded by: Councillor Laferriere

Be it resolved that Council of the City of Temiskaming Shores agrees to rise with report at 8:28 pm.

Carried

a) Adoption of the November 4, 2014 – Closed Session Minutes

Resolution No. 2015-038

Moved by: Councillor Foley

Seconded by: Councillor Whalen

Be it resolved that Council approves the November 4, 2014 Closed Session Minutes as printed.

Carried

b) Under Section 239 (2) (d) of the Municipal Act, 2001 – Security of the property of the Municipality – Administrative Report PPP-009-2014 (Closed) – Critical Infrastructure Identification

Resolution No. 2015-039

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Confidential Administrative Report No. PPP-009-2014, more specifically Appendix 01 – Revised Draft Critical Infrastructure Identification for the City of Temiskaming Shores; and

That Council accepts the revised Critical Infrastructure Identification which forms part of the annual maintenance requirements of the Emergency Management Program as outlined in the said report.

Carried

c) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Human Resources Staffing Update

Staff updated Council on various personnel matters, recently filled positions, recent job postings and current leaves.

d) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Negotiation Update

Staff updated Council on Union Negotiations.

e) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – New Liskeard Medical Centre – Memo 031-2014-CGP (Closed)

Staff reviewed Memo 031-2014-CGP (closed) with Council. Council provided direction to staff.

20. Confirming By-law

Resolution No. 2015-040

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that By-law No. 2015-014 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular Meeting held on December 16, 2014 be hereby introduced and given first and second reading.

Carried

Resolution No. 2015-041

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that By-law No. 2015-014 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2015-042

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that City Council adjourns at 8:31 pm.

Carried

Mayor – Carman Kidd

Clerk – David B. Treen



December 15, 2014

Mayor Carman Kidd
City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury ON P0J 1K0
ckidd@temiskamingshores.ca

Dear Mayor Kidd:

Congratulations on your election victory.

The Ministry of Natural Resources and Forestry (MNR) has a variety of responsibilities including: forestry, aggregates, wetlands and Ontario Parks. Today, I am writing to you to talk about one of the mandates of MNR — ensuring the sustainability of the province's wildlife population.

Ontario has a vast and diverse wildlife population. Seeing animals in the wild is a wonderful experience for many people. However, sometimes there are human-wildlife conflicts. I would like to provide you with information on how to manage these conflicts.

The ministry is committed to working with municipalities and landowners to prevent and reduce the number of human-wildlife conflicts. We do this by, among other things:

- providing information on dealing with specific species, such as coyotes or bears;
- assessing species populations and adjusting hunting numbers as necessary, for example reducing or increasing the number of deer tags issued;
- adjusting hunting seasons or limits; and
- providing advice and information to municipalities and landowners.

There are some best practices that we encourage landowners, including municipalities, to adopt to prevent and reduce conflicts. These include:

- putting out garbage the morning of pickup instead of the night before;
- not feeding wildlife;
- keeping pet food indoors; and
- putting up fencing.

Municipalities play a critical role in preventing and dealing with nuisance animals. In July 2013, our government made changes to the *Fish and Wildlife Conservation Act* to enable municipalities to compensate hunters or trappers for the removal of coyotes and other furbearing mammals (such as raccoons and skunks), without MNR permission.

Municipalities also have the ability to:

- Pass bylaws that ensure homeowners properly secure their garbage and other wildlife attractants.
- Pass bylaws preventing the feeding of nuisance animals.

My ministry has posted information online to help landowners with nuisance wildlife. Please visit www.ontario.ca/livingwithwildlife. Listed on that page are links for preventing and responding to problems caused by specific wildlife species.

Local ministry staff can be contacted to provide advice, explain regulations and assist in whatever way they can. I encourage you to contact your local office in North Bay at 705-475-5550.

Public safety remains a priority to the ministry. If a wild animal poses an immediate threat or danger to public safety — call 911.

I look forward to working together on matters of mutual concern.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Mauro". The signature is written in a cursive, flowing style.

Bill Mauro
Minister of Natural Resources and Forestry

Dave Treen

From: Ted McMeekin <minister.mah@ontario.ca>
Sent: December-16-14 2:23 PM
To: Municipality
Subject: Congratulations from Minister McMeekin / Félicitations de la part du ministre McMeekin

Ministry of Municipal Affairs and Housing

Ministère des Affaires municipales et du Logement



Office of the Minister

Bureau du ministre

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel. 416-585-7000
Fax 416-585-6470
www.ontario.ca/MAH

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December 16, 2014

His Worship
Mayor Carman Kidd
City of Temiskaming Shores

Haileybury ON P0J 1K0

Dear Mayor Kidd and Council:

Please accept my warm congratulations on your success in the recent municipal elections. I want to thank you for your decision to serve the public and I look forward to working with you in the years ahead.

I got my start in municipal politics, first as a member of the City of Hamilton council and then as mayor of the former Township of Flamborough. From this experience, I can truly appreciate the importance of municipal government as it is closest to the people and impacts their lives daily.

My priorities as Minister of Municipal Affairs and Housing are outlined in the mandate letter given to me by the Premier. In reviewing the mandate letter - <https://www.ontario.ca/government/2014-mandate-letter-municipal-affairs-and-housing> - you will see how important and ambitious our work together will be over the next 4 years. My personal commitment is to work with you to strengthen local communities while acknowledging their diverse needs. One of my top priorities is to address the critical issues related to housing and homelessness. I would like to work closely with you and others in the private sector to find new and creative solutions to meet the need for more affordable housing across the province.

The current fiscal environment means the government will have to make tough choices. I'm proud that the government has chosen to commit more resources to housing and homelessness, and to continue our commitment to the upload of municipal costs in accordance with the 2008 Provincial Municipal Fiscal Service Delivery Review (PMFSDR) agreement. As a result of the upload, municipalities will benefit from more than \$1.7 billion in reduced costs in 2015 alone.

It is important to acknowledge that the removal of these costs off the property tax base benefits all local taxpayers including those residing in lower-tier and northern municipalities. We encourage upper and lower tier

municipalities and northern District Social Service Administration Boards to engage in discussions to ensure that the savings resulting from the uploads benefit their shared taxpayers in the most effective way possible.

As a former mayor and councillor, I understand the important role that councils play in building communities. The Ministry has some information on its website, including the recently updated Municipal Councillor's Guide - <http://www.mah.gov.on.ca/Page5030.aspx> - that you may find useful to you and your colleagues. If you have further questions related to the Guide, you may contact one of the Ministry's regional offices listed on the website.

I am committed to building on the positive partnerships we value with municipalities in all parts of this province. My door is always open. Let's work together to keep the lines of communication open.

Once again congratulations and best wishes to you and to council for success over the coming four-year term.

Best regards,

Ted McMeekin
Minister

Toutes mes félicitations pour votre succès aux récentes élections municipales. Je vous remercie d'avoir décidé de vous consacrer au service du public et je me réjouis à l'idée de collaborer avec vous durant les années à venir.

J'ai moi-même fait mes débuts en politique municipale, d'abord comme membre du conseil municipal de Hamilton, puis comme maire de l'ancien canton de Flamborough. Grâce à cette expérience, je suis bien conscient de toute l'importance que revêt une administration municipale, car c'est le niveau de gouvernement le plus proche des gens et il a donc une influence sur leur vie quotidienne.

Mes priorités à titre de ministre des Affaires municipales et du Logement sont définies dans la lettre de mandat - <https://www.ontario.ca/fr/gouvernement/lettre-de-mandat-2014-affaires-municipales-et-du-logement> - que m'a remise la première ministre. En lisant cette lettre, vous vous rendrez compte à quel point le travail que nous accomplirons ensemble au cours des quatre prochaines années sera important et ambitieux. Je m'engage personnellement à travailler avec vous afin de renforcer les collectivités locales tout en reconnaissant leurs besoins diversifiés. L'une de mes grandes priorités consiste à m'attaquer aux problèmes cruciaux du logement et des sans-abris. J'ai à cœur de collaborer étroitement avec vous et avec des parties du secteur privé de manière à trouver de nouvelles solutions créatives pour offrir plus de logements abordables dans toute la province.

Compte tenu de la conjoncture économique actuelle, le gouvernement devra faire des choix difficiles. Je suis fier de dire que le gouvernement a décidé de consacrer plus de ressources au logement et aux sans-abris et de donner suite à son engagement à transférer des fonds pour aider à financer une partie des coûts des municipalités qui a été pris dans le cadre de l'Examen provincial-municipal du financement et du mode de prestation des services de 2008. Grâce à ces transferts, les municipalités bénéficieront d'une réduction de plus de 1,7 milliard de dollars de leurs coûts, et ce, en comptant seulement 2015.

Il faut reconnaître que tous les contribuables des municipalités, y compris ceux des municipalités de palier inférieur et des municipalités du Nord, bénéficieront de la réduction des coûts financés par l'assiette de l'impôt foncier. Nous encourageons les municipalités de palier supérieur et de palier inférieur ainsi que les conseils d'administration de district des services sociaux du Nord à participer à des discussions visant à faire bénéficier le plus efficacement possible leurs contribuables des économies résultant des transferts de fonds.

À titre d'ancien maire et d'ancien conseiller, je sais à quel point le rôle du conseil est important dans le développement d'une collectivité. Vous trouverez d'ailleurs dans le site Web du ministère des renseignements qui pourraient vous être utiles, à vous et à vos collègues, y compris le tout dernier *Guide de la conseillère ou du conseiller municipal* à jour, au - <http://www.mah.gov.on.ca/Page5031.aspx>. Si vous avez des questions au sujet de ce guide, n'hésitez pas à communiquer avec l'un des bureaux régionaux du ministère, dont la liste se trouve justement dans le site Web.

J'ai la ferme intention de poursuivre la collaboration fructueuse avec les municipalités de toute la province, qui a beaucoup de prix à mes yeux, et je demeure à votre disposition. Travaillons ensemble pour assurer de bonnes communications entre nous.

Je vous félicite encore une fois et je vous souhaite beaucoup de succès, à vous ainsi qu'à votre conseil, pour le prochain mandat de quatre ans.

Veillez agréer mes salutations distinguées.

Ted McMeekin
Ministre

**Ministry of Community Safety
and Correctional Services**

**Ministère de la Sécurité
communautaire et des Services
correctionnels**



Office of the Fire Marshal
and Emergency Management

Bureau du commissaire des incendies
et de la gestion des situations d'urgence

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25, avenue Morton Shulman
Toronto ON M3M 0B1
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Télécopieur : 647 329-1143

December 17, 2014

Dear Mayor in Council:

This letter is a follow-up to prior letters sent to you or the previous Mayor in Council on February 12, 2014, and June 17, 2014, respectively.

Effective January 1, 2014, Ontario became the first province to enact a series of regulatory changes intended to improve fire safety in vulnerable occupancies. Although the requirement for owners of these occupancies to retroactively install automatic sprinklers received the majority of the media coverage, a number of additional regulatory changes were enacted that impose requirements on municipalities and Chief Fire Officials. I would like to clarify what this means for municipalities like yours:

- Three years to complete mandatory training for all Chief Fire Officials responsible for approving facility fire safety plans (**New; deadline is January 1, 2017**);
- Observation of annual fire drills based on approved scenario (**New and in effect as of January 1, 2014; first fire drill to be completed by December 31, 2014**);
- Annual fire safety inspections conducted by the Chief Fire Official, based on a standardized checklist (**New and in effect as of January 1, 2014; first inspection to be completed by December 31, 2014**);
- Registry of Vulnerable Occupancies (**New and in effect as of January 1, 2014; entering information about facilities to be completed by December 31, 2014**).

The Office of the Fire Marshal and Emergency Management (OFMEM) committed to provide support to municipalities through advice, assistance and training. The following are a list of items demonstrating how the OFMEM kept this commitment.

1. Training program/course acceptable to the Fire Marshal

To meet the requirements for this mandatory training, Chief Fire Officials must complete a training program/course, acceptable to the Fire Marshal, no later than December 31, 2016. The course became available on line effective April 30, 2014. In addition, traditional class room courses commenced in the fall of 2014.

2. Registry of Vulnerable Occupancies

As part of the new regulatory requirements, the fire department is mandated to enter specific information about vulnerable occupancies within their municipality into the OFMEM Registry of Vulnerable Occupancies following the completion of the mandatory inspection. The OFMEM has commenced the Registry and municipal fire departments have begun populating the registry.

3. Training for Municipal Fire Departments

The OFMEM completed both webinars and forty two (42) full day training sessions across the province; these training opportunities were attended by over 1400 fire service personnel.

Committed to Working Together

The regulatory changes, incorporating a balanced approach of enhanced inspections, training and fire code retrofits, will help reduce the probability and consequence of fire on occupants and property as well as decrease the risks encountered by firefighters who are called to respond to fire emergencies in these occupancies. The value of these fire safety enhancements have already been demonstrated through recent fire incidents in which all residents were safely evacuated, that occurred in municipalities where the fire department had already undertaken the mandatory inspections and observation of fire drills.

It remains the responsibility of facility owners and operators in all municipalities to ensure their buildings are in full compliance with the changes to Ontario fire safety regulations. Similarly, it remains the responsibility of municipalities and Chief Fire Officials to ensure they are in full compliance with the new Regulations and Fire Marshal Directives.

The OFMEM continues to support municipalities and Chief Fire Officials by providing advice and assistance, training and ongoing communication regarding prescribed timelines to help municipalities and Chief Fire Officials to be in compliance with the law.

The OFMEM is commencing a monitoring program in January, 2015 to confirm and validate the status of compliance of municipalities and Chief Fire Officials with the new regulations and Fire Marshal directives. I have delegated the Field and Advisory Section of the OFMEM this responsibility. If you have any questions regarding the monitoring process, they can be directed to Assistant Deputy Fire Marshal Pierre Yelle, who can be reached by e-mail at Pierre.Yelle@ontario.ca or by telephone at (705) 725-1825.

To learn more about the work that has been accomplished to date and regulatory responsibilities, visit the OFMEM Web site portal for care occupancies, care and treatment occupancies and retirement homes, or contact the OFMEM at (647) 329-1100.

Thank you for your cooperation on this matter. We all have a role and duty to play in keeping seniors and vulnerable Ontarians fire safe.

Sincerely,



Tadeusz (Ted) Wieclawek
Ontario Fire Marshal and Chief of Emergency Management

CC: All Ontario Fire Chiefs
Ontario Association of Fire Chiefs
Association of Municipalities of Ontario
Jim Jessop, Director, Field and Advisory Services / Deputy Fire Marshal, OFMEM
Al Suleman, Director, Prevention and Risk Management, OFMEM
Barney Owens, Director, Response, OFMEM
Mary Prencepe, Assistant Deputy Fire Marshal, Technical Services, OFMEM
Pierre Yelle, Assistant Deputy Fire Marshal, Fire Protection Services, OFMEM
Chris Williams, Assistant Deputy Fire Marshal, Fire Investigation Services, OFMEM



Ontario

Ontario Energy Board / Commission de l'énergie de l'Ontario

OEB Energy East Consultation and Review



December 15, 2014

Mayor Carman Kidd
City of Temiskaming Shores
325 Farr Drive, PO Box 2050
Haileybury ON P0J 1K0

Dear Mayor Kidd,

The Ontario Energy Board (OEB) is conducting a province-wide consultation on the potential impacts of the Energy East Pipeline in Ontario. In Part One of the consultation, the OEB visited your area, seeking the perspectives of Ontarians on four matters of potential impact: pipeline safety and the environment, natural gas supply, First Nation and Métis communities, and the economic aspects.

Now that TransCanada has filed its Energy East application with the National Energy Board, I would like to update you on the next steps of the OEB's public consultation.

The OEB will be holding public meetings for residents in your area next month where we will respond to what we heard earlier this year and share our preliminary views on the impacts.

The meetings will take place from 6:00 p.m. – 9:00 p.m. on the following dates and locations:

Kenora – January 13th
Best Western Lakeside Inn
[470 First Avenue South](#)

Thunder Bay – January 14th
Valhalla Inn
[1 Valhalla Inn Road](#)

Kapuskasing – January 19th
Kapuskasing Civic Centre
[88 Riverside Drive](#)

Timmins – January 20th
Timmins Inn & Suites
[1800 Riverside Drive](#)

North Bay – January 21st
Royal Canadian Legion
Branch 23
[150 First Avenue](#)

Ottawa (Kanata) – January 22nd
Brookstreet Hotel
[525 Legget Drive](#)

Cornwall – January 27th
Ramada Cornwall
[805 Brookdale Avenue](#)

During the same period, the Board will be having meetings with First Nation and Métis communities to seek their views of the Energy East project.

The OEB is also organizing a forum at the end of January where invited stakeholders will discuss broader issues of concern to Ontarians, including the economic impact of the Energy East project on Ontario, as well as its impact on gas consumers, climate change, the environment and pipeline safety.

The Ontario Minister of Energy asked the OEB to examine and report on the Energy East project from an Ontario perspective. The Ontario Government will use the OEB's report to inform its own position, when it participates in the hearings on the proposed pipeline at the National Energy Board.

If you have any questions about the consultation process, please go to our website www.ontarioenergyboard.ca/oebenergyeast, or contact Peter Frasser, the OEB's Vice President, Industry Operations and Performance at peter.frasser@ontarioenergyboard.ca or 416-440-7616.

Rosemarie T. Leclair
Chair & CEO
Ontario Energy Board

The Ontario Energy Board (OEB) is a public body that regulates the energy sector in Ontario. It is responsible for ensuring that the energy system is safe, reliable and efficient, and that consumers are protected. The OEB is also responsible for promoting competition and innovation in the energy market.

The OEB is currently conducting a consultation process on the Energy East project. This project is a proposed pipeline that would transport oil from Alberta to Ontario. The OEB is interested in hearing from all stakeholders, including consumers, industry and environmental groups, about their views on the project.

The OEB is also organizing a forum at the end of January where invited stakeholders will discuss broader issues of concern to Ontarians, including the economic impact of the Energy East project on Ontario, as well as its impact on gas consumers, climate change, the environment and pipeline safety.

For more information, please visit our website at www.ontarioenergyboard.ca/oebenergyeast. You can also contact our toll-free helpline at 1-877-382-6222. If you have any questions, please contact Peter Frasser, the OEB's Vice President, Industry Operations and Performance at peter.frasser@ontarioenergyboard.ca or 416-440-7616.

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The OEB is also organizing a forum at the end of January where invited stakeholders will discuss broader issues of concern to Ontarians, including the economic impact of the Energy East project on Ontario, as well as its impact on gas consumers, climate change, the environment and pipeline safety.



**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
SOUTH TEMISKAMING CULTURAL SUSTAINABILITY PROJECT COMMITTEE MEETING**

Thursday, October 30th, 2014 – 8:30 A.M.

Cobalt Classic Theatre

MINUTES (Draft)

1. CALL TO ORDER

- Meeting called to order at 08:38 A.M.

2. ROLL CALL

MEMBERS:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Réjeanne Bélisle-Massie | <input checked="" type="checkbox"/> Anne-Denise Mejaki |
| <input checked="" type="checkbox"/> Mike McArthur (Councillor) | <input checked="" type="checkbox"/> Rebecca Desmarais |

SUPPORT STAFF:

- | |
|---|
| <input checked="" type="checkbox"/> Alexandra Jackson, Cultural Coordinator |
| <input type="checkbox"/> James Franks, Economic Development Officer |

- Guests: None.

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- Added New Business 7.5 Four month placement at The City of Temiskaming Shores.

4. APPROVAL OF AGENDA

Moved by: Rebecca Desmarais

Seconded by: Mike McArthur

Be it resolved that:

- The agenda for the October 30th, 2014 South Temiskaming Cultural Sustainability Project Committee (STCSP) meeting be approved as printed / amended.

5. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- No disclosure of pecuniary interest and general nature.

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Moved by: Anne-Denise Mejaki

Seconded by: Mike McArthur

Be it resolved that:

- The Minutes for the September 9th, 2014 South Temiskaming Cultural Sustainability Project Committee meeting be approved as printed / amended.

CARRIED

7. NEW BUSINESS

7.1 Adoption of proposed work plan

Recommendation No. 2014-CC-007

Moved by: Rebecca Desmarais

Seconded by: Anne-Denise Mejaki

Whereas the cultural coordinator has developed a Work plan for the STCSP based on the recommendations of the Municipal Cultural Plan and the City's Official Plan.

Whereas the cultural coordinator has made the appropriate changes to the work plan as suggested by the STCSP Committee. The word change in item 13 and 15 from "encourage" to "support", means the STCSP will help with various tasks.

Now therefore be it resolved that the STCSP committee adopts the Work Plan for the STCSP.

CARRIED

7.2 Adoption of STCSP Terms of Reference

Whereas the cultural coordinator has developed Terms of Reference for the STCSP Committee.

The adoption of the STCSP Terms of Reference was deferred to the next meeting due to the STCSP committee asking the Cultural Coordinator to look into the end date of the STCSP.

7.3 Listing of volunteer's and their expertise

Recommendation No. 2014-CC-008

Moved by: Mike McArthur

Seconded by: Rebecca Desmarais

Whereas the Municipal Cultural Plan recommends building capacity and a support system for volunteers (see the project description in the Grants Ontario Application Form for the STCSP funding application).

Now therefore be it resolved that the STCSP Committee agrees to go ahead with the volunteer's needed document created by the cultural coordinator.

CARRIED

7.4 Cultural/Historical article in local media

Recommendation No. 2014-CC-009

Moved by: Mike McArthur

Seconded by: Rebecca Desmarais

Whereas the STCSP Work Plan recommends the promotion of cultural activities through radio, newspaper and online mediums, and

Whereas we received the following quotes:

- 165.00\$ for a monthly one-page article in *The Speaker* OR *The Weekender* with an ad at the bottom of the page the whole width and 3" in height.
- 143.00\$ for a bi-weekly article in *The Speaker* OR *The Weekender* with an ad at the bottom of the page the whole width and 3" in height.
- 247,00\$ for a monthly one-page article in *The Speaker* AND *The Weekender* with an ad at the bottom of the page the whole width and 3" in height.
- 215.00\$ for a bi-weekly article in *The Speaker* AND *The Weekender* with an ad at the bottom of the page the whole width and 3" in height.
- The ads are quoted in black & white, and 65.00\$ would be added to their price if the ad was requested in color.
- *Temiskaming Printing* recommends placing the article in *The Weekender* with a provided distribution number of 11,400 over *The Speaker* with a provided distribution number of 6,500.
- 125.00\$ for a monthly article in *The Voice* and can offer a quarter page (5" x 7") ad in black and white (the paper does not offer color printing yet).

Now therefore be it resolved that the STCSP Committee recommends purchasing black & white advertisement in *The Weekender* to support a monthly heritage or culture article.

CARRIED

7.5 Four month placement at *The City of Temiskaming Shores*

Discussion was had regarding having the Work Plan for the Immigration strategy presented at our next STCSP committee meeting to have adopted.

8. Reports by committee members

- Not applicable.

9. SCHEDULING OF MEETINGS

- The STCSP committee agrees to meet on November 13th & December 11th, 2014 at 10am at City Hall.

10. ITEMS FOR FUTURE MEETINGS

- Shared resource centre
- Cultural passports

11. OUTSTANDING ITEMS

- DogLoversDay

12. ADJOURNMENT

Moved by: Mike McArthur

Seconded by: Rebecca Desmarais

Be it resolved that:

- STCSP adjourns at 09:30 A.M.

CARRIED

Chairperson – Réjeanne Bélisle-Massie

Secretary – Alexandra Jackson



**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
SOUTH TEMISKAMING CULTURAL SUSTAINABILITY PROJECT COMMITTEE MEETING**

Thursday, November 13th, 2014 – 10:00 A.M.

New Liskeard Boardroom – City Hall

MINUTES (Draft)

1. CALL TO ORDER

- Meeting called to order at 10:05 A.M.

2. ROLL CALL

MEMBERS:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Réjeanne Bélisle-Massie | <input checked="" type="checkbox"/> Anne-Denise Mejaki |
| <input checked="" type="checkbox"/> Mike McArthur (Councillor) | <input checked="" type="checkbox"/> Rebecca Desmarais |

SUPPORT STAFF:

- | |
|---|
| <input checked="" type="checkbox"/> Alexandra Jackson, Cultural Coordinator |
| <input type="checkbox"/> James Franks, Economic Development Officer |

- Guests: None.

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- No review of revision or deletions to agenda.

4. APPROVAL OF AGENDA

Moved by: Mike McArthur

Seconded by: Rebecca Desmarais

Be it resolved that:

- The agenda for the November 13th, 2014 South Temiskaming Cultural Sustainability Project Committee (STCSP) meeting be approved as printed.

5. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- No disclosure of pecuniary interest and general nature.

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Moved by: Rebecca Desmarais

Seconded by: Mike McArthur

Be it resolved that:

- The Minutes for the October 30th, 2014 South Temiskaming Cultural Sustainability Project Committee meeting be approved as printed.

CARRIED

7. NEW BUSINESS

7.1 Adoption of STCSP Terms of Reference

Recommendation No. 2014-CC-010

Moved by: Rebecca Desmarais

Seconded by: Anne-Denise Mejaki

Whereas the cultural coordinator has developed Terms of Reference for the STCSP Committee, and

Whereas the cultural coordinator received clarification on the end date for the STCSP, as requested by the committee.

Now therefore be it resolved that the STCSP Committee accepts the Terms of Reference as amended, developed by the cultural coordinator. The group Vocal Arts was taken out of the STCSP committee representatives, since it fits in the category of performance arts. Some things were also clarified.

CARRIED

7.2 Cultural Roundtable debrief

A discussion was had regarding the first Cultural Roundtable (committee members, shared resource centre, training sessions, etc.). We will be focusing more on the purpose of our next Cultural Roundtable, which will be discussed at the next meeting. We have also decided to invite Stephanie King-McLaren to become one of our committee members, as a representative of the First Nations community.

7.3 Cultural Passports

The discussion on cultural passports was deferred to the next meeting.

7.4 Cultural article in *Le Reflet*

The previously published cultural articles and advertisement in *Le Reflet* were presented to the STCSP committee. Committee members provided the Cultural Coordinator with article ideas to pass onto Le Reflet (Ernie Fauvelle & Rose-Aimé Bélanger).

7.5 Second quarterly Cultural Roundtable

The second quarterly cultural roundtable was deferred to the next meeting.

8. Reports by committee members

- No reports by committee members

9. SCHEDULING OF MEETINGS

- The STCSP committee agrees to meet on January 8th, 2015 & February 19th, 2015 at 10am at City Hall.

10. ITEMS FOR FUTURE MEETINGS

- Cultural passports
- Second quarterly Cultural Roundtable

11. OUTSTANDING ITEMS

- DogLoversDay

12. ADJOURNMENT

Moved by: Anne-Denise Mejaki

Seconded by: Rebecca Desmarais

Be it resolved that:

- STCSP adjourns at 11:12 A.M.

CARRIED

Chairperson – Réjeanne Bélisle-Massie

Secretary – Alexandra Jackson

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

Meeting Minutes

Wednesday, November 26, 2014

PRESENT: Chair: Carman Kidd
Members: Florent Heroux; Angela Hunter; Rod Mathews; Voula Zafiris

REGRETS: Greg Ford; Suzanne Othmer

ALSO PRESENT: Jennifer Pye, Secretary-Treasurer
Chris Oslund, City Manager

PUBLIC: Sean Mackey – Applicant A-2014-12(NL)

1. Opening of Meeting

Resolution No. 2014-56

Moved By: Florent Heroux
Seconded By: Voula Zafiris

Be it resolved that the Committee of Adjustment meeting be opened at 1:31 p.m.

Carried

2. Adoption of Agenda

Carman Kidd noted that agenda item 7.1 is amended to reflect the correct Motion number of 2014-53.

Resolution No. 2014-57

Moved By: Voula Zafiris
Seconded By: Florent Heroux

Be it resolved that the Committee of Adjustment adopts the agenda as amended.

Carried

3. Declaration of Pecuniary Interest

None

4. Adoption of Minutes

Resolution No. 2014-58

Moved By: Rod Mathews
Seconded By: Angela Hunter

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves the minutes of the October 29, 2014 Committee of Adjustment Meeting as amended.

Carried

5. Public Hearings

Chairman Carman Kidd advised that this afternoon a public hearing is scheduled for one (1) minor variance application.

The Planning Act requires that a public hearing be held before the Committee of Adjustment decides whether to approve such applications. The public hearing serves two purposes: first, to present to the Committee and

**The Corporation of the City of Temiskaming Shores
Committee of Adjustment
Meeting Minutes**

Wednesday, November 26, 2014

the public the details and background to the proposed applications and, second, to receive comments from the public and agencies before a decision is made.

5.1 Minor Variance Application A-2014-13(D) John and Diane Peters

The Chair declared the public hearing for Minor Variance Application A-2014-13(D) to be open.

The Chair asked the Planner, Jennifer Pye, to summarize the proposal, provide any additional information that may be relevant and summarize any correspondence received to date regarding this application.

Subject lands: Sunnydale Cottages; 743022 Dawson Point Road; Dymond Concession 2, South Part of Lot 12; Parcels 9906SST and 10693SST; Township of Dymond

Purpose of the application: In March, 2014 the Committee of Adjustment approved consent application B-2014-02(D) which separated the subject property into two saleable lots. One of the conditions of approval was that the applicant obtain the required site-specific relief for both the severed and retained property. The purpose of this application is to fulfill that condition.

The owner is seeking relief from the requirements of Zoning By-law 984 as follows:

Provision	Zoning By-law 984	Retained (east property)	Severed (west property)
8(8)(b) Lot Frontage (minimum)	75m (246')	±28m (91.8')	±33m (108.2')

The requested relief is the result of circumstances created by the severance of the property.

The Committee of Adjustment approved a minor variance for relief from the minimum building setback provisions of the Zoning By-law on August 27, 2014. The relief granted as follows:

Provision	Zoning By-law 984	Retained (east property)	Severed (west property)
8(8)(h) Building Setback, Side (minimum)	10m (32.8')	1m (3.28') west side	6m (19.68') east side

Statutory public notice: The application was received on November 7, 2014 and was circulated to City staff. Notice of a complete application and notice of a public hearing was advertised in the Temiskaming Speaker on November 12, 2014 in accordance with the statutory notice requirements of the Planning Act. Notice was also mailed to property owners within 60m (200') of the subject land.

Jennifer Pye summarized the Planning Report and advised that in her opinion the application meets the four tests for a minor variance as prescribed in the Planning Act and respectfully requested that the Committee approve the application.

The Committee noted that this application was required as a condition of consent approval to ensure there are no issues in the future and to bring both the severed and retained properties into compliance with the requirements of the Zoning By-law. Committee members discussed the frontage of the properties in relation to other properties along Dawson Point Road, as well as the requirement for the easement across the driveway.

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

Meeting Minutes

Wednesday, November 26, 2014

The committee considered the following resolution:

Resolution No. 2014-59

Moved By: Florent Heroux
Seconded By: Rod Mathews

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2014-13(D) as submitted by John and Diane Peters for the following lands: Sunnysdale Cottages; 743022 Dawson Point Road; Dymond Concession 2, South Part of Lot 12; Parcels 9906SST and 10693SST; Township of Dymond

And whereas the applicant is requesting relief from the following sections of Zoning By-law 984, as amended:

- 1) Section 8(8)(b) requires a minimum lot frontage of 75m. The applicant is requesting ± 28 m for the retained property;
- 2) Section 8(8)(b) requires a minimum lot frontage of 75m. The applicant is requesting ± 33 m for the severed property.

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated November 21, 2014 and has considered the recommendations therein;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2014-13(D).

Further be it resolved that the following variance be granted:

That the Committee of Adjustment grant relief from Section 8(8)(b) of Zoning By-law 984 to permit a minimum lot frontage of ± 28 m for the retained property.

That the Committee of Adjustment grant relief from Section 8(8)(b) of Zoning By-law 984 to permit a minimum lot frontage of ± 33 m for the severed property.

For the following reasons:

In the opinion of the Committee:

1. The variance maintains the general intent and purpose of the Township of Dymond Official Plan, as amended;
2. The variance maintains the general intent and purpose of the Township of Dymond Zoning By-law 984, as amended;
3. The variance is desirable for the appropriate development or use of the land, building, or structure;
4. The variance is minor.

Carried

The Chair declared the public hearing for Minor Variance Application A-2014-13(D) to be closed.

6. New Business

None

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

Meeting Minutes

Wednesday, November 26, 2014

7. Unfinished Business

7.1 Minor Variance Application A-2014-12(NL) 1679491 Ontario Limited

The Chair provided an overview of the status of the application and an update about the information that has been received since the application was originally considered by the Committee on October 29, 2014. The City received a legal opinion stating that the City could be liable if the Committee approves the minor variance application and the private sewer service fails in the future.

The City Manager further explained that the 1988 letter set out options for the property owners, including connecting to the City's main on Niven Street, or entering into an agreement between the property owners for the maintenance of the private sewer service. The City has no control over the private service itself, but the City has control over where the service connects to the City's main. The Planning Department searched title for 101 Niven Street and there is no agreement registered on title for the subject property. The applicant confirmed that his lawyer searched title when the property was transferred and no agreements or easements are registered on title to the subject property, nor would he agree to the registration of an easement across his property.

The Committee asked if service connections were extended to the property lines when the main on Niven Street was installed. The City Manager confirmed that City records indicate service lines were extended to the property lines.

The applicant requested the Committee postpone making a decision on the application until the December meeting to allow his lawyer the opportunity to review the application and information. The applicant also inquired as to the obligation of the Town of New Liskeard and City of Temiskaming Shores to register an easement or have a notice on file for alert property owners to this issue. The applicant also stated that the City does not have proof that the 1988 letter was sent to all of the property owners serviced by the private sewer connection.

The City Manager stated that the letter from 1988 indicates that the information was sent to all of the property owners on that line, but that the letter addressed to the then owner of 91 Niven Street is the only indication the City has that the letter was sent. The City Manager also noted that the 1988 letter states that there was to be a public meeting to discuss options for the private sewer connection on October 19, 1988, and he searched the City's records and could not find any minutes or notes from that meeting, or any indication that the meeting was held.

The applicant stated that the City set precedent to approve his application when a change of use was allowed for the bed and breakfast establishment at 91 Niven Street. The Planner clarified that the Town of New Liskeard passed a Zoning By-law Amendment in 2002 to amend the definition of Home Occupation to include a bed and breakfast as a permitted home occupation use, but that the amendment applies to the entire Town of New Liskeard and was not specific to the property at 91 Niven Street therefore precedent was not set.

The applicant also questioned the City's interest in the private sewer connection. There is no agreement between the property owners for the sewer connection, and as the City doesn't maintain the line the City has no control over the connections to the line.

The City Manager clarified that the City has control over the point of connection to the City's main on Dymond and controls the input into the City's system through that connection point.

The Corporation of the City of Temiskaming Shores
Committee of Adjustment
Meeting Minutes

Wednesday, November 26, 2014

The Committee and applicant discussed what work and cost would be required to connect to the City's main on Niven Street and the potential options for redirecting the connection to the front of the dwelling, including trenching outside or pumping from the inside. The applicant noted that the cost for connecting to the Niven Street main would be very high and would involve major work inside the house.

The Committee requested information regarding the elevation of the sewer main on Niven Street. The Committee agreed to defer their decision on the application any noted that the December meeting is scheduled earlier in the month to accommodate Christmas. The December meeting is set for December 17, 2014.

The Committee considered the following resolution:

Resolution No. 2014-53

Moved By: Voula Zafiris
Seconded By: Angela Hunter

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2014-12(NL) as submitted by 1679491 Ontario Limited for the following lands: 101 Niven Street North; Plan M31NB, Lot 19; Parcel 3438SST; New Liskeard;

And whereas the applicant is requesting relief from the following sections of Zoning By-law 2233, as amended:

- 3) Section 7(2)(a)(i) requires a minimum lot area for a duplex dwelling house of 660m². The applicant is requesting 602.3m²;
- 4) Section 7(2)(b)(i) requires a minimum lot frontage for a duplex dwelling house of 18m. The applicant is requesting 12.27m.

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated October 24, 2014 and has considered the recommendations therein;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2014-12(NL).

Further be it resolved that the following variance be granted:

That the Committee of Adjustment grant relief from Section 7(2)(a)(i) of Zoning By-law 2233 to permit a minimum lot area for a duplex dwelling house of 602.3m².

That the Committee of Adjustment grant relief from Section 7(2)(b)(i) of Zoning By-law 2233 to permit a minimum lot frontage for a duplex dwelling house of 12.27m.

For the following reasons:

In the opinion of the Committee:

1. The variance maintains the general intent and purpose of the Town of New Liskeard Official Plan, as amended;
2. The variance maintains the general intent and purpose of the Town of New Liskeard Zoning By-law 2233, as amended;

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

Meeting Minutes

Wednesday, November 26, 2014

3. The variance is desirable for the appropriate development or use of the land, building, or structure;
4. The variance is minor.

Deferred

8. Applications for Next Meeting

Next meeting: Wednesday, December 17, 2014

9. Adjournment

Resolution No. 2014-61

Moved By: Angela Hunter

Seconded By: Voula Zafiris

Be it resolved that the Committee of Adjustment meeting be closed at 2:28 p.m.

Carried

Carman Kidd
Chair

Jennifer Pye
Secretary-Treasurer



MINUTES

Timiskaming Health Unit Board of Health

Regular Meeting held on October 1, 2014 at 6:30 P.M.

Timiskaming Health Unit – New Liskeard Boardroom

1. The meeting was called to order at 6:45 p.m.

2. **ROLL CALL**

Board of Health Members

Carman Kidd	Chair, Mayor of Temiskaming Shores
Mike McArthur	Councillor, Temiskaming Shores
Merrill Bond	Councillor, Charlton & Dack, representative for Town of Englehart, township of Evanturel, Chamberlain, Hilliard
Norm Mino	Councillor, Town of Kirkland Lake
Sherri Louttit	Public Appointee
Audrey Lacarte	Municipal Appointee, Townships of Brethour, Harris, Harley & Casey, Village of Thornloe
Louise Hayes	Municipal Appointee, Township of Armstrong, Hudson, James, Kerns & Matachewan
Merdy Armstrong	Municipal Appointee, Townships of Larder Lake & McGarry, Township of Gauthier (<i>Teleconference</i>)
Tony Antoniazzi	Vice-Chair, Councillor, Town of Kirkland Lake
Sue Nielsen	Councillor for Town of Cobalt, representative for Town of Latchford, Municipality of Temagami, and Township of Coleman)

Regrets

Jamie Morrow Councillor, Temiskaming Shores

Timiskaming Health Unit Staff Members

Dr. Marlene Spruyt	Medical Officer of Health/Chief Executive Officer
Randy Winters	Manager of Finance & Admin. Services
Rachelle Leveille	Executive Assistant

3. **APPROVAL OF AGENDA**

MOTION #63R-2014

Moved by: Tony Antoniazzi

Seconded by: Merrill Bond

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on October 1st, 2014 as presented.

CARRIED

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

None.

5. **APPROVAL OF MINUTES**

MOTION #64R-2014

Moved by: Mike McArthur

Seconded by: Norm Mino

Be it resolved that the Board of Health approves the minutes of its regular meeting held on September 3, 2014 as presented.

CARRIED

6. **BUSINESS ARISING**

None

7. **FINANCE SUB-COMMITTEE REPORT**

Minutes of meeting held on August 28, 2014 were distributed for information. Minutes were approved as amended.

8. **REPORT OF THE MEDICAL OFFICER OF HEALTH/CHIEF EXECUTIVE OFFICER**

MOTION #65R-2014

Moved by: Louise Hayes

Seconded by: Sue Nielsen

Be it resolved that the Board of Health accepts the report of the Medical Officer of Health/Chief Executive Officer as distributed.

CARRIED

9. **NEW BUSINESS**

a. **KIRKLAND LAKE – HEAT BY-LAW #78-069**

Dr. Spruyt reported that the Public Health Inspector has been receiving numerous residential complaints regarding heating/water issues in Kirkland Lake over the years. The Board was informed of an existing by-law/memorandum of understanding with the Town of Kirkland Lake, from 1978, regarding heating related issues to be redirected to the health unit. Since then, other legislations have come into place. These issues are creating a surplus amount of work for the Public Health Inspectors. Dr. Spruyt recommended to have some discussion with the Town of Kirkland Lake regarding amendments to their current by-law. The health unit cannot enforce if the issue is not a health hazard as per the HPPA. The health unit would like to encourage collaboration between partners (tenant, housing, landlord, DTSSAB) to come up with solutions.

Direction: the Board directed Dr. Spruyt to consult with the Town of Kirkland Lake.

b. **PUBLIC HEALTH PERFORMANCE INDICATORS 2013 YEAR-END RESULTS**

Dr. Spruyt provided an overview of the THU results in comparison with other health units in the province.

- c. **WORKPLACE WELLNESS SURVEY RESULTS**
The survey results were provided to the Board for review and information. Discussed continuing the ongoing education with staff regarding the role of the Board and management with respect to governance and operational decisions.
- d. **STAFF LIST**
Mr. Armstrong suggested that the staff list be submitted to the Board on a monthly basis. It was reminded that the document is issued on a quarterly basis with the Board report.
- e. **EBOLA OUTBREAK**
Mr. Armstrong enquired of the plan of direction regarding the Ebola outbreak. Dr. Spruyt reassured that due to many barriers, cases in Ontario are unlikely to come to the area. All the health care providers are receiving the ministry messaging/updates and are remaining on high alert. Screening protocols are in place with family health teams and hospitals. During the month of October, THU will be issuing the seasonal reminders regarding infection control measures.
10. **CORRESPONDENCE**
MOTION #66R-2014
Moved by: Merrill Bond
Seconded by: Louise Hayes
Be it resolved that the Board of Health acknowledges receipt of the correspondence for information purposes;
- **Eastern Ontario Health Unit:**
-Motion #2014-1147 to request the Ministry to maintain the current levels of funding through general program budgets and Healthy Smiles Ontario to ensure equitable access to preventive oral health services for all children and further that the “emergency” proposed program be adequately funded to meet all dental needs.
 - **Porcupine Health Unit:**
Resolution to request the province to maintain a positive relationship with local Porcupine Health Unit dentists, to develop a flexible, timely, appropriate fee, approval and payment processes and further that the “emergency” proposed program be adequately funded to meet the utilization rate of the three current needs based treatment programs.
- MOTION #67R-2014**
Moved by: Merdy Armstrong
Seconded by: Mike McArthur
Be it resolved that the Board of Health supports the Eastern Ontario and Porcupine Health Unit’s resolutions regarding dental health.

CARRIED

11. **IN-CAMERA**

MOTION #68R-2014

Moved by: Louise Hayes

Seconded by: Tony Antoniazzi

Be it resolved that the Board of Health agrees to move in-camera at 7:43 p.m. to discuss the following matters under section 239 (2):

- a. Approval of In-Camera Minutes (September 3rd, 2014)
- b. Update on Illegal Septic System

CARRIED

12. **RISE AND REPORT**

MOTION #69R-2014

Moved by: Merrill Bond

Seconded by: Mike McArthur

Be it resolved that the Board of Health agrees to rise with report at 7:53 p.m.

In-Camera Minutes

MOTION #70R-2014

Moved by: Sue Nielsen

Seconded by: Audrey Lacarte

Be it resolved that the Board of Health approves the in-camera minutes of meeting held on September 3rd, 2014 as presented.

CARRIED

13. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on November 5, 2014 at 6:30 p.m. at the Englehart Medical Centre boardroom. The Board agreed to hold the December meeting at Cousin's Restaurant on December 10th. Rachelle to follow up with the confirmation.

14. **ADJOURNMENT**

MOTION #71R-2014

Moved by: Louise Hayes

Seconded by: Sherri Louttit

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 7:56 p.m.

CARRIED

Carman Kidd, Board Chair

Rachelle Leveille, Recorder



MINUTES

Timiskaming Health Unit Board of Health

Regular Meeting held on November 5, 2014 at 6:30 P.M.

Englehart Medical Centre Boardroom

1. The meeting was called to order at 6:45 p.m.

2. **ROLL CALL**

Board of Health Members

Carman Kidd	Chair, Mayor of Temiskaming Shores
Mike McArthur	Councillor, Temiskaming Shores
Merrill Bond	Councillor, Charlton & Dack, representative for Town of Englehart, township of Evanturel, Chamberlain, Hilliard
Norm Mino	Councillor, Town of Kirkland Lake
Sherri Louttit	Public Appointee
Audrey Lacarte	Municipal Appointee, Townships of Brethour, Harris, Harley & Casey, Village of Thornloe
Merdy Armstrong	Municipal Appointee, Townships of Larder Lake & McGarry, Township of Gauthier
Tony Antoniazzi	Vice-Chair, Councillor, Town of Kirkland Lake
Sue Nielsen	Councillor for Town of Cobalt, representative for Town of Latchford, Municipality of Temagami, and Township of Coleman)
Jamie Morrow	Councillor, Temiskaming Shores (<i>Teleconference</i>)

Regrets

Louise Hayes	Municipal Appointee, Township of Armstrong, Hudson, James, Kerns & Matachewan
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Timiskaming Health Unit Staff Members

Dr. Marlene Spruyt	Medical Officer of Health/Chief Executive Officer
Randy Winters	Manager of Finance & Admin. Services
Rachelle Leveille	Executive Assistant

3. **APPROVAL OF AGENDA**

MOTION #72R-2014

Moved by: Merrill Bond

Seconded by: Tony Antoniazzi

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on November 5th, 2014 as presented.

CARRIED

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

None.

5. **APPROVAL OF MINUTES**

MOTION #73R-2014

Moved by: Merrill Bond

Seconded by: Mike McArthur

Be it resolved that the Board of Health approves the minutes of its regular meeting held on October 1, 2014, as presented.

CARRIED

6. **BUSINESS ARISING**

6a **Resolution 01-2014 – Continued Publically Funded Oral Care Services**

Copy of the resolution was distributed to the Board for information.

6b **KL Heating Complaints By-Law Follow-Up**

Dr. Spruyt informed the Board that Mrs. Allick will be bringing the issue to council once their new members have been appointed. Mrs. Allick would like the opportunity to discuss with her council regarding the recommended amendments to the by-law #78-069. Dr. Spruyt has offered to provide a briefing note and clarification regarding THU's mandate which does not include responding to heating complaints. THU would like to see the transition occur as quickly as possible and can offer our equipment to the town in order to respond and address heating complaints.

7. **FINANCE SUB-COMMITTEE REPORT**

Minutes of meeting held on September 25, 2014 were distributed for information. Mr. Winters informed that the 2014 Public Health & Related Program budget was approved and received today from the Ministry with a 2% increase.

8. **REPORT OF THE MEDICAL OFFICER OF HEALTH/CHIEF EXECUTIVE OFFICER**

MOTION #74R-2014

Moved by: Merdy Armstrong

Seconded by: Sherri Louttit

Be it resolved that the Board of Health accepts the report of the Medical Officer of Health/Chief Executive Officer as distributed.

CARRIED

Falls Prevention Survey

A screening tool survey was being offered to all seniors attending the influenza clinics this year. The tool is a generic assessment that clients can bring back to their physician to discuss potential risks. Volunteers from Rising Stars assisted in the survey administration.

Clarification was provided in regards to a complaint received from the Cobalt Influenza clinic.

Municipal Candidate Survey – Poverty Project

Some feedback was expressed by the Board members regarding their views on answering the survey. Many communicated that the following was not appropriate: the timing of the survey (during an election period), having the results posted on the website, some felt they were not in a position to answer (not involved with social services), more related to a county-municipality, newspapers published some information, some did not fill out the survey due to most of the questions required some knowledge, no space to provide comments. Dr. Spruyt clarified that the survey was part of a provincial project amongst all health units. The questions were created centrally for all HU to share. It was done to increase awareness with an opportunity for the candidates to provide their answer. The Board recommended to bring all future political exercise/statement for discussion at the Board.

Ministry Letter – PHU Reporting Requirements

Due to a few incidents where there was a delay of an infectious disease being released to the public, the Ministry is now requesting earlier notification of outbreak investigations. HU are required to disclose more detailed information to the public. In previous incidents, the press had gotten involved prior to all contacts being notified. The Ministry is encouraging health units to become more transparent in order to maintain confidence in Ontario's public health sector.

9. MANAGEMENT REPORTS

The 2014 Q3 Board Report and the staff list were reviewed by the Board for information.

10. NEW BUSINESS

- a. Resolution #02-2014 – Regulating The Manufacture, sale, Promotion, Display of E-Cigarettes

MOTION #75R-2014

Moved by: Mike McArthur

Seconded by: Jamie Morrow

Be it resolved that the Board of Health approves the Board of Health #02-2014 as presented.

11. CORRESPONDENCE

MOTION #76R-2014

Moved by: Merdy Armstrong

Seconded by: Tony Antoniazzi

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

- Windsor-Essex County Health Unit:

Motion to request the Ministry to maintain clinical preventive oral health services in the OPHS under current eligibility criteria.

Wellington-Dufferin-Guelph Public Health:

Letter to the Minister Matthews to encourage the Province of Ontario to introduce clear implementation and investment plans to ensure the goals of the new strategy; **Ontario Poverty Reduction Strategy, Realizing Our Potential 2014-2019** and to urge the

government to increase basic social assistance to an amount that is adequate to cover basic living expenses including the cost of healthy eating.

Grey Bruce Health Unit:

Motion to support the Eastern Ontario Health Unit, urging the province to take positive action to meet current needs of our population with respect to access to emergency dental care.

CARRIED

12. **IN-CAMERA**

MOTION #77R-2014

Moved by: Merrill Bond

Seconded by: Sue Nielsen

Be it resolved that the Board of Health agrees to move in-camera at 7:38 p.m. to discuss the following matters under section 239 (2):

- a. Approval of In-Camera Minutes (October 1, 2014)
- b. Update on Illegal Septic System
- c. Elk Lake Nursing Station
- d. Personal Matters about an Identifiable Individual

CARRIED

13. **RISE AND REPORT**

MOTION #78R-2014

Moved by: Mike McArthur

Seconded by: Norm Mino

Be it resolved that the Board of Health agrees to rise with report at 7:55 p.m.

In-Camera Minutes

MOTION #79R-2014

Moved by: Merrill Bond

Seconded by: Audrey Lacarte

Be it resolved that the Board of Health approves the in-camera minutes of meeting held on October 1, 2014 as presented.

CARRIED

14. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on January 21, 2015 in Kirkland Lake.

15. **ADJOURNMENT**

MOTION #80R-2014

Moved by: Tony Antoniazzi

Seconded by: Audrey Lacarte

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 8:00 p.m.

CARRIED

Report to the Board of Health



November 5, 2014

*Prepared by:
the Management Team*

2014 Q3 BOARD REPORT

HUMAN RESOURCES UPDATE - *Randy Winters (A)*

RECENT NEW HIRES

- **Digitization Clerk**, Eng, Temporary, Full-Time (Sept.22.14-May.29.2016)
- **Community Health Worker/RPN**, NL, Permanent, Part-Time (Sept.15.2014)
- **Public Health Promoter**, NL, Permanent, Full-Time (Sept.15.14)
- **Mental Health/Addiction Clinician**, KL, Permanent, Full-Time (Sept.29.14)
- **Public Health Nurse**, KL, Temporary, Full-Time (Sept.29.14-Dec.31.2015)
- **Secretary I**, NL, Permanent, Full-Time (Oct.13.2014)
- **Secretary I**, NL, Permanent, Full-Time (Oct.13.2014)
- **Public Health Inspector**, NL, Contract Extension, Temporary, Full-Time (Oct.20.2014 – Mar.25.2016)
- **Mental Health/Addiction Clinician**, KL, Temporary, Full-Time (Oct.20.14-Oct.30.2015)
- **Public Health Inspector**, KL/NL, Temporary, Full-Time (Nov.3.2014-Aug.28.2015)
- **Mental Health/Addiction Clinician**, NL, Contract Extension, Full-Time (Nov.17.14-May.15.2015)

RETIREMENT/RESIGNATION (*since last report*)

- **Public Health Dietitian**, Resignation, NL, Permanent, Full-Time (effective Oct.31.2014)

CURRENT VACANCIES

None

OUT-OF-DISTRICT CONFERENCE/WORKSHOP ATTENDANCE (*July - Sept*)

- **2014 Ont. Problem Gambling Forum**, MH/Add Supervisor, Ottawa, Jun-9- 2014
- **OMAF – Food Processing Training**, (2) Public Health Inspectors, Toronto, Jun-16-2014
- **2014 Forum – Pop. Based Cessation**, Public Health Promoter, Toronto, Jun-17-18-2014
- **OMAF – Food Processing Training**, Public Health Inspector, Ottawa, Jun-24-2014
- **NE TCAN YATI Training/TCAN Mtg**, (2) Public Health Promoters, Sudbury, Jul-2-2014
- **Trauma Inf. Care, Compassion Fatigue and Clinician Self-Care**, MH/Add, North Bay, Sept-10-11-2014
- **Supporting Families Experiencing Perinatal & Infant Loss**, (3) MH/Add, Tem. Hospital, Sept-23-2014
- **Doing the Work-Trauma 360 (Rural/Remote)**, (3) MH/Add, North Bay, Oct-22-23-2014
- **Canadian Falls Prevention Curr. Training**, Public Health Promoter, North Bay, Oct-28-29-2014
- **Smart Proposal Writing Workshop**, Public Health Dietitian, Coleman Twp, Nov.5.2014
- **Championing PH Nutrition**, (2) Public Health Dietitian, Gatineau, Nov.26-27.2014

ENVIRONMENTAL HEALTH, INFECTION CONTROL & FOUNDATIONAL STANDARDS

Cameron Clark

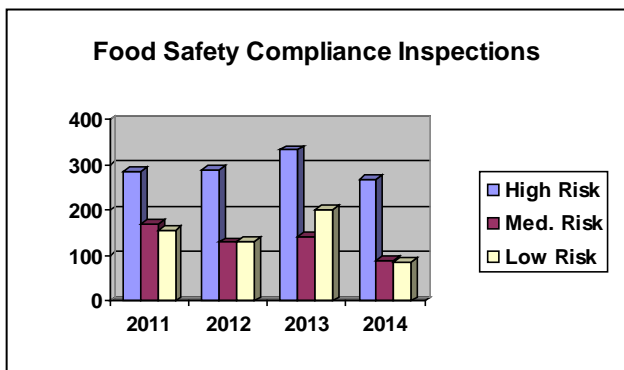
SPECIAL PROJECTS

- **Temagami Lake Association campaign** - completed drinking water testing for cottagers, disseminated survey results in cottage newsletter. Attendance at Annual General Meeting. Continued plans for next year to raise awareness about faulty septic systems.
- **Well Aware campaign** – postcards delivered, increased water bottle courier dates. Continued plans to increase awareness & promotion of well testing for bacteria for rural residents.
- **GIS project**

- Commenced plans for a **Table Top Emergency Exercise** to be facilitated by PHO

COMPLETED REPORTS

- **Drinking Water and Septic Waste Management in the Temagami Lakes Area:** finalized survey report, shared at TLA AGM.



Infection Control	2011	2012	2013	2014
Reportable Disease	131	142	201	55
Investigations				
Outbreaks	9	13	17	18
Animal Bite Reporting	72	90	74	47

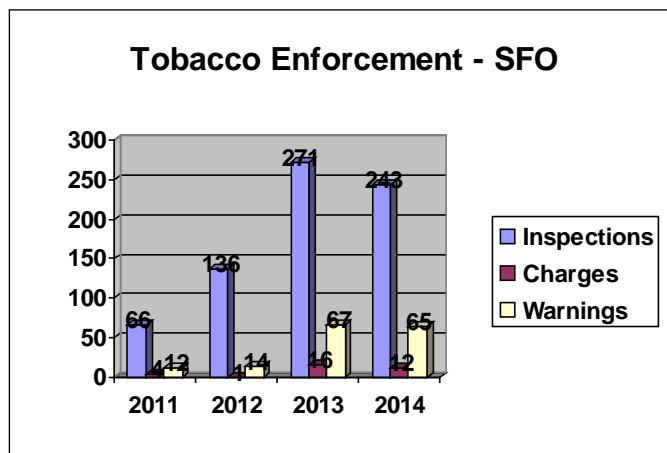
Land Control	2012	2013	2014
Permits Issued	197	137	123
File Searches	51	38	40
Severance/Subdivision Notifications	37	14	14

PROFESSIONAL DEVELOPMENT

- **Transportation of Dangerous Goods Act, on-line course** completed August, with plans to update rest of Public Health Inspectors

EMERGENCY PREPAREDNESS

- Attendance at **Timiskaming Shores Emergency Management Tabletop Exercise** on Sept. 10., 2014
- **Risk Communication Strategy, Continuity of Operations Plan and Mass Immunization Plan** updates



CHRONIC DISEASE, INJURY PREVENTION & COMMUNITY HEALTH

Kerry Schubert-Mackey

SCHOOL HEALTH

The third quarter involved significant training and work with Panorama, the new provincial database for immunization records. A new feature is that the program streamlines transfer of all student enrollment and demographic information from our four boards of education and enhances our ability to track of student immunization records and preparing for school immunization clinics compared to the previous dated provincial program. As a result, Q3 also involved significant strategic communication with school staff re: Panorama as well as Principals on key areas of THU support for healthy schools for the 2014-15 school year. The following are additional Q3 school team highlights:

- Supported road safety partners to run a quick click seat belt challenge in all 5 secondary schools reaching 372 students.
- Hosted a booth at Northern College K.L. campus to promote THU services and also held an interactive Low Risk Drinking Guideline awareness challenge.
- Supported TDSS with their Healthy Eating Grant Action Plan, which involves a data class conducting a student survey.
- Coordinated THU's contribution to Back Pack for Kids and local College Frosh kits.

COMMUNITY HEALTH – INJURY & SUBSTANCE MISUSE PREVENTION

- Participate in planning of a provincial youth mental health and addiction project which included local communication with school board and principals to confirm school involvement.
- Coordinated a partnership planning session for delivery of 7 NE LHIN funded Stand Up exercise and education classes for falls prevention. The NE LHIN attended along with 15 partners representing 12 agencies.

- Delivered 2 exercise information talks to a seniors dining club in Haileybury and Kirkland Lake reaching 30 seniors.
- Worked with road safety partners to deliver Young Riders – School Bus Safety day in Kirkland Lake and Temiskaming Shores reaching 327 children and parents.

Attended the Temagami Health Service Providers meeting to discuss a framework and community network for locally driven plan to improve the health for Temagami and area.

COMMUNITY HEALTH

The third quarter involved significant research, assessment and evaluation work as part of our planning cycle. Staff had important evaluation and critical appraisal discussions on many programs and efforts including impact, capacity/resources, and reach.

Highlights for Chronic Disease Prevention (including Smoke Free Ontario & Healthy Communities Fund Partnership)

- Tobacco prevention and protection work included follow-up support to DTSSAB regarding media and offer of training related to their smoke free dwellings policy. Ongoing planning to evaluate enhanced role of THU cessation services including local cessation system navigation and filling cessation gaps as well as well as planning for a local cessation partner training in Q4. Q3 also required interim reporting for our local Smoke Free Ontario funded activities.
- Promoted and loaned the Sun Safety tent to 4 different events across Kirkland Lake, Temiskaming Shores and Elk Lake as well as several school track events.

COMMUNICATIONS – COMMUNITY HEALTH – CHRONIC DISEASE & INJURY PREVENTION

- Planned and partnered with other agencies on a provincial project to raise awareness on the role of local government in poverty reduction through a Poverty Simulation Events and a Municipal Candidate Survey.
- Facilitated work between a third party consultant and Larder Lake on their Official Plan.
- Worked with local KidSport partners to host an Equipment Swap event, participated in a “Get Active in Temiskaming” event and partnered with DTSSAB and OEYC to support an administrative support role for local grant application process.

Supported the Tem. Shores Business Improvement Area to seek community input during summerfest, on the Cenotaph park space usage.

Diabetes Prevention Program Funded Project

The third quarter involved quarterly reporting to the Ministry, recruitment of advisory partners and revision of our process and tools to collect outcome indicator information from partners per

Ministry requirements. Additional Q3 highlights include:

- Planning and promoting a partnership community kitchen project. The English series started with 13 participants and the French series is requiring additional promotion.
- Supported a food skills canning workshop session with Temiskaming Native Women’s Support Group which saw 20 participants.
- Hosted a video conference professional development opportunity (connecting with Porcupine Health Unit) for 11 local partners (4 agencies) on the role of trauma and stress in patient motivation.

- Submitted Facebook communication posts for Share the Road (Active Transportation –Road Safety), Tobacco Cessation/Prevention and Prevention of Social Supply of tobacco.

One of THU’s first school immunization clinics using Panorama. From left to right is CHW/RPN Stephanie Labarre, PHN Angela Labonte (R) at Kerns Public School and PHN Jennifer Cardinal and RPN Diane Vinette at St. Croix School Sept. 2014



FAMILY HEALTH & NURSING STATIONS

Ghislaine Julien

DENTAL HEALTH (Sept – Aug)

Caseload	2011	2012	2013	2014
OHISS Screening (Primary: Pre-Kind /Kind & Gr. 2)	1800	942	912	122
Regular Screening (Additional: Grade 2-4-6)	1889	1475	2129	434
Office Screening	73	99	124	250
Topical Fluoride				
# of children offered the service	637	319	105	134
# of children who consented to the service provision	83	98	105	176
# of children who received the service through CINOT	64	67	71	52

Travel Health Clinics

Client Visits	2012	2013	2014
Kirkland Lake	177	307	253
New Liskeard	535	531	348
Englehart	142	103	103

VACCINE ADMINISTERED (Sept-Aug)

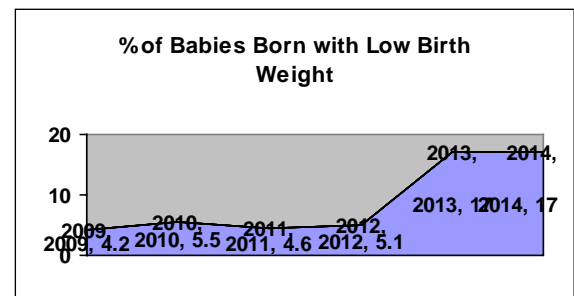
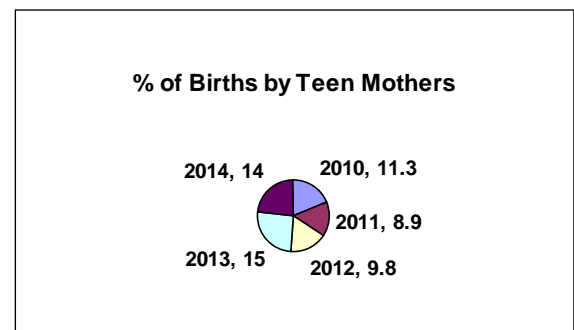
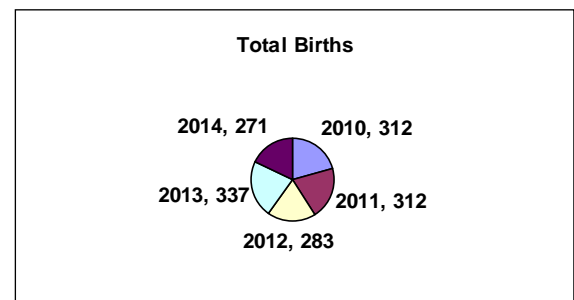
Apr-June	2011-12	2012-13	2013-14	2014-15
Influenza	6526	5396	6128	473
HPV	364	391	451	172
Meningococcal	303	340	284	47

SEXUAL HEALTH

Client Services	2011	2012	2013	2014
Male Clients	164	195	216	117
Female Clients	2014	2011	1758	966
Contraceptives	2936	2540	2190	1376
Plan B	250	110	79	82

HEALTHY BABIES/HEALTHY CHILDREN

Healthy Babies/ Healthy Children	2011	2012	2013	2014
% of women screened during Pregnancy (target: 25%)	23%	84%	100%	100%
% of families contacted within 48 hrs of hospital discharge (target: 100%)	71.2%	89%	96.8%	78%
# of family visits by LHV/PHN or joint by LHV/PHN	357	243	201	31

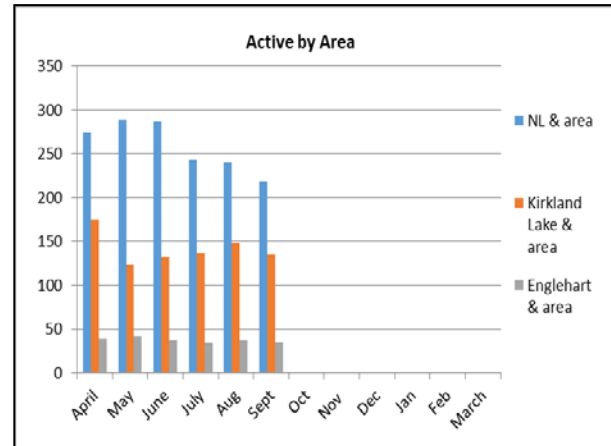


PARENTING RESOURCE

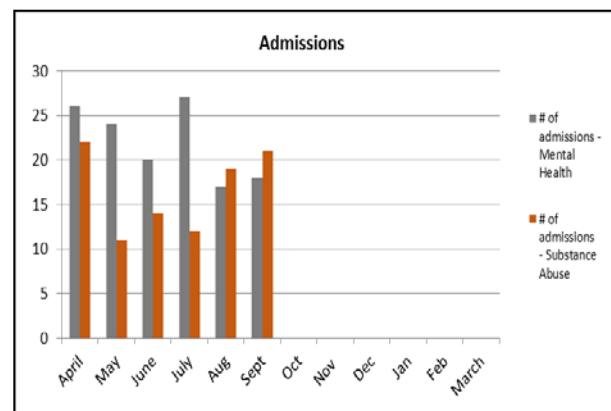
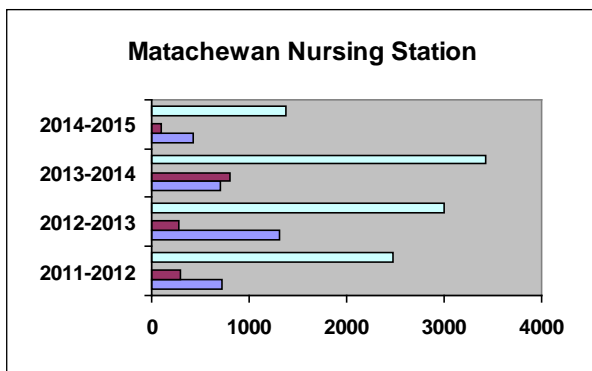
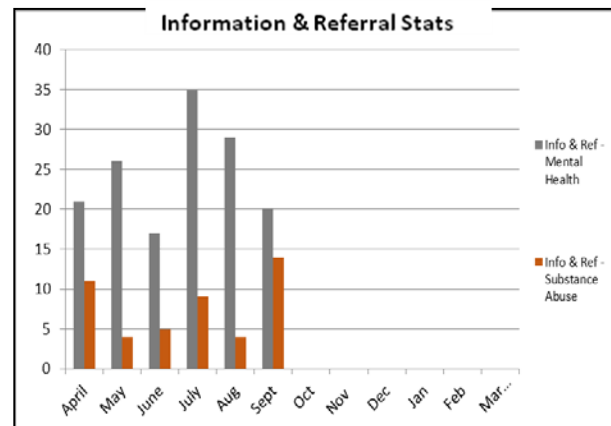
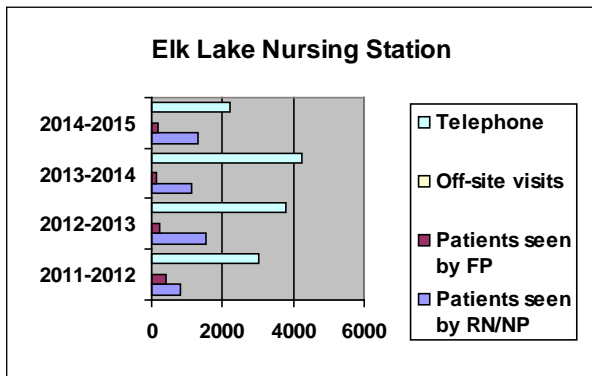
As part of our Family Health mandate, THU is to provide parenting session to our clients. In the past, we were delivering these services in collaboration with Family and Child Services. However, we feel that the need in this area is greater, therefore we will be committing more resources to this program. In partnership with other organizations, we will be offering additional parenting programs. Our first step is to assess the needs of our community and to establish what is already provided to assure there are no duplication of services. The first meeting with our community partners has already been held.

MENTAL HEALTH & ADDICITON SERVICES

Ryan Peters



NURSING STATIONS (Apr-Sept)

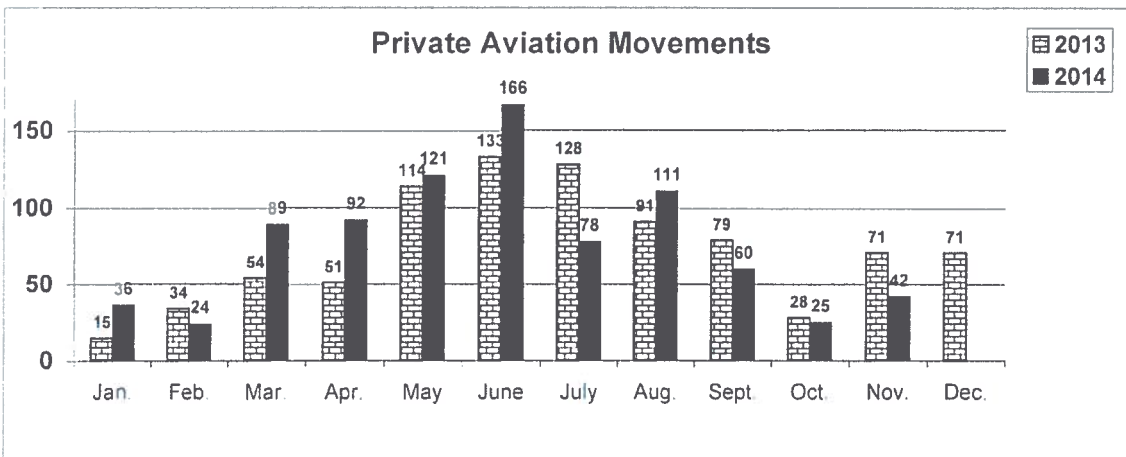
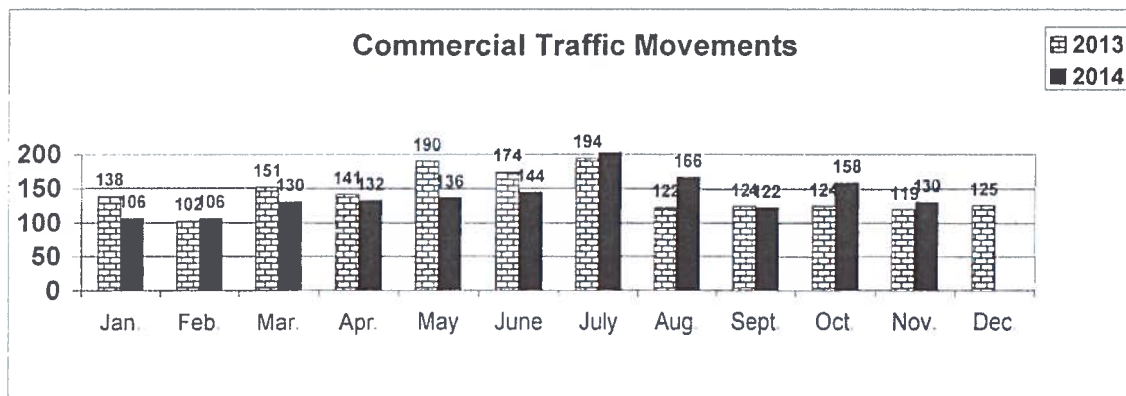
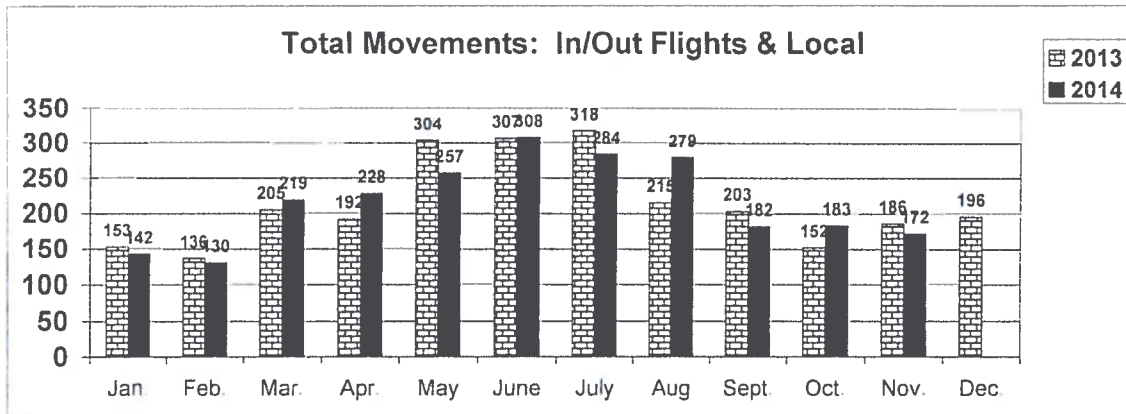


**EARLTON-TIMISKAMING REGIONAL
AIRPORT
NOVEMBER 2014**

<u>REVENUE</u>	<u>ACTUAL</u>	<u>YTD</u>
Fuel	\$2,578	\$89,140
Operations	\$48,750	\$240,414
	<hr/>	<hr/>
	\$51,328	\$329,554
 <u>EXPENSES</u>		
Fuel	\$4,465	\$77,364
Operations	\$21,538	\$281,072
Capital Expenses	\$0	\$0
	<hr/>	<hr/>
	\$26,003	\$358,436
 <u>NET PROFIT/LOSS</u>		
Fuel	-\$1,887	\$11,776
Operations	\$27,212	-\$40,658
Capital Expenses	\$0	\$0
	<hr/>	<hr/>
	\$25,325	-\$28,882
 <u>FUEL INVENTORY - JET A1</u>	\$ 3,338	
<u>FUEL INVENTORY - AVGAS</u>	\$ 2,227	
<u>FUEL INVENTORY - DIESEL</u>	\$ 2,849	

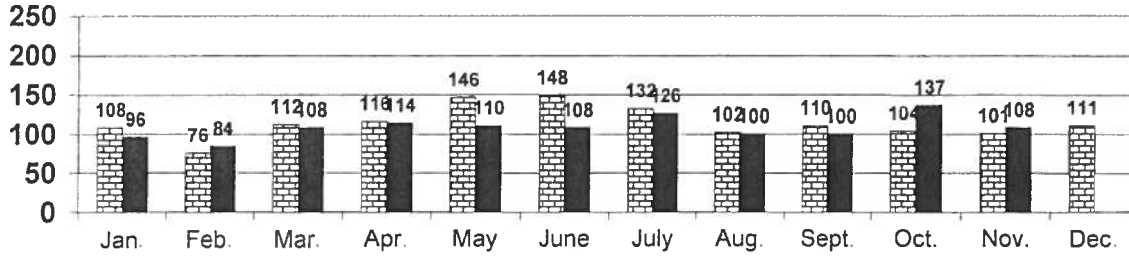
ANNUAL AIRCRAFT MOVEMENTS

AS OF NOVEMBER 30, 2014



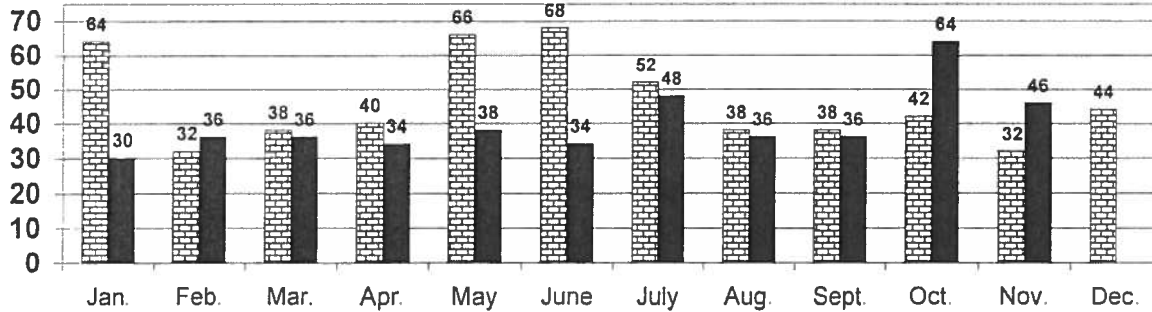
Air Carriers Movements

2013
2014



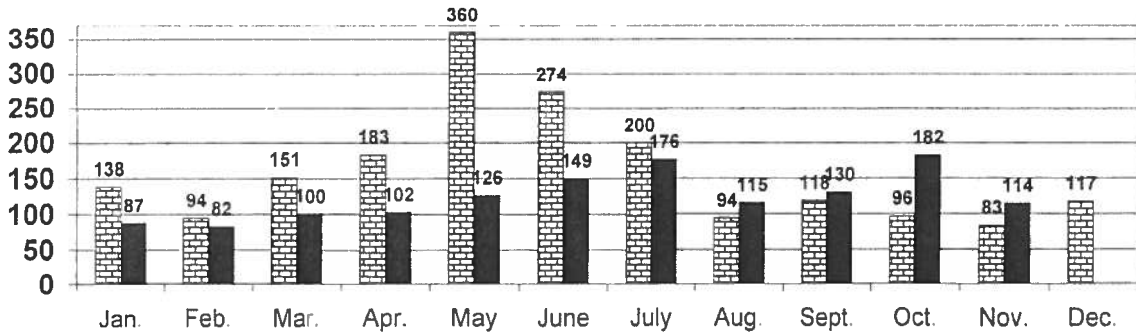
Air Ambulance Movements

2013
2014



Pgrs. via Air Charter

2013
2014



MANAGER'S REPORT NOVEMBER 2014

Municipal Contributions:

At this point all of the Municipal Contributions have been received. Thank you to all of the Airport supporters.

Scheduled Flight:

There was a scheduled flight from our Airport on 13 November. Seats were offered at \$500.00 return to the Island Airport in Toronto. I handled the departure and arrival through the Airport Terminal. All went very well.

Staff Reduction:

On the morning of 13 November the Airport experienced a sudden reduction in staff. Thank you to the Human Resources committee for their swift, and decisive action. As we discussed at the last MSB meeting this will result in a reduction of services. The two remaining full-time staff members, (myself and one other), will do all of the Airport maintenance as required. I have contacts for two retired operators from the Township of Armstrong who have offered to help us when we are overwhelmed by weather activity. Their roles will be more in the off-runway priority areas. They could be on the runway occasionally with the proper oversight. This will need to go through the Risk Assessment process, and have a procedure of exemption written into an amendment to the AOM (Airport Operations Manual).

Harold Cameron
Earlton-Timiskaming Regional Airport Manager

Community Contribution Summary
2014 Sharing Contribution \$101,190
Per Capita Contribution - \$5.45

<u>Community</u>	<u>Population</u>	<u>Contribution</u>	<u>Paid</u>
Armstrong	1265	\$6,894	\$6,894
Casey	374	\$2,038	\$2,038
Chamberlain	346	\$1,886	\$1,886
Charlton and Dack	670	\$3,651	\$3,651
Cobalt	1103	\$6,011	\$6,011
Coleman	531	\$2,894	\$2,894
Englehart	1546	\$8,426	\$8,426
Evanturel	464	\$2,529	\$2,529
Harley	526	\$2,867	\$2,867
Hilliard	227	\$1,237	\$1,237
Hudson	457	\$2,491	\$2,491
James	474	\$2,583	\$2,583
Temiskaming Shores	10125	\$55,181	\$55,181
Thornloe	110	\$600	\$600
Total Contributions	18218	\$99,288	\$99,288

Donation

Kerns	349	\$1,902	\$1,902
Total Contributions		\$101,190	\$101,190

As of December 5, 2014

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

Thursday, November 20th, 2014
Council Chambers, Township of Armstrong
Earlton, Ontario

Attendance: Marc Robillard, Pauline Archambault, Robert Ethier, Morgan Carson, Danny Whalen, Doug Metson, Jim Bott, Henry Gravel (Evantural), Harold Cameron, Sheila Randell

Guests : Laurie Ypya - Min. of Northern Dev. & Mines (NOHFC)

Absent: Sue Cote, Martin Jarvis, Pat Anderson , Charlie Codd, Henry Baker, Ron Vottero

1. Welcome - Meeting called to order

Moved by: Doug Metson

Seconded by: Robert Ethier

BE IT RESOLVED THAT "the meeting of November 20th, 2014 , be called to order at 7:00 p.m

Carried

2. Attendance was taken.

3. Approval of Agenda

Moved by: Pauline Archambault

Seconded by: Danny Whalen

BE IT RESOLVED THAT "the Agenda be amended to include Ms. Ypya"

Carried

4. Minutes of last Meeting

Moved by: Danny Whalen

Seconded by: Pauline Archambault

BE IT RESOLVED THAT "the Minutes of the meeting held October 16th, 2014, be adopted as presented."

Carried

5. Errors or Omissions

There were no errors or omissions.

6. Business Arising from the Minutes

7. Closed Session

Moved by : Marc Robillard

Seconded by : Robert Ethier

BE IT RESOLVED THAT "the MSB approve to go in-camera."

Carried

Moved by : Robert Ethier

Seconded by : Marc Robillard

BE IT RESOLVED THAT "the MSB approve to close in-camera session with no report".

Carried.

8. Committee Reports

(i) Finance Committee

Moved by: Doug Metson

Seconded by: Danny Whalen

BE IT RESOLVED THAT "the report of the Finance Committee for the month of October 2014, consisting of the Financial Statements, Accounts Payable, Accounts Receivable, Bank Reconciliation and Bank Statements, be adopted as presented and be attached hereto, forming part of these Minutes."

Carried

(ii) Property and Maintenance Committee Report

No Report

(iii) Human Resources Committee

No Report

9. Correspondence

Moved by: Doug Metson

Seconded by: Robert Ethier

BE IT RESOLVED THAT "the Correspondence for October 2014 be filed."

Carried

10. Manager's Report

Moved by: Doug Metson

Seconded by: Robert Ethier

BE IT RESOLVED THAT "the Manager's Report for the month of October 2014, be adopted as presented, and attached hereto forming part of these Minutes."

Carried

11. Chairman's Remarks/Report

Jim Bott shared that this would be his last meeting with the MSB.

12. Any Other Business

Discussion raised regarding finances.

Moved by : Robert Ethier

Seconded by : Morgan Carson

BE IT RESOLVED THAT "the MSB agree to increase the landing fee on Air Ambulances, including all government planes (MOH, MNR, OPP) to \$300.00 per landing effective January 1, 2015".

Carried

Robert Ethier has been in contact with Terrence McBride, however Chief McBride could not attend this meeting due to prior commitments.

Northern Skys outstanding amount was brought to the Board's attention, and Harold has offered to talk to Richard Bailey regarding this matter.

Laurie Ypya had some encouraging information regarding funding through NOHFC. She advised that funding could be available for capital expenses, as the Airport is a very important infrastructure for this region. She would require a Business/Strategic Plan in place, and suggested that a Marketing Package be made up on how important the Airport is to the surrounding Municipalities. A letter should be sent to all Municipalities advising who uses the Airport, and the effect it has on the area.


Harold Cameron requested that the pager and cell phone be cancelled, due to an employee quitting recently, leaving only 2 full time personnel at the Airport. It was agreed by all MSB members that the pager and cell phone be cancelled at this time. Customers will be advised to call during business hours to make prior arrangements for fuel.

13. Adjournment

Moved by: Danny Whalen
Seconded by: Pauline Archambault

BE IT RESOLVED THAT "this meeting be adjourned - 8:34 p.m. The next meeting will be held December 18th, 2014, at 7:00 p.m. at Armstrong Council Chambers".

Carried



Chair



Secretary

TEMISKAMING MUNICIPAL ASSOCIATION

AGENDA - REGULAR MEETING

DATE: NOVEMBER 27, 2014

TIME: 7:00 P.M.

PLACE: EARLTON RECREATION CENTRE

1. **OPENING OF MEETING**
2. **ADOPTION OF PRECEDING MINUTES**
3. **DELEGATION / GUESTS:**
 - **NEONET / Chris McLaughlin/Cora-Lyne Éthier**
4. **DISCUSSIONS:**
 - **Solar panels and windmills on prime land.**
5. **CORRESPONDENCE:**
 - **FONOM Newsletter**
 - **FONOM Northern Parks**
 - **FONOM Representation**
6. **OTHER BUSINESS**
7. **ADJOURNMENT**

TEMISKAMING MUNICIPAL ASSOCIATION

NOVEMBER 27, 2014

Minutes of the regular meeting of the Temiskaming Municipal Association held in Earleton at the Earleton Recreation Centre

In attendance:

	MEMBER	MEMBER
Armstrong	Robert Éthier	Georges Daviau
Brethour	Julie Wilkinson	
Casey	Marc Robillard	
Chamberlain		
Charlton/Dack	Debbie Veerman	
Cobalt		
Coleman		
Englehart	Doug Metson	
Evanturel		
Harley	Pauline Archambault	
Harris	Al Licop	
Hilliard		
Hudson		
James		
Kerns		
Kirkland Lake	Tom Barker	Pat Kiely
Latchford	Maxine Cannon	
Matachewan		
McGarry		
Temagami	Lorie Hunter	
Tem. Shores	Danny Whalen	
Thornloe	Earl Read	
Unincorporated N.	Jim Whipple	
Unincorporated S.	Fred Deacon	
Speaker		
NEONET	Chris McLaughlin	

November 27, 2014

Meeting called to order at 7 pm.

NEONET - Chris McLaughlin

- Explained the existence and purpose of NEONET
- Increase internet services in outlying area
- CRTC wants more access to High Speed Internet in all areas.
- An invitation will be sent to everyone to be part of a discussion on Broadband early in the new year.
- No more cellular projects for now
- \$1,000,000.00 was committed by NOHFC and FEDNOR to assist municipalities to be part of a CGIS project
- Once completed, if any funds are remaining they will be applied against imaging with the help of Ministry of Natural Resources who are planning another pass in 2016

Solar Farms::

- There is concern over the lack of control or ability to assess solar farms by municipalities.
- Being installed on prime agricultural farm land
- Danny Whealen will ask FONOM to circulate a motion to municipalities explaining our concerns. Motion could be adopted by municipalities and then forwarded to the appropriate levels of government

OPP:

- Will ask Mr. Fantini or representative to do a presentation to TMA on new billing model once municipalities have had an opportunity to review the new invoices.

Danny Whealen:

- Municipal Affairs were asked to do a presentation for the benefit of newly elected members of councils.

Jim Whipple:

- DTSSAB will start working on the 2015 budget and it is imperative that municipalities name their representative on Board for DTSSAB. These new representative should be part of the budget process from the start. There has been work done for some time by the government on a Property Tax Reform for Unincorporated Townships

Adjournment of the meeting at 7:55pm proposed and approved by all.

Next meeting will be held on January 29th, 2015.



October 27, 2014

FONOM Pleased with Decision to Keep Northern Parks Open

The Federation of Northern Ontario Municipalities (FONOM) is pleased to hear that the Province will operate Ivanhoe Lake, Fushimi Lake and René Brunelle for the 2015 camping season.

"A great deal of hard work and dedication from community leaders and local residents were the driving forces behind the success that has led to this decision," says Al Spacek, FONOM President and Mayor of Kapuskasing, speaking to the announcement made by Minister of Natural Resources and Forestry, Bill Mauro, that the Province will operate three provincial parks in northern Ontario in 2015.

Following the Province's decision to close ten provincial parks to overnight camping in 2012, surrounding municipalities began working towards a reversal of that decision for three of the parks. Ivanhoe Lake, Fushimi Lake and René Brunelle were kept open as a result of a partnership between the Province and the City of Timmins, the Town of Hearst and the Township of Moonbeam, respectively. The partnership, which had municipalities agree to shoulder any financial shortfall within a pilot project, in fact, experienced increased revenue and visitation levels due to park operational changes.

"This is a perfect example of what we can achieve when we all work together," continued Spacek. "It is evident the Province recognizes the value of provincial parks to northern Ontario from both a social and economic perspective and we thank Minister Mauro and the Premier for all their efforts."

FONOM looks forward to another successful camping season in 2015 and continues to encourage everyone to experience northern parks.

For More Information:

Mayor Al Spacek of Kapuskasing, President of FONOM
705-335-0001

FONOM

The Federation of Northern Ontario Municipalities.

September Newsletter

FONOM Representation on AMO Board – FONOM is pleased that three members of the FONOM Board of Directors will once again be sitting on the AMO Board of Directors.

Mayor Alan Spacek: Northern Caucus and Executive Caucus Chair for North East
Councillor Mac Bain: Northern Caucus
Councillor Lou Turco: Large Urban Caucus

Congratulations to Wawa CAO/Clerk-Treasurer Chris Wray on being elected to sit on the Rural Caucus! FONOM is pleased to hear that more northern voices will be represented at AMO.

FONOM has recently been working on:

Forestry Sector – FONOM continues to advocate on behalf of the forestry sector. FONOM will be continuing the development of a strategy that will address anti-SLAPP legislation that had previously been brought forward. FONOM will also be working with AMO and NOMA to develop common principles that will be followed to balance the positions of municipalities across the province.

Energy East Pipeline Project – FONOM participated in an Ontario Energy Board (OEB) stakeholder meeting and will seek intervenor status with the National Energy Board (NEB) once the project application is received from TransCanada Corporation.

On-Bill Financing – FONOM took part in a consultation session organized by the Ministry of Energy (MOE) in an effort to seek feedback on a billing system that will be introduced in 2015. As outlined in the Long-Term Energy Plan, MOE committed to introducing On-Bill Financing to help customers invest in energy efficiency improvements.

Dan Lawrie Insurance Brokers (DLIB) – The Group Benefits program underwritten by the Cooperators allows for a minimum of three employees and the opportunity to receive a percentage return of annual premium paid. This program will be a financial benefit to FONOM as well as your municipality. Please contact DLIB to obtain a quote!

For more information visit: www.danlawrie.com/fonom or contact DLIB directly: FONOM@danlawrie.com.

1-705-719-2366 ext. 1308
1-800-661-1518 ext. 1308

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88 Riverside Drive, Kapuskasing ON P5N 1B3 Tel: (705) 337-4454 Fax: (705) 337-1741
Email: fonom.info@gmail.com Website: www.fonom.org

FONOM

The Federation of Northern Ontario Municipalities

November 12, 2014

Reynald Rivard, Secretary-Treasurer
Temiskaming Municipal Association
35 10th Street
PO Box 546
Earlton, ON P0J 1E0

Dear Mr. Menard:

Re: Representative on FONOM Board of Directors

The Constitution of the Federation of Northern Ontario Municipalities (FONOM) of which the District of Timiskaming is a member, allows for a representative from the District to sit on the Board of Directors of FONOM. You are currently represented by Councillor Danny Whalen from the City of Temiskaming Shores. As the current board appointments soon expire, we are seeking a resolution from your Association to fill the 2014-2016 term.

Please advise me of the name of your appointee to represent the District of Timiskaming on the FONOM Board of Directors. Your resolution can be sent to me by email fonom.info@gmail.com, mail to 88 Riverside Drive, Kapuskasing, ON P5N 1B3, or by fax to (705) 337-1741.

If you have any questions regarding this matter, please do not hesitate to contact me by telephone or by email. Thank you for your assistance and for your Association's continuing support of FONOM.

Sincerely,

Alison Stanley
Information and Communications Officer

cc: Danny Whalen

**MINUTES OF THE
TEMISKAMING SHORES PUBLIC LIBRARY BOARD
MEETING**

Thursday, November 20 at 7:00 p.m. at the New Liskeard Branch

1. **Call to Order:** Meeting called to order by Chair Roger Oblin at 6:58 p.m.
2. **Roll Call:** Roger Oblin, Donald Bisson, Brenda Morissette, Brian Thornton, Cam Locke, Theresa McGrory, Jack Dent and CEO/Head Librarian Rebecca Hunt.

Regrets: Mike McArthur

3. **Adoption of the Agenda:** Additions to agenda: Correspondence e. From Jody Grant: re: Anne of Green Gables prints donation to New Liskeard Library. New Business e. Board meeting schedule 2015. **Motion to adopt the agenda as amended:**

Moved by: Donald Bisson

Seconded by: Brenda Morissette

Carried.

4. **Adoption of the Minutes:**

Motion that the Minutes of the Thursday, October 16, 2014 meeting be adopted as presented.

Moved by: Brenda Morissette

Seconded by: Donald Bisson

Carried.

5. **Business arising from Minutes:**

- a. There was an inquiry about the work on the basement of the Haileybury Branch. The CEO confirmed that Pedersen's had completed the work.
- b. There was an inquiry about the new colour photocopier that has been donated by the city and if it is in place at the Haileybury Branch yet. The CEO reported that the copier has not yet been moved to the Haileybury Branch from city hall and that she would look into it.
- c. There was an inquiry about the Quantum contract. The CEO reported that the contract would be renewed in the spring of the new year.
- d. There was an inquiry about MaBibionumérique. The CEO updated the board on the subscription and how the access the French e-book collection.

6. **Correspondence:**

- a. **From the Minister of Tourism, Culture and Sport.** Re: electronic content for libraries. For information.

- b. **From the Minister of Canadian Heritage.** Re: electronic content for libraries. For information.

c. **From TDSS.** Re: thank you for bursary. For information.

d. **From Helen Whittome, resignation from Board.**

Motion #2014-23: Be it resolved that the Temiskaming Shores Public Library Board accepts with regret the resignation of Helen Whittome from the library board.

Moved by: Cam Locke.

Seconded by: Jack Dent.

Carried.

e. **From Jody Grant.** Re: donation of Anne of Green Gable prints to the New Liskeard Branch of the library. A letter of thanks will be sent from the Board.

7. Secretary–Treasurer’s Report:

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

Friends of the Library: Will meet on March 18, 2015 at 11:00 in Haileybury.

Buildings and Equipment:

- Fire safety checks were conducted in October in Haileybury and the New Liskeard buildings.
- Pedersen Construction dug up and repaired the streetside building foundation of the Haileybury Branch of the library on November 10 and 11.

Business:

- I attended the Cultural Round Table meeting in Cobalt on October 30.
- I attended a Northern Lights Library Network meeting in Englehart on Monday, November 17. The group is sending a press release regarding the Trillium grant they received to local newspapers.
- The Youth Intern at Community Access Sites student has been trained and is conducting one-on-one sessions on Tuesdays, Wednesdays and Saturdays, and drop in sessions on Friday evenings.
- Four confirmation volunteers are logging community service hours at the branch libraries.
- Two student volunteers are logging community service hours at the library branches.
- Two other volunteers are logging community service hours at the library branches.
- MaBiblioNumérique online French e-books collection is now live from the library website.

- I will be on holidays from Friday, December 19 until Monday, December 29

Professional Development:

- Carmen Peddie is taking the Compass 201 course on online resources.
- Catherine Gillier and I attended the Cataloguing Workshop in Kirkland Lake on October 28.
- Kendra Lacarte attended a grant writing workshop on November 5.

Programming:

- **Technology Help One-on-One and Drop-In Sessions at the Haileybury Branch:** Tuesdays, Wednesdays or Saturdays or drop in on Fridays
- **Les liseuses, Club de lecture pour les adultes à la succursale de New Liskeard:** Le premier mardi du mois de 10 h à 11 h.
- **Preschool Storytime Autumn Session (six weeks):** Wednesdays in Haileybury, Thursdays in New Liskeard.
- **Pay as you Please Used Book Sales at the Library Branches:** There are ongoing used book sales at both branches of the library, pay as you please.
- **Tuesday Night Book Club at the New Liskeard Branch:** the last Tuesday of each month
- **Lego Construction Contest at the New Liskeard Branch:** Saturday, November 29
- **French Christmas craft time at the Haileybury Branch:** Saturday, December 6
- **Teen Christmas craft at the New Liskeard Branch:** Wednesday, December 10
- **Christmas craft and story time, Haileybury Branch:** Saturday, December 20 **New Liskeard Branch:** Monday, December 22

The CEO also reported to the board on the budget forecast for the final quarter of the year. At this point overall operating revenues and expenditures will be on target.

8. Committee Reports:

- Finance and Property Committee:** Nothing to report.
- Planning and Policy Committee:** Nothing to report.
- Publicity/Personnel:** Nothing to report.

9. New Business:

- Report #017-2014 Health and Safety October workplace inspections report.**
Received as information.
- Report #018-2014 Xmas closed hours. Motion #2014-24:** Be it resolved that the Temiskaming Shores Public Library Board closes the Library over the Christmas holidays

in the following manner: December 24 and December 31 the library will be open from 10 a.m. until 2 p.m. as in past years.

Moved by: Brenda Morissette.

Seconded by: Theresa McGrory

Carried.

- c. **OLA Award announced at conference in January:** There was discussion about the fact that the Library has been shortlisted for the Ontario Library Association Angus Mowat Award of Excellence in Library Service for the Technology Training project, and that the award winners will be announced at the OLA Superconference in Toronto at the end of January. The Board felt that a delegate should attend to accept the award if the Library wins. **Motion #2014-25:** Be it resolved that the Temiskaming Shores Public Library Board delegate Library CEO Rebecca Hunt to attend the Ontario Library Association's Superconference on behalf of the Board at the end of January 2015 in Toronto.

Moved by: Brian Thornton.

Seconded by: Theresa McGrory.

Carried.

The Library CEO will bring a full report of the conference registration to the December meeting.

- d. **Closed session regarding identifiable individuals. Motion #2014-26:** Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 8:03 p.m. in regards to identifiable individuals.

Moved by: Brian Thornton.

Seconded by: Donald Bisson.

Carried.

Motion #2014-27: Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 8:23 p.m. without report.

Moved by: Brian Thornton.

Seconded by: Donald Bisson.

Carried.

- e. **Board meeting schedule for 2015.** Distributed as information.

10. Plan Review: Strategic Plan homework:

- a. **Review of draft strategic plan:** the Board reviewed and revised the draft strategic plan.

11. Adjournment -- Motion to adjourn: by Brian Thornton at 9:25 p.m.

Roger Oblin, Chair

1.0 Call to Order

The meeting was called to order at 9:02 a.m.

2.0 Roll Call

Present:	Mayor Carman Kidd; Councillor Doug Jelly; Doug Walsh, Director of Public Works, Steve Burnett, Technical and Environmental Compliance Coordinator; Mitch Lafreniere, Manager of Physical Assets, Jamie Sheppard, Roads Superintendent; Robert Beaudoin, Environmental Superintendent and Kelly Conlin, Executive Assistant
Regrets:	Christopher Oslund, City Manager
Others Present:	

3.0 Review of Revisions or Deletions to Agenda

- None

4.0 Approval of Agenda

Action: Recommendation PW-2014-041
Moved by: **Councillor Doug Jelly**

That the Public Works Committee agenda for the November 21, 2014 meeting be approved as amended

Carried

5.0 Disclosure of Pecuniary Interest and General Nature

- None

6.0 Review and Adoption of Previous Minutes

Action: Recommendation PW-2014-042
Moved by: **Mayor Carman Kidd**

That the Public Works Committee Minutes for the October 23, 2014 meeting be adopted as printed.

Carried

7.0 Public Presentations

- None

8.0 Unfinished Business

8.1 Grant Drive at Hwy 65 East

Previous Discussion:

The Community Growth and Planning Department is currently working in minimum distance allowances and options.

Discussion:

Based on the existing manure pit located to the east of the property, OMAFRA has established a buffer zone of 517m. The City is in possession of the appraisal estimate and an offer to purchase will be drafted to RIOCAN corporate.

8.2 Asset Management

Previous Discussion:

On going

Discussion:

More information will be made available at the Building Maintenance meeting.

8.3 Latchford Street

Previous Discussion:

The final meeting was held on Tuesday of this week. Final payment will be sent shortly.

Discussion:

The final reports will be completed by the Treasurer. Final payment is still required.

8.4 Wilson/Armstrong Property – Drainage

Previous Discussion:

Chris Oslund, City Manager will make contact with the property owner.

Discussion:

The letter has been drafted and signed, will be sent early next week.

8.5 LED Street Lighting

Previous Discussion:

No update

Discussion:

The LED upgrading will be included in the 2015 budget process. No RFP has been released as of yet, due to the changes being made to the funding.

8.6 AMEC – New Waste Management Capacity

Previous Discussion:

No update

Discussion:

No update

8.7 Beach Garden Development Sanitary Sewer Servicing

Previous Discussion:

Due to the addition of units from the original plan, there will be a rezoning application considered at the November 4, 2014 Council meeting.

Discussion:

The zoning amendment was presented at a Special meeting of Council on November 6th. The 20—day appeal period will end on December 2, 2014.

8.8 Access Control Policy – Entrance Permits

Previous Discussion

No update

Discussion:

The City's main contact for the entrance permits has retired. Kelly Conlin, Executive Assistant, will contact Grant Farms to inquire as to who the City's new contact will be.

8.9 Solid Waste Management – Draft By-law

Previous Discussion

More information on this item will be available at the upcoming Recycling Committee meeting.

Discussion:

Steve Burnett, Technical and Environmental Compliance Coordinator reported that the solid waste by-law is nearing completion. A draft copy for review will be made available prior to the next Recycling Committee meeting.

8.10 Dymond Business Park – Left Turning Lane (changed from Ditching)

Previous Discussion

Ditching is near completion and investigation into the exposed waterline continues by EXP.

Discussion:

Steve Burnett, Technical and Environmental Compliance Coordinator indicated that one lift of asphalt had been put down and the remaining will be placed in 2015. EXP is still investigating the ditch/exposed culvert and the construction of the storm water management pond will begin shortly.

8.11 Lorne St. and FPT 26 lot Subdivision Update

Previous Discussion

No update. Doug Walsh, Director of Public Works will request an update from Pedersen.

Discussion:

Doug Walsh received an email update from Pedersen's for follow-up, however to date, no work has been completed. Doug will follow up with Pedersen.

8.12 Ditch Canadian Solar

Previous Discussion

When TransCanada pipeline takes over the Temiskaming Shores Solar Park, they will want to know the status of the storm water management plan.

Discussion:

Doug Walsh, Director of Public Works, reported that he has spoken with ABB in regards to the temporary road and the storm water management plan, which is now in place. With the removal of the temporary road, there should be less water going down the hill.

8.13 Public Works Staff Training

Previous Discussion

Doug Walsh, Director of Public Works reported the following training/certifications by staff:

- Level 2 – Water Certification (2 staff)
- Level 1 – Water Certification (2 staff)
- Leadership Training (1 staff)
- Backhoe/Grader (2 staff)
- Snow Plow (all staff)

There are also two staff members currently taking backhoe training, as well as, staff preparing for exams in the Water/Sewer Division.

Discussion:

No update

8.14 Public Works Department Update

Previous Discussion

Two new staff have stated in their positions.

Discussion:

Robert Beaudoin, Superintendent of Environmental Services reviewed the year to date water break analysis and stated that 2014 could be a record breaking year for water breaks. The committee discussed the inclusion of a backhoe purchase for 2015 as a comparison to paying for a rental with every water break. Mitch Lafreniere, Manager of Physical Assets will do some preliminary pricing to provide the committee with an idea of cost.

8.15 Build Canada Fund

Previous Discussion:

The expressions of interest have been sent, however, the announcement for the successful applicants is delayed due to the municipal elections.

Discussion

Doug Walsh, Director of Public Works is currently working on Phase II applications.

8.16 Firstbrook Line Road

Previous Discussion:

One culvert was lowered and is now draining properly and a second culvert replacement has been scheduled.

Discussion:

Letters to the Ministry of Transportation and TransCanada Energy have been sent from the Clerk's Department in an effort to reestablish the agreement that was once in place.

8.17 2014 Roads Program (Councillor Doug Jelly did not participate in this discussion)

Previous Discussion

Lakeshore Road is now complete, with the exception of the rumble strip and bollards on the STATO trail, which will be completed in the spring of 2015 prior to the trail re-opening. Staff is also investigating and discussing options for the turning lane at Sunnyside Road. Steve Burnett, Technical and Environmental Compliance Coordinator also confirmed that Tobler's Road is complete and holding up very well and soil sampling has commenced on Peter's Road.

Discussion

No update

8.18 Entrance Signs

Previous Discussion:

Mitch Lafreniere, Manager of Physical Assets reported that the signs are now complete. There will be a report for consideration at the November 4, 2014 Council meeting.

Discussion:

Mitch Lafreniere, Manager of Physical Assets reported that the signs are now complete, however, there is a problem with the solar lights on the Highway 11 sign (south). A contractor will be working on the lights; however, Mitch will investigate options for the long term.

8.19 ABB/Solar Park Issues

Previous Discussion:

Steve Burnett, Technical and Environmental Compliance Coordinator reported that the repairs and reinstallation of the monitoring wells is now complete. The resurfacing of Rockley Road will take place in the spring of 2015 and will be fully funded by Canadian Solar. Steve also indicated that he was contacted by Marty Fiset in regards to an old dug well on the property. Staff will investigate the proper decommission of the well.

Discussion:

Steve Burnett, Technical and Environmental Compliance Coordinator, indicated that we are gradually being provided with letters on milestones that are being achieved in regards to the project such as exposed reservoir and the removal of temporary roads.

8.20 Bucke Park Water System

Previous Discussion:

Steve Burnett, Technical and Environmental Compliance Coordinator reported that the well has been drilled and there is good flow. A pad has been made for the trailer that will hold the chemicals and equipment for the water treatment.

Discussion:

Steve Burnett, Technical and Environmental Compliance Coordinator reported that the acquisition of treatment equipment and installation of the distribution system will be done in the Spring of 2015.

8.21 Signage

Previous Discussion:

No update

Discussion:

No update

8.22 Traffic Detours

Previous Discussion:

Chris Oslund, City Manager will contact Gordan Rennie, MTO Public Relations Officer to schedule a meeting to discuss Highway 11 detours.

Discussion:

A meeting with Gordan Rennie, MTO Public Relations Officer will occur in early 2015.

9.0 New Business

9.1 2015 Budget Discussion

Discussion:

Doug Walsh, Director of Public Works and Steve Burnett, Technical and Environmental Compliance Coordinator reviewed the 2014 operating budgets and where there will be increases and decreases in the 2015 budget request.

10.0 Administrative Reports

- 2014-051 – Rental – Tri-axle trucks
- 2014-052 – Supply of cutting edges

11.0 Closed Session

Recommendation PW-2014-043

Moved by: Councillor Doug Jelly

Be it recommended that:

1. The Public Works Committee convene into Closed Session at 10:45 a.m. to discuss the following matters:
 - a) Labour relations under Section 239 (2) (d) of the Municipal Act, 2001.

CARRIED

Recommendation PW-2014-044

Moved by: Councillor Doug Jelly

Be it recommended that:

1. The Public Works Committee rise without report at 11:00 a.m.

CARRIED

12.0 Next Meeting

The next meeting of the Public Works Committee is scheduled for Thursday, January 15, 2014 at 9:00 AM at City Hall in the New Liskeard Boardroom.

13.0 Adjournment

Action: Recommendation PW-2014-045

Moved by: **Councillor Doug Jelly**

That the Public Works Committee meeting be hereby adjourned at 11:05 a.m.

Carried

Committee Chair

Recording Secretary

1. Call to Order

The meeting was called to order at 10:21 AM

2. Roll Call

PRESENT:	Mayor Carman Kidd, Councillor Doug Jelly; Councillor Danny Whalen Doug Walsh, Director of Public Works; Mitch Lafreniere, Manager of Physical Assets; Steve Burnett, Technical and Environmental Compliance Coordinator; Kelly Conlin, Executive Assistant
REGRETS:	Christopher Oslund, City Manager
OTHERS PRESENT:	N/A

3. Review of Revisions or Deletions to Agenda

Under Item 10 – Closed Session:

- a) Under Section 239 (2) (d) of the municipal Act, 2001 – Labour Relations or employee negotiations

4. Approval of Agenda

Recommendation PW-BL-2014-033

Moved by: **Mayor Carman Kidd**

Be it recommended that:

1. The Building Maintenance Committee agenda for the November 21, 2014 meeting be approved as amended.

CARRIED

5. Review and Adoption of Previous Minutes

Recommendation PW-BL-2014-034

Moved by: **Councillor Doug Jelly**

Be it recommended that:

2. The Building Maintenance Committee minutes of the October 23, 2013, meeting be adopted as printed.

CARRIED

6. Disclosure of pecuniary Interest and general nature

- None

7. Delegations / Public Presentations

- None

8. Unfinished Business

8.1 PFC Dehumidification

Previous Discussion:

The unit is now scheduled to arrive the first week of December. Notice has been posted in regards to the facility being closed to the public for the duration of the installation.

Discussion:

Mitch Lafreniere, Manager of Physical Assets reported that the project is proceeding as scheduled and the unit will be here next week.

8.2 Marmak

Previous Discussion:

There have been more meetings held with Marmak as well as the exchange of information that they require for the program.

Discussion:

Mitch Lafreniere, Manager of Physical Assets has received the quote from Marmak. Mitch would like to meet with other departments to inquire as to their interest in being involved with the program prior to moving forward.

8.3 City Hall landscaping

Previous Discussion:

The grass at City Hall is has recovered and is growing once again. Staff also had the soil in the front flower bed replaced and added fall flowers. Recreation may consider adding this feature every year moving forward.

Discussion:

Completed for 2014

8.4 Vault Shelving

Previous Discussion:

No update

Discussion:

No updated

8.5 Pump Issues @ PFC

Previous Discussion:

On-going

Discussion:

Pump #9 has been replaced and the hot tub is now operational.

8.6 Building Division Staff Update

Previous Discussion:

No update

Discussion:

No update

8.7 Lighting upgrades at Riverside Park

Previous Discussion:

Two lights have been ordered and will be assessed over the winter

Discussion:

Lights have been received, install will occur when time permits.

8.8 Engineering survey – shoring of waterfronts (NL&HLBY)

Previous Discussion:

The survey is off schedule as EXP has experienced delays. EXP is to provide Mitch with a report sometime in the coming week.

Discussion:

EXP has indicated that they will have a report to the City by the end of this month. The report will likely contain two recommendations on how to proceed.

8.9 Replacement of main dock at New Liskeard Marina

Previous Discussion:

Electrical Engineer has almost completed drawings and City staff will be working on RFQ for electrical work. The old docks are being pulled this week

Discussion:

The electrical drawings for the docks are now complete, and the RFP for the electrical upgrades closes on December 18th.

8.10 Implementation of fleet maintenance management software

Previous Discussion:

No update

Discussion:

No update

8.11 305 Farr Drive, Haileybury South Marina

Previous Discussion:

No update

Discussion:

No update

8.12 Library Services Review

Previous Discussion:

No update

Discussion:

No update – will review for the 2015 budget.

8.13 DFO/City Property off Main St.

Previous Discussion:

No update

Discussion:

No update

8.14 Murray Daniels Park

Previous Discussion:

The fence still needs to be removed. When time permits, Mitch will coordinate with staff.

Discussion:

No update

8.15 285 Whitewood Ave. (NL Medical Centre)

Previous Discussion:

No update

Discussion:

No update

8.16 Green Energy Plan

Previous Discussion:

The local stakeholder meeting is still on schedule. Feedback has been positive and staff will be at the meeting taking notes on the stakeholder's recommendations and suggestions

Discussion:

The stakeholder meeting was held at the Riverside Place with local representatives from various industries. The feedback was positive and in general the participants would like as much communication and awareness from the City as possible.

9. New Business

9.1 2015 Budget Discussion

Discussion:

Doug Walsh, Director of Public Works reviewed the YTD 2014 operating budget for Property Maintenance, as well as the draft numbers for 2015.

9.2 Asset Management Plan

Discussion:

Doug Walsh, Director of Public Works, reviewed the asset management plan, pointing out specifically the lack of detail in the water/sewer infrastructure, as well as roadways. Doug indicated that the City will have to determine a financial strategy that works in conjunction with our Asset Management plan for accuracy in costing to replace infrastructure. Doug will be presenting the plan to Council on December 16, 2014.

10. Closed Session

Recommendation PW-BL-2014-035

Moved by: Mayor Carman Kidd

Be it recommended that:

1. The Public Works Committee convene into Closed Session at 11:50 a.m. to discuss the following matters:
 - a) Labour relations under Section 239 (2) (d) of the Municipal Act, 2001.

CARRIED

Recommendation PW-BL-2014-036

Moved by: Councillor Doug Jelly

Be it recommended that:

1. The Public Works Committee rise without report at 11:00 AM

CARRIED

11. Adjournment

Recommendation PW-BL-2014-037

Moved by: **Mayor Carman Kidd**

Be it recommended that:

1. The Building Maintenance Committee meeting of November 21, 2014 is adjourned at 12:04 PM

CARRIED

Committee Chair

Recorder



Memo

To: Mayor and Council
From: David B. Treen, Municipal Clerk
Date: January 6, 2015
Subject: Amendments to By-law No. 2013-048 MHSW – Orange Drop Program
Attachments: **Appendix 01:** Stewardship Ontario Letter and Amended Agreement

Mayor and Council:

Council considered Administrative Report PW-004-2013 at the February 5, 2013 Regular Meeting and eventually adopted By-law No. 2013-048 to enter into an Agreement with Stewardship Ontario to permit the City of Temiskaming shores to host an Orange Drop Collection program for the collection of Municipal Hazardous or Special Waste.

At the December 3, 2013 meeting Resolution No. 2013-586 was carried acknowledging the proposed amendments to the Agreement with Stewardship Ontario for an Orange Drop Collection program in 2014 and directed staff to prepare the necessary by-law to amend By-law No. 2013-048.

Appendix 01 – Stewardship Ontario Letter and Amended Agreement outlines the proposed amendments to the agreement (By-law No. 2013-048) from Stewardship Ontario and requests that the amended agreement be signed and returned no later than March 1, 2015.

Therefore it is recommended that Council for the City of Temiskaming Shores adopt a by-law to amend By-law No. 2013-048, as amended as required by Stewardship Ontario.

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



December 15, 2014

To: Head of Municipal Hazardous Waste Management
Association of Municipalities of Ontario
Regional Public Works Commissioners of Ontario
Municipal Waste Association
MHSW Steering Committee

Subject: 2015 Municipal Amendment Agreement

Attached you will find a copy of the Amended Municipal Agreement for 2015. Your immediate attention to this matter is required.

In anticipation of Industry Stewardship Plan(s) being approved, Stewardship Ontario negotiated with Municipal Association representatives changes to the Municipal Agreement that allow the Municipal Agreement to continue in the event an ISP is approved. These changes include an explicit financial carve out for the payment of MHSW services for material(s) managed by an Industry Stewardship Organization, and to ensure that title for such materials would not transfer to Stewardship Ontario.

On December 10, 2014 the Waste Diversion Ontario Board (WDO) approved the Industry Stewardship Plan proposed by Product Care Association (Product Care) for Paints and Coatings. Product Care will assume responsibility for the management of Paints and Coatings in Ontario. WDO went on to state "The new program will take effect no sooner than June 2015 to allow WDO, Stewardship Ontario, Product Care and municipalities the time needed to transition from the current MHSW Program (Orange Drop) operated by Stewardship Ontario to the new program operated by Product Care."

Stewardship Ontario is working with stakeholders to ensure a seamless transition from the current SO program for paints and coatings to Product Care, with no interruption to service for Municipal depots or Municipal events. Stewardship Ontario requires the amended agreements to be signed and returned no later than 90 days prior to the effective date of the ISP. Therefore, given the potential for a June 1st 2015 start date, the 2015 amended municipal agreement must be signed and returned to Stewardship Ontario no later than March 1, 2015. This will help facilitate the transition process for all parties.

For information regarding the Paints and Coatings Industry Stewardship Plan, you can go to www.wdo.ca

Regards,

Patrick Chauvet
Director of Operations – Blue Box and MHSW
pchauvet@stewardshipontario.ca

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**AMENDING AGREEMENT
NEW MUNICIPAL HAZARDOUS OR SPECIAL WASTES SERVICES AGREEMENT**

WHEREAS:

1. Stewardship Ontario and The Corporation of The City of Temiskaming Shores (collectively, the "Parties") entered into an agreement concerning municipal hazardous or special wastes dated July 1, 2011, including any previous amendment made by the parties (the "Agreement");
2. The parties wish to make certain amendments to the Agreement as set out herein.

THE PARTIES THEREFORE AGREE AS FOLLOWS:

- 1 The Agreement is hereby amended effective January 1, 2015 as set out in Schedule "A" hereto.
- 2 Any section marked as "Intentionally Deleted" in the Agreement remains "Intentionally Deleted" and is not replaced by or amended by anything in Schedule "A".
- 3 All other provisions of the Agreement remain un-amended and in full force and affect.

IN WITNESS WHEREOF the Parties have signed this AMENDING AGREEMENT as of January 1, 2015.

STEWARDSHIP ONTARIO

by: _____

Name: David Pearce

Title: Managing Director

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

by: _____

Name: Carman Kidd

Title: Mayor

by: _____

Name: David B. Treen

Title: Clerk

**SCHEDULE "A" TO THE AMENDING AGREEMENT
NEW MUNICIPAL HAZARDOUS OR SPECIAL WASTES SERVICES AGREEMENT**

- 1.0 Definitions and Interpretation.** The Parties agree that Section 1.2 of the Agreement is deleted in its entirety and replaced with the following:
- 1.2. In this Agreement:
- (a) "**Agreement**" means this Agreement and includes all schedules and amendments thereto;
 - (b) "**Business Day**" means Monday through Friday, excluding statutory holidays and any other day that the Government of Ontario has elected to be closed for business;
 - (c) "**Claims Submission**" means submission to SO of data required to validate claim for payment;
 - (d) "**Collection Services**" means all the activities, including those conducted at Events and Depots operated by or on behalf of the Municipality, for the purpose of receiving, classifying, packing, storing and transferring Obligated MHSW onto transportation vehicles, including the manifesting of the MHSW prior to transportation away from the Event or Depot;
 - (e) "**Commingled Materials**" means the materials listed in Schedule E that can be safely packed together for transportation as per the Packing Standards;
 - (f) "**Depot**" means a collection and transfer facility/location operated by or on behalf of the Municipality for receiving MHSW from the public and/or Exempt Small Quantity IC&I Generators and transferring same to transporters for processing or recycling;
 - (g) "**Diversions Report**" means invoices, MHSW material tonnage reports, or other such documents as may reasonably be required by SO from time to time for the validation of Claims Submissions;
 - (h) "**End Processor**" means a Service Provider that processes collected Obligated MHSW;
 - (i) "**Event**" means a one-day or other collection event, operated by or on behalf of a municipality to collect, pack, transport, weigh, and process MHSW from the public and/or Exempt Small Quantity IC&I Generators;
 - (j) "**Exempt Small Quantity IC&I Generator**" or "**Exempt SQG**" means a business that is not required to submit a Generator Registration Report with respect to MHSW under subsection 18 (1) of Regulation 347, made under the *Environmental Protection Act* (Ontario), as amended from time to time;
 - (k) "**FOB**" means free on board;

- (l) “**Generator**” means the final user who generates waste which will be reused, recycled or disposed;
- (m) “**Lab Pack Audit**” means a lab pack study conducted by a third party, with optional observation by no more than two representatives of the Member Associations at their discretion, that follows a methodology designed by SO with input from Member Associations to achieve a high level of statistical confidence, the results of which, after providing an opportunity for representatives of the Member Associations to review them in confidence, are used to determine the proportionate share of each Commingled Material to be paid by SO as set out in this Agreement;
- (n) “**Industry Stewardship Organization**” or “**ISO**” means a group of stewards working collectively who manage and fund the recycling of their own designated waste, instead of paying fees directly to an Industry Funding Organization to provide these services in accordance with Section 34 of the *Waste Diversion Act*.
- (o) “**Manifesting**” means those activities associated with preparing a manifest for Post-Collection Services in accordance with Regulation 347 made under the *Environmental Protection Act* (Ontario);
- (p) “**Member Associations**” has the meaning set out in Section 4.3;
- (q) “**MHSW Program Plan**” means the current MHSW waste diversion program as it applies to Phase 1 materials approved by the Minister pursuant to section 26 of the *Waste Diversion Act, 2002* (Ontario), and any amendments thereto and replacements thereof;
- (r) “**MHSW Services**” means the Collection Services and/or Post-Collection Services provided by the Service Provider;
- (s) “**Minister**” means the Minister of the Environment for the Province of Ontario;
- (t) “**Non-Commingled Materials**” means the materials listed in Schedule E that must be packed separately for transportation as per the Packing Standards;
- (u) “**Obligated MHSW**” means MHSW designated as Phase 1 in the Minister’s program request letter to Waste Diversion Ontario received on October 25, 2010 requesting a revised waste diversion program for Phase 1 MHSW and as may be further defined by the Minister from time to time;
- (v) “**Packing Standards**” means the Waste Packing Protocols listed in Schedule “E” as amended by SO from time to time;
- (w) “**Post-Collection Services**” means the management of Obligated MHSW after delivery of such MHSW to a transportation Service Provider FOB the Event or Depot location, including but not limited to transportation of Obligated MHSW materials from Events and Depots, consolidation, sorting, weighing, processing, recycling, and safe disposal of residual waste and other post-collection waste management activities;

- (x) “**Service Provider**” means the Municipality and/or a commercial party that provides MHSW Services to SO or the Municipality as the case may be; and
- (y) “**SO Portal**” means SO’s online system for uploading Claims Submissions.

2.0 MHSW Services: The Parties agree that Section 2.0 of the Agreement is deleted in its entirety and replaced with the following:

- 2.1. Schedule “A” to this Agreement sets out schematically three different service location types for the provision of MHSW Services by the Municipality to SO. These are as follows:
 - (a) Depot
 - (b) Event
 - (c) Event (and transportation to Depot).

For the purpose of this Agreement, SO and the Municipality have agreed that the service location types marked with an “X” below will be the ones under which the Municipality will provide MHSW Services to SO.

- Depot
- Event
- Event (and transportation to Depot)

- 2.2. SO and Municipality may agree in writing at any time to change the service location type under which Municipality is providing MHSW Services to SO herein to the other service location type listed above and described in Schedule “A” hereto or to add another service location type, and this Agreement shall be deemed to have been amended accordingly.
- 2.3. The Parties recognize that there may be changes, including addition or removal of some materials, to the MHSW Program Plan. In the event of such changes, either Party may request appropriate amendments to this Agreement to reflect those changes, and the Parties will negotiate same in good faith, failing which the matter will be resolved by arbitration in accordance with the provisions hereof.
- 2.4. The Parties also understand that an Industry Stewardship Organization (ISO) may, at any time, be approved by the Board of Waste Diversion Ontario for one or more of the Obligated MHSW materials. In the event an ISO is approved by Waste Diversion Ontario (WDO), SO will have no responsibility to pay for MHSW Services provided by the Municipality with respect to the materials for which the ISO is then responsible on and after the effective date of such approval by WDO, unless SO provides written notice to the Municipality indicating that there will not be any changes to the then current MHSW Services within 30 days of the ISO approval date.

5.0 Title and Compliance with Laws: The Parties agree that Section 5.0 of the Agreement is deleted in its entirety and replaced with the following:

- 5.1. Title to all Obligated MHSW collected by Municipality at Events and Depots will belong to SO from the time of collection, and whether the Obligated MHSW is transported to the End Processor by the Municipality's Service Providers or SO's Service Providers. Any contract entered into between Municipality and an End Processor for Obligated MHSW must provide that title transfers to the End Processor in accordance with the Processor Standards in Schedule "E", as amended from time to time.
 - (a) Notwithstanding the foregoing, if the Municipality operates a reuse program for any Obligated MHSW, title to the Obligated MHSW being reused shall transfer to municipality one (1) second prior to being given to the person or entity requesting it for reuse purposes.
 - (b) Notwithstanding the foregoing, in the event an ISO is approved by WDO, title to the Obligated MHSW with respect to the materials for which the ISO is then responsible will not belong to SO or SO's Service Providers unless SO provides written notice to the Municipality indicating that there will not be any changes to the then current MHSW Services within 30 days of the ISO approval date.
- 5.2. In performing the MHSW Services hereunder, Municipality represents and warrants that it will at all times, and will require its service providers to, have all Certificates of Approval and any other approvals required and that it will otherwise comply at all times and require its service providers to comply, with all applicable laws, regulations and requirements of any governmental authority having jurisdiction, including without limitation the Ontario Ministry of the Environment and the Ontario Ministry of Labour.

Subject: Health and Safety - 2015

Report No.: CS-001-2015
Agenda Date: January 6, 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-001-2015;
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; and
3. That Council acknowledges that the TSJHSC will continue to operate under the requirements of the Occupational Health and Safety Act.

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 April, 2014. 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



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

Workers

January 6, 2014

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

For the Workers

City Manager

Health & Safety Committee
Secretary

1. Structure of Committee

- 1.1 The Temiskaming Shores Joint Health and Safety (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

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.

3. Inspections

- 3.1 A minimum of two (2) employees, at least one being certified, as appointed by the TSJHS Committees, shall perform workplace inspections.
- 3.2 All health and safety concerns raised during the physical inspection will be recorded and prioritized on workplace inspection forms.

- 3.3 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.

4. Recommendations of the JHSC

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.

5. Accidents and Accompaniment

- 5.1 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.
- 5.2 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.
- 5.3 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.

6. Minutes of Meetings

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.

7. Quorum

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.

8. Payment for Attendance at Meetings

As per the Collective Agreement between the City of Temiskaming Shores and the CUPE Local 5014.

9. Meeting Agenda

- 9.1 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.
- 9.2 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.
- 9.3 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.

10. General

- 10.1 All employees will be encouraged to discuss their problems with their immediate supervisor before bringing it to the attention of the TSJHS Committees.
- 10.2 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.
- 10.3 Medical or trade secret information will be kept confidential by all TSJHS Committees members.
- 10.4 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.

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.

Subject: Great Northern Family Health Team Lease Agreements

Agenda Date: January 6, 2015

Report No.: CS-002-2015

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-002-2015;
2. That Council approves an increase of 1% on the rental rates for space at the New Liskeard Medical Centre effective January 1, 2015, more specifically the following agreements:
 - By-law No. 2012-180, as amended with Great Northern Family Health Team;
 - By-law No. 2012-131 and By-law No. 2012-184 with Dr. Patrick Logan;
 - By-law No. 2012-182 with Dr. Jean Corbin;
 - By-law No. 2012-183 with Dr. Glen Corneil; and
3. That Council directs staff to prepare the necessary amending by-laws for consideration at the January 20, 2015 Regular Council meeting.

Background

On December 4, 2012 Council directed staff to enter into a lease agreement with the Great Northern Family Health Team (GNFHT) for the use of office space in the New Liskeard Medical Centre on a month by month basis.

Council also entered into lease agreements with Doctor Corneil, Doctor Logan and Doctor Corbin for office space in the New Liskeard Medical Centre in 2012 on a month by month basis.

Analysis

In 2013, an increase was applied to the lease rates effective January 1, 2013 for all tenants in the New Liskeard Medical Centre. As the date the GNFHT will be vacating the building is unknown and as stated earlier the lease agreements are on a month by month basis.

In addition, an update was provided to Council in closed session regarding the sale of the New Liskeard Medical Centre on December 16, 2014. It is expected the sale of the building will close by June, 2015.

Staff is recommending an increase of 1% to all rental rates for tenants of the New Liskeard effective January 1, 2015 to cover any increased operational costs associated with the building until such time as the building is sold.

There will be no other changes to the lease agreements and they will remain on a month by month basis.

Financial / Staffing Implications

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

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

Currently the rental revenues are \$58,595.96 per year. The 1% increase will result in revenues of \$59,181.92.

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

Subject: Working Alone Policy

Report No.: CS-003-2015
Agenda Date: January 6, 2015

Attachments Appendix 01: Draft Working Alone Policy

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-003-2015; and
2. That Council directs staff prepare the necessary by-law to adopt a Working Alone Policy for consideration at the January 20, 2015 Regular Council meeting.

Background

Currently the City of Temiskaming Shores does not have a Working Alone Policy in place. A recommendation from the Temiskaming Shores Joint Health and Safety Committee (TSJHSC) was received by the Director of Corporate Services to adopt a policy.

Analysis

In accordance with the recommendation provided by the TSJHSC, staff has reviewed other Municipal policies and has drafted a policy to fit the needs of the City of Temiskaming Shores. The draft policy was circulated to the TSJHSC, management and the CUPE Local 5014 for their review and comment. All comments received were taken into consideration.

The Working Alone Policy as drafted allows for each department to develop operating procedures specific to their needs in regards to employees working alone. Once the policy is adopted by Council, all employees will be provided a copy of the policy for their review. The policy will be provided to all new hires as part of their orientation.

Financial / Staffing Implications

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

Submission

Prepared by:

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



Schedule “A” to
By-law No. 2015-000
Working Alone Policy

WORKING ALONE POLICY

Section 1: Overview

The City of Temiskaming Shores is committed to protecting its employees, property and general public from harm and loss in the workplace by providing and promoting a safe working environment.

This commitment to health and safety shall form an integral part of this organization from Council, City Manager and Employees.

Legal requirements, City of Temiskaming Shores policies, procedures and guidelines and Collective Agreements are followed in all aspects of Health and Safety.

Section 2: Purpose

This policy is intended to ensure that risk is minimized when employees are working alone or in isolation. Working alone or in isolation in certain circumstances or environments may be unsafe and require special arrangements to minimize potential risks of injury, health impairment, or other adverse conditions.

Section 3: Scope

The Working Alone Policy applies to union and non-union permanent, temporary, part-time, and student employees of the City of Temiskaming Shores.

Section 4: Definitions

- **Full Time Employee:** A full time employee shall be defined to mean an employee who is regularly scheduled to work more than twenty four (24) hours per week.
- **Part Time Employee:** A part time employee shall be defined to mean an employee who is regularly scheduled to work no more than twenty four (24) hours per week.
- **Probationary Employee:** A probationary employee shall be defined to mean an employee in the service of the City during the Probationary Period.
- **Permanent Employee:** A permanent employee shall be defined to mean an employee employed in the service of the City who has successfully completed the Probationary Period.
- **Temporary/Seasonal Employee:** A temporary/seasonal employee shall be defined to mean an employee hired for seasonal employment for a period of no more than seven (7) consecutive months.
- **Summer Student Employee:** A student employee shall be defined to mean a student employed for seasonal employment no earlier than April 15th and ending

no later than September 15th in any calendar year who must be attending an educational institution prior to the summer season and returning on a full time basis for the coming school term.

- **Working Alone:** A worker is considered to be working alone when he or she cannot be seen by another worker; cannot be heard by another worker; or is working in circumstances where assistance is not readily available when needed during the normal course of duties or in case of emergency, illness or injury.

Section 5: Application and Procedures

Before any isolated work occurs, the Supervisor must ensure a safety briefing is conducted with the employee. The safety briefing will set out communication protocols for working in isolated environments. For example, checking in regularly with the Supervisor, and checking in at scheduled times to ensure the health and safety of the employee.

Many jobs have working alone situations. Employees and their supervisors must work together to develop safe work procedures. It is essential that the working conditions or circumstances that present high foreseeable personal safety risks be assessed so the probability of a workplace injury can be minimized.

Working alone situations shall be identified and assessed cooperatively by supervisors and employees, and a member of the Joint Health and Safety Committee if requested. Work alone assignments will be evaluated on a case-by-case basis, considering the following risk factors:

- Tasks and associated hazards involved in the work to be performed;
- Consequences resulting from a "worst case" scenario;
- Likelihood for other persons to be in the area;
- Possibility that a critical injury or incident could prevent the employee from calling for help or leaving the workplace;
- Emergency response time;
- Worker's training and experience;
- Worker's physical limitations or medical conditions;
- Effects of implementing appropriate safeguards;
- Frequency of job supervision;
- Time or shift when the job is to be done; and,
- Whether the worker is accustomed to working alone.

Section 6: Administrative Responsibility

The following suggestions will promote personal safety for work alone situations:

- Schedule potentially hazardous work for times when supervisors and appropriate help will be available as much as operationally possible;
- Provide adequate controls (e.g., buddy system) for hazardous tasks performed at off hours or remote locations;
- Coordinate work as much as practicable so that no one is left alone and employees check in and out together;
- Consider the advantages of alternative communication systems; cell phones, two way radios, etc.; and,
- Promote dialogue about working alone and personal safety issues.

Section 7: Other Applicable Legislation

- The City of Temiskaming Shores Health and Safety Policy and Procedures
- CUPE Local 5014 Collective Agreement
- Occupational Health and Safety Act
- Employment Standards Act
- Ontario Human Rights Act

Subject: 2014 Municipal Elections – Accessibility Initiatives

Agenda Date: January 6, 2015

Report No.: CS-004-2015

Attachments

Appendix 01: 2014 Municipal Election Initiatives

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-004-2015 regarding Accessibility Initiatives undertaken for the 2014 Municipal Election for information purposes.

Background

Section 12.1 (1) and 12.1 (2) of the Municipal Elections Act reads as follows:

12.1 (1) Electors and candidates with disabilities

A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities;

21.1 (2) Report

Within 90 days after voting day in a regular election, the clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities

Analysis

Administrative Report CL-002-2011 was prepared subsequent to the 2010 Municipal Election and was utilized as a resource in preparation of this report subsequent to the 2014 Municipal Election, more specifically Appendix 01 to the said report identifying barriers as well as suggestions for consideration as part of the 2014 Municipal Election.

The Clerk's Department is pleased with the outcome of the 2014 Municipal Election in relation to accessibility. Staff at all voting locations received positive comments from the public regarding measures undertaken to ensure accessibility as well as comments to build on for the next Municipal Election in 2018. It was noted by election staff that there was a noticeable percentage of the electorate that required the use of assistive devices, in addition to those who have a disability that are not visible.

As part of the 2014 Election training for election staff, Customer Service Training was provided by the Director of Corporate Services, Shelly Zubyck. The following initiatives

were implemented as part of the 2014 Election based on Administrative Report CL-002-2010:

- At polls, elections staff routinely inspected the voting location for barriers;
- Exterior lightings on timer (City Hall) was re-programmed to coincide with earlier sunset;
- Support person provided at Riverside (no push-button accessible doors);
- Morning chats, website, facebook and all candidates debate utilized to provide election information including Candidates Guide to Accessible Elections;
- Advance Polls on October 17 & 18 held at Temiskaming Square Mall due to availability of magic eye doors at Food Basics;
- Properly marked accessible parking spaces available at all voting locations;
- Purchased wheelchair which was utilized at City Hall, permitted service animals and support persons;
- Election staff trained to approach voters if it appears that they require assistance;
- Magnifying sheets/glasses and lighting available in each voting screens.

Appendix 01 – 2014 Municipal Elections Initiatives identifies barriers encountered during the 2014 election along with recommendations for removal of these barriers during the 2018 Municipal Election.

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

This report was prepared in compliance with the Municipal Elections Act and there are no direct financial implications with its preparation. Staffing implications are limited to normal administrative functions and duties. However, the removal of some barriers identified in Appendix 01 may require budgetary considerations in order to implement.

Alternatives

No alternatives were considered in the preparation of this report.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

David B. Treen, CET
Municipal Clerk

Shelly Zubyck, CHRP
Director of Corporate Services

Christopher W. Oslund
City Manager

2014 Municipal Elections - Accessibility Initiatives

Barrier Identified – Voting Screen Access

During an advance, election staff observed an individual in a motorized wheelchair and recognized that the space to access the voting screen was inadequate to accommodate the wheelchair. The layout of the voting screen consisted of an 8' table with a voting screen at either end.

Action Taken – Voting Screen Modified

Prior to the individual proceeding to the voting screen, staff removed one of the two voting screens and moved the table forward to permit access. This option was possible due in part that there were a limited number of voters in the voting location.

Consideration for 2018 Election

Provide increased training for election staff utilizing this as an example. Consider modified layout of voting screens, such that adequate space is available without the necessity to rearrange at time of voting.

Barrier Identified – Signage at Polls

On election day (New Liskeard / Haileybury) polls were established based on alphabet (i.e. A-C, D-G, etc.). Poll signage was taped to tables, somewhat confusing based on lettering and not visible when line-ups established at polling station.

Action Taken – Polls Numbered

In Haileybury the Supervisor assigned numbers to the tables (i.e. A-C: table 1, D-G: table 2) which alleviate some confusion.

Consideration for 2018 Election

Assigning numbers to polls (i.e. A-C – Table 1, etc.) is recommended as well as the posting of signage above tables such that they are visible from a distance and cannot be blocked.

Barrier Identified – Site Inspections

Unfortunately pre-election site visits to voting locations were not conducted. Pre-election inspections would permit the observation of barriers (lighting, pathways, sidewalks).

Action Taken – Periodic Inspections

Periodic inspections were conducted during voting by either the Supervisor and/or Municipal Clerk for the purpose of identifying barriers that could be removed easily. Fortunately there were no significant barriers (i.e. lifting sidewalk sections).

Consideration for 2018 Election

Once voting locations for the 2018 Municipal Election are identified, site inspections in advance of voting should be conducted to identify and remove any barriers. In the event a barrier cannot be removed (financial limitations) a remedial action plan should be established.

Barrier Identified – Ballot

Voters were required to completely fill in an oval adjacent to the candidates name in order to choose a candidate. The oval was faint and not easily identifiable by some voters.

Action Taken – Verbal Assistance

The Deputy Returning Officer (DRO) and/or Supervisor identified the issue early and reviewed the ballot with the elector and specifically identified the location of the oval.

Consideration for 2018 Election

During the proofing of the ballot ensure that the oval is darker. Identify this potential concern with election staff during training for the 2018 Election.

Barrier Identified – Institution Assistance

Reduced hour polls were provided at various institutions (i.e. nursing homes for the elderly); however given the physical limitations of the residents almost everyone required some form of assistance.

Action Taken – Additional Assistance

One institution was aware of the need and had assigned their events coordinator to assist residents with various aspects of voting. Election staff had also been made aware during training of the potential need to assist; however the extent of assistance required was under estimated.

Consideration for 2018 Election

Prior to election municipal staff should consult with the various institutions with the objective of emphasizing the need for assistance from the facility to aid residents in the voting process.

Barrier Identified – City Hall – limited space

City Hall was selected as the polling station for Haileybury for obvious reasons including the fact that the building is equipped with push button doors. The downside to utilize City Hall is the limited space available to set up the necessary tables and voting screens thus creating an atmosphere of congestion during peak voting periods.

Action Taken – **Periodic Inspections**

Layout was arranged as conveniently as possible and election staff assisted each other to alleviate congestion as quickly as possible.

Consideration for 2018 Election

Explore potential alternative locations that provide the similar benefits that City Hall provides with more space.

Subject: Civil Marriage Solemnization Policy

Agenda Date: January 6, 2015

Report No.: CS-005-2015

Attachments

Appendix 01: By-law No. 2010-104 – Civil Marriage Solemnization Policy

Appendix 02: Draft Civil Marriage Solemnization Policy (tracked changes)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-006-2015; and
2. That Council directs staff to prepare the necessary by-law to repeal By-law No. 2010-104 and to adopt an updated Civil Marriage Solemnization Policy for consideration at the January 20, 2015 Regular meeting of Council.

Background

Ontario Regulation 285/04 amended the Marriage Act to include Municipal Clerks as a class of persons authorized to solemnize civil marriages. Prior to the introduction of this regulation, persons wanting a civil marriage traditionally arranged and held the service at the local Court House which were performed by the Justice of the Peace.

On June 15, 2010 Council adopted By-law No. 2010-092 being a by-law to authorize the City of Temiskaming Shores to provide civil marriage solemnization services and subsequently adopted **Appendix 01 - By-law No. 2010-104**, being a by-law to adopt a Civil Marriage Solemnization Policy for the City of Temiskaming Shores. The majority of the provisions in the policy were developed based on the mindset that solemnization of civil marriages would be held at City Hall similar to those performed at a local court house.

Since the adoption of By-law No. 2010-092 to provide civil marriages very few ceremonies are held at City Hall with most ceremonies being held in locations similar to other marriages through the rental of a hall, backyards, etc. complete with receptions and dances.

Therefore it is felt prudent to review the provisions of By-law No. 2010-104 and provide recommendations to update the policy to reflect current trends.

Analysis

Appendix 01 – By-law No. 2010-104 - Civil Marriage Solemnization Policy outlines that the Clerk may delegate, in writing, to any person other than a member of Council, any of the Clerk’s powers and duties under this or any other Act including the ability to solemnize civil marriages; however such delegations are subject to Council’s approval. Currently there are five (5) individuals, other than the Clerk that have been delegated these powers.

As noted in the background section, the current policy was developed on the premise that those seeking a civil marriage would attend City Hall for the ceremony similar to those conducted by Justices of the Peace at Court Houses. Early in the process most civil marriages were performed at City Hall; however, now there are a limited number of ceremonies performed at City Hall. Most couples are opting for ceremonies outside City Hall complete with receptions and dances similar to traditional weddings.

Staff has reviewed the current policy and are of the opinion that the document requires updating to reflect changes over the past four years. **Appendix 02 – Draft Civil Marriage Solemnization Policy** is an updated policy that tracks the recommended changes to the policy. It is recommended that Council repeal By-law No. 2010-104 and direct staff to prepare the necessary by-law to adopt an updated Civil Marriage Solemnization Policy as detailed in Appendix 02.

Financial / Staffing Implications

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

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

The administration of the Civil Marriage Solemnizations is through the Municipal Clerk’s office and fees are incorporated to reflect the costs for such administration.

Alternatives

No alternatives were considered in the preparation of this report.

Submission

Prepared by:	Reviewed and approved by:	Reviewed and submitted for Council’s consideration by:
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<i>"Original signed by"</i>	<i>"Original signed by"</i>	<i>"Original signed by"</i>
_____	_____	_____
David B. Treen, CET Municipal Clerk	Shelly Zubyck, CHRP Director of Corporate Services	Christopher W. Oslund City Manager

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
BY-LAW NO. 2010-104
BEING A BY-LAW TO ADOPT A CIVIL MARRIAGE SOLEMNIZATION POLICY
FOR THE CITY OF TEMISKAMING SHORES

WHEREAS Ontario Regulation 285/04 provides for the authorization of the Clerk to solemnize marriages with the authority of a licence;

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

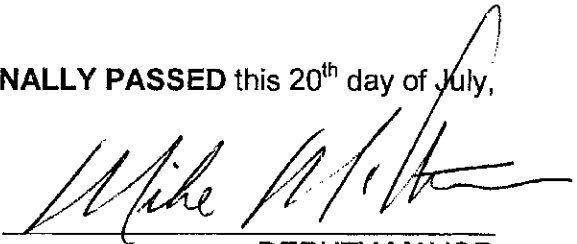
AND WHEREAS the Council of The Corporation of the City of Temiskaming Shores adopted By-law No. 2010-092 on June 15, 2010 authorizing civil marriage solemnization services to be implemented by the City of Temiskaming Shores;

AND WHEREAS the Council of The Corporation of the City of Temiskaming Shores acknowledged receipt of Administrative Report CL-001-2010 at its July 6, 2010 Committee-of-the-Whole Meeting and passed Resolution No. 2010-331 authorizing the preparation of a by-law to adopt a Civil Marriage Solemnization Policy for Council's consideration at the July 20, 2010 Regular Meeting of Council;

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

1. That Council of The Corporation of the City of Temiskaming Shores hereby adopts the Civil Marriage Solemnization Policy attached hereto as Schedule "A" and forming part of this by-law;
2. That this By-law shall come into force and take effect on the date of its final passing.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 20th day of July, 2010.



DEPUTY MAYOR



CLERK

Schedule "A" to By-law No. 2010-104

Civil Marriage Solemnization Policy

Delegation of Authority

Under Section 228 (4) of the Municipal Act, the Clerk may delegate in writing to any person, other than a member of council, any of the Clerk's powers and duties under this and any other Act. For the purposes of delegating authority for civil marriage solemnization, this policy limits the Clerk's ability to delegate subject to Council's approval.

Form of Ceremonies

There are basic requirements of the Marriage Act to be followed. Appropriate and dignified ceremonies will be developed accordingly. Applicants will be clearly informed of the style of the ceremony and that there will be no religious aspects included. The applicants will be made aware that there are Clergy available in the community to perform marriage ceremonies with various levels of religious content should they wish a religious ceremony.

Guidelines and Criteria

- As outlined in Section 24 (1) of the Marriage Act, R.S.O. 1990, Chapter M.3, a judge, a justice of the peace or any other person of a class designated by the regulations may solemnize marriages under the authority of a licence.
- Ontario Regulation 285/04 amended the Marriage Act to include Municipal Clerks as a class of person authorized to solemnize civil marriages. This authority is extended to designates who have been delegated the authority by the Clerk in accordance with Section 228 of the Municipal Act. Delegation of authority, by the Clerk, to perform civil marriage ceremonies shall be confirmed by Resolution of Council.
- Civil marriages will be conducted by the Clerk or designates subject to their availability. The Clerk, in his sole discretion, shall determine the days/time that civil marriages will be performed during office hours.
- Scheduling of a civil marriage must be made with the Clerk or designate at least 4 weeks prior to the intended date for the ceremony.
- A prearranged appointment and prior consultation meeting of the parties with the Clerk or designate is required at least 2 weeks prior to the intended date for the ceremony to go through the Civil Marriage Solemnization Check List **attached hereto and forming part of this policy.**
- A standard civil marriage ceremony, incorporating all mandatory declarations under the Marriage Act will be used at all civil marriages.

- Personal vows, in addition to the mandatory declarations, will be permitted subject to the approval of the Clerk or designate.
- The Clerk or designate has the authority to refuse to solemnize the civil marriage of any person who he or she knows or has reasonable grounds to believe lacks capacity to marry by reason of being mentally ill or mentally defective or under the influence of intoxicating liquor or drugs.
- The parties must supply an interpreter in the event that they do not speak English and require language assistance if the Clerk or designate deems it necessary. The interpreter cannot be one of the witnesses.
- Witnesses for the purpose of signing the Registry of Marriage, must be 14 years of age or older.
- Flower arrangements or other decorations may be placed in the Council Chambers/Lobby/Atrium and must be removed immediately following the ceremony.
- No alcoholic beverages are to be served prior to or during the civil marriage solemnization ceremony.
- Reaffirmation of vows will not be offered as part of this service.
- The services can only be provided within the boundaries of the Province of Ontario.

Entry in Marriage Register

Section 29 of the Marriage Act states that every person authorized to solemnize marriages may apply to the Minister for a marriage register.

The Clerk will apply for a marriage register for the purpose of registering all marriages performed by the Clerk or designates. The marriage register will be kept in the care of the Clerk's Department and the said register is the property of the Crown.

After the completion of a civil marriage, the designate shall return the marriage register to the Clerk promptly with the completed marriage licence in order for the Clerk to forward the licence to the Registrar General within two (2) days following the marriage as per the requirements of Section 2 (3) of Ontario Regulation 302/05.

Facility and Fees for marriages conducted in City Hall:

- Civil marriages will be conducted in the Council Chambers/Lobby/Atrium of the City of Temiskaming Shores, subject to their availability during normal working hours.

- The use of confetti, rice, bubbles, candles, incense, music and similar items are strictly prohibited within the Temiskaming Shores City Hall facility or grounds. Failure to comply will result in the following charges:
 - Cleaning the inside of the facility - \$200.00
 - Cleaning the outside of the facility - \$200.00

The following fees apply for civil marriage solemnization services within City Hall and are payable to the City of Temiskaming Shores by cash or debit:

- \$250.00 If the ceremony takes place during normal working office hours, \$100 will remain with the solemnizer and \$150 with the municipality (use of Council Chambers/Lobby/Atrium is subject to availability).
- \$100.00 If the ceremony takes place in City Hall the fee for the use of the facility (including set-up and take down of chairs/tables and cleaning of facility, heating & electricity) will remain with the municipality.

Facility and Fees for marriages conducted outside of City Hall or outside of City limits:

If the ceremony takes place in a facility not owned by the City, it is the responsibility of the participants to make the appropriate arrangements and to pay for the facility.

If the ceremony takes place outside of City limits, it is the responsibility of the participants to pay for the solemnizer's mileage expenses and shall be calculated using the rate established by the City's Expense Policy.

The following fees apply for civil marriage solemnization services outside of City Hall and are payable to the City of Temiskaming Shores by cash or debit:

- \$400.00 If the ceremony takes place during off hours, \$250 will remain with the solemnizer and \$150 with the municipality (weekend and evening ceremonies will be done at the discretion of the Clerk or designate, subject to their availability).

Solemnizer's discretion

The City's portion of the fees is mandatory and shall not be waived by the Clerk or designates. The Clerk or designates may, at their sole discretion, waive the portion of the fees which would otherwise be payable to them.

Harmonized Sales Tax

Fees for civil marriage solemnization services and the use of City Hall are subject to the Harmonized Sales Tax.

Training of Designates

The Province does not monitor the activities of the Clerk or designates, other than on a complaint basis. The Clerk will be responsible for training the designates to perform civil marriage solemnization services to ensure that everyone is treated fairly and without discrimination.

The training shall cover the requirements under the Marriage Act R.S.O. 1990, Chapter M.3 and its associated Regulations as amended from time to time **attached hereto and forming part of this policy.**

CIVIL MARRIAGE SOLEMNIZATION CHECK LIST

Applicant #1 _____ Applicant #2 _____

- Date of ceremony _____
- Time of ceremony _____
- Place of ceremony _____
- Marriage License on hand and completed _____ (Marriage to be solemnized within three months following date of issuance of marriage license)
- Marriage Register on hand and completed _____
- Dress of Wedding Party _____
- Is an interpreter required _____
- Are rings to be exchanged in the ceremony? _____
- Is anyone giving the Bride away? _____
- Who will be the two witnesses? Identify them & clarify they must be 14 yrs. old _____
- Statement of Marriage and Marriage Register to be completed and signed by parties (including two witnesses and Solemnizer) _____
- Issue Record of Marriage (Plain envelope on hand) _____
- Forward Statement of Marriage and any other necessary documents to the Office of the Registrar General _____
- Picture Taking – Set rules _____
- Confetti etc. – Set rules _____
- Cell phones and other electronic equipment turned off _____
- Table for signing register _____
- Chairs for guests _____
- Fee _____
- Room standards and conduct _____

Reminder that there must be no consumption of alcoholic beverages, etc. prior to or during wedding ceremony.

Marriage Act

R.S.O. 1990, CHAPTER M.3

Amended by: O. Reg. 726/91; 1993, c. 27, Sched.; 1994, c. 27, s. 89; 1998, c. 18, Sched. E, ss. 179-182; 1999, c. 12, Sched. F, ss. 30-32; 2001, c. 9, Sched. D, s. 10; 2001, c. 13, s. 20; 2002, c. 14, Sched., s. 11; 2002, c. 17, Sched. F, Table; 2002, c. 25; 2005, c. 5, s. 39; 2006, c. 19, Sched. G, s. 4; 2008, c. 14, s. 55; 2009, c. 33, Sched. 17, s. 6.

Definitions

1.

(1) In this Act,

"band" means a band as defined in the *Indian Act* (Canada); ("bande")

"church" includes chapel, meeting-house or place set aside for religious worship; ("église")

"Indian" means a person who is registered as an Indian or entitled to be registered as an Indian under the *Indian Act* (Canada); ("Indien")

"issuer" means a person authorized under this Act to issue marriage licences; ("délivreur de licences")

"judge" means a provincial judge or a judge of the Superior Court of Justice; ("juge")

"licence" means a marriage licence issued under this Act; ("licence")

"Minister" means the Minister of Consumer and Business Services; ("ministre")

"prescribed" means prescribed by the regulations; ("prescrit")

"regulations" means the regulations made under this Act; ("règlements")

"reserve" means a reserve as defined in the *Indian Act* (Canada).
("réserve") R.S.O. 1990, c. M.3, s. 1 (1); 2001, c. 9, Sched. D, s. 10 (1, 2).

Application of Act to subsequent ceremonies

(2) This Act does not apply in respect of any ceremony or form of marriage gone through by two persons who are married to each other by a marriage previously solemnized in accordance with this Act or recognized as valid in Ontario. R.S.O. 1990, c. M.3, s. 1 (2).

Administration

2.

The administration of this Act is under the direction of the Minister. R.S.O. 1990, c. M.3, s. 2.

Delegation of powers and duties**3.**

(1) The Minister may delegate any of his or her powers or duties under this Act to the Deputy Minister of Consumer and Business Services or to any persons employed in the Ministry of Consumer and Business Services. 1994, c. 27, s. 89 (1); 2001, c. 9, Sched. D, s. 10 (2).

Same

(2) The delegation shall be in writing and may be made subject to such conditions as are set out in it. 1994, c. 27, s. 89 (1).

Authority to marry**4.**

No marriage may be solemnized except under the authority of a licence issued in accordance with this Act or the publication of banns. R.S.O. 1990, c. M.3, s. 4.

Who may marry**5.**

(1) Any person who is of the age of majority may obtain a licence or be married under the authority of the publication of banns, provided no lawful cause exists to hinder the solemnization. R.S.O. 1990, c. M.3, s. 5 (1).

Idem

(2) No person shall issue a licence to a minor, or solemnize the marriage of a minor under the authority of the publication of banns, except where the minor is of the age of sixteen years or more and has the consent in writing of both parents in the form prescribed by the regulations. R.S.O. 1990, c. M.3, s. 5 (2).

Giving of consent

(3) The consent referred to in subsection (2) is not required in respect of a minor who was previously married and whose marriage was terminated by death or divorce. R.S.O. 1990, c. M.3, s. 5 (3); 2005, c. 5, s. 39 (1).

Idem

(4) Where one of the parents of a minor is dead or both parents are living apart, the consent required by subsection (2) may be given by the parent having actual or legal custody of the minor. R.S.O. 1990, c. M.3, s. 5 (4).

Idem

(5) Where both parents of a minor are dead or are voluntary or involuntary patients in a psychiatric facility, or are residents of a facility under the *Developmental Services Act*, the consent required by subsection (2) may be given by a lawfully appointed guardian or an acknowledged guardian who has brought up or who for the three years immediately preceding the intended marriage has supported the minor. R.S.O. 1990, c. M.3, s. 5 (5); 2001, c. 13, s. 20.

Note. On a day to be named by proclamation of the Lieutenant Governor, subsection (5) is amended by the Statutes of Ontario, 2008, chapter 14, section 55 by striking out "or are residents of a facility under the *Developmental Services Act*" See 2008, c. 14, ss. 55, 64.

Idem

(6) Where a minor is made a ward of someone other than a parent by order of a court or under any Act, the consent required by subsection (2) may be given by the lawful guardian of the minor or person responsible for exercising the rights and duties of a guardian of the minor. R.S.O. 1990, c. M.3, s. 5 (6).

Application to dispense with consent

6.

(1) Where a person whose consent is required by section 5 is not available or unreasonably or arbitrarily withholds consent, the person in respect of whose marriage the consent is required may apply to a judge without the intervention of a litigation guardian for an order dispensing with the consent. R.S.O. 1990, c. M.3, s. 6 (1).

Powers of judge

(2) The judge shall hear the application in a summary manner and may, in his or her discretion, make an order dispensing with the consent required by section 5. R.S.O. 1990, c. M.3, s. 6 (2).

Persons lacking mental capacity

7.

No person shall issue a licence to or solemnize the marriage of any person who, based on what he or she knows or has reasonable grounds to believe, lacks mental capacity to marry by reason of being under the influence of intoxicating liquor or drugs or for any other reason. 2006, c. 19, Sched. G, s. 4.

Where dissolution of former marriage recognized in Ontario

8.

(1) An applicant for a licence who has been previously married is entitled to be issued a licence if such marriage has been dissolved or annulled and such dissolution or annulment is recognized under the law of Ontario and the applicant otherwise complies with the requirements of this Act. R.S.O. 1990, c. M.3, s. 8 (1).

Proof of divorce, etc.

(2) Subject to subsection (6), an issuer shall not issue a licence to a person whose previous marriage has been dissolved or annulled in Canada unless the person produces for inspection by the issuer,

- (a) the final decree or judgment dissolving or annulling the previous marriage;

(b) a copy of the final decree, judgment or Act dissolving or annulling the previous marriage certified by the proper officer; or

(c) a certificate of divorce issued by the registrar under the Rules of Civil Procedure, 1994, c. 27, s. 89 (2).

Same

(2.1) Before issuing a licence, an issuer may require a person to whom subsection (2) applies to deposit with the issuer such material as the issuer considers relevant to the proof of the divorce or annulment. 1994, c. 27, s. 89 (2).

Where dissolution, etc., outside Canada

(3) Subject to subsection (6), no issuer shall issue a licence to a person whose previous marriage has been dissolved or annulled elsewhere than in Canada, unless the authorization in writing of the Minister is obtained upon the deposit of such material as the Minister may require. R.S.O. 1990, c. M.3, s. 8 (3).

Review of refusal to issue licence

(4) Where an issuer refuses to issue a licence, or the Minister refuses to issue an authorization under subsection (3), the applicant may apply to the Divisional Court for judicial review under the *Judicial Review Procedure Act* and for an order directing that a licence be issued to the applicant and if the court finds that the applicant is so entitled it may make such an order. R.S.O. 1990, c. M.3, s. 8 (4).

Parties

(5) The applicant, the Minister and such other persons as the court may order are parties to an application under subsection (4). R.S.O. 1990, c. M.3, s. 8 (5).

Issue of licence under court order

(6) Where an applicant for a licence files with an issuer, together with his or her application, an order of the Divisional Court made on an application under subsection (4) directing that a licence be issued to the applicant, the issuer shall issue the licence. R.S.O. 1990, c. M.3, s. 8 (6).

Order under Declarations of Death Act, 2002

9.
(1) If an order has been made under the *Declarations of Death Act, 2002* declaring that a married person has died, the person to whom the deceased was married may, subject to the provisions of this Act, obtain a licence or be married under the authority of the publication of banns upon depositing a certified copy of the order with the person issuing the licence or solemnizing the marriage together with an affidavit in the required form. 2002, c. 14, Sched., s. 11; 2005, c. 5, s. 39 (2).

Exception

(2) Subsection (1) does not apply if the order is limited, under subsection 2 (6) of the *Declarations of Death Act, 2002*, to specified purposes other than remarriage. 2002, c. 14, Sched., s. 11.

Discretionary power of Minister**10.**

Despite anything in this Act, if the Minister considers that circumstances justify the issue of a licence in any particular case, the Minister may, in his or her absolute discretion, authorize the issue of the licence. R.S.O. 1990, c. M.3, s. 10.

Issuers**11.**

(1) Marriage licences may be issued by the clerk of every local municipality except a township. 2002, c. 17, Sched. F, Table.

Interpretation

(1.1) In subsection (1) and clause (2) (a), "township" means a local municipality that had the status of a township on December 31, 2002 and, but for the enactment of the *Municipal Act, 2001*, would have had the status of a township on January 1, 2003. 2002, c. 17, Sched. F, Table.

Same

(2) If the Minister considers it expedient for the public convenience, the Minister may in writing appoint as an issuer,

(a) the clerk of a township, or a resident of a county or township adjacent thereto;

(b) a resident of a territorial district; or

(c) a member of a band, on the band council's recommendation. 1994, c. 27, s. 89 (3).

Deputy issuers

(3) An issuer may, with the approval in writing of the Minister or of the head of the council of the local municipality of which he or she is clerk, appoint in writing one or more deputies to act for him or her, and any such deputy while so acting has the power of the issuer appointing him or her. R.S.O. 1990, c. M.3, s. 11 (3); 2002, c. 17, Sched. F, Table.

Notice of appointment of deputy

(4) The issuer shall, upon appointing a deputy, forthwith transmit to the Minister a notice of the appointment, and of the name and official position of the person by whom the appointment has been approved, and the Minister may at any time cancel the appointment. R.S.O. 1990, c. M.3, s. 11 (4).

Signature of licences by deputy

(5) The deputy shall sign each licence that he or she issues with the issuer's name as well as the deputy's name, using the words "AB, Issuer of Marriage Licences, per CD, Deputy Issuer" or "Le délivreur de licences AB, par son adjoint CD". R.S.O. 1990, c. M.3, s. 11 (5).

Note: On a day to be named by proclamation of the Lieutenant Governor, subsection (5) is repealed by the Statutes of Ontario, 1999, chapter 12, Schedule F, section 30. See: 1999, c. 12, Sched. F, ss. 30, 45 (2).

Evidence on applications**12.**

(1) An issuer or the Minister may require evidence to identify any applicant or to establish his or her status and may examine, under oath if required, any applicant or other person as to any matter pertaining to the issue of a licence. R.S.O. 1990, c. M.3, s. 12 (1).

Untrue information

(2) Where an issuer has reason to believe that any information set out in an application for a licence is untrue, he or she shall not issue the licence unless, on the production of such further evidence as the issuer may require, he or she is satisfied as to the truth of the information. R.S.O. 1990, c. M.3, s. 12 (2).

Record of licences**13.**

(1) Every issuer shall keep in his or her office a record of the serial number and the date of issue of every licence issued by him or her, and the names and addresses of the parties to the intended marriage. R.S.O. 1990, c. M.3, s. 13 (1).

Searches

(2) Any person is entitled, upon application, to have a search made respecting any licence issued within three months immediately preceding the date of application. R.S.O. 1990, c. M.3, s. 13 (2).

Note: On a day to be named by proclamation of the Lieutenant Governor, section 13 is amended by the Statutes of Ontario, 1999, chapter 12, Schedule F, section 31 by adding the following subsection:

Information disclosed

(3) The search shall not disclose any information other than whether or not a licence has been issued and, if so, the date of issue of the licence. 1999, c. 12, Sched. F, s. 31.

See: 1999, c. 12, Sched. F, ss. 31, 45 (2).

Material to be forwarded to Registrar General

14.

Every issuer immediately upon issuing a licence and every person registered as authorized to solemnize marriage upon publishing banns shall forward to the Registrar General,

- (a) any consent under section 5;
- (b) any judge's order under section 6;
- (c) any affidavit or judge's order under section 9;
- (d) any documentary or other material filed on the application for a licence under section 8;
- (e) any affidavit as to age;
- (f) any documentary material obtained under section 12. R.S.O. 1990, c. M.3, s. 14.

Oaths

15.

Issuers may administer oaths for the purposes of this Act. R.S.O. 1990, c. M.3, s. 15.

Indians

16.

Where both parties to an intended marriage are Indians ordinarily resident on a reserve in Ontario or on Crown lands in Ontario, no fee shall be charged for the licence. R.S.O. 1990, c. M.3, s. 16.

Publication of banns

17.

(1) Where a marriage is to be solemnized under the authority of the publication of banns, the intention to marry shall be proclaimed openly in an audible voice during divine service,

- (a) where the parties are in the habit of attending worship at the same church, being within Canada, at that church; or
- (b) where the parties are in the habit of attending worship in different churches, being within Canada, in each such church. R.S.O. 1990, c. M.3, s. 17 (1).

Method and time of publication

(2) The banns shall be published according to the usage of the denomination, faith or creed of the church in which they are published and during divine Sunday service. R.S.O. 1990, c. M.3, s. 17 (2).

Exception

(3) Where the usage of any denomination, faith or creed substitutes any other day as the usual and principal day of the week for the celebration of divine service, the banns shall be published on such other day. R.S.O. 1990, c. M.3, s. 17 (3).

Proof

(4) The person or persons who publish banns shall certify proof thereof in the prescribed form. R.S.O. 1990, c. M.3, s. 17 (4).

Where banns not to be published

18.

Banns shall not be published where either of the parties to the intended marriage has been married and the marriage has been dissolved or annulled. R.S.O. 1990, c. M.3, s. 18.

Prohibited degrees

19.

If the regulations prescribe a form setting out the relationships by consanguinity or adoption that, under the *Marriage (Prohibited Degrees) Act* (Canada), bar the lawful solemnization of marriage, the form shall be endorsed on the licence and on the proof of publication of banns. 1998, c. 18, Sched. E, s. 180.

Who may solemnize marriage

20.

(1) No person shall solemnize a marriage unless he or she is authorized by or under section 24 or is registered under this section as a person authorized to solemnize marriage. R.S.O. 1990, c. M.3, s. 20 (1).

Application for registration

(2) Upon application the Minister may, subject to subsection (3), register any person as a person authorized to solemnize marriage. R.S.O. 1990, c. M.3, s. 20 (2).

Who may be registered

(3) No person shall be registered unless it appears to the Minister,

(a) that the person has been ordained or appointed according to the rites and usages of the religious body to which he or she belongs, or is, by the rules of that religious body, deemed ordained or appointed;

(b) that the person is duly recognized by the religious body to which he or she belongs as entitled to solemnize marriage according to its rites and usages;

(c) that the religious body to which the person belongs is permanently established both as to the continuity of its existence and as to its rites and ceremonies; and

(d) that the person is resident in Ontario or has his or her parish or pastoral charge in whole or in part in Ontario; provided that in the case of a person who is in Ontario temporarily and who, if resident in Ontario, might be registered under this section, the Minister may register him or her as authorized to solemnize marriage during a period to be fixed by the Minister. R.S.O. 1990, c. M.3, s. 20 (3).

Where no person authorized to solemnize marriage

(4) Despite subsection (1), where it appears to the Minister that the doctrines of a religious body described in clause (3) (c) do not recognize any person as authorized to solemnize marriage, the Minister may register a person duly designated by the governing authority of the religious body who shall, in respect of marriages performed according to the rites, usages and customs of the religious body, perform all the duties imposed by this Act upon a person solemnizing a marriage, other than solemnizing the marriage. R.S.O. 1990, c. M.3, s. 20 (4).

Idem

(5) Where a person registered under subsection (4) performs the duties imposed by subsection (4), every marriage solemnized according to the rites, usages and customs of the religious body is valid. R.S.O. 1990, c. M.3, s. 20 (5).

Rights of person registered

(6) A person registered under this section is not required to solemnize a marriage, to allow a sacred place to be used for solemnizing a marriage or for an event related to the solemnization of a marriage, or to otherwise assist in the solemnization of a marriage, if to do so would be contrary to,

(a) the person's religious beliefs; or

(b) the doctrines, rites, usages or customs of the religious body to which the person belongs. 2005, c. 5, s. 39 (3).

Definition

(7) In subsection (6),

"sacred place" includes a place of worship and any ancillary or accessory facilities. 2005, c. 5, s. 39 (3).

Register

21.

(1) The Minister shall keep a register of the name of every person registered as a person authorized to solemnize marriage, the date of such registration, and such other particulars as the Minister considers advisable. R.S.O. 1990, c. M.3, s. 21 (1).

Certificate of registration

(2) The Minister may issue a certificate of registration under this section in the prescribed form. R.S.O. 1990, c. M.3, s. 21 (2).

Cancellation of registration**22.**

(1) Where it appears to the Minister that any person registered as authorized to solemnize marriage has ceased to possess the qualifications entitling him or her to be so registered, or for any other cause, the Minister may cancel the registration. R.S.O. 1990, c. M.3, s. 22 (1).

Notice of change

(2) Every religious body, members of which are registered under this Act, shall notify the Minister of the name of every such member so registered who has died or has ceased to reside in Ontario or has ceased to be associated with such religious body. R.S.O. 1990, c. M.3, s. 22 (2).

Publication of registration and cancellation**23.**

When a person is registered under this Act as authorized to solemnize marriage, and when any such registration is cancelled, the Minister shall publish notice thereof in *The Ontario Gazette*. R.S.O. 1990, c. M.3, s. 23.

Civil marriage**24.**

(1) A judge, a justice of the peace or any other person of a class designated by the regulations may solemnize marriages under the authority of a licence. R.S.O. 1990, c. M.3, s. 24 (1).

(2) Repealed: 2009, c. 33, Sched. 17, s. 6 (3).

Form of ceremony

(3) No particular form of ceremony is required except that in some part of the ceremony, in the presence of the person solemnizing the marriage and witnesses, each of the parties shall declare:

I do solemnly declare that I do not know of any lawful impediment why I, AB, may not be joined in matrimony to CD,

Je déclare solennellement que moi, AB, je ne connais aucun empêchement légal à mon mariage avec CD,

and each of the parties shall say to the other:

I call upon these persons here present to witness that I, AB, do take you, CD, to be my lawful wedded wife (*or to be my lawful wedded husband or to be my lawful wedded partner or to be my lawful wedded spouse*),

Je demande aux personnes qui sont ici présentes d'être témoins que moi, AB, je prends CD comme légitime épouse (*ou comme légitime époux ou comme partenaire conjugal légitime ou comme légitime conjoint(e)*),

after which the person solemnizing the marriage shall say:

I, EF, by virtue of the powers vested in me by the *Marriage Act*, do hereby pronounce you AB and CD to be married,
En vertu des pouvoirs qui me sont conférés par la *Loi sur le mariage*, moi, EF, je vous déclare mariés(ées), AB et CD.

2005, c. 5, s. 39 (4).

Language

(4) For the purposes of subsection (3), it is sufficient to use only the English or only the French language. R.S.O. 1990, c. M.3, s. 24 (4).

Attendance of parties and witnesses

25.

Every marriage shall be solemnized in the presence of the parties and at least two witnesses who shall affix their names as witnesses to the entry in the register made under section 28. R.S.O. 1990, c. M.3, s. 25.

Proof of publication

26.

No marriage shall be solemnized under the authority of the publication of banns unless proof of publication by the person or persons publishing the banns has been deposited with the person solemnizing the marriage. R.S.O. 1990, c. M.3, s. 26.

Time for solemnization

27.

(1) Repealed: 1994, c. 27, s. 89 (4).

Idem: under banns

(2) A marriage shall not be solemnized under the authority of the publication of banns, earlier than the fifth day after the date of the publication of banns. R.S.O. 1990, c. M.3, s. 27 (2).

Time within which marriage to be solemnized

(3) A marriage shall be solemnized only within the three months immediately following the issue of the licence or the publication of banns, as the case may be. R.S.O. 1990, c. M.3, s. 27 (3).

Entry in marriage register

28.

(1) Every person shall immediately after he or she has solemnized a marriage,

(a) where the marriage was solemnized in a church, enter in the church register kept for the purpose; or

(b) where the marriage was solemnized elsewhere than in the church, enter in a register kept by him or her for the purpose,

the particulars prescribed by the regulations, and the entry shall be authenticated by his or her signature and those of the parties and witnesses. R.S.O. 1990, c. M.3, s. 28 (1).

Marriage certificate

(2) Every person who solemnizes a marriage shall, at the time of the marriage, if required by either of the parties thereto, give a certificate of the marriage specifying the names of the parties, the date of the marriage, the names of the witnesses, and whether the marriage was solemnized under the authority of a licence or publication of banns. R.S.O. 1990, c. M.3, s. 28 (2).

Note: On a day to be named by proclamation of the Lieutenant Governor, subsection (2) is repealed by the Statutes of Ontario, 1999, chapter 12, Schedule F, section 32 and the following substituted:

Record of marriage

(2) Every person who solemnizes a marriage shall, at the time of the marriage, if required by either of the parties, give a record of solemnization of the marriages specifying the names of the parties, the date of the marriage, the names of the witnesses, and whether the marriage was solemnized under the authority of a licence or publication of banns. 1999, c. 12, Sched. F, s. 32.

See: 1999, c. 12, Sched. F, ss. 32, 45 (2).

Note: On the day section 32 of Schedule F of the *Red Tape Reduction Act, 1999* comes into force, the English version of subsection (2) is amended by the Statutes of Ontario, 2001, chapter 9, Schedule D, subsection 10 (4) by striking out "solemnization of the marriages" and substituting "solemnization of the marriage". See: 2001, c. 9, Sched. D, ss. 10 (4), 16 (2).

Supply of marriage registers

29.

(1) Every person or religious body authorized to solemnize marriages may apply to the Minister for a marriage register, and the Minister shall thereupon supply the register. R.S.O. 1990, c. M.3, s. 29 (1).

Property of Crown

(2) Every register supplied by the Minister is the property of the Crown. R.S.O. 1990, c. M.3, s. 29 (2).

Protection of persons solemnizing marriage in good faith

30.

No person who solemnizes or purports to solemnize a marriage is subject to any action or liability by reason of there having been any legal impediment to the marriage unless, at the

time the person performed the ceremony, he or she was aware of the impediment. R.S.O. 1990, c. M.3, s. 30.

Marriages solemnized in good faith

31.

If the parties to a marriage solemnized in good faith and intended to be in compliance with this Act are not under a legal disqualification to contract such marriage and after such solemnization have lived together and cohabited as a married couple, such marriage shall be deemed a valid marriage, although the person who solemnized the marriage was not authorized to solemnize marriage, and despite the absence of or any irregularity or insufficiency in the publication of banns or the issue of the licence. R.S.O. 1990, c. M.3, s. 31; 2005, c. 5, s. 39 (5).

Breach of promise of marriage abolished

32.

(1) No action shall be brought for a breach of a promise to marry or for any damages resulting therefrom. R.S.O. 1990, c. M.3, s. 32 (1).

Application of subs. (1)

(2) Subsection (1) does not apply in respect of actions for breach of promise to marry or damages resulting therefrom commenced before the 1st day of August, 1978. R.S.O. 1990, c. M.3, s. 32 (2).

Recovery of gifts made in contemplation of marriage

33.

Where one person makes a gift to another in contemplation of or conditional upon their marriage to each other and the marriage fails to take place or is abandoned, the question of whether or not the failure or abandonment was caused by or was the fault of the donor shall not be considered in determining the right of the donor to recover the gift. R.S.O. 1990, c. M.3, s. 33.

Regulations

34.

The Lieutenant Governor in Council may make regulations,

- (a) Repealed: 2009, c. 33, Sched. 17, s. 6 (7).
- (b) prescribing any matter required by this Act to be prescribed by the regulations;
- (c) requiring the payment of fees in respect of any matter required or authorized to be done under this Act, and providing for the retention of fees or any portion thereof by issuers and persons solemnizing marriages or any class of them and for the commutation of such fees;
- (d) prescribing the duties of issuers;

(e) requiring persons authorized to solemnize marriages to furnish such information and returns as are prescribed;

(f) Repealed: 2009, c. 33, Sched. 17, s. 6 (7).

(g) designating classes of persons authorized to solemnize marriages under section 24. R.S.O. 1990, c. M.3, s. 34; 1998, c. 18, Sched. E, s. 181; 2009, c. 33, Sched. 17, s. 6 (7).

Penalty: false statements

35.

(1) Every person who knowingly makes any false statement in any document required under this Act, in addition to any other penalty or punishment to which the person may be liable, is guilty of an offence and on conviction is liable to a fine of not more than \$1,000 or to imprisonment for a term of not more than one year, or to both. R.S.O. 1990, c. M.3, s. 35 (1).

Idem: general

(2) Every person who contravenes any provision of this Act for which no other penalty is provided is guilty of an offence and on conviction is liable to a fine of not more than \$500. R.S.O. 1990, c. M.3, s. 35 (2).

FORM Repealed: 1998, c. 18, Sched. E, s. 182.

The Corporation of the City of Temiskaming Shores

By-law No. 2015-000

Being a by-law to adopt a Civil Marriage Solemnization Policy for the City of Temiskaming Shores and repeal By-law No. 2010-104 being a Civil Marriage Solemnization Policy for the City of Temiskaming Shores

Whereas Ontario Regulation 285/04 provides for the authorization of the Clerk to solemnize marriages with the authority of a licence;

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

And whereas the Council of The Corporation of the City of Temiskaming Shores adopted By-law No. 2010-092 on June 15, 2010 authorizing civil marriage solemnization services to be implemented by the City of Temiskaming Shores;

And whereas Council adopted By-law 2010-104 on July 20, 2010 being a by-law to adopt a Civil Marriage Solemnization Policy for the City of Temiskaming Shores;

And whereas Council considered Administrative Report CS-004-2015 at the January 6, 2015 regular meeting of Council and directed staff to prepare the necessary by-law to repeal By-law 2010-104 and adopt an updated Marriage Solemnization Policy for Council's consideration at the January 20, 2015 Regular Meeting of Council;

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

1. That Council of The Corporation of the City of Temiskaming Shores hereby adopts the Civil Marriage Solemnization Policy attached hereto as Schedule "A" and forming part of this by-law.
2. That this By-law shall come into force and take effect on the date of its final passing.
3. That By-law 2010-104 is hereby repealed.
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.

Read a first, second and third time and finally passed this 20th day of January, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule "A" to

By-law No. 2015-000

**Civil Marriage
Solemnization Policy**

Civil Marriage Solemnization Policy

Delegation of Authority

Under Section 228 (4) of the Municipal Act, the Clerk may delegate in writing to any person, other than a member of council, any of the Clerk's powers and duties under this and any other Act. For the purposes of delegating authority for civil marriage solemnization, this policy limits the Clerk's ability to delegate subject to Council's approval. For the purposes of this policy all persons delegated to perform civil marriages shall be referred to as "Marriage Officiant"

Form of Ceremonies

There are basic requirements of the Marriage Act to be followed. Appropriate and dignified ceremonies will be developed accordingly. Applicants will be clearly informed of the style of the ceremony and that there will be no religious aspects included. The applicants will be made aware that there are Clergy available in the community to perform marriage ceremonies with various levels of religious content should they wish a religious ceremony.

Guidelines and Criteria

- As outlined in Section 24 (1) of the Marriage Act, R.S.O. 1990, Chapter M.3, a judge, a justice of the peace or any other person of a class designated by the regulations may solemnize marriages under the authority of a licence.
- Ontario Regulation 285/04 amended the Marriage Act to include Municipal Clerks as a class of person authorized to solemnize civil marriages. This authority is extended to designates who have been delegated the authority by the Clerk in accordance with Section 228 of the Municipal Act. Delegation of authority, by the Clerk, to perform civil marriage ceremonies shall be confirmed by Resolution of Council.
- Civil marriages will be conducted by a Marriage Officiant ~~the Clerk or designates~~ subject to their availability. The Clerk, in his/her sole discretion, shall determine the days/time that civil marriages ~~may will~~ be performed ~~during office hours at City Hall – 325 Farr Drive~~.
- Scheduling of a civil marriage at City Hall must be made with the Clerk or designate at least four (4) weeks prior to the intended date for the ceremony.
- A Civil Marriage Solemnization Check List, a copy of which is attached hereto as Appendix 01 and forming part of this by-law is a recommended tool for use by a Marriage Officiant;
- A standard civil marriage ceremony, shall incorporate ~~incorporating~~ all mandatory declarations under Section 24 of the Marriage Act ~~will be used~~ at all civil marriages.
- ~~Personal vows, in addition to the mandatory declarations, will be permitted~~ subject to the approval of the Clerk or designate.

- The Clerk or designate has the authority to refuse to solemnize the civil marriage of any person who he or she knows or has reasonable grounds to believe lacks capacity to marry by reason of being mentally ill or mentally defective or under the influence of intoxicating liquor or drugs.
- The ~~persons being married parties~~ must supply an interpreter in the event that they do not speak English and require language assistance if the ~~Marriage Officiant~~~~Clerk or designate~~ deems it necessary. The interpreter cannot be one of the witnesses.
- Witnesses for the purpose of signing the Registry of Marriage, must be 14 years of age or older.
- Flower arrangements or other decorations may be placed ~~at City Hall in the Council Chambers/Lobby/Atrium~~ and must be removed immediately following the ceremony.
- No alcoholic beverages are to be served prior to or during the civil marriage solemnization ceremony.
- Reaffirmation of vows will not be offered as part of this service.
- The services can only be provided within the boundaries of the Province of Ontario.

Entry in Marriage Register

Section 29 of the Marriage Act states that every person authorized to solemnize marriages may apply to the Minister for a marriage register.

The ~~City through the Clerk's office has applied and does have~~ ~~will apply for a~~ marriage registers for the purpose of registering all marriages performed by ~~Marriage Officiant~~~~the Clerk or designates~~. The marriage register will be kept in the care of the Clerk's Department and the said register is the property of the Crown.

After the completion of a civil marriage, the ~~Marriage Officiant~~~~designate~~ shall return the marriage register to the Clerk promptly with the completed marriage licence in order for the Clerk to forward the licence to the Registrar General within two (2) days following the marriage as per the requirements of Section 2 (3) of Ontario Regulation 302/05.

Marriage Solemnization Guidelines and Fees~~Facility and Fees for marriages conducted in City Hall:~~

City Hall Services

Civil marriages ~~will be conducted at City Hall in the Council Chambers/Lobby/Atrium of the City of Temiskaming Shores,~~ are subject to ~~their~~ availability of the facility~~during normal working hours~~.

The use of confetti, rice, bubbles, candles, incense, music and similar items are strictly prohibited ~~at City Hall within the Temiskaming Shores City Hall facility~~ or grounds. Failure to comply will result in the following additional charges:

- Cleaning the inside of the facility: \$200 (if applicable)

- Cleaning the outside of the facility: \$200 (if applicable)

The following fees apply for civil marriage solemnization services ~~within City Hall~~ and are payable to the City of Temiskaming Shores: ~~by cash or debit:~~

<u>During Normal Working Hours</u>	<u>Fee</u>	<u>HST</u>	<u>Total</u>
City Administrative Fee =	\$ 150.00	\$ 19.50	\$ 169.50
Use of City Hall =	\$ 100.00	\$ 13.00	\$ 113.00
Marriage Officiant Fee =	\$ 250.00	N/A	\$ 250.00
Total Fees =			\$ 532.50

<u>After Normal Working Hours</u>	<u>Fee</u>	<u>HST</u>	<u>Total</u>
City Administrative Fee =	\$ 150.00	\$ 19.50	\$ 169.50
Use of City Hall =	\$ 200.00	\$ 26.00	\$ 226.00
Marriage Officiant Fee =	\$ 250.00	N/A	\$ 250.00
Total Fees =			\$ 645.50

- ~~\$250.00~~ If the ceremony takes place during normal working office hours, \$100 will remain with the solemnizer and \$150 with the municipality (use of Council Chambers/Lobby/Atrium is subject to availability).
- ~~\$100.00~~ If the ceremony takes place in City Hall the fee for the use of the facility (including set-up and take-down of chairs/tables and cleaning of facility, heating & electricity) will remain with the municipality.

Services outside City Hall

Service outside City Hall is defined as a civil marriage by a Marriage Officiant delegated under this policy within the Province of Ontario.

<u>Civil Marriage</u>	<u>Fee</u>	<u>HST</u>	<u>Total</u>
City Administrative Fee =	\$ 150.00	\$ 19.50	\$ 169.50
Marriage Officiant Fee =	\$ 200.00	N/A	\$ 200.00
Total Fees =			\$ 369.50

Mileage Fee: For ceremonies held outside the boundaries of Temiskaming Shores, Marriage Officiant may claim a mileage expense. Mileage expenses shall be calculated at the current rate as established by the Municipal Expense Policy.

Notes: Facility and Fees for marriages conducted outside of City Hall or outside of City limits:

~~If the ceremony takes place in a facility not owned by the City, it is the responsibility of the participants to make the appropriate arrangements and to pay for the facility to be utilized for the Civil Marriage.~~

~~If the ceremony takes place outside of City limits, it is the responsibility of the participants to pay for the solemnizer's mileage expenses and shall be calculated using the rate established by the City's Expense Policy.~~

~~The following fees apply for civil marriage solemnization services outside of City Hall and are payable to the City of Temiskaming Shores by cash or debit:~~

- ~~➤ \$400.00 If the ceremony takes place during off hours, \$250 will remain with the solemnizer and \$150 with the municipality (weekend and evening ceremonies will be done at the discretion of the Clerk or designate, subject to their availability).~~

Marriage Officiant's Solemnizer's discretion

~~Payment of t~~The City's portion of ~~applicable the~~ fees ~~are~~is mandatory and shall not be waived by the Clerk or designates. The ~~Marriage OfficiantClerk or designates~~ may, at their sole discretion, waive the portion of the fees (Officiant / mileage) which would otherwise be payable to them.

Invoicing by Marriage Officiant

~~Marriage Officiant's are responsible for the preparation of invoices on forms provided by the Clerk for each civil marriage ceremony. All invoices shall reflect the applicable fees as described herein.~~

~~Payment of invoices shall be received a minimum of one (1) week prior to the date of the proposed ceremony.~~

Payment of Marriage Officiant

~~Marriage Officiant's, subsequent to a civil marriage ceremony, are responsible to submit claims on forms provided by the Clerk for expenses related to the performance of the ceremony and/or mileage to the Clerk's Office.~~

~~Expense claims shall be verified and processed for payment.~~

Harmonized Sales Tax

Fees for civil marriage solemnization services and the use of City Hall are subject to the Harmonized Sales Tax (HST).

Training of Marriage OfficiantsDesignates

The Province does not monitor the activities of the ~~Marriage OfficiantsClerk or designates~~, other than on a complaint basis. The Clerk will be responsible for training

the Marriage Officiants designates to perform civil marriage solemnization services to ensure that everyone is treated fairly and without discrimination.

The training shall cover the requirements under the Marriage Act R.S.O. 1990, Chapter M.3 and its associated Regulations as amended from time to time. ~~attached hereto and forming part of this policy.~~

Appendix 01
Civil Marriage Solemnization Checklist

Consultation with marriage applicants:

Applicant Name: _____ Applicant Name: _____

Occupation: _____ Occupation: _____

Date of ceremony: _____

Time of ceremony: _____

Place of ceremony: _____

Marriage License on hand and completed: Yes
(Marriage to be solemnized within three months following date of issuance of marriage license)

Marriage Register on hand and completed: Yes

Dress of Wedding Party: _____

Is an interpreter required: Yes No

Are rings to be exchanged in the ceremony: Yes No

Is anyone giving the Bride away: Yes No

Witness No. 1: _____ Witness No. 2: _____

Address: _____ Address: _____

Prior to Ceremony:

- Civil marriage Fees have been paid;
- Table to sign Register and licence;
- Chairs for Guests;
- Outline Picture Taking rules;
- Outline Confetti, Rice rules;
- Outline to turn off electronic devices;
- Room standards and conduct.

Subsequent to ceremony:

- Statement of Marriage and Marriage Register to be completed and signed by parties (including witnesses and Marriage Officiant);
- Issue Record of Marriage (Plain envelope on hand);
- Forward Statement of Marriage and any other necessary documents to the Office of the Registrar General.

Subject: Marriage Licence Fee

Agenda Date: January 6, 2015

Report No.: CS-006-2015

Attachments

Appendix 01: Marriage Licence Requirements

Appendix 02: Marriage Licence Application Form

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-006-2015; and
2. That Council directs staff to prepare the necessary by-law to amend By-law No. 2012-039, as amended being a by-law to adopt Schedules of Departmental User Fees and Service Charges to increase Marriage Licence Fees from \$100 to \$125 in 2015 and \$150 in 2016 for consideration at the January 20, 2015 Regular Council meeting.

Background

In Ontario a Marriage Licence can be obtained from the Municipality. In 2008 Council for the City of Temiskaming Shores adopted By-law No. 2008-001, being a by-law to adopt Schedules of Departmental User Fees and Service Charges for the City of Temiskaming Shores. Schedule "A" to By-law No. 2008-001 indicates that the Fee for a Marriage Licences shall be \$100 (non-taxable). By-law No. 2008-001 has since been repealed and replaced by By-law No. 2012-039 within which the Marriage Licence Fee remains at \$100.

Analysis

Applications for a Marriage Licence can be obtained on-line (Service Ontario) or at City Hall during normal working hours. The process to obtain a marriage licence is somewhat complex and requires that both parties must provide two pieces of identification, proof of age (original Birth Certificate, Canadian Citizenship Card or Passport), some form of photo ID, etc. **Appendix 01 – Marriage Licence Requirements** provides further clarification on information required. **Appendix 02 – Marriage Licence Application Form** for reference purposes.

The issuance of a Marriage Licence requires a minimum of two (2) meetings by staff with the applicant(s); firstly to review the application and required information to ensure compliance with the Marriage Act; secondly at least one of the applicants must attend

and meet with staff to verify that the information transferred to the Marriage Licence is correct and swear a declaration that there is no legal reason why the two may not be married. Under certain circumstances, such the involvement of a divorce, especially if from another Province or Country it may result in additional communication with staff beyond the two meetings to ensure the proper documents are secured.

It is recommended that the Marriage Licence Fee be increased \$25 annually over the next two years to ensure staff time is compensated for and in align with Marriage Licence fees of other municipalities. See Financial / Staffing Implications section for rates in other municipalities.

Financial / Staffing Implications

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

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

The issuance of Marriage Licences is through the Municipal Clerk's office and the fee structure is designed to cover such administration.

The following table illustrates the fee for a Marriage Licence charged by other municipalities:

Municipality	Marriage Licence Fee
North Bay	\$145
Sudbury	\$146
Toronto	\$140
Timmins	\$140
Kirkland Lake	\$125

Alternatives

No alternatives were considered in the preparation of this report.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

David B. Treen, CET
Municipal Clerk

Shelly Zubyck, CHRP
Director of Corporate Services

Christopher W. Oslund
City Manager



City of Temiskaming Shores' Marriage Licence Requirements

1. Marriage Licence Application forms are available from the Temiskaming Shores' City Hall, Monday to Friday from 8:30 a.m. to 4:30 p.m.
2. Both parties must complete, date and sign a Marriage Licence Application form. A Marriage Licence can be issued only to the applicant and/or joint applicant. The Marriage Licence Application and required documentation must be dropped off at City Hall along with the current Marriage Licence Fee of \$100 payable in cash or by interact.
3. Both parties must provide two pieces of identification. Proof of age must be shown by providing an original Birth Certificate or Canadian Citizenship Card or Valid Passport. Proof of identity must also be provided in the form of photo identification (current Government Photo I.D.) and change of name certificate, if applicable. When issuing a Marriage Licence to only the applicant or the joint applicant, we require all of the information noted on the Marriage Licence application for the absent person. We prefer to have both parties present when picking up the licence, if possible.
4. Any person who is 16 or 17 years of age requires **BOTH** parents' consent. Please see the Office of the Municipal Clerk for the required documentation.
5. If you have a rural address, you must provide your lot and concession number or 911 address as well as the township.
6. If you have been divorced within Canada, we require the divorced party to produce the **original or Court certified copy** of the final **Canadian Certificate of Divorce or Canadian Decree Absolute** for examination by the Marriage Licence Issuer. These documents will be returned after the examination and a copy will be kept for the City Clerk's files.
7. If you are widowed, proof of your spouse's death must be provided.
8. If you were divorced outside of Canada, please see the Office of the Municipal Clerk for the list of required documentation to be submitted to the Office of the Registrar, for review and approval. **Note:** This can be a lengthy process.
9. A Marriage Licence, once issued, is valid for use anywhere in Ontario for a period of three (3) months from the date of purchase.
10. For more information please contact 705-672-3363 at extension 4118 or 4136.



Office of the Registrar General

MARRIAGE LICENCE APPLICATION
Marriage Act - Form 3

Marriage Licence No.

APPLICANT		LAST NAME	JOINT APPLICANT	
		FIRST AND MIDDLE NAMES		
<input type="checkbox"/> NEVER MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED		MARITAL STATUS	<input type="checkbox"/> NEVER MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED	
COURT FILE NUMBER		IF DIVORCED IN CANADA, please provide the court file number	COURT FILE NUMBER	
CITY DIVORCE GRANTED IN			CITY DIVORCE GRANTED IN	
		RELIGIOUS DENOMINATION		
AGE	DATE OF BIRTH DAY MONTH YEAR	AGE AND DATE OF BIRTH	AGE	DATE OF BIRTH DAY MONTH YEAR
PROVINCE (IF OUTSIDE CANADA, COUNTRY)		PLACE OF BIRTH	PROVINCE (IF OUTSIDE CANADA, COUNTRY)	
LAST NAME		FATHER'S NAME (Last, First)	LAST NAME	
FIRST (NAMES)			FIRST (NAMES)	
LAST NAME		MOTHER'S MAIDEN NAME (Last name before marriage, First)	LAST NAME	
FIRST (NAMES)			FIRST (NAMES)	
PROVINCE (IF OUTSIDE CANADA, COUNTRY)		FATHER'S PLACE OF BIRTH	PROVINCE (IF OUTSIDE CANADA, COUNTRY)	
PROVINCE (IF OUTSIDE CANADA, COUNTRY)		MOTHER'S PLACE OF BIRTH	PROVINCE (IF OUTSIDE CANADA, COUNTRY)	
STREET NAME AND NUMBER APT		PRESENT RESIDENCE OR POSTAL ADDRESS	STREET NAME AND NUMBER APT	
CITY OR TOWN PROVINCE			CITY OR TOWN PROVINCE	
POSTAL CODE TELEPHONE NUMBER			POSTAL CODE TELEPHONE NUMBER	
STREET NAME AND NUMBER APT		PERMANENT HOME ADDRESS IF DIFFERENT FROM ABOVE	STREET NAME AND NUMBER APT	
CITY OR TOWN PROVINCE			CITY OR TOWN PROVINCE	
POSTAL CODE TELEPHONE NUMBER			POSTAL CODE TELEPHONE NUMBER	
INTENDED PLACE OF MARRIAGE	CITY, TOWN, VILLAGE	COUNTY OR DISTRICT	INTENDED DATE OF MARRIAGE	
I DECLARE THAT THE ABOVE INFORMATION IS CORRECT: SIGNATURE OF APPLICANT		I DECLARE THAT THE ABOVE INFORMATION IS CORRECT: SIGNATURE OF JOINT APPLICANT		
DATE		DATE		

Personal information contained on this form is collected under the authority of the *Marriage Act*, R.S.O. 1990, c. M. 3 and will be used to determine whether to issue the marriage licence, to register and record the marriage, provide certified copies, extracts, certificates, search notices, photocopies and for statistical, research, medical, law enforcement, adoption and adoption disclosure purposes. Questions about this collection should be directed to: The Deputy Registrar General, Office of the Registrar General, PO Box 4600, Thunder Bay, ON P7B 6L8. Telephone 1 800 461-2156 or 416 325-8305.

The Corporation of the City of Temiskaming Shores

By-law No. 2015-015

Being a by-law to enter into an Agreement with The Corporation of the City of Timmins for the provision of a Twenty-Four (24) hour Emergency Fire Call Response System

Whereas Section 8 of the Municipal Act, 2001 states that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

And whereas Section 9 (1) of the Municipal Act, 2001 interprets Section 8 as to enable a municipality to govern their affairs as they consider appropriate;

And whereas in accordance with Section 130 of the Municipal Act, 2001 Council may pass such by-laws of the municipality in matters not specifically provided for by the Act, as may be deemed expedient and not contrary to law;

And whereas Council consideration Administrative Report PPP-010-2014 at its regular meeting held on December 16, 2014 and directed staff to prepare the necessary by-law to enter into an agreement with The Corporation of the City of Timmins for the provision of a Twenty-Four (24) hour Emergency Fire Call Response System;

And whereas Council deems it expedient to enter into an agreement with the City of Timmins for the provision of a Fire Call Response System;

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

1. That The Corporation of the City of Temiskaming Shores enter into an Agreement with The Corporation of the City of Timmins for the provision of a twenty-four emergency Fire Call Response System.
2. That the Mayor and Clerk are hereby authorized to execute such Agreement and Affix the Corporate Seal thereto.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 16th day of December, 2014.

Mayor – Carman Kidd

Clerk David B. Treen

THIS AGREEMENT made in duplicate this 6th day of January, 2015

BETWEEN:

THE CORPORATION OF THE CITY OF TIMMINS
of the First Part

(the “City of Timmins”)

- and -

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
of the Second Part

(the “City of Temiskaming Shores”)

WHEREAS:

1. The City of Timmins operates and maintains a bilingual 911 Emergency Call Centre at the location of 185 Spruce Street South in the City of Timmins in the Province of Ontario (the “Communication Centre”) where both 911 emergency calls and direct fire, ambulance and police calls are received and the appropriate agencies are then dispatched directly from the Communication Centre;
2. The City of Temiskaming Shores needs the support of a twenty-four hour dispatching service to receive all emergency fire calls, to dispatch it’s emergency fire calls to the fire department’s appropriate station/s for response, to further provide continuous communications throughout the emergency event, to provide communications with the municipality’s Fire Department personnel and outside agencies, and support to the Municipality’s Fire Department personnel at emergency and non-emergency incidents as may be requested or required;
3. The City of Timmins desires to provide such services for the City of Temiskaming Shores;
4. The City of Temiskaming Shores and the City of Timmins desire to enter into an agreement whereby the City of Timmins would provide for the benefit of the City of Temiskaming Shores and it’s Fire Department a twenty four hour Fire Dispatching Service on the terms and conditions hereinafter contained and expressed.

NOW THEREFORE IN CONSIDERATION OF the provisions contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **AGREEMENT**

Subject to the terms and conditions of this Agreement, the City of Timmins hereby agrees to provide twenty-four hour fire dispatching services for the City of

Temiskaming Shores Fire Department in accordance with the provisions contained herein.

2. **TERM**

Provided that the City of Temiskaming Shores has complied with its obligations pursuant to Paragraph 4 below necessary for the start up of the system, the term of this Agreement shall be for a period of five (5) years, and is subject to renewal for an additional three (3) year period upon agreement of all parties, commencing on the 1st of January , 2015 or such other commencement date upon which the parties may agree, and terminating on the 31st of December 2019, provided that this Agreement may be terminated earlier in accordance with the provisions relating to termination set out in Paragraph 8 herein;

3. **OBLIGATIONS OF THE CITY OF TIMMINS**

The City of Timmins will operate and maintain 911 emergency call centre, and fire call response system at the Communications Centre, which for greater certainty shall be limited to the following obligations:

- (a) The receipt of incoming fire calls made to the E-911 Lines;
- (b) Dispatching via paging system to be set up and installed by the City of Temiskaming Shores, at its expense, subject to the prior approval of the City of Timmins and the approval by the City of Timmins not to be unreasonably withheld;
- (c) After dispatching to provide continuous communications and immediate responses to all on scene requests made by fire personnel to initiate other agencies assistance but not limited to forgoing additional fire personnel, Police, Ambulance, Public Works, Ministry of the Environment, Gas Company, Hydro, or any other resource deemed necessary;
- (d) From time to time provide necessary testing to ensure a functional communication system;
- (e) When requested by the Corporation of the City of Temiskaming Shores, the City of Timmins shall supply to the City of Temiskaming Shores, copies of all recorded communications between callers, the dispatch centre, Temiskaming Shores Fire personnel, and messages sent or received by the dispatch centre on behalf of the City of Temiskaming Shores;
- (f) The City of Timmins shall maintain records relating to time, the recording of fire calls, dispatches and radio messages processed by the City of Timmins under the terms of this agreement and shall provide such documentation information material to the Corporation of the City of Temiskaming Shores upon the request of the City of Temiskaming Shores;
- (g) Maintain a real time recording of all emergency telephone and radio conversations relating to the Corporation of the City of Temiskaming Shores fire calls for service and dispatch for a period of seven (7) years from the date of the creation of the recording;

- (h) Operating and maintaining the equipment currently located at the Communications Centre, provided that in no way does this entitle the City of Temiskaming Shores to require the City of Timmins to replace or upgrade such equipment which services shall hereinafter be referred to as the “Fire Call Response System;”
- (i) The City of Timmins agrees to indemnify and save the City of Temiskaming Shores harmless from and against any and all claims, actions, damages, costs and expense (including legal expenses) which arise by reason of any breach of the terms of Agreement by the City of Timmins or by any act or omission of the City of Timmins or those for whom the City of Timmins is at law responsible, including all legal costs and expenses reasonably incurred by the City of Temiskaming Shores in connection with the defense or settlement of any such claim.

4. OBLIGATIONS OF THE CITY OF TEMISKAMING SHORES

- a) The City of Temiskaming Shores shall, at its sole cost and expense but with the prior approval of the City of Timmins, acquire and install system add-ons required for the services, including but not limited to acquiring, installing and maintaining a paging system sufficient to enable the City of Timmins to fulfill its obligations to dispatch fire calls, Ensuring, with the assistance of the local telecommunication service provider, that telephone calls to the City of Temiskaming Shores emergency line are re-routed to the Communications Centre and that a system is in place to switch the incoming calls back and forth between the City of Temiskaming Shores and the Communications Centre;
- b) All employees or contractors of the City of Temiskaming Shores entering the Communication Centre, and generally upon the property of The City of Timmins for any purpose, including without limitation the construction, inspection, maintenance, repair of any of the systems required to be acquired, set-up and maintained by the City of Temiskaming Shores as herein contemplated, shall assume all risks of and the City of Timmins shall not be liable for any injury, loss or damage to any such employees or contractors while on the property of the Communications Center unless such injury, loss or damage was caused by the negligence of the City of Timmins’ employees or contractors. The City of Temiskaming Shores hereby undertakes to indemnify and hold the City of Timmins harmless against any claims, costs, awards, suits or judgments arising out of such injury, loss of damage not caused by the negligence of the employees of the City of Timmins or its contractors;
- c) The City of Temiskaming Shores agrees to indemnify and save the City of Timmins harmless from and against any and all claims, actions, damages, costs and expense (including legal expenses) which arise by reason of any breach of the terms of Agreement by the City of Temiskaming Shores or by any act or omission of the City of Temiskaming Shores or those for whom the City of Temiskaming Shores is at law responsible, including all legal costs and expenses reasonably

incurred by the City of Timmins in connection with the defense or settlement of any such claim.

5. ACKNOWLEDGMENT

An acknowledgment in writing (Schedule “A” attached to and forming part of this agreement) shall be made by the City of Timmins at the outset that the City of Temiskaming Shores has complied with the obligation necessary for the maintenance and operation of the system, as set out in paragraph 4 herein.

6. PAYMENT FOR SERVICES

Payment of Services is based on a population count of 10,442 based on the Statistics Canada census report and to be adjusted upon release of such a report.

\$0.28 cents per capita from January 1, 2015 until February 28, 2015 with a monthly payment of \$2,835.00, then \$0.31967 per capita per month thereafter for 2015 with a monthly payment of \$3,337.99 for a total of \$39,049.90 annually.

\$0.36967 per capita per month for 2016/2017 with a monthly payment of \$3,860.09 for a total of \$46,321.12 annually.

\$0.41967 per capita per month for 2018/2019 with a monthly payment of \$4,382.19 for a total of \$52,586.33 annually.

- a) The City of Timmins shall invoice the City of Temiskaming Shores for one-twelfth (1/12) of the applicable charges for the calendar year on the 1st day of each month in each and every year or part year during the term of this Agreement.
- b) Line Charges and infrastructure charges will be billed directly by Nortel.
- c) The City of Temiskaming Shores agrees to pay the City of Timmins all monies owing to it within 30 days of the date of invoice Interest at the rate 1.25% per month shall be payable to the City of Timmins on all sums of money payable to the City of Timmins by the City of Temiskaming Shores if such sums are not paid within 30 days of the date of invoice. Such interest shall be calculated in the same manner as interest is calculated for municipal taxes that are in arrears.

7 INSURANCE

The City of Temiskaming Shores shall, during the entire term of this Agreement and any renewal or extension of it, take out and keep in full force and effect insurance in which the limits of public liability shall be not less than \$15,000,000.00 per person and \$15,000,000.00 per occurrence and in which property damage liability for third parties shall be not less than \$15,000,000.00 and including such additional terms and coverage as the City of Timmins acting reasonably may require and shall include the City of Timmins as a named

insured. Such insurance shall be at the sole cost and expense of the City of Temiskaming Shores. The City of Timmins may require, at any time, a copy of the insurance policy.

The City of Timmins shall furnish to the City of Temiskaming Shores certificate(s) of insurance as set forth below:

- a. Minimum \$5,000,000 – Commercial General Liability;
- b. Minimum \$5,000,000 – Professional Liability/Errors and Omissions.

The Commercial General Liability policies shall contain a cross liability clause or endorsement, and endorsement certifying that the City of Temiskaming Shores is added as an additional insured, and an endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days written notice to the City of Temiskaming Shores.

8 TERMINATION

Any party to this Agreement may withdraw its participation and its obligations hereunder at any time by providing a notice, in accordance with the provisions relating to notices set out in Paragraph 9 herein, to the Clerk of each party declaring its intention to withdraw and such withdrawal shall only be effective 180 days following the date such notice of withdrawal has been delivered to each of the other parties hereto.

9 RELATIONSHIP

Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, landlord and tenant, or of partnership or of joint venture between the parties hereto, it being understood and agreed that none of the provisions contained herein, nor any of the acts of the parties shall create any relationship between the parties other than that as described in this Agreement.

10 NOTICE

Any notice required by this Agreement shall be in writing and shall be deemed to have been sufficiently given personally delivered, faxed or sent by prepaid registered post addressed to:

The Clerk
City of Temiskaming Shores
P O Box 2050
Haileybury, Ontario
P0J 1K0

And

The Clerk
City of Timmins
220 Algonquin Blvd East
Timmins, Ontario
P4N 1B3
Fax No.: (705) 360-1391

11 SUCCESSORS

This Agreement and the covenants, provisions and obligations contained herein shall ensure to the benefit of and be binding upon the City of Temiskaming Shores, its heirs, executors, administrators, successors and assigns.

12 GENDER

Wherever the singular or masculine is used, it shall be construed as if the plural or the masculine or neuter, as the case may be, had been used, where the context or the party or parties hereto so require, and this Agreement shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.

13 ASSIGNMENT

The City of Temiskaming Shores agrees that neither this Agreement, nor any interest therein, shall be assigned or transferred by it except with the prior written consent of the City of Timmins, which consent shall not be unreasonably withheld.

14 ENTIRE AGREEMENT

This Agreement constitutes and contains the entire agreement among the parties relating to the matters described herein and supersedes and cancels any and all previous agreements and understandings between all or any of the parties relative hereto. Any and all prior and contemporaneous negotiations, memoranda of understanding or position, and preliminary drafts and prior versions of this Agreement, whether signed or unsigned, between the parties leading up to the execution hereof shall not be used by any party to construe the terms or affect the validity of this Agreement. There are no representations, inducements, promises, understandings, conditions or warranties express, implied or statutory, between the parties other than as expressly set forth in this Agreement.

15 EXECUTION

This Agreement may be executed in several counterparts, and by way of facsimile, each of which, when so executed, shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF the said parties hereto have signed these presents and affixed their respective seals under the hands of their respective officer’s duty authorized in that behalf.

SIGNED, SEALED & DELIVERED

In the presence of:

)
) THE COPORATION OF
) THE CITY OF TIMMINS
)
) Per _____
) Name:
) Title: Mayor
)
)
) Per _____
) Name:
) Title: Clerk
)
) The CORPORATION OF
) THE CITY OF
) TEMISKAMING SHORES
)
) Per _____
) Name: Carman Kidd
) Title: Mayor
)
) Per _____
) Name: Dave Treen
) Title: Clerk
)

The Corporation of the City of Temiskaming Shores

By-law No. 2015-016

**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 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 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;

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 **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 6th day of January, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



The City of Temiskaming Shores
and
Township of Armstrong

Barr Drive Spoke Transfer Station Agreement

This Agreement

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 Section SST, Part South ½ Lot 7, Concession 1, Dymond Part 1 Plan 54R-4278, as registered in the Registry Office for the District of Timiskaming, with a municipal address of 547 Barr Drive, hereinafter referred to as the "Facility" for a term **commencing on the 12th day of September, 2014 and ending on the 31st day of December, 2015.**

Section One – Municipality's covenants:

The Municipality covenants with the City as follows;

- (a) **Processing fees** – to pay the City \$250 per tonne plus H.S.T. for the processing of recyclable materials collected from the Municipality. Such fees to be paid within 30 days of receipt of the invoice from the City.
- (b) **Renewal** – to notify the City of its intention to renew this agreement by November 30th of each year, as outlined in Section Three (c) of this agreement. The City reserves the right to review and amend the processing fee on an annual basis.
- (c) **Indemnities** – to indemnify the City against all liabilities, damages, costs, claims, loss or actions arising out of:
 - (i) 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;
 - (ii) 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
 - (iii) 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.

- (d) **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.
- (e) **Accepted Materials** – to deposit recyclable materials accepted by the City only. The City reserves the right to refuse any material not outlined in Appendix A, 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.
- (f) **Use 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 City covenants with the Municipality as follows:

- **Access for Processing** – to provide access to Municipality to the Spoke Transfer Station at 547 Barr Drive for the deposit of recyclable materials collected from the Municipality in designated locations. The City will charge and collect a fee of \$250 per tonne plus H.S.T. for all material deposited commencing on the 12th day of September, 2014.

Section Three - Provisos

- (a) **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 and remedies herein contained on the part of the City are deemed to be cumulative and not alternative.
- (b) **Default provisions** – Whenever;
 - (i) 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
 - (ii) 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.
- (c) **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
Haileybury, Ontario
P0J 1K0

and in the case of the Municipality addressed to the Municipality at:

Township of Armstrong
P.O. Box 546, 35 Tenth St
Earlton, ON, 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.

- (d) **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.
- (e) **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.
- (f) **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 meaning of this agreement or any of its provisions.

Signed, Sealed and Delivered in the presence of;

City of Temiskaming Shores

Date

Carman Kidd, Mayor

Date

David B. Treen, Clerk

Township of Armstrong

Dec. 10, 2014
Date

Robert Éthier
Robert Éthier, Mayor

Dec 10, 2014
Date

Reynald Rivard
Reynald Rivard, Clerk

Appendix A

Acceptable Recyclable Materials

Recyclable containers includes 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 includes the following:

- 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) newspapers and 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. 2015-017

Being a by-law to enter into an agreement with
Eco-Logix 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 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 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;

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 **Eco-Logix** 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 6th day of January, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



The City of Temiskaming Shores
and
Eco-Logix

Barr Drive Spoke Transfer Station Agreement

This Agreement

Between:

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

And:

**Eco-Logix
(Herein referred to as "Business")**

Witnesses that in consideration of the fees reserved and the covenants and provisos herein contained on the part of the City and the Business, the City hereby grants access to the Business those certain Lands situated in the City of Temiskaming Shores, District of Timiskaming, being Parcel 24755 Section SST, Part South ½ Lot 7, Concession 1, Dymond Part 1 Plan 54R-4278, as registered in the Registry Office for the District of Timiskaming, with a municipal address of 547 Barr Drive, hereinafter referred to as the "Facility" for a term **commencing on the 27th day of November, 2014 and ending on the 31st day of December, 2015.**

Section One – Business's covenants:

The Business covenants with the City as follows;

- (a) **Processing fees** – to pay the City \$250 per tonne plus H.S.T. for the processing of recyclable materials collected from the Business. Such fees to be paid within 30 days of receipt of the invoice from the City.
- (b) **Renewal** – to notify the City of its intention to renew this agreement by November 30th of each year, as outlined in Section Three (c) of this agreement. The City reserves the right to review and amend the processing fee on an annual basis.
- (c) **Indemnities** – to indemnify the City against all liabilities, damages, costs, claims, loss or actions arising out of:
 - (i) a breach, violation or non-performance of a covenant or condition in this agreement on the part of the Business to be observed or performed;
 - (ii) damage to the property by the Business, and persons claiming through the Business, or damage to other property except where the damage has been caused by the negligence of the City; and
 - (iii) 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.

- (d) **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.
- (e) **Accepted Materials** – to deposit recyclable materials accepted by the City only. The City reserves the right to refuse any material not outlined in Appendix A, attached hereto. Whether unloaded or not, refused material shall be removed by or at the expense of the Business or the person seeking to dispose of it.
- (f) **Use 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 City covenants with the Business as follows:

- **Access for Processing** – to provide access to the Business to the Spoke Transfer Station at 547 Barr Drive for the deposit of recyclable materials collected from the Business in designated locations, during normal hours of operation, as determined by the City. The City will charge and collect a fee of \$250 per tonne plus H.S.T. for all material deposited commencing on the 27th day of November, 2014.

Section Three - Provisos

- (a) **Non-waiver** – Any condoning, excusing or overlooking by the City of any default, breach or non-observance by the Business 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 and remedies herein contained on the part of the City are deemed to be cumulative and not alternative.
- (b) **Default provisions** – Whenever;
 - (i) The Business 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
 - (ii) The Business fails to perform or observe any of the covenants, agreements or provisions, conditions or provisos contained in this agreement on the part of the Business.
- (c) **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
Haileybury, Ontario
P0J 1K0

and in the case of the Business addressed to the Business at:

Eco-Logix
P.O. Box 698, 116081 Quarry Road
Haileybury ON P0J 1K0

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.

- (d) **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.
- (e) **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.
- (f) **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 meaning of this agreement or any of its provisions.

Signed, Sealed and Delivered in the presence of;

City of Temiskaming Shores

Date

Carman Kidd, Mayor

Date

David B. Treen, Clerk

Eco-Logix

Dec 10th 2014
Date


Belinda Beirsto, Owner

Dec 10th 2014
Date


Witness

Appendix A

Acceptable Recyclable Materials

Recyclable containers includes 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 includes the following:

- 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) newspapers and 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. 2015-018
Being a by-law to authorize borrowing from
time to time to meet current expenditures during the
fiscal year ending December 31, 2015

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

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

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

1. That the Mayor and the Treasurer are hereby authorized to borrow, from time to time during the year 2014 (hereinafter referred to as the current year), such sums as may be necessary to meet the current expenditures of the municipality for the year, including amounts required in the year as set out in Section 407 subsection (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, until the taxes are collected and other revenues are received.
2. That a promissory note of bankers' acceptance made under Section 1 shall be signed by the Head of Council, or such other person as is authorized by by-law to sign it and by the Treasurer.
3. That the Terms and Conditions for credit facilities available to The Corporation of the City of Temiskaming Shores from the Bank of Nova Scotia as set out in Schedule "A", hereto attached and forming part of the by-law, are hereby accepted.
4. That the Mayor and Treasurer are hereby authorized to enter into a Security Agreement with the Bank of Nova Scotia, a copy of which is attached hereto as Schedule "B" and forming part of this by-law.
5. That the Terms and Conditions for credit facilities available to The Corporation of the City of Temiskaming Shores from the Bank of Nova Scotia are hereby accepted.
6. That the total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been

repaid, shall not exceed the limits as outlined in Section 407, subsection 2, of the Municipal Act, 2001, S.O. 2001, c.25, as amended.

Read a first, second and third time and finally passed this 6th day of January, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen



Schedule “A” and “B” to

By-law No. 2015-018

Terms and Conditions
for Short-Term Borrowing

TERMS AND CONDITIONS

CREDIT NUMBER: 01

AUTHORIZED AMOUNT: \$2,000,000

TYPE

Operating Line

PURPOSE

General operating requirements

CURRENCY

Canadian dollars

AVAILMENT

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

INTEREST RATE

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

REPAYMENT

Advances are repayable on demand

SPECIFIC SECURITY

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

Agreement re Operating Credit Line

SPECIFIC CONDITIONS

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

January 1 to September 30 of each year:

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

October 1 to December 31 of each year:

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

TYPE

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

PURPOSE

To assist with the acquisitions of new equipment

AVAILMENT

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

INTEREST RATE

Direct Advances

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

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

Scotia Lease/Conditional Sales Contract

Floating Rate Option:

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

Fixed Rate Option:

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

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

OTHER FEES

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

DRAWDOWN

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

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

REPAYMENT

Direct Advances

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

Scotia Lease – ABC Purchase Option

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

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

Scotia Lease – \$1 Purchase Option

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

PREPAYMENT

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

Direct Advances

Floating Interest Rate:

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

Fixed Interest Rate:

Prepayment of any advance made by the Bank pursuant to this loan agreement (each an "Advance"), in whole or in part, is permitted at any time. In addition to any other amount then payable by the Borrower pursuant to the terms hereof (including, without limitation, accrued interest) in respect of the amount being prepaid (the "Prepayment Amount"), the Borrower shall pay to the Bank an amount equal to the greater of:

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

Prepayment Amount is paid to the Bank to, but excluding, the scheduled repayment date of the relevant Advance.

Scotia Lease/Conditional Sales Contract

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

SPECIFIC SECURITY

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

Direct Advances

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

Scotia Lease

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

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

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

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

Resolution of the Council authorizing leases.

SPECIFIC CONDITIONS

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

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

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

CREDIT NUMBER: 03

AUTHORIZED AMOUNT: \$750,000

TYPE

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

PURPOSE

Business expenses

CURRENCY

Canadian Dollars

SPECIFIC SECURITY

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

ScotiaVisa Business Card Agreement

GENERAL SECURITY, TERMS AND CONDITIONS APPLICABLE TO ALL CREDITS

GENERAL SECURITY

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

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

Security Agreement, Municipalities and School Boards

Banking Resolution, Municipalities and a supporting List of Officers

GENERAL CONDITIONS

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

The Borrower agrees to:

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

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

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

GENERAL BORROWER REPORTING CONDITIONS

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

Annual Audited Consolidated Financial Statements of the Borrower, within 150 days of

the Borrower's fiscal year end duly signed.

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

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

Copy of current Security Agreement in January of each year.

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

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

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

FEES

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

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

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

SCHEDULE "A"

ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO ALL CREDITS

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

1. Calculation and Payment of Interest

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

2. Interest on Overdue Interest

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

3. Indemnity Provision

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

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

4. Environment

The Borrower agrees:

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

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

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

5. Periodic Review

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

6. Evidence of Indebtedness

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

7. Acceleration

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

8. Costs

All costs, including legal and appraisal fees incurred by the Bank relative to security and other

documentation and the enforcement thereof, shall be for the account of the Borrower and may be charged to the Borrower's deposit account when submitted.

**Security Agreement
Municipalities and School Boards**

To: **The Bank of Nova Scotia**, (the "Bank")

Whereas by the passage of By-Law 2015-018 by The Corporation of the City of Temiskaming Shores on the 6th day of January, 2015 authority was given to the Treasurer together with the Mayor to borrow from the Bank the sum or sums therein mentioned and this Agreement was authorized.

And whereas the Corporation desires to borrow the said sum or sums from the Bank.

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

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

In witness whereof the Corporation has caused this agreement to be executed by its proper officers as required by law this 6th day of January, 2015.

)
)
) _____
) Mayor – Carman Kidd
)
)
) _____
) Treasurer – Laura-Lee MacLeod
) Witness
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The Corporation of the City of Temiskaming Shores

By-law No. 2015-019

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

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

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

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

1. The amount levied on a property shall not exceed the percentage prescribed by the Minister under Section Subsection 317 (3), paragraph 2 of the Act; or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for 2014.
2. The percentage under paragraph 1 may be different for different property classes but shall be the same for all properties in a property class.
3. For the purposes of calculating the total amount of taxes for 2014 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2014 because assessment was added to the tax roll during 2014, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
4. An interim billing of 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for 2014 shall be imposed for all classes.
5. An interim billing of 50 per cent of the annual local improvement charges shall be imposed for all classes, where applicable.
6. The provisions of the by-law apply in the event that assessment is added for the year 2015 to the tax roll after the date this by-law is passed and an interim levy shall be imposed and collected.
7. The said interim tax levy shall become due and payable in two (2) instalments as follows:
 - a) approximately 50 percent of the interim levy shall become due and payable on the 16th day of March, 2015; and

- b) the balance of the interim levy shall become due and payable on the 15th day of May, 2015.

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

- 8. On all taxes of the interim levy, which are in default on the 1st day of default, a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the 1st day of each and every month the default continues, until December 31st, 2015.
- 9. a) On all taxes of the interim tax levy in default on January 1st, 2015, interest will be added at the rate of 1.25 percent per month for each month or fraction thereof of default.
b) On all other taxes in default on January 1st, 2015, interest shall be added at the rate of 1.25 percent per month or fraction thereof, and all by-laws and parts of by-laws inconsistent with this policy are hereby rescinded.
- 10. Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
- 11. The tax collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
- 12. This by-law shall come into force and take effect on the day of the final passing thereof.

Read a first, second and third time and finally passed this 6^h day of January, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores

By-law No. 2015-020

**Being a by-law to confirm certain proceedings of Council
of The Corporation of the City of Temiskaming Shores
for its Regular meeting held on January 6, 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 Regular meeting held on **January 6, 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 6th day of January, 2015.

Mayor – Carman Kidd

Clerk – David B. Treen