



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

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**Agenda**

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

**Draft Motion**

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

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

- 6. Review and adoption of Council Minutes**

**Draft Motion**

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

- a) Regular Meeting of Council – September 15, 2015
- b) Special Meeting of Council – September 29, 2015

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

7.1. *Off-Road Vehicle*

**Subject Land:** Regulate

**Purpose:** To amend

8. **Question and Answer Period**

9. **Presentations / Delegations**

- a) Don Curry, Executive Director – North Bay & District Multicultural Centre / Gavin Cole, Profile Auditor for HR North

**Re:** Annual Report and Immigration Project

- b) Doug Walsh, Director of Public Works

**Re:** 2015-16 Winter Operations Plan

- c) Mike Da Silva, Temiskaming Shores Ratepayers Association

**Re:** Temporary Plastic Shelters / Road Maintenance Program

10. **Communications**

- a) Antonio Wisniowski, President and CAO, Municipal Property Assessment Corporation (MPAC)

**Re:** Announcement – Carla Nell appointed Vice-President, Municipal and Stakeholder Relations

**Reference:** Referred to Treasurer

- b) Rob Kleine, Manager – MMM Group

**Re:** Notice of Study Commencement - Replacement of Blanche River Bridge (Site 47-038) - Highway 569, Hilliard Township

**Reference:** Received for Information

- c) Federation of Northern Ontario Municipalities (FONOM)

**Re:** Residency Positions Increase in Northern Ontario

**Reference:** Received for Information

- d) Development Team - EDF Friday Lake Wind Energy Centre

**Re:** Lorrain Valley Wind project – No submission for project

**Reference:** Received for Information

- e) Carrie Burd, Director Entrepreneurship – Ministry of Economic Development, Employment and Infrastructure and the Ministry of Research and Innovation

**Re:** Renewal of Summer Company and Starter Company programs

**Reference:** Referred to the Director of Community Growth and Planning

- f) Kathleen McFadden, Assistant Deputy Minister – Ministry of Natural Resources

**Re:** MNR Process to review Ontario forest tenure models - Feedback

**Reference:** Received for information

- g) Kelly Bahm, TFN Finance Director – Timiskaming First Nation

**Re:** Request for Financial Assistance – Outdoor Rink Enclosure

**Reference:** Referred to 2016 Budget Process

h) Norm Fortin – Market Street

**Re:** Disposal of excess material at end of Bay Street

**Reference:** Referred to the Director of Public Works

Draft Motion

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

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

Draft Motion

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

- a) Minutes of the South Temiskaming Cultural Sustainability Project Committee meeting held on July 9, 2015;
- b) Minutes of the South Temiskaming Cultural Sustainability Project Committee meeting held on August 13, 2015;
- c) Haileybury Food Bank 2<sup>nd</sup> Quarter Report;
- d) Minutes of the Earlton-Timiskaming Regional Airport Municipal Services Board meeting held on July 16, 2015;
- e) Earlton-Timiskaming Regional Airport Report for July 2015;
- f) Earlton-Timiskaming Regional Airport Report for August 2015.

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

None

**13. Reports by Members of Council**

**14. Notice of Motions**

**15. New Business**

- a) **Memo No. 031-2015-CGP – Deeming By-law – North Eastern Ontario Family and Children’s Services (NEOFCS) – 25 and 37 Paget Street**

*Draft Motion*

Whereas The Temiskaming Shores North Eastern Ontario Family and Children’s Services 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 hereby directs staff to prepare the necessary by-law to deem Lots 10, 11, 12, parts of Lot 13 and 14 on Plan M-11 NB; Parcels 9837 SST, 8205 SST, 9359 SST, 1222 NND and 3736 SST to no longer be Lots on a Plan of Subdivision; and

Further that Council hereby directs staff to prepare the necessary deeming by-law for consideration at the October 6, 2015 Regular Council meeting.

- b) **Memo No. 032-2015-CGP – Delegation of Authority – Official Plan Amendments, Plans of Subdivision/Condominium, Power of Sale and Validation of Title**

*Draft Motion*

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 032-2015-CGP;

That Council further acknowledges that the Ministry of Municipal Affairs and Housing (MMAH) is prepared to delegate approval authority to the City of Temiskaming Shores for Official Plan Amendments, Plans of Subdivision/Condominium, Power of Sale and Validation of Title; and

That MMAH will be offering training to Council and staff in anticipation of adoption of a regulation to provide such authority under the Planning Act in January 2016.

**c) Administrative Report No. PPP-012-2015 – 2015/2016 Simplified Risk Assessment**

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-012-2015 and the 2015/16 Simplified Risk Assessment for the Temiskaming Shores Fire Department for information purposes.

**d) Administrative Report No. PPP-013-2015 – Fire Prevention Policy**

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-013-2015 and the Draft Fire Prevention Policy to address the findings as outlined in the Fire Department's 2015/2016 Simplified Risk Assessment; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2007-056 to replace Schedule "A" - *Fire Prevention Policy* for consideration at the October 6, 2015 Regular Council meeting.

**e) Administrative Report No. PPP-014-2015 – Appointment of Volunteer Firefighter – Kevin Utas**

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-014-2015; and

That Council hereby appoints Kevin Utas as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the *Volunteer Firefighter Hiring and Promotional Policy*.

**f) Administrative Report No. PPP-015-2015 – Appointment of Volunteer Firefighter – Francis Rivard**

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-014-2015; and

That Council hereby appoints Francis Rivard as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the *Volunteer Firefighter Hiring and Promotional Policy*.

**g) Administrative Report No. PPP-016-2015 – Appointment of Volunteer Firefighter – Dean Franks**

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-016-2015; and

That Council hereby appoints Dean Franks as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the *Volunteer Firefighter Hiring and Promotional Policy*.

**h) Proclamation – 2015 Fire Prevention Week**

Draft Motion

Whereas the City of Temiskaming Shores is committed to ensuring the safety and security of all those living in and visiting our Community; and

Whereas fire is a serious public safety concern both locally and nationally and homes are the locations where people are at greatest risk from fire; and

Whereas working smoke alarms cut the risk of dying in reported home fires in half; and

Whereas three out of five home fire deaths result from fires in homes without working smoke alarms; and

Whereas one-fifth of all homes with installed smoke alarms were found to be inoperable because batteries were missing, the alarms were disconnected or dead; and

Whereas half of home fire deaths result from fires reported at night between 11 p.m. and 7 a.m. when most people are asleep; and

Whereas Temiskaming Shores residents should install smoke alarms in every sleeping room, outside each separate sleeping area and on every level of the home; and

Whereas Temiskaming Shores residents should install smoke alarms and alert devices that meet the needs of people who are hard of hearing; and

Whereas Temiskaming Shores residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

Whereas Temiskaming Shores first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and education; and

Whereas Temiskaming Shores residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

Whereas the 2015 Fire Prevention Week theme, “Hear the Beep Where You Sleep. Every Bedroom Needs a Working Smoke Alarm!” effectively serves to remind us that we need working smoke alarms to give us the time to get out safely.

Now therefore be it resolved that Council hereby proclaims October 4-10, 2015 as Fire Prevention Week in the City of Temiskaming Shores and urges all residents of Temiskaming Shores to install smoke alarms in every bedroom, outside each sleeping area, and on every level of the home, including the basement and to support the many public safety activities and efforts of the Temiskaming Shores Fire Department during Fire Prevention Week 2015.

**i) Memo No. 015-2015-PW – Contract Change Order – 2015 Roads Program**

*Draft Motion*

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 015-2015-PW;

That Council approves the revised scope of work to the 2015 Roads Program as detailed in Contract Change Order No. 1 to By-law 2015-149.



**j) Administrative Report No. PW-052-2015 – 2015-16 Winter Operations Plan**

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-052-2015;

That Council approves the 2015 – 2016 Winter Operations Plan and directs staff to present the necessary by-law for Council's consideration at the October 6, 2015 Regular Council meeting; and

That Council directs the Director of Public Works to advise staff in the Public Works Department, in writing, of the intent to commence the Winter Operations Schedule on or about Sunday, November 1, 2015 and conclude on or about Friday, April 15, 2016.

**k) Highway 11 from North Bay to Cochrane – Four (4) Laning**

Draft Motion

Whereas the Public Works Committee considered a resolution for the four-laning of Highway 11 from North Bay to Cochrane at their August 27, 2015 meeting; and

Whereas Recommendation PW-2015-050 of the Public Works Committee approves the presentation of a resolution supporting the four-laning of Highway 11 for consideration by Council; and

Whereas Highway 11 is part of the Trans-Canada Highway connecting Ontario to Manitoba and Western Canada; and

Whereas almost all goods and services transported by truck to destinations west of Ontario, utilize Highway 11 from North Bay, through the Districts of Timiskaming and Cochrane; and

Whereas the amount of transport and tourist traffic has been steadily increasing over the last few years, raising safety issues for those using this two lane section of Highway 11; and

Whereas when major accident investigations occur the road is closed down for periods of 8 to 10 hours with no detours being available in many areas, resulting in isolation of our residents;

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby firmly endorses and petitions the Government of Ontario and

the Government of Canada to begin the process of four-laning Highway 11 from North Bay to Cochrane; and

Further that this resolution be sent to the Temiskaming Municipal Association (TMA), the Northeastern Ontario Municipal Association (NEOMA), and all municipalities in the Nipissing, Temiskaming and Cochrane Districts for their support; and

Further that all resolutions of support be returned to the City of Temiskaming Shores for submission to the Members of Parliament of Nipissing-Timiskaming and Cochrane-James Bay; the Members of Provincial Parliament for Nipissing, Timiskaming-Cochrane and Timmins-James Bay; the Premier of Ontario; and the Minister of Transportation.

**l) Memo No. 008-2015-RS – Frog’s Breath Foundation Applications**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 008-2015-RS; and

That Council approves the request from the Tri-Town Sno Travellers, the Haunted Hustle and the Dymond Firefighter’s Park and agrees to sponsor their funding applications to the Frog’s Breath Foundation in the amount of \$5,000, \$10,000 and \$10,000 respectively.

**m) Administrative Report No. RS-007-2015 – Bicycle Friendly Community**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-007-2015;

That Council approves in principle the Share the Road Cycling Coalition Summary Report and Recommendations and directs staff to work with the committee towards a Bicycle Friendly Community within the annual operating and capital budgets; and

That Council directs staff to prepare the necessary by-law to appoint members to a Bicycle Friendly Committee of Council.

**16. By-laws**

*Draft Motion*

Be it resolved that:

By-law No. 2015-191 Being a by-law to adopt the 2015-2016 Winter Operations Plan

By-law No. 2015-192 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 – 25 and 37 Paget Street – Roll Nos. 54-18-010-004-149.00 and 54-18-010-004-152.00

By-law No. 2015-193 Being a by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the Haileybury South Marina Upgrades

By-law No. 2015-194 Being a by-law to amend By-law No. 2007-056 (Fire Prevention Policy)

be hereby introduced and given first and second reading.

*Draft Motion*

Be it resolved that:

By-law No. 2015-191;

By-law No. 2015-192;

By-law No. 2015-193;

By-law No. 2015-194;

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

**17. Schedule of Meetings**

- a) Regular Meeting of Council – Tuesday, October 20, 2015 at 6:00 p.m.
- b) Regular Meeting of Council – Tuesday, November 3, 2015 at 6:00 p.m.

**18. Question and Answer Period**

**19. Closed Session**

*Draft Motion*

Be it resolved that Council agrees to reconvene in Closed Session at \_\_\_\_\_ pm to discuss the following matters:

- a) Adoption of the September 15, 2015 – Closed Session Minutes;
- b) Under Section 239 (2) (e) of the Municipal Act, 2001 – Potential Litigation – Property Standards Enforcement

**20. Confirming By-law**

*Draft Motion*

Be it resolved that By-law No. 2015-195 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Special Meeting held on **September 29, 2015** and its Regular Meeting held on **October 6, 2015** be hereby introduced and given first and second reading.

*Draft Motion*

Be it resolved that By-law No. 2015-195 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, September 15, 2015**  
**6:00 P.M.**  
**City Hall Council Chambers – 325 Farr Drive**

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**Minutes**

**1. Call to Order**

The meeting was called to order by Mayor Carman Kidd at 6:01p.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 Planning and Community Growth  
Tim Uttley, Fire Chief

Media: Darlene Wroe, Temiskaming Speaker  
Bill Buchberger, CJTT

Members of the Public Present: 14

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

None

**4. Approval of Agenda**

*Resolution No. 2015-518*

Moved by: Councillor Jelly

Seconded by: Councillor Foley

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

**Carried**

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

Councillor Jelly disclosed a pecuniary interest in regards to Item 19 c) Confidential Administrative Report No. CGP-041-2015 – Potential Acquisition of Land

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

*Resolution No. 2015-519*

Moved by: Councillor Foley

Seconded by: Councillor Hewitt

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

- a) Regular Meeting of Council – September 1, 2015

**Carried**

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

None

**8. Question and Answer Period**

None

## 9. Presentations / Delegations

### a) Certificates of Appreciation – Armstrong Street Fire

**Re:** Presentation from the Fire Chief

Fire Chief, Tim Uttley stated that on November 29<sup>th</sup>, 2014 at approximately 7 am the Fire Department received a call for a structure fire at 36 Armstrong Street with 2 occupants trapped on the second floor. In addition to members of the OPP, firefighters assisted by three City employees were able to rescue three occupants from the building. Fire Chief Uttley presented commemorative plaques to the following individuals:

Deputy District Chief Rod McNair	Captain Gregg Miller
Firefighter Brian Rice	Firefighter Dustin Catt
Employee Paul Allair	Employee James Franks
Employee Mitch Lafreniere	

Mayor Kidd congratulated the individuals and thanked them for their heroics.

### b) Amanda Mongeon – Bicycle Friendly Community Committee

**Re:** Bicycle Friendly

Amanda Mongeon on behalf of the Bicycle Friendly Community Committee, utilizing powerpoint, made a presentation to Council outlining the goal of the Committee to attain the designation as a “*Bicycle Friendly Community*” for Temiskaming Shores. Where communities have invested in cycling and walking they see fewer bicycle and vehicle collisions as well as fewer emergency room visits. Investment in safe cycling infrastructure attracts more people to our community. Ontarians more and more are seeing the benefits of cycling.

Our committee has assisted with support for the installation of bike racks and hosted a Share the Road Workshop in June 2015 with approximately 30 people present. The outcomes of the workshop identified new ideas, challenges and articulated a five year vision.

*By 2020, the City of Temiskaming Shores aspires to be a great place for people to ride their bikes. Temiskaming Shores’ culture of outdoor activity and recreation will have extended to include walking and cycling throughout the community, with community members feeling increasingly comfortable exploring Temiskaming Shores’ natural assets and urban environments by foot or by bike.*

*Temiskaming Shores’ natural beauty makes it an ideal location for cycle tourism to thrive, and the community will have built a reputation across Ontario as a great place to ride a bike for recreation or utilitarian purposes. There will be a large number of programs in place to*



*educate residents about the importance of safely sharing the road with all road users, and residents will be encouraged to walk and bike more often. Children in Temiskaming Shores will regularly walk or bike to school, and cycling will be a common activity for residents of all ages and abilities.*

Amanda indicated that Engineering (creating safe and convenient places to ride), Education (for both the cyclist and drivers), Encouragement (create a strong bike culture), Enforcement (ensure drivers and cyclists share the road safely), Evaluation and Planning (measure results, cycling as a viable transportation option) are the elements of a Bike Friendly Community.

Amanda outlined that the Bicycle Friendly Community Committee is requesting that the City adopt in principle:

- The Bicycle Friendly Communities Workshop held June 10, 2015;
- Summary Report and Recommendations Report prepared by the Share the Road Cycling Coalition.

Councillor Hewitt thanked Amanda for her presentation and commended the Committee on their vision and outlined that it is the average person looking for these types of amenities.

Councillor Whalen outlined that he has just returned from Switzerland and observed that there is no animosity between cyclists and drivers as they are users of both, once the committee overcomes that hurdle you are well on your way.

Mayor Kidd thanked Amanda for the presentation.

c) Karl Fulson – Resident – Niven Street South

**Re:** Note of Appreciation

Mr. Fulson wanted to commend Council, City Manager, Chris Oslund; Doug Walsh, Steve Burnett and Jamie Sheppard on behalf of residents on Niven Street South and extended deep appreciation and a job well done for the asphalt surfacing placed on Niven Street South.

d) Doug and Amelia Hobden

**Re:** Garbage Receptacles

Mr. Hobden outlined that him and Amelia along with their dog use the walking trail commencing at the end Oak Avenue and traversing along the waterfront towards Dawson Point Road. Mr. Hobden feels it is a under-utilized part of the city. Mr.

Hobden along with Amelia took it upon themselves to pick up trash this spring and collected an estimated 25-30 bags of garbage. Mr. Hobden indicated that there are no garbage receptacles nor any signs prohibited littering and stated that they are asking Council for consideration of the following:

- Signs posted stating “No Littering” as outlined in the Municipal By-laws at entrance to walking paths off Oak Avenue and Dawson Point Rd.;
- Refuse containers placed at least three locations: new bench off Oak Avenue, mid-way through walking paths and at path access off Dawson Point Rd.;
- Barriers put up to prevent vehicles from accessing paths off Dawson Point Rd. and dumping wastes in this area; and
- regular patrols by By-law officer and OPP.

Councillor Jelly outlined that if there were more citizens like this it would be a much nicer place to live and commended them on their efforts.

Mayor Kidd thanked them for their presentation and outlined that staff would be requested to investigate.

e) Dan Burns – Resident

**Re:** Council Procedural Amendments

Mr. Burns outlined some concerns with various procedural process of Council as follows:

*Delegation:* Feels that any taxpayer should be permitted at the spur of the moment to address Council and should not have to make arrangements through the Clerk.

*Mayor's Role:* Feels that the Mayor's role is to chair the meeting, present the topics and express his take on the topic and permit each Councillor makes up their own minds without any influence by the Mayor. Feels the Mayor has too much influence on other Councillors. The Mayor should not have a vote.

*Voting:* If a policy is important enough to require a vote it should be a recorded vote, the show of hands does not work. With a recorded vote taxpayers/voters can see how our Councillor's voted so that we can be informed when casting our vote at an election.

*Minutes:* Minutes should also include comments and statements from members of Council not just the decision.

Dan provided a hard copy of his presentation to the Clerk with a copy to each member of Council.

**10. Communications**

- a) Ontario Good Roads Association – Heads-Up Alert

**Re:** New rules of the Road effective – September 1, 2015

**Reference:** Received for Information

- b) Jean-Claude Carriere, Community Project Officer - ACFO

**Re:** Celebration – 40<sup>th</sup> Anniversary of Franco-Ontarian Flag – Flag raising event at City Hall – September 25<sup>th</sup> 2015 (1:30 pm)

**Reference:** Received for Information

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

**Re:** *“Giving a Voice to Ontarians on Energy East”* Report – Copy of Full Report available through Clerk’s Office

**Reference:** Received for Information

- d) Steve Baker, President – Union Gas Limited

**Re:** Agreement in principle with TransCanada – Ontario and Quebec consumers not negatively impacted by Energy East oil project

**Reference:** Received for Information

- e) Federation of Northern Ontario Municipalities (FONOM)

**Re:** Multi-Minister Meetings – August 18, 2015 at the AMO Conference

**Reference:** Received for Information

Resolution No. 2015-520

Moved by: Councillor Whalen  
Seconded by: Councillor Laferriere

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

**Carried**

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

Resolution No. 2015-521

Moved by: Councillor Foley  
Seconded by: Councillor Jelly

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

- a) Minutes of the Timiskaming Health Unit Board of Health meeting held on June 24, 2015;
- b) Second Quarter Report to the Board of Health;
- c) Minutes of the OCWA Consultation meeting held on August 27, 2015.

**Carried**

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

Resolution No. 2015-522

Moved by: Councillor Whalen  
Seconded by: Councillor McArthur

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

- a) Minutes of the Building Maintenance Committee meeting held on August 27, 2015;
- b) Minutes of the Public Works Committee meeting held on August 27, 2015;
- c) Minutes of the Building Maintenance / Corporate Services Committee meeting held on September 3, 2015.

**Carried**

**13. Reports by Members of Council**

Councillor Doug Jelly indicated he attended the Ontario Association of Police Services Board – Zone 1 meeting last week in Timmins. This is the first time all

members of the association were in attendance with the exception of two. It was a very informative with a lot of meaningful discussion and will be attending an Ontario meeting in Toronto and the end of the month.

#### 14. **Notice of Motions**

None

#### 15. **New Business**

##### a) **Road Naming – St. Joseph Subdivision (North Cobalt)**

*Resolution No. 2015-523*

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Whereas Council of the City of Temiskaming Shores considered Administrative Report CGP-041-2015 at the September 1, 2015 Regular Meeting of Council; and

Whereas Council adopted Resolution No. 2015-499 to enter into a Development Agreement for the St. Joseph Subdivision being By-law No. 2015-181 as well as to re-name Spruce Street to Balsam Street and Pine Street to Tamarack Street and directed staff to prepare the necessary by-law to rename the streets for consideration at the September 15, 2015 Regular Council meeting; and

Whereas the City is not currently in a position to assume Balsam Street (Spruce) and Tamarack Street (Pine) for public use under the Municipal Act.

Now therefore be it resolved that Council hereby confirms its intention to rename Spruce Street to Balsam Street and Pine Street to Tamarack Street at the time the developer, to the satisfaction of the City, constructs the road in accordance with provisions contained in the Development Agreement for St. Joseph's Subdivision (North Cobalt) and assumes the roads for public use.

**Carried**

##### b) **Memo No. 012-2015-PW – Build Canada / Small Community Fund – Expression of Interest**

*Resolution No. 2015-524*

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 012-2015-PW; and

That Council approves and directs staff to finalize and submit an Expression of Interest to the Build Canada / Small Communities Fund (BFC/SCF) for the “*Temiskaming Shores Infrastructure Upgrades (Phase 1)*” project prior to the September 30, 2015 submission deadline.

**Carried**

**c) Memo No. 013-2015-PW – Amendment to By-law No. 2013-140 Bus Lease – New Transit Buses**

Resolution No. 2015-525

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 013-2015-PW; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2013-140 being an agreement with Stock Transportation for the lease of accessible transit buses to include the two (2) recently purchased New Flyer 35 foot Transit Buses for consideration at the September 15, 2015 Regular Council meeting.

**Carried**

**d) Memo No. 014-2015-PW – Easement Agreement with Agricultural Research Institute of Ontario – Gray Road Sanitary Lift Station**

Resolution No. 2015-526

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 014-2015-PW; and

That Council directs staff to prepare the necessary by-law to enter into an Easement Agreement with The Agricultural Research Institute of Ontario (ARIO) for the construction and operation of a Sanitary Lift Station (Gray Road) for consideration at the September 15, 2015 Regular Council meeting.

**Carried**

e) **Administrative Report No. PW-049-2015 – Waterfront Stabilization – Haileybury Service Marina – Tender Award**

Resolution No. 2015-527

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-049-2015;

That as outlined in Section 3.5 of the City's Purchasing Policy, Council approves the award of the contract to Pedersen Construction (2013) Inc. for the waterfront stabilization of the Haileybury Service Marina, as detailed in Request for Tender PW-RFT-001-2015, for a total upset limit of \$523,173 plus applicable taxes; and

That Council directs staff to prepare the necessary by-law and agreement for consideration at the September 15, 2015 Regular Council meeting.

**Carried**

f) **Administrative Report No. PW-050-2015 – Emergency Purchase of Light Duty Pick-up Truck**

Councillor Whalen outlined that Resolution No. 2015-334, which reads as follows:

*Be it resolved that the Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-005-2015;*

*That Council recognizes the community interest for a new multi-use complex; and*

*That Council directs staff to monitor the 2015 Capital Budget and should funds be available in the Fall due to projects coming in under budget and/or projects that were not able to be completed, that staff present to Council a recommendation to re-allocate funds towards a feasibility study for a new multi-use complex.*

would not permit approval Resolution No. 2015-529 as any funds available due to projects coming in under budget and/or projects that were not able to be completed, that staff present to Council a recommendation to re-allocate funds towards a feasibility study for a new multi-use complex.

Resolution No. 2015-528

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores hereby repeals Resolution No. 2015-334.

**Carried**

Resolution No. 2015-529

Moved by: Councillor Laferriere  
Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-050-2015;

That as outlined in Section 2.20 of the City's Purchasing Policy (definition of "Emergency") and Section 4.23 ("Emergency Purchases"), Council authorizes the purchase of one Light Duty Pick-up truck to ensure the availability of a Patrol Truck for the upcoming winter season;

That Council directs staff to prepare the necessary by-law for the purchase of a 2015 Chevrolet 1500 Regular Cab 4x4 pick-up truck from *Wilson Chevrolet* in the amount of \$ 26,500 plus applicable taxes for consideration at the September 15, 2015 Regular Council meeting.

**Carried**

**g) Administrative Report No. PW-051-2015 – Water Linking Project – Tender Award**

Resolution No. 2015-530

Moved by: Councillor McArthur  
Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-051-2015;

That as outlined in Section 3.5 of the City's Purchasing Policy, Council approves the award of the Emergency Water Distribution Linking Project contract to *Pedersen Construction (2013) Inc.* in the amount of \$2,039,879.10 plus applicable taxes; and

That Council directs staff to prepare the necessary by-law and agreement for consideration at the October 6, 2015 Regular Council meeting.

**Carried**

**h) Memo No. 005-2015-RS – Carter Antila Skateboard Park – Reserve Fund**

Resolution No. 2015-531

Moved by: Councillor Whalen  
Seconded by: Councillor Foley



Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 005-2015-RS;

That Council acknowledges the efforts of the Harder 4 Carter Committee for their drive and determination through volunteer time, fundraising, acquisition of corporate, provincial and community funding in the realization of the Carter Antila Memorial Skatepark; and

That Council hereby accepts the balance of the fundraising in the amount of \$14,036.91 from the Committee and agrees to establish a reserve for future maintenance and/or development of the Carter Antila Memorial Skatepark.

**Carried**

**i) Memo No. 006-2015-RS – Ontario Trillium Foundation – Funding Opportunity**

Resolution No. 2015-532

Moved by: Councillor Hewitt

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 006-2015-RS for information purposes; and

That Council approves the submission of a funding application for the STATO project to the Ontario Trillium Foundation in the amount of \$150,000.

**Carried**

**j) Memo No. 007-2015-RS – Contract Change Order No. 2 – Playground Surfacing – Ure-Tech Surfaces Incorporated**

Resolution No. 2015-533

Moved by: Councillor Jelly

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 007-2015-RS; and

That Council approves the Contract Change Order No. 002 with Ure-Tech Surfacing Incorporated in regards to increased costs as part of the Waterfront Playground Surfacing in the amount of \$4,355.85 plus applicable taxes.

**Carried**

**k) Administrative Report CS-030-2015 – Crossing Guard Position**Resolution No. 2015-534

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-030-2015;

That Council agrees to declare the Rorke Avenue and Main Street Crossing Guard position redundant;

That Council agrees to relocate the employee at the Rorke Avenue and Main Street Crossing to the Rorke Avenue Crossing at Haileybury Public School; and

That Council directs staff to provide notification of Council's decision to CUPE Local 5014 in accordance with the Collective Agreement; École catholique Ste-Croix; Haileybury Public School; New Liskeard Public School; Timiskaming District Secondary School; Conseil scolaire catholique de district des Grandes Rivières; and District School Board Ontario North East.

**Carried****16. By-laws**Resolution No. 2015-535

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that:

By-law No. 2015-184 Being a by-law to authorize an agreement with K. Smart Associates Ltd. for Engineering Services related to the Design and Contract Administration for the Peter's Road Municipal Drain

By-law No. 2015-185 Being a by-law to enter into an Easement Agreement with the Agricultural Research Institute of Ontario for the construction and operation of a Sanitary Sewage Lift Station – Gray Road

By-law No. 2015-186 Being a by-law to amend By-law No. 2013-140 (Agreement with Stock Transportation Ltd.)

By-law No. 2015-187 Being a by-law to amend By-law No. 2012-039 (Fee By-law) – False Alarm Response

By-law No. 2015-188 Being a by-law to enter into a Purchase Agreement with Wilson Chevrolet Limited for the supply of a Pick-up truck

be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2015-536

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that:

By-law No. 2015-184;

By-law No. 2015-185;

By-law No. 2015-186;

By-law No. 2015-187;

By-law No. 2015-188;

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, October 6, 2015 at 6:00 p.m.
- b) Regular Meeting of Council – Tuesday, October 20, 2015 at 6:00 p.m.

**18. Question and Answer Period**

***Ray Lafleur – 95 Georgina Avenue***

Mr. Lafleur reviewed some of the maintenance requirements for the STATO trail as adopted by Council and outlined the current condition of the trail is very dangerous

(i.e. sand spots). Not living up to standards for sweeping and/or repairs to asphalt edges.

Director of Recreation Services, Tammy Caldwell indicated that the road repair concerns were relayed to Public Works and they attended and implemented repairs. In regards to sweeping, it had been done regularly, but was not done a few times due to equipment breakdown and will try harder to do better.

### ***Councillor Whalen***

The Northern Ontario School of Medicine residencies had been reduced to 2 and received confirmation that the residencies have been increased to 5. Councillor Whalen indicated that 67% of the students from Northern Ontario choose to stay in the north while 22% request posting in remote areas of the north.

Councillor Whalen also indicated that he will be going to Ottawa on Monday to provide input on the legislation in regards to appointment of Ombudsman and cannot recall Council passing a motion in this regard. City Manager, Chris Oslund indicated that we have not appointment an Integrity Commissioner or Closed Session Investigator, by default the Ombudsman would be the Integrity Commissioner and Closed Session Investigator.

## **19. Closed Session**

**Note:** Councillor Jelly restated that he has declared a conflict with Item 19 c) Elm Street Laneway and added that he has not received any closed session minutes related to the matter, nor will he review any minutes related to the matter.

### ***Resolution No. 2015-537***

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

Be it resolved that Council agrees to reconvene in Closed Session at 7:50 pm to discuss the following matters:

- a) Adoption of the September 1, 2015 – Closed Session Minutes;
- b) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Great West Life Group Benefits
- c) Under Section 239 (2) (c) of the Municipal Act, 2001 – Proposed Acquisition of Land – Elm Street laneway – Confidential Administrative Report CGP-041-2015

**Carried**

Resolution No. 2015-538

Moved by: Councillor Laferriere  
Seconded by: Councillor Whalen

Be it resolved that Council agrees to rise with report at 8:30 p.m.

**Carried**

**a) Adoption of the September 1, 2015 – Closed Session Minutes**

Resolution No. 2015-539

Moved by: Councillor Laferriere  
Seconded by: Councillor McArthur

Be it resolved that Council approves the September 1, 2015 Closed Session Minutes as printed.

**Carried**

**b) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Great West Life Group Benefits – Confidential Administrative Report CS-028-2015**

Resolution No. 2015-540

Moved by: Councillor Jelly  
Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Confidential Administrative Report CS-028-2015;

That Council for the City of Temiskaming Shores directs staff to renew the Great West Life Employee Benefit Plan administered through Dibrina Sure Benefits Consulting Inc.; and

That Council approves the Administrative Services Only (ASO) Plan with premiums of \$245,856 for 2015-2016 in addition to the costs paid by the City for medical events and health benefits as they are incurred with applicable administrative fees.

**Carried**

**c) Under Section 239 (2) (c) of the Municipal Act, 2001 – Proposed Acquisition of Land – Elm Street laneway – Confidential Administrative Report CGP-041-2015**

Council provided direction to staff in closed session on this matter.

**20. Confirming By-law**

*Resolution No. 2015-541*

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that By-law No. 2015-189 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 **September 15, 2015** be hereby introduced and given first and second reading.

**Carried**

*Resolution No. 2015-542*

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that By-law No. 2015-189 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**Carried**

**21. Adjournment**

*Resolution No. 2015-543*

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that City Council adjourns at 8:32 pm.

**Carried**

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Mayor – Carman Kidd

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Clerk – David B. Treen



**The Corporation of the City of Temiskaming Shores**  
**Special Meeting of Council**  
**Tuesday, September 29, 2015**  
**12:15 P.M.**  
**City Hall - Haileybury Boardroom - 325 Farr Drive**

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**Minutes**

**1. Call to Order**

The meeting was called to order by Mayor Carman Kidd at 12:15 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

Media: None

Members of the Public Present: 0

**3. Approval of Agenda**

*Resolution No. 2015-544*

Moved by: Councillor Whalen  
Seconded by: Councillor McArthur

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

**Carried**

**4. Declaration of Special Council Meeting**

Resolution No. 2015-545

Moved by: Councillor Hewitt  
Seconded by: Councillor Jelly

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

**Carried**

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

None

**6. By-laws**

Resolution No. 2015-546

Moved by: Councillor Jelly  
Seconded by: Councillor Whalen

Be it resolved that:

By-law No. 2015-190                      Being a by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the award of the Emergency Water Distribution Linking Project along Armstrong Street / Highway 65 East within the City of Temiskaming Shores

be hereby introduced and given first and second reading.

**Carried**

**Recorded Vote**

**For Motion**

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

**Against Motion**

Councillor Laferriere



Resolution No. 2015-547

Moved by: Councillor Foley  
Seconded by: Councillor McArthur

Be it resolved that By-law No. 2015-190 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**Carried**

**7. Adjournment**

Resolution No. 2015-548

Moved by: Councillor Jelly  
Seconded by: Councillor Laferriere

Be it resolved that City Council adjourns at 12:26 p.m.

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Mayor – Carman Kidd

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Clerk – David B. Treen

# Northeastern Ontario Immigration Project

## 12-Month Report to August 31, 2015

This two-year project, designed to assist Central Almaguin, the City of Temiskaming Shores and the Town of Cochrane to attract, settle and integrate immigrants to their communities, is now at the half-way point.

Much has been accomplished in the first year, with much work left to do. The project began with project leaders Don Curry and Garvin Cole visiting each community and hosting a breakfast meeting for employers. Meetings at the Caswell Resort Hotel in Sundridge, Gillie's Truck Stop in New Liskeard and the Cochrane Fire Hall attracted 21, 20 and eight employers respectively. Following those meetings interested employers were invited to attend the first Immigrant Employers' Council meeting in their area.

The project was highlighted in a presentation by Don Curry at the Pathways to Prosperity annual national conference in Montreal in November of 2014.

### **Immigrant Employers' Councils**

Immigrant Employers' Councils were established in each of the three locations, modelled on similar bodies in North Bay and Timmins. There are now five Immigrant Employers' Councils operating in Northern Ontario. Sudbury, Sault Ste. Marie and Thunder Bay do not have them. At the first meeting in each area a chair and vice-chair were elected.

Brainstorming sessions at the first meeting in each area produced a list of priorities for each council. Three Immigrant Employers' Councils meetings were held in each of the three communities following the introductory breakfast meetings, for a total of four over 12 months in each area, or 12 meetings in total.

Meetings in Almaguin were held in the Strong Township council chambers in Sundridge in November, 2014 and March and June 2015. Meetings in Temiskaming Shores were held at the former city hall in New Liskeard and in the present city hall in Haileybury in December 2014 and March and June 2015. Meetings in Cochrane were held in the town's council chambers in December 2014 and March and June 2015.

Plans for the second year are for all the Immigrant Employers' Councils to meet in September, 2015 and three more times before August, 2016, when the project ends, for a total of 12 more meetings.

A meeting of the project's executive committee was held in February of 2015. Minutes of all the meetings are attached.

Issues raised by employers in Almaguin included some companies having a reduced workforce in the winter and the challenges of getting employees back for the next season; lack of benefits making it hard to retain employees; the difficulty of recruiting for high-skilled positions; getting employees to work shift work; succession planning for many jobs due to an aging workforce; work ethic concerns; and the need to promote the region.

Issues raised by Temiskaming Shores' employers included the difficulty in attracting high quality applicants for junior positions; difficulty of attracting people for shift work or seasonal work; poor work ethic; employee absenteeism; and lack of rental accommodation. Employers said the trend of immigrants buying businesses in Temiskaming Shores is positive, because otherwise businesses would close.

Issues raised by Cochrane employers included licensed tradespeople being in short supply; the need for forestry workers; the aging workforce; youth out-migration; the lack of apprenticeship opportunities; succession planning; and the low rental vacancy rate.

### **Express Entry**

During the year Garvin Cole of HR North worked with a number of employers individually to help alleviate their skills shortage issues. He has one person in the Express Entry queue, from Italy, to fill a skilled job vacancy for an Immigrant Employers' Council member. This is regarded as a test case. The new Express Entry system was established in January of 2015 by Citizenship and Immigration Canada and is in its infancy. So far the North Bay & District Multicultural Centre has had one client who successfully became a permanent resident through Express Entry. We expect to see more activity through this new immigration stream.

### **Minutes, Articles and Newsletters**

The minutes of each meeting of the Immigrant Employers' Council are attached. Minutes from the project executive committee meeting are also attached. Also included are three articles written for New Canadian Media and the first issue of the project newsletter. These were undertaken with a view to promoting the project and Northeastern Ontario with a wider ethnic and immigrant audience and as an efficient means of communicating with and demonstrating activity to the project's partners and stakeholders.

### **Brochures and Billboards**

A bilingual brochure was produced during the year that captures all the programs operated by the North Bay & District Multicultural Centre and Timmins & District Multicultural Centre, including the Local Immigration Partnerships in Timmins and North Bay, HR North, settlement and integration services, the five Immigrant Employers' Councils, the business incubator, Genesis@204, the Newcomer Loan Program, and more.

The brochure has been distributed widely in Almaguin, Temiskaming Shores and Cochrane and has resulted in newcomers to Canada contacting us for settlement services.

At present, billboard sites are being secured in the region to let immigrants know that settlement and integration services are available in their communities. There is one up already on Highway 11 in the Almaguin area that was erected prior to this project with other funding. Three others surrounding North Bay have been up for a few years.

### **Newcomers in the Three Communities**

To date, the North Bay & District Multicultural Centre and its satellite office, the Timmins & District Multicultural Centre, have served 165 newcomers to Canada in the three target communities. The breakdown is Almaguin 81; Temiskaming Shores 76; and Cochrane 8.

Settlement Worker Marissa Côté travels from our Timmins office once a month to Cochrane to serve immigrant clients. Settlement Worker Vindra Sahadeo travels from our North Bay office to Temiskaming Shores once a month to serve immigrant clients there and Settlement Worker Cindy Collins travels from our North Bay office to the Almaguin area to serve immigrant clients there. Ms. Côté is fluently bilingual and Ms. Collins is fluent in English, French and Spanish.

While the settlement workers are in the three areas they have scheduled appointments with immigrant clients at partner agency offices and they also liaise with other social service agencies and distribute our brochures and posters.

The trend of newcomers purchasing businesses in Temiskaming Shores continues, and is present to a lesser extent in both Almaguin and Cochrane.

### **Interim Project Evaluation**

Two outside evaluators, Meyer Burstein and Dr. Michael Haan, travelled to each of the three communities plus North Bay and Timmins in July of 2015 to meet with project participants. Mr. Burstein is a retired, high-ranking official with Citizenship and Immigration Canada and Dr. Haan is a professor at Western University, specializing in immigration and demographics. Both are members of Pathways to Prosperity, a national university-based immigration research organization.

They found a core of committed members within each of the immigrant employers' councils who are extremely interested in immigration and appear to be committed to advancing an immigration strategy. They said the project has developed an appetite for enhancing immigration, and there appears to be considerable trust in the ability of the North Bay & District Multicultural Centre to lead the project. They said there is widespread expectation at the municipal level that something good will come from the project.

The concerns they raised, which will be addressed in year two, are that insufficient progress has been made with the development of local strategies; lack of clarity by immigrant employers' council members about their roles in developing and implementing a strategy; the lack of a broad communication pipeline to ensure coherence and to reinforce a sense of direction; and the need for a leadership engagement strategy. The communications issue was partly addressed in July through the creation and distribution of a project newsletter (attached.) The newsletter will be continued in year two.

The evaluators also noted that some interviewees remarked that it was not always obvious to them that the project is about immigration, which could be attributed to the shortening of the title Immigrant Employers' Council to Employers' Council. The change to re-inserting the word "Immigrant" has been made. There was also confusion because HR North has non-immigrants in its database as well as immigrants. This is a conceptual point that will be clarified.

They said there appears to be little to no capacity for understanding the immigration system within the councils. This is understandable, as the system is complex and ever evolving and employers need only know what directly pertains to them. This point is taken up in Next Steps below.

The evaluators' final point was that the project might be in competition with a similar project around a Northern Ontario Immigration Strategy being spearheaded by the Local Immigration Partnership in Sault Ste. Marie. The leaders of this project are aware of the Sault Ste. Marie initiative and plan to attend the October meeting expected to launch the Sault Ste. Marie discussion.

We are much further advanced in our work than Sault Ste. Marie and we intend to present this project as the model for other smaller Northern Ontario communities. The cities of North Bay, Timmins, Sudbury, Sault Ste. Marie and Thunder Bay are well down the road. The challenge is for smaller communities to get involved.

The fact that the only five Immigrant Employers' Councils in Northern Ontario are all in our project area and were created by us points to the fact that our region is much further advanced than Sault Ste. Marie. A downtown business incubator, immigrant loan program, mentoring programs, the International Day for the Elimination of Racial Discrimination programs in North Bay and Timmins and other programs illustrate that immigration leadership in Northeastern Ontario is coming from the catchment area of the North Bay & District Multicultural Centre.

### **Next Steps for Year Two**

In order to achieve the project's main objectives, several steps are necessary:

- 1) Clarify the nature of the problem. If the goal is to solve short-term labour market needs, then the temporary foreign worker program should be considered. If instead the goal is population growth, then permanent residents should be the target. We intend to develop a stronger empirical base for the claims being made. This could include analysis of quantitative data, or a heavier reliance on existing research. The view so far is that both permanent residents and temporary foreign workers are necessary. Outside funding has been obtained for the analysis of quantitative data that will give us a much better picture of immigration trends and mobility of newcomers in Northern Ontario.
- 2) Create a realistic description for what the end point might be. A realistic goal is to have a well-developed strategy with both regional and local components by August 2016. The strategy should be accompanied by an initial set of implementation activities, including:
  - Recruitment activities and tools—primary versus secondary migrants; temporary versus permanent residents, etc.; also mechanisms and partnerships to aid in recruitment

- Tested methods for delivering itinerant services, along with recommendations for technological aids
  - Measures for raising awareness of the need for immigration within receiving communities
  - Measures for raising awareness of Northern Ontario as a destination within immigrant recruitment areas
  - Activities to initiate business succession planning
  - An effective communication 'machinery' for retaining key stakeholders and binding them to an ongoing development process
  - Leadership engagement measures
- 3) Compile lists of key leaders/stakeholders and a strategy for engaging them and enlisting their support in a sustainable manner. Ideally the entire population of the project area would immediately recognize the value of immigration but this won't happen overnight. The best possible outcome in phase 1 is a strong awareness and engagement of community leaders.
  - 4) Develop and disseminate a blueprint for strategy development along with assistive tools
  - 5) Propose an evaluation strategy along with recommendations for data procurement and analysis
  - 6) Plot relationships among project components (itinerant settlement services, HR North, Immigrant Employers' Councils, Local Immigration Partnership Projects in North Bay and Timmins, Réseau du Nord in Sudbury) in an organogram so they can serve as a best practice for replication elsewhere.
  - 7) Develop a strategy for obtaining the resources necessary for implementing the Northeastern Ontario immigration plan
  - 8) Analyse existing networks and determine whether they should be engaged.
  - 9) Apply for funding from the Ontario Ministry of Citizenship, Immigration and International Trade's Municipal Immigration Information Online (MIIO) program to create a Northeastern Ontario immigration portal for communities that are smaller than Sudbury, Sault Ste. Marie, North Bay and Timmins. This will include the Almaguin area, Temiskaming Shores and Cochrane, plus all other municipalities in Northeastern Ontario that are interested.

### **Project Budget**

The project budget is being spent as forecast, except for project travel and advertising. The project travel budget is high and the advertising and promotion budget is low. We request that \$20,000 from the travel budget be moved to advertising and promotion for year two. This will assist in creating awareness and buy-in about the benefits of immigration from community leaders and the general public.

The project leader, Don Curry, retires from his position as Executive Director of the North Bay & District Multicultural Centre effective December 31, 2015. However, there are sufficient funds in the salary budget to enable him to continue leading the project 10.5 hours per week as a consultant to the project from January 1 2016 through August 31 2016, when the project ends.



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Date: September 14, 2015

To: All Ontario Municipalities

**Subject: Announcement of New Vice-President of Municipal and Stakeholder Relations**

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I am pleased to announce that effective October 19, Carla Nell will take on the role of Vice-President, Municipal and Stakeholder Relations at MPAC.

Ms. Nell has more than 24 years of experience working in the municipal sector. She brings with her to MPAC a unique blend of experience in municipal finance, taxation and assessment matters and has, throughout her career, worked with and provided policy support and advice to municipalities, school boards and provincial governments.

Ms. Nell's most recent role was President of the Municipal Tax Advisory Group. In this role she led a team that provided services to a number of organizations across the public sector related to all aspects of municipal finance. These areas included assessment base management and analysis, budget development services, impact studies, tax policy analysis and advice, implementation and administration of property tax and related protection measures, education and training.

Regarded as an expert representative in assessment and tax appeals and stakeholder relations in the municipal finance and property tax communities, Ms. Nell is a regular contributor to various publications and periodicals serving practitioners in these industries and has spoken at numerous conferences and workshops. She is also an Associate of the Institute of Municipal Assessors, has been awarded the Professional Land Economist designation and is closely aligned with numerous professional associations serving both the public and private sectors. Ms. Nell is also a paralegal licensed by the Law Society of Upper Canada.

Ms. Nell will lead MPAC's new Municipal and Stakeholder Relations department with a focus on strengthening relationships through proactive outreach and collaboration as MPAC begins to deliver on the 2016 Assessment Update. The team includes new Regional Managers who were introduced to municipalities at last month's Association of Municipalities of Ontario Conference in Niagara Falls.

<b>Zone 1</b>	<a href="#">Amanda MacDougall</a>	London/Sarnia/Chatham/Kitchener/ Goderich/Windsor area – Southwestern Ontario
<b>Zone 2</b>	<a href="#">Nancy Huether</a>	Halton/Peel/Hamilton/Niagara/Brantford/Brant/Haldimand/Norfolk – Golden Horseshoe
<b>Zone 3</b>	<a href="#">Heather Colquhoun</a>	York/Durham/Northumberland/Hastings/ Prince Edward County
<b>Zone 4</b>	<a href="#">Joe Regina</a>	Toronto
<b>Zone 5</b>	<a href="#">Rebecca Webb</a>	Simcoe County/Grey, Bruce/Muskoka/Parry Sound/Haliburton/Kawartha Region – Central Ontario
<b>Zone 6</b>	<a href="#">Scott Templeton</a>	Ottawa/Cornwall/Brockville/Kingston/Pembroke
<b>Zone 7</b>	<a href="#">Darryl Bender</a>	North Bay/Timmins/Sudbury/Sault Ste. Marie/ Thunder Bay/Dryden/Fort Frances/Kenora – The North
<b>Zone 8</b>	<a href="#">Kathy Blake</a>	Head office region

I would like to take this opportunity to welcome Carla to MPAC. I am confident that the new Municipal and Stakeholder Relations team will play a key role in the successful delivery of the 2016 Assessment Update to our municipal, government and business stakeholders. If you have any questions, please do not hesitate to contact me directly or your local Regional Manager.

Yours truly,



Antoni Wisniowski  
President and Chief Administrative Officer

**Copy** All Clerks and Treasurers  
MPAC Board of Directors



MMM Group Limited  
100 Commerce Valley Drive West  
Thornhill, ON Canada L3T 0A1  
t: 905.882.1100 | f: 905.882.0055

www.mmm.ca

September 9, 2015  
16.150021.001.ENV

Mr. David Treen  
Municipal Clerk  
The Corporation of the City of Temiskaming Shores  
Dymond, Haileybury, New Liskeard  
325 Farr Drive  
Haileybury, ON P0J 1K0

Dear Mr. Treen,

**Subject: Replacement of Blanche River Bridge (Site 47-038), Highway 569  
G.W.P. 5163-13-00**

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The Ministry of Transportation (MTO) has retained MMM Group Limited to undertake the detail design and environmental assessment for the replacement of the Blanche River Bridge GWP 5163-13-00 (Site 47-038), located on Highway 569, 10.9 km east of Highway 11. A full road closure is being considered during construction in order to replace the structure on the same road alignment and reduce construction time. A copy of the Notice of Study Commencement, which includes a key plan identifying the location of the structure has been published in the Temiskaming Speaker on Friday September 11, 2015 and is enclosed for your reference.

This study is following the approved planning process for Group 'B' projects under the Class Environmental Assessment (Class EA) for Provincial Transportation Facilities (2000). The Class EA includes public consultation, an assessment of the potential effects of the proposed project and identification of measures required to mitigate any adverse effects. There is the opportunity for public input throughout this process. A Transportation Environmental Study Report (TESR) will be prepared at the end of the study to document the process and results. The TESR will be available for public review. A separate public notice will be published at that time advising the public of the start of the review period and locations where the TESR will be available.

We are interested in hearing your comments on this project. With the exception of personal information, all comments will become part of the public record in accordance with the *Freedom of Information and Protection of Privacy Act* R.S.O., 1990, c.F.31.

If you would like additional information, please contact the undersigned at (905) 882-7225, or by email at [Kleiner@mmm.ca](mailto:Kleiner@mmm.ca).

Yours truly,  
**MMM Group Limited**



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**Mr. Rob Kleine, P.Eng.**  
Manager  
Transportation Highways

C.C. *Melissa Delfino, Project Manager (MTO),  
Jennifer Brownlee, Environmental Planner (MTO);  
Jeff Warren, Environmental Planner (MMM)*

Encl. Notice of Study Commencement

# NOTICE OF STUDY COMMENCEMENT

## Replacement of Blanche River Bridge (Site 47-038), Highway 569 G.W.P. 5163-13-00

### THE STUDY

The Ontario **Ministry of Transportation (MTO)** has retained **MMM Group Limited** to undertake the detail design and environmental assessment for the replacement of the Blanche River Bridge (Site 47-038), located on Highway 569, 10.9 km east of Highway 11. The location of the bridge site is shown in the key plan.

### THE PROCESS

This study is following the approved planning process for Group 'B' projects under the *Class Environmental Assessment (Class EA) for Provincial Transportation Facilities (2000)*. The Class EA includes public consultation, an assessment of the potential effects of the proposed project and identification of measures required to mitigate any adverse effects. There is the opportunity for public input throughout this process (see contact information below). A Transportation Environmental Study Report (TESR) will be prepared at the end of the study to document the process and results. The TESR will be available for public review. A separate public notice will be published at that time advising the public of the start of the review period and locations where the TESR will be available.

### HOW TO COMMENT

We are interested in hearing your comments regarding the study. With the exception of personal information, all comments will become part of the public record in accordance with the *Freedom of Information and Protection of Privacy Act, R.S.O., 1990, c.F.31*.

If you would like to have your name added to the mailing list or to provide comments, please contact:

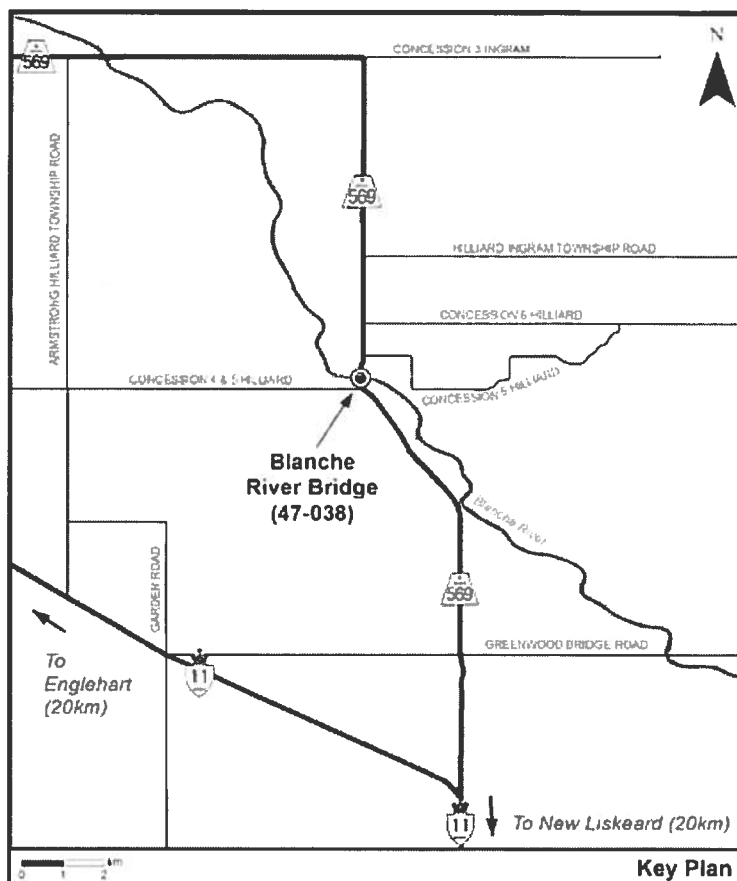
#### **Rob Kleine, P.Eng.**

Manager – Transportation Highways  
MMM Group Limited  
100 Commerce Valley Drive West  
Thornhill, ON L3T 0A1  
tel: 905-882-7225  
fax: 905-882-0055  
e-mail: kleiner@mmm.ca

#### **Melissa Delfino, P.Eng.**

Senior Project Engineer  
Ministry of Transportation, Northeastern Region  
447 McKeown Avenue  
Planning and Design Section, 4th Floor  
North Bay, ON P1B 9S9  
tel: 705-497-6807  
fax: 705-497-5499  
toll-free from 705 area code: 1-800-461-9547  
e-mail: melissa.delfino@ontario.ca

Pour des renseignements en français veuillez communiquer avec M. Marc St. Louis (MMM Group Limited) au tél. : 1 905 882-4211, poste 6378, courriel : st.louism@mmm.ca





For immediate release:

### **Residency Positions Increase in Northern Ontario**

**September 15, 2015 - Kapuskasing, ON** - The Federation of Northern Ontario Municipalities (FONOM) is pleased that the Ministry of Health and Long-Term Care (MOHLTC) has confirmed an increase of five of residency positions in Northern Ontario for 2016.

The Northern Ontario School of Medicine (NOSM) has been instrumental in addressing the continued challenges of providing quality health care in the region by developing a made in the North model of community-engaged medical education.

“Research has shown that students who study and train at NOSM are staying in the North to practice,” says Mayor Alan Spacek of Kapuskasing and President of FONOM. “The impact that NOSM has had on Northern Ontario within the last ten years is truly significant,” continued Spacek.

FONOM had previously advocated for an increase to the number of residency positions at NOSM to ensure that the region continues to be supplied with physicians. Having an adequate number of residency positions has been proven to help train and recruit future health care providers in the region.

“We appreciate that the province is committed to increasing the number of positions in the North,” said Spacek. “Creating opportunities for graduates in the region is an important aspect of increasing access to primary health care for Northerners.”

“Five additional residency spots in the Northern Ontario School of Medicine will make a big difference in improving access to care in Northern Ontario. It also demonstrates our commitment to help regions with a high need for doctors and make evidence-based decisions in health care planning,” stated Dr. Eric Hoskins, Minister of Health and Long-Term Care.

FONOM will continue to work with NOSM to meet the needs of our underserved communities in Northern Ontario.



10d3

EDF EN Canada Development Inc.  
Friday Lake Energy Centre Limited Partnership  
53 Jarvis Street, Suite 300 – Toronto, Ontario M5C 2H2

David Treen  
Clerk  
City of Temiskaming Shore  
P.O. Box 2050  
325 Farr Drive  
Haileybury, ON P0J 1K0

September 11<sup>th</sup>, 2015

Dear David Treen,

Following our first Newsletter distributed a few weeks ago, on which we are glad to say we have received very positive feedback from the community, we wanted to provide you with an update on the Friday Lake Wind Energy Centre Project.

Although development activities continue, we decided not to submit the Project into the LRP I RFP on September 1<sup>st</sup>. We wanted to take more time to continue our development, as much on the technical side as on the consultation one. As we have demonstrated through our diverse consultation tools and documentation, and particularly at our first Public Community Meeting, we have high quality standards and we want to make sure the Project meets them.

We will pursue the feasibility studies and consultation in the coming months and throughout 2016 in preparation for a future procurement.

We thank you for your interest in the Project so far and encourage you to keep providing your feedback through our diverse communication tools (see website, email and phone at the bottom of this page), to be incorporated into the Project's design.

Sincerely,  
The Friday Lake Wind Energy Centre Development Team

Chère David Treen,

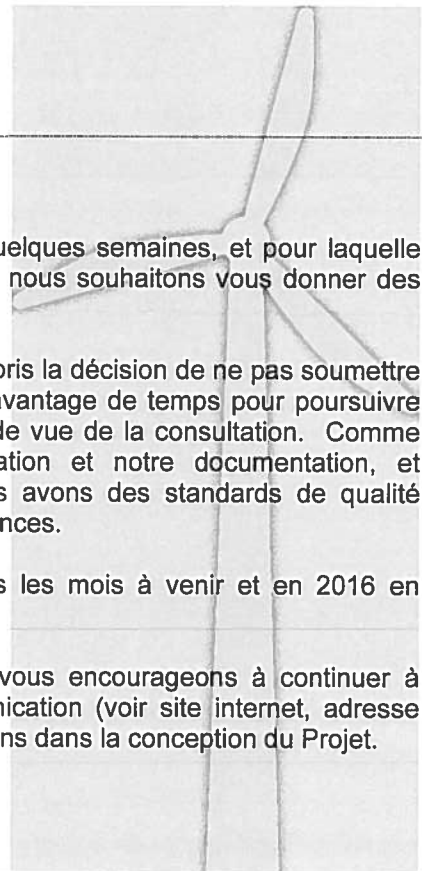
À la suite de notre première Lettre d'Information distribuée il y a quelques semaines, et pour laquelle nous avons reçu des commentaires très positifs de la communauté, nous souhaitons vous donner des nouvelles sur le projet éolien de Friday Lake.

Bien que les activités de développement se poursuivent, nous avons pris la décision de ne pas soumettre le Projet au LRP I RFP le 1<sup>er</sup> septembre. Nous voulons prendre davantage de temps pour poursuivre notre développement, tant du point de vue technique que du point de vue de la consultation. Comme nous l'avons démontré à travers nos divers outils de consultation et notre documentation, et particulièrement à notre première Rencontre Communautaire, nous avons des standards de qualité élevés, et nous voulons nous assurer que le Projet respecte ces exigences.

Nous poursuivrons les études de faisabilité et la consultation dans les mois à venir et en 2016 en préparation d'un futur programme d'approvisionnement.

Nous vous remercions de votre intérêt pour le Projet jusqu'ici et vous encourageons à continuer à communiquer avec nous à travers nos différents outils de communication (voir site internet, adresse courriel et téléphone au bas de cette page), pour que nous les intégrions dans la conception du Projet.

Cordialement,  
L'équipe de développement du projet éolien de Friday Lake



02/6/15

Ministry of Economic  
Development, Employment  
and Infrastructure

Ministère du Développement  
économique, de l'Emploi  
et de l'Infrastructure

Ministry of Research  
and Innovation

Ministère de la Recherche  
et de l'Innovation

Research, Commercialization and  
Entrepreneurship Division

Division de la recherche, de la  
commercialisation et de l'entrepreneuriat

56 Wellesley Street West, 5th Floor  
Toronto ON M7A 2E7

56, rue Wellesley Ouest, 5<sup>e</sup> étage  
Toronto ON M7A 2E7



Friday, September 18, 2015

Attn: Ms. Karen Beauchamp

As you may be aware, on May 5, 2015, the Ontario government announced the renewal of the Youth Jobs Strategy as part of the 2015 Ontario Budget, including continuation of the Summer Company and Starter Company programs.

Over the coming weeks, Ministry staff will be working with your Small Business Enterprise Centre to amend existing program agreements and begin planning for the next stage in our ongoing relationship to provide services for local entrepreneurs and small business owners.

To assist with a smooth transition, we have developed the attached questions and answers. For additional information or questions, please feel free to contact your Regional Advisor (contact information is included under question #8).

We appreciate your continued commitment to serve Ontario's entrepreneurs and the small business community and value your membership in the Ontario Network of Entrepreneurs.

Sincerely,

A handwritten signature in black ink, appearing to read "Carrie Burd".

Carrie Burd  
Director, Entrepreneurship  
Research, Commercialization and Entrepreneurship Division  
Ministry of Economic Development, Employment and Infrastructure | Ministère du  
Développement économique, de l'Emploi et de l'Infrastructure  
Ministry of Research and Innovation | Ministère de la Recherche et de l'Innovation  
56 Wellesley Street West, 5<sup>th</sup> Floor  
Toronto, ON M7A 2E7  
Phone: 416-314-3809 E-mail: [carrie.burd@ontario.ca](mailto:carrie.burd@ontario.ca)  
Websites: [Ontario.ca/economy](http://Ontario.ca/economy) and [Ontario.ca/innovation](http://Ontario.ca/innovation)

Enclosure: Q&A

cc:// SBEC Office Managers

Regional Advisors - MEDEI - Nick Buncic

Regional Advisors - MNM - Pierre Seguin, Kara McCaig

MINISTRY OF ECONOMIC DEVELOPMENT, EMPLOYMENT & INFRASTRUCTURE /  
MINISTRY OF RESEARCH & INNOVATION

Questions & Answers: Program Agreement Implementation

September 18, 2015

**Q.1 Why are program agreements being amended?**

A.1 Agreements must be amended in order to meet the expectations of the renewed Youth Jobs Strategy.

**Q.2 What does this process mean for Starter Company?**

A.2 Agreements will **be amended to increase client targets and improve program outcomes**. Funding to deliver the program will be amended accordingly, and a new agreement term will be established.

**Q.3 What does this process mean for Summer Company?**

A.3 Funding to deliver the program will be **changed from a services rendered invoice to a transfer payment agreement**. Funding will be allocated in accordance with the summer 2016 target, and a 1 year agreement term will be established.

In addition, from an operations perspective, Small Business Enterprise Centres will take full responsibility for approving program participants. This new process will eliminate the business plan reviews traditionally undertaken by the Ministry, thus speeding up the process and ensuring that participants receive their grants faster and move on to starting their business.

For the 2016 program, the grant administration responsibility will remain with the Ministry.

**Q.4 When will these changes take effect?**

A.4 **Starter Company:** Ministry staff is currently working with your Small Business Enterprise Centre to finalize the Starter Company amendments. **Amendments will be provided over the next six weeks to input revised schedules, for review and legal signature.**

We understand that some RGAs are running short of funding and will prioritize these agreements.

**Summer Company:** Ministry staff is currently developing the transfer payment agreement and any necessary operating adjustments. **Agreements will be sent out in early November for legal signature** in advance of the program launch in January.

We appreciate your quick attention in executing the agreements to mitigate any program disruption.

**Q.5 Will this process affect the relationship between the Small Business Enterprise Centres and the Ministry?**

A.5 No. While program agreements are being updated the Ministry of Economic Development, Employment & Infrastructure / Ministry of Research & Innovation will continue to fund the Small Business Enterprise Centres in Southern Ontario in accordance with the current core funding agreements. The Ministry of Northern Development and Mines will continue to provide core funding for the Small Business Enterprise Centres in Northern Ontario.

**Q.6 We understand a portion of the funding used to operate the former Ontario Self-Employment Benefits program will be transferred from the Ministry of Training Colleges and Universities to the Ministry of Economic Development, Employment and Infrastructure in 2016/17. Will this be part of this process?**

A.6 No. Program agreements are affected by the Youth Jobs Strategy investment only.

**Q.7 What is the status of the funding being transferred from the Ministry of Training, Colleges, and Universities?**

A.7 Ministry staff is currently working on options to integrate the new funding into our program offerings, when it becomes available in 2016/17.

The Ministry looks forward to engaging with you on how to best serve local entrepreneurs and small business in your community in the future.

**Q.8 Who can I contact for additional information?**

A.8 Questions about your core funding agreement can be sent to Lyn Doering, Manager, Entrepreneurship Branch at [lyn.doering@ontario.ca](mailto:lyn.doering@ontario.ca).

For program and operations questions, please contact your Regional Advisor:

Central:	Yulia Rzhenichev	<a href="mailto:yulia.rzhenichev@ontario.ca">yulia.rzhenichev@ontario.ca</a>
Southwest:	Phil Wood	<a href="mailto:philipp.wood@ontario.ca">philipp.wood@ontario.ca</a>
East:	Dan Humphries	<a href="mailto:dan.humphries@ontario.ca">dan.humphries@ontario.ca</a>
North:	Nick Buncic	<a href="mailto:nick.buncic@ontario.ca">nick.buncic@ontario.ca</a>

For information on core funding in Northern Ontario, please contact:

Pierre Seguin, Northern Development Advisor ([pierre.seguin1@ontario.ca](mailto:pierre.seguin1@ontario.ca)) or Kara McCaig, Northern Development Officer ([kara.mccaig@ontario.ca](mailto:kara.mccaig@ontario.ca))





**Dave Treen**

---

**From:** Rose, Kim (MNR) <Kim.Rose@ontario.ca>  
**Sent:** September-23-15 8:41 AM  
**Subject:** Invitation to Provide Feedback: Review of Ontario Forest Tenure Models

RECEIVED

SEP 23 2015

**Ministry of Natural Resources  
and Forestry**

Office of the  
Assistant Deputy Minister  
Forest Industry Division

Roberta Bondar Place  
Suite 610  
70 Foster Drive  
Sault Ste. Marie ON  
P6A 6V5  
Tel: 705-945-6767  
Fax: 705-945-5977

**Ministère des Richesses naturelles  
et des Forêts**

Bureau du  
sous-ministre adjoint  
Division de l'industrie forestière

Place Roberta Bondar  
Bureau 610  
70, promenade Foster  
Sault Ste Marie (Ontario)  
P6A 6V5  
Tél.: 705-945-6767  
Télééc.: 705-945-5977



September 18, 2015

MNR119AC-2015-2

Dear Stakeholder:

In 2009, Ontario began the process of modernizing the system that governs who manages Crown forests and how companies get wood. Forest tenure modernization is a long-term commitment, carefully considering the interests of local communities, the forest industry, Aboriginal peoples, and other stakeholders. The purpose of this letter is to let you know about the process the Ministry of Natural Resources and Forestry (MNR) is undertaking leading up to the review of Ontario forest tenure models.

Forest tenure modernization is about supporting the growth of the forestry industry and job creation. The objectives also include more meaningful involvement of local and Aboriginal communities in the management of local forests, and more access to wood for more companies, including new entrants to the industry.

As such, the plan to modernize forest tenure involves the transition to new, more inclusive tenure models to govern the business of forestry in Ontario. This includes:

- Local Forest Management Corporations (LFMCs)
- Enhanced Sustainable Forest Licences (ESFLs)

There are various forest tenure models in Ontario including shareholder SFLs, single entity SFLs, Crown managed forests, Algonquin Forest Authority, and those under development. A review will help to assess the performance and effectiveness of th

that feedback must be received by October 16, 2015. You can also contact one of the Oversight Group members if you have any questions. Nancy Houle, MNRF's Tenure Modernization team member will also be happy to answer questions. She can be reached at [nancy.houle@ontario.ca](mailto:nancy.houle@ontario.ca) or by calling (705)755-1346.

Both the Oversight Group and my staff are committed to keeping interested parties informed about the Review. I look forward to sending you more information as this project proceeds.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kathleen McFadden', with a wavy, cursive style.

Kathleen McFadden  
Assistant Deputy Minister  
Forest Industry Division

## FOREST TENURE MODERNIZATION OVERSIGHT GROUP

The membership of the Oversight Group is made up of representatives from the forest sector, local communities, First Nations, non-status communities, Metis, as well as academia. Current members are:

Roger Barber	Resolute Forest Products	807-475-2212	<a href="mailto:roger.barber@resolutefp.com">roger.barber@resolutefp.com</a>
Leigh Colpitts	Ministry of Natural Resources and Forestry	705-945-6610	<a href="mailto:Leigh.colpitts@ontario.ca">Leigh.colpitts@ontario.ca</a>
Robert Craftchick	Algonquins of Ontario	613-637-1453	<a href="mailto:algonquintbay@hotmail.com">algonquintbay@hotmail.com</a>
Grant Goodwin	Nawiinginokiima Forest Management Corporation	807-826-3875	<a href="mailto:grant.goodwin@nfmforestry.ca">grant.goodwin@nfmforestry.ca</a>
Faye Johnson	Ministry of Natural Resources	705-945-5860	<a href="mailto:Faye.johnson2@ontario.ca">Faye.johnson2@ontario.ca</a>
Shashi Kant	Faculty of Forestry, University of Toronto	416-978-6196	<a href="mailto:shashi.kant@utoronto.ca">shashi.kant@utoronto.ca</a>
Colin Lachance	Nishnawbe Aski Nation	819-360-6725	<a href="mailto:colinlachance@msn.com">colinlachance@msn.com</a>
Desneiges Larose	Collège Boréal	705-372-3848	<a href="mailto:deslarose@gmail.com">deslarose@gmail.com</a>
Christine Leduc	Ontario Forest Industries Association	416-368-3827	<a href="mailto:cleduc@ofia.com">cleduc@ofia.com</a>
Kathleen McFadden	Ministry of Natural Resources and Forestry	705-945-6767	<a href="mailto:Kathleen.mcfadden@ontario.ca">Kathleen.mcfadden@ontario.ca</a>
Susan Millson	Millson Forestry Service	705-264-3426	<a href="mailto:millsonforestry@gmail.com">millsonforestry@gmail.com</a>
Louise Montague	Westwind Forest Stewardship Inc.	705-378-4371	<a href="mailto:louisemontague@sympatico.ca">louisemontague@sympatico.ca</a>
Jeff Muzzi	Ensyn Technologies Inc.	613-277-8237	<a href="mailto:jmuzzi@ensyn.com">jmuzzi@ensyn.com</a>
Jeffrey Ross	Grand Council Treaty #3	807-548-4214	<a href="mailto:Tpu.director@treaty3.ca">Tpu.director@treaty3.ca</a>
Al Thorne	Tembec	705-360-1280	<a href="mailto:Alan.Thorne@tembec.com">Alan.Thorne@tembec.com</a>
Brian Tucker	Métis Nation of Ontario	807-274-1386	<a href="mailto:BrianT@metisnation.org">BrianT@metisnation.org</a>
Ed Wawia	Union of Ontario Indians	807-887-2510	<a href="mailto:ewawia@shaw.ca">ewawia@shaw.ca</a>
Roger Wesley	Community Representative	705-221-6070	<a href="mailto:wesleyroq@hotmail.com">wesleyroq@hotmail.com</a>

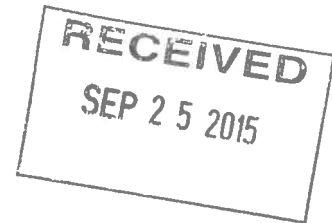
# TIMISKAMING FIRST NATION

24, Algonquin Avenue  
Notre-Dame-du-Nord, QC



Tel : (819) 723-2335

Fax: (819) 723-2353



Wednesday, September 16, 2015

## **SUBJECT: COMMUNITY COVERED RINK – REQUEST FOR FINANCIAL ASSISTANCE**

Good day,

I would like to begin by saying that, it's very important that we support our Youth and the well-being of our community and this is why we are seeking financial assistance to help expand our existing rink which in turn would promote healthy lifestyles for all.

The importance of recreation and culture play, contribute to the quality of life of individuals and the community as a whole. Furthermore, studies show that investment in youth recreational facilities increases self-esteem, improves health, lowers crime rates, and many more positive attributes.

Timiskaming First Nation's plan is to enclose the existing covered rink and build an arena (Recreational Facility). This has been a long-time dream for us and we've been working diligently at saving and working with our funding agencies to achieve our financial goal. We are almost there and with the help of our sponsors and our funding agencies we can finally make this project a reality.

In closing, this project means a great deal to our community and if you require further information about the project, please contact us anytime. We would like to thank you in advance for your time and consideration.

Sincerely,

Kelly Bahm,  
TFN Finance Director

Mr. Mayor.

Sept,26,2015-

I am writing this letter regarding my concern over the practice of the city crew dumping debris and unwanted filling in the field at the end of Bay st. This field is being used as a trailer parking during the Bikers Reunion. The city crew dump there spring summer and winter then waste employees and equipment (trucks, loader and even contractor equipment) to remove these dumping elsewhere. I would say that is a waste of funds from the city coffers. These waste material could be brought at the proper location right away when loaded from wherever. Also these waste are dumped there at all hours even at night or early morning (3.00 a.m to 5.00 a.m.) causing all kind of noise with their back-up alarms and box doors slamming against the truck box. You should realize that is a senior citizens area with three senior building there. I think it is disrespectful to these people since most are light sleeper and easily awaken.

I hope you and your council will listen to my request to stop this procedure.

Respectfully yours Norm Fortin

154 Market St. apt. 214





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

Thursday, July 9<sup>th</sup>, 2015 – 9:30 A.M.

Haileybury Boardroom – City Hall

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**MINUTES**

**1. CALL TO ORDER**

- Meeting called to order at 9:33 A.M.

**2. ROLL CALL**

MEMBERS:

Réjeanne Massie - Chairperson     Anne-Denise Mejaki – Vice-Chairperson

Mike McArthur (Councillor)     Rebecca Desmarais

Stephanie King-McLaren

SUPPORT STAFF:

Courtney Tresidder, Cultural Coordinator

James Franks, Economic Development Officer

- Guests: None.

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

- Addition of 8.3 Culture Days – Advertising/Publicity (Courtney Tresidder)
- Addition of 8.4 Felicity Buckell (Réjeanne Massie)

**4. APPROVAL OF AGENDA**

Moved by: Rebecca Desmarais

Seconded by: Mike McArthur

Be it resolved that:

- The agenda for the July 9<sup>th</sup>, 2015 South Temiskaming Cultural Sustainability Project Committee (STCSP) meeting be approved as printed / amended.

CARRIED

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

- Anne-Denise Mejaki declared conflict and will not participate in nor vote on item 6.1 “Review and Adoption of Previous Minutes - Closed Session”.

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

### **6.1 Closed Session**

Moved by: Rebecca Desmarais

Seconded by: Mike McArthur

Be it resolved that the STCSP committee agrees to convene in Closed Session at 9:37 A.M. to discuss the following matter:

- a) The April 15<sup>th</sup>, 2015 South Temiskaming Cultural Sustainability Project Committee meeting Closed Session Minutes.

CARRIED

### **6.2**

Moved by: Anne-Denise Mejaki

Seconded by: Mike McArthur

Be it resolved that:

- The Minutes for the April 15<sup>th</sup>, 2015 South Temiskaming Cultural Sustainability Project Committee meeting be approved as printed / amended.
- The Minutes for the June 3<sup>rd</sup>, 2015 South Temiskaming Cultural Sustainability Project Committee meeting be approved as printed / amended.

CARRIED

## **7. Follow-up business**

### **7.1 Cultural Passport**

- Verbal update by the Cultural Coordinator, Economic Development Officer and Chairperson. Cultural Coordinator, Courtney Tresidder explained to the committee that a meeting was held in Ville-Marie on June 15, 2015 between herself, Jany-France Rheault (Village Noel Intern) and Simon Laquerre (Outdoor Tourism Officer – Société de développement du Témiscamingue) to discuss the possibility of a Cultural Passport collaboration project between both sides of Lake Temiskaming. The vision of the project was not clear and the usefulness of a passport was questioned during this meeting.
- Economic Development Officer, James Franks noted that the vision/goal would be to highlight cultural organisations and groups in the area which have members and/or staff



present to stamp and/or sign the passport. The goal is to generate revenue for the region's cultural sector.

- A discussion was had and it was suggested that the organisations highlighted within the passport could also highlight local landmarks, monuments, etc. that do not necessarily host members or staff to sign/stamp the passport.
- STCSP committee members discussed potentially including the Lake Tour in this cultural passport project.

Moved by: Mike McArthur

Seconded by: Anne-Denise Mejaki

Now therefore it be resolved that the STCSP committee agrees to approach the Lake Tour committee to add two extra pages to their booklet that highlight the cultural sector in the region, to investigate the pricing of this project, and to bring the results back to the STCSP committee, once ready. Prizes shall be discussed at a future meeting.

CARRIED

## **7.2 Booklet – Chamber of Commerce, “Tourism Information Package”**

- Verbal update by the Cultural Coordinator, Courtney Tresidder and Economic Development Officer, James Franks. It was noted that due to time constraints, the updated version of the “Things to do in Temiskaming” brochure was not printed, as requested at the June 3<sup>rd</sup> 2015 STCSP committee meeting. Barry Phippen, organiser of the Bikers Reunion did not agree to placing the already-printed (2014 version) booklets in the information packages for the event's participants, but they were displayed and handed out at a Bikers Reunion information booth. 2000 copies of the updated (2015) version of the booklet, “Tourism Information Package”, are currently being printed by One on One Printing and should be ready within the next two weeks.

## **7.3 Foundation Search**

Moved by: Mike McArthur

Seconded by:

Whereas Foundation Search is an online tool utilized to navigate through a vast range of funding opportunities that exist within Canada, and

Whereas an informative tutorial has been given to the Cultural Coordinator by Fiona Barry of Foundation Search on June 8<sup>th</sup>, 2015, and

Whereas Foundation Search would prove to be useful towards cultural organisations within the South Temiskaming district, and

Whereas the price of a one-year membership to Foundation Search is at the value of \$3,995, and

Whereas the current Cultural Coordinator's term comes to an end on May 20<sup>th</sup>, 2016.

Now therefore it be resolved that the STCSP committee agrees to purchase a one-year membership to Foundation Search immediately, and to delegate the responsibilities of communicating this tool to cultural organisations and aiding in grant application to the Cultural Coordinator.

DEFEATED

#### **7.4 Purchase of Sign, “Supported by: South Temiskaming Cultural Sustainability Project”**

- Verbal update by the Cultural Coordinator, Courtney Tresidder: Three companies within Temiskaming Shores and two regional companies outside of Temiskaming Shores were approached to fabricate the ‘supported by: South Temiskaming Cultural Sustainability Project’ sign and only one has agreed to potentially go forward with the project – Deep Water Designs in Cobalt. Unfortunately, a proof, nor an invoice has yet to be sent.
- STCSP committee members suggested to the Cultural Coordinator to provide Deep Water Designs with a deadline (Wednesday, July 15<sup>th</sup>) and if that deadline cannot be met, to approach Fotoshop in New Liskeard.

#### **8. New business**

##### **8.1 Scheduling of Cultural Roundtable**

- Cultural Coordinator explains this item has been coloured in red due to the fact that no updated Work Plan has been received to-date from Millier Dickinson Blais.

Moved by: Mike McArthur

Seconded by: Anne-Denise Mejaki

Now therefore it be resolved that the STCSP committee agrees to defer the scheduling of the next Cultural Roundtable to the next STCSP committee meeting on August 13, 2015.

CARRIED

##### **8.2 Support Criteria List**

- Amendments:
  - #1: omit ‘as opposed to an individual or a business’
  - #6: omit the word ‘project’ and instead, add ‘advertising costs’; add ‘for proposed project or program’ after the word ‘training’.
  - #7: omit the words ‘group/organisation’ and add ‘project or program’

Moved by: Rebecca Desmarais

Seconded by: Anne-Denise Mejaki

Whereas The South Temiskaming Cultural Sustainability Project has access to funding for advertisement costs through the Culture Development Fund, and

Whereas the former Cultural Coordinator had created a 'Support Request Criteria List', applying to all requests to the STCSP through the Culture Development Fund.

Now therefore be it resolved that the STCSP committee approves the implementation of the 'Support Request Criteria List', as amended, for all future funding requests.

CARRIED

### **8.3 Culture Days – Advertising/Publicity**

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 the Federal Government created the *Culture Days* Program to promote awareness of the importance of culture across Canada, and

Whereas the Ontario Arts Council requested the City of Temiskaming Shores to support *Culture Days* through advertisement, and

Whereas the STCSP committee agreed, on September 9<sup>th</sup>, 2014, to support advertisement for Culture Days through *CJTT FM* at a cost of 434.25\$, *Le Reflet* at a cost of 200.00\$, *The Speaker/The Weekender* at a cost of 467.77\$, and CKVM with a budget of 300.00\$, and

Whereas the total estimated cost for advertising (CJTT FM, The Speaker/The Weekender, Le Reflet), not including a quote from CKVM and not including the requested banners by Culture Days 2015 is \$1,261.62.

Now therefore be it resolved that the STCSP committee agrees to support advertisement for Culture Days – District of Timiskaming (2015) with a budget of \$1,500.00.

CARRIED

### **8.3 Felicity Buckell**

Moved by: Rebecca Desmarais

Seconded by: Anne-Denise Mejaki

Whereas Millier Dickinson Blais has hired a local consultant, Felicity Buckell, to provide input in creating the Regional Cultural Sustainability Plan, and

Whereas Felicity Buckell could provide valuable information to the STCSP agenda.

Now therefore be it resolved that the STCSP committee agrees to invite Felicity Buckell to all future STCSP committee meetings as a non-voting member without permission to participate in Closed Sessions.

CARRIED

## 9. Reports by committee members

- **Courtney Tresidder: Temiskaming Volunteer Fair**

The Temiskaming Volunteer Fair seemed to be well received both in attendance and by exhibitors. A survey was sent to exhibitors after the event and the response was positive, overall. Another Volunteer Fair (along for Get Moving Timiskaming) is scheduled for June 4, 2016 and though the Cultural Coordinator's contract will have ended by that date, she has made herself available for that day, should she still be residing in the area.

- **Courtney Tresidder: Social Media Workshops**

Two social media workshops were held: Beginner's Workshop on Wednesday, June 24 and Intermediate Level Workshop on Thursday, June 25. Courtney Tresidder and Brad Hearn from the Information Technology department at City Hall hosted them together. Five were in attendance to the Beginner's workshop and five attended the Intermediate. The STCSP committee feels the turnout was very positive.

- **James Franks: HR North**

HR North is a not-for-profit company whose goal is to aide Northern Ontario businesses in filling vacant positions. They have teamed up with Skills International, which comes to no cost to a company – potential immigrants who are interested in participating in a Skills International program must pay approximately \$9,000. Skills International guides immigrants through the process of becoming Canadian citizens and helps them find work relevant to their skill sets.

- **Additional Comments**

Anne-Denise Mejaki expressed a vision in holding City-assisted events on Sundays at the New Liskeard Waterfront during the summer. Members of the STCSP committee responded well but it was noted that resources may be difficult to obtain. This item is to be put on a future agenda.

## 10. SCHEDULING OF MEETINGS

- The STCSP committee agreed, on June 3<sup>rd</sup>, 2015, to meet on the following dates:
  - August 13<sup>th</sup>, 2015 at 9:30 AM
  - September 10<sup>th</sup>, 2015 at 9:30 AM

## 11. ITEMS FOR FUTURE MEETINGS

- The 'Francophone and Indigenous Cultural-Linguistic Frameworks' presentation has been cancelled. Stephanie King-McLaren has been requested by the STCSP committee to

prepare a presentation for a future Cultural Roundtable on the topic of Algonquin culture. The presentation outline and time limit should first be approved by the STCSP committee, before being presented to said Cultural Roundtable.

## **12. OUTSTANDING ITEMS**

- September 10<sup>th</sup> agenda: Social Media Workshops

## **13. ADJOURNMENT**

Moved by: Mike McArthur

Seconded by: Rebecca Desmarais

Be it resolved that:

- STCSP adjourns at 11:04 A.M.

CARRIED



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

Thursday, August 13th, 2015 – 9:30 A.M.

Haileybury Boardroom – City Hall

---

**MEETING NOTES**

**1. CALL TO ORDER**

- Meeting called to order at 9:40 A.M.

**2. ROLL CALL**

MEMBERS:

- Réjeanne Massie - Chairperson     Anne-Denise Mejaki – Vice-Chairperson  
 Mike McArthur (Councillor)     Rebecca Desmarais  
 Stephanie King-McLaren

SUPPORT STAFF:

- Courtney Tresidder, Cultural Coordinator  
 James Franks, Economic Development Officer
- Guests: Felicity Buckell (Local consultant, Millier Dickinson Blais); Karen Beauchamp (Director of Community Growth and Planning at City of Temiskaming Shores).

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

- None.

**4. APPROVAL OF AGENDA**

Be it resolved that:

- The agenda for the August 13<sup>th</sup>, 2015 South Temiskaming Cultural Sustainability Project Committee (STCSP) meeting be approved as printed / amended.

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

- None.

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

Quorum was not met, therefore the Minutes for the July 9<sup>th</sup>, 2015 South Temiskaming Cultural Sustainability Project Committee meeting are to be approved as printed / amended at the next South Temiskaming Cultural Sustainability Project committee meeting on September 10<sup>th</sup>, 2015.

## **7. Follow-up business**

### **7.1 Cultural Passport**

- Verbal update by members of the Lake Tour committee (James Franks, Réjeanne Massie).

Members of the Lake Tour committee were not present and therefore no update was provided. Present committee members encourage Cultural Coordinator to follow up with Lake Tour committee members to inquire about advertisement deadlines. A new update will be provided at the September STCSP committee meeting.

### **7.2 Purchase of Sign, “Supported by: South Temiskaming Cultural Sustainability Project”**

- Verbal update by the Cultural Coordinator.

The sign has been created by Deep Water Design & Print and has been present at several editions of Art in the Park, presented by the Temiskaming Art Gallery. ‘Art in the Park’, ‘Jim & Sue Waddington’ and ‘This event’ signs have been created to accompany the main ‘supported by...’ sign. The signs are all fully bilingual.

### **7.3 Scheduling of Cultural Roundtable**

As per the recommendation of Jason Dias, project manager for the Regional Cultural Sustainability Plan development by Millier Dickinson Blais, the cultural roundtable is set to be scheduled for Wednesday, September 30<sup>th</sup> from 6:00 P.M. to 9:00 P.M. The location is to be determined, but the Cultural Coordinator will advise STCSP committee members (and individuals, groups and organisations belonging to the cultural sector) as soon as details have been finalised. The September Cultural Roundtable will be in conjunction with Millier Dickinson Blais’ Launch Event/Community Forum.

## **8. New business**

### **8.1 Social Media Hardware Requests**

Quorum was not met, therefore this item is to be further discussed and decided upon at the September 10<sup>th</sup> meeting.

A discussion was had amongst committee members, support staff and visitors and several questions were raised regarding this agenda item. First of all, it was determined that the term 'culture' needed to be more specifically defined. It was also noted that the intention of the use of the hardware, initially, was to engage cultural groups primarily in social media. Individuals present at this STCSP committee meeting questioned whether allocating a laptop to the Haileybury Food Bank for purposes other than social media met the Project's mandate.

## **8.2 Canada 150 Mosaic**

Quorum was not met, therefore this item is to be further discussed and decided upon at the September 10<sup>th</sup> meeting.

A discussion was had amongst committee members, support staff and visitors. A request was put in for the Cultural Coordinator to further investigate whether this opportunity could be suitable for a community project with the financial collaboration of several local associations, instead of bringing this forward to Council to have it paid for entirely by the City.

## **8.3 Photo Contest: #TemShoresCulture**

- Verbal update by the Cultural Coordinator.

The Cultural Coordinator was in contact with Lois Weston-Bernstein of the Chamber of Commerce to talk about the idea of creating a hashtag on social media (Twitter, Instagram, Facebook) that allows the community to express what culture in South Temiskaming means to them. This would allow the community to get thinking about culture in our region. A photo contest could be held, and the Cultural Coordinator could select finalists based on the navigation of this hashtag throughout social media platforms. It was discussed that photos could also be submitted to the Cultural Coordinator by e-mail. It was questioned whether this idea was more geared toward professional photographers, or if it should be open to the public. The feedback regarding this project among those present at this STCSP meeting was positive, overall.

## **8.4 Training/Workshop Opportunities in South Temiskaming**

- Verbal update by the Cultural Coordinator.

The Town of Cobalt approached the Cultural Coordinator recently about providing another round of social media workshops to cultural organisations in the region. Candice Bedard of the Town of Cobalt offered a centre in Cobalt to host this round of workshops. They would, of course, still be open to all cultural organizations in the South Temiskaming region. The tentative date for these workshops is in late September.

It was expressed that there remains funding to bring professionals to the cultural sector in order to provide training/workshops as it pertains to cultural sustainability in South Temiskaming. A discussion was had and it was noted that all potential expenses regarding this matter should be approved and advised by the STCSP committee; the committee should be made aware of any money spent on training (and advertising).



## 9. Reports by committee members

- **Courtney Tresidder: Ontario Tourism Marketing Partnership Corporation – Lake Temiskaming Boating Project; Presentation of video trailer.**

The Cultural Coordinator took part, in late July, in a boating video project in the Temiskaming (Ontario) and Témiscamingue (Québec) regions; highlighting Lake Temiskaming as an excellent hub for boaters. The video is set to be released around August 15 and it will primarily be circulated via social media.

## 10. SCHEDULING OF MEETINGS

- The STCSP committee agreed, on June 3<sup>rd</sup>, 2015, to meet on the following date:
  - **September 10<sup>th</sup>, 2015 at 9:30 AM**
- The STCSP committee agreed, on August 13th, 2015, to meet on the following dates:
  - **October 8th, 2015 at 9:30 AM**
  - **November 12th, 2015 at 9:30 AM**
  - **December 10th, 2015 at 9:30 AM**

## 11. ITEMS FOR FUTURE MEETINGS

- The 'Francophone and Indigenous Cultural-Linguistic Frameworks' presentation has been cancelled. Stephanie King-McLaren has been requested by the STCSP committee to prepare a presentation for a future Cultural Roundtable on the topic of Algonquin culture. The presentation outline and time limit should first be approved by the STCSP committee, before being presented to said Cultural Roundtable in the spring of 2016.

## 12. OUTSTANDING ITEMS

- All items not passed at present meeting. (items **6.1 Review and Adoption of Previous Minutes**; **8.1 Social Media Hardware Requests** and **8.2 Canada 150 Mosaic**)

## 13. ADJOURNMENT

Moved by: Mike McArthur

Seconded by: Anne-Denise Mejaki

Be it resolved that:

- STCSP adjourns at 10:32 A.M.

CARRIED

RECEIVED  
SEP 16 2015

# HAILEYBURY FOOD BANK REPORT

MEMO TO: MAYOR CARMAN KIDD & ALL  
COUNCILLORS OF TEMISKAMING SHORES

COPY TO: LIEUTENANTS RANDY & ANNE HOLDEN  
SALVATION ARMY

COPY TO: FATHER WAYNE MILLS, TEMISKAMING  
PASTORAL COMMITTEE

SECOND QUARTER: APRIL, MAY JUNE, 2015

DATE	NUMBER HOUSEHOLDS	NUMBER ADULTS	CHILDREN UNDER 16	NUMBER OF BAGS	EXTRAS
TOILETRIES ALL MONTH:					
APRIL 2,	11	18	5	132	EGGS, TURKEY
APRIL 9	9	13	7	103	HAM/TURKEY
APRIL 16	15	30	9	166	CHEESE, EGGS
APRIL 23	8	12	2	85	CHICKEN, POTATOES
APRIL 30	==	==	==	==	NIL
	---	---	---	---	
SUB TOTAL: 43		73	23	486	
MAY 7	12	20	8	140	HAM CHEESE
MAY 14	18	29	10	195	HAMBURG, POTATOES
MAY 21	9	15	2	87	HAM, BACON, EGGS
MAY 28	6	7	3	57	EGGS, GR BEEF
	----	---	---	---	
SUB TOTAL: 45		71	23	479	
JUNE 4	10	16	13	120	POTATOES, EGGS
JUNE 11	17	30	4	178	POTATOES, CHEESE
JUNE 18	16	24	4	178	AS ABOVE
JUNE 25	12	21	7	139	CHICKEN
	---	---	---	---	
SUB TOTAL 55		91	28	615	
TOTALS:	143	235	74	1580	..2

HAILEYBURY FOOD BANK (2)  
REPORT

APRIL, MAY, JUNE 2015

HOUSEHOLDS: ADULTS CHILDREN BAGS EXTRAS  
UNDER 16

PLEASE NOTE; NEW CLIENTS, APRIL 2, MAY 7, JUNE 8 - 17

RESPECTFULLY SUBMITTED THIS 8<sup>TH</sup> DAY OF SEPTEMBER, 2015

*Patricia Wilson*

PATRICIA WILSON, HAILEYBURY FOOD BANK COMMITTEE

C.C. TAMMIE CALDWELL, DIRECTOR, LEISURE SERVICES  
CLAIRE HENDRIKX, TEMISKAMING FOUNDATION  
KELLY KRAMP, CHAIRMAN, TEMISKAMING FOOD ACTION,

HAILEYBURY FOOD BANK

VOLUNTEER HOURS

SECOND QUARTER

APRIL, MAY, JUNE, 2015

2015

APRIL

116

36

SPEAKER FOOD DRIVE

33

EARLTON FARM SHOW

49

CJTT, LIFESTYLES

---

**234**

MAY

90

JUNE

96 ½

15

M.N.R. FOOD DRIVE

24 ½

COCHRANE REGIONAL FOOD

----

136

TOTAL:

460 HOURS

RESPECTFULLY SUBMITTED:

THIS 8TH<sup>H</sup> DAY OF SEPTEMBER, 2015

*Patricia Wilson*  
PATRICIA WILSON, HAILEYBURY FOOD BANK COMMITTEE

HAILEYBURY FOOD BANK (2)

SEPTEMBER 8, 2015

VOLUNTEER HOURS

C.C. TO: MAYOR CARMAN KIDD & COUNCILLORS.

TAMMIE CALDWELL, DIRECTOR, LEISURE SERVICES

LIEUTENANTS RANDY & ANNE HOLDEN, SALVATION ARMY

FATHER WAYNE MILLS, TEMISKAMING PASTORAL COMMITTEE

CLAIRE HENDRIKX, TEMISKAMING FOUNDATION

KELLY KRAMP, CHAIRMAN, BY EMAIL

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

Thursday, July 16th, 2015  
Council Chambers, Township of Armstrong  
Earlton, Ontario

**Attendance:** Pauline Archambault, Morgan Carson, Marc Robillard,  
Doug Metson, Bryan McNair, Danny Whalen, Ron Vottero,  
Dominique Nackers(Armstrong Twp.), Harold Cameron, Sheila Randell

**Guests:** Darlene Wroe (Speaker)

**Absent :** Robert Ethier, Ken Laffrenier, Barbara Beachey, Debbie Veerman, Charlie Codd,  
Representatives from Cobalt and James

**1. Welcome - Meeting called to order**

Moved by: Doug Metson

Seconded by: Bryan McNair

BE IT RESOLVED THAT "the meeting of July 16th, 2015, be called to order  
at 7:00 p.m, by Acting Chairman, Marc Robillard."

Carried

**2. Attendance was taken.**

**3. Approval of Agenda**

Moved by: Bryan McNair

Seconded by: Doug Metson

BE IT RESOLVED THAT "the Agenda be approved as presented."

Carried

**4. Minutes of last Meeting**

Moved by: Doug Metson

Seconded by: Bryan McNair

BE IT RESOLVED THAT "the Minutes of the meeting held June 18th, 2015, be adopted  
as presented."

Carried

**5. Errors or Omissions**

There were no errors or omissions.

6. **Business Arising from the Minutes**  
There was no Business arising from the minutes.

7. **Closed Session**  
There was no Closed Session.

8. **Committee Reports**

(i) Finance Committee  
Moved by: Bryan McNair  
Seconded by: Doug Metson

BE IT RESOLVED THAT "the report of the Finance Committee for the month of June 2015 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  
Pauline presented a report on the hiring of Cara West, and that Harold is to proceed with training her on her Restricted Operator Certificate (Radio) and Airside Vehicles Operators Permit.  
Moved by : Danny Whalen  
Seconded by: Pauline Archambault  
BE IT RESOLVED THAT "the report for the Human Resources Committee be adopted as presented and attached hereto forming part of these Minutes."

Carried

9. **Correspondence**

Moved by: Danny Whalen  
Seconded by: Ron Vottero  
BE IT RESOLVED THAT "the Correspondence for June 2015 be filed."

Carried

10. **Manager's Report**

Moved by: Dominique Nackers  
Seconded by: Morgan Carson  
BE IT RESOLVED THAT "the Manager's Report for the month of June 2015, be adopted as presented, and attached hereto forming part of these Minutes."

Carried

11. **Chairman's Remarks/Report**

No Report

**12. Any Other Business:**

Ron Vottero advised that Jeff Pacey and Great Gulf accounts with amounts outstanding to be written off.

Harold advised the members that the trucks from the City of Temiskaming Shores will be at the Airport when the City receives their replacement vehicles.

Harold also advised that the Grass Drag Races did not take place, and the Airport was not notified of any cancellation.

Also, TRACC has not brought in proof of insurance or their emergency plans, which was required to be done 60 days prior to the Drag Races.

Question came up regarding the Hangar sale, and what the property maintenance fee would be. Property and Maintenance Committee to look after this when the sale has been completed.

It was agreed that Northern Skys must be dealt with. The contract is to be looked over, and brought to the next meeting for discussion.

**13. Adjournment**

Moved by: Ron Vottero

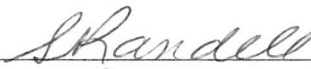
Seconded by: Danny Whalen

BE IT RESOLVED THAT "this meeting be adjourned - 7:47 p.m. The next meeting will be held September 17th, 2015 at 7:00 p.m. at Armstrong Council Chambers.

Carried



Chair



Secretary



# EARLTON-TIMISKAMING REGIONAL AIRPORT JULY 2015

## REVENUE

	<u>ACTUAL</u>	<u>YTD</u>
Fuel	\$12,398	\$72,557
Operations	\$9,153	\$212,368
	<hr/>	<hr/>
	\$21,551	\$284,925

## EXPENSES

Fuel	\$5,897	\$47,680
Operations	\$24,270	\$139,119
Capital Expenses		\$2,033
	<hr/>	<hr/>
	\$30,167	\$188,832

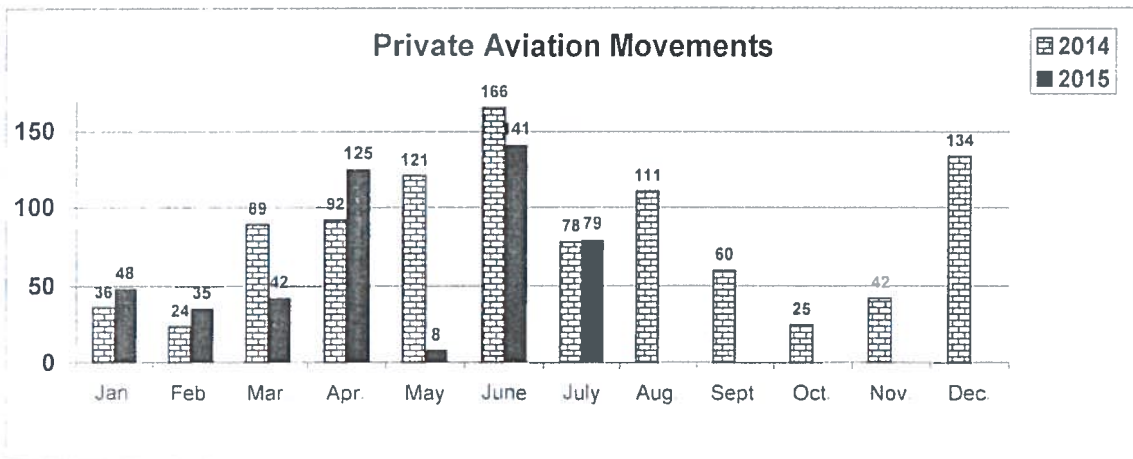
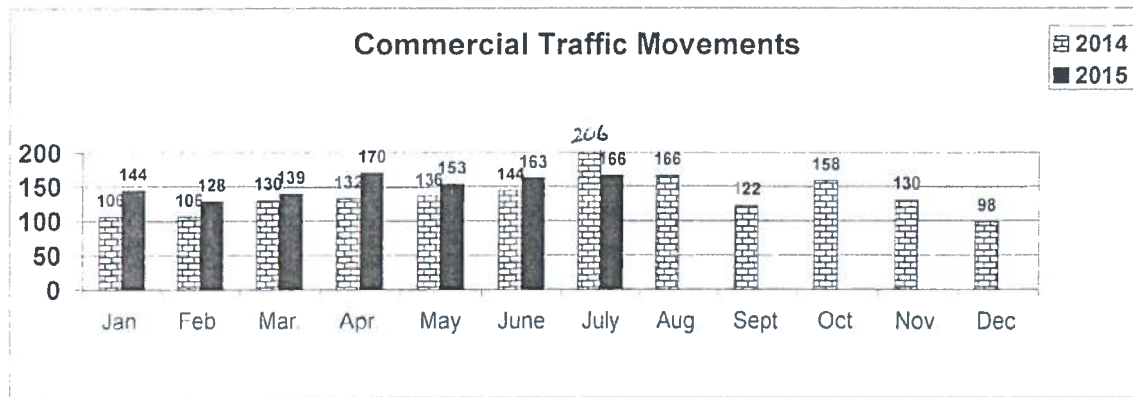
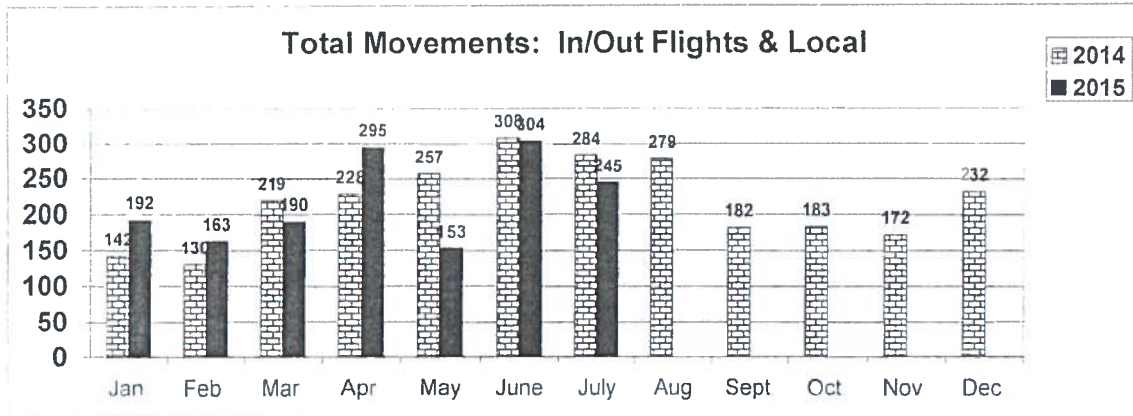
## NET PROFIT/LOSS

Fuel	\$6,501	\$24,877
Operations	-\$15,117	\$73,249
Capital Expenses		-\$2,033
	<hr/>	<hr/>
	-\$8,616	\$96,093

<u>FUEL INVENTORY - JET A1</u>	\$	3,025
<u>FUEL INVENTORY - AVGAS</u>	\$	2,049
<u>FUEL INVENTORY - DIESEL</u>	\$	2,520

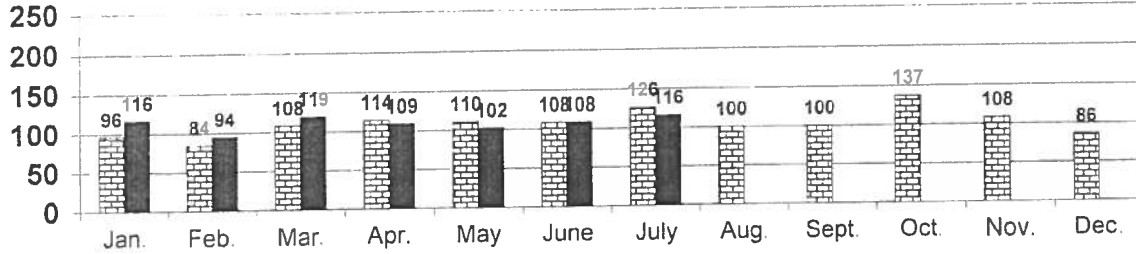
# ANNUAL AIRCRAFT MOVEMENTS

AS OF JULY 31, 2015



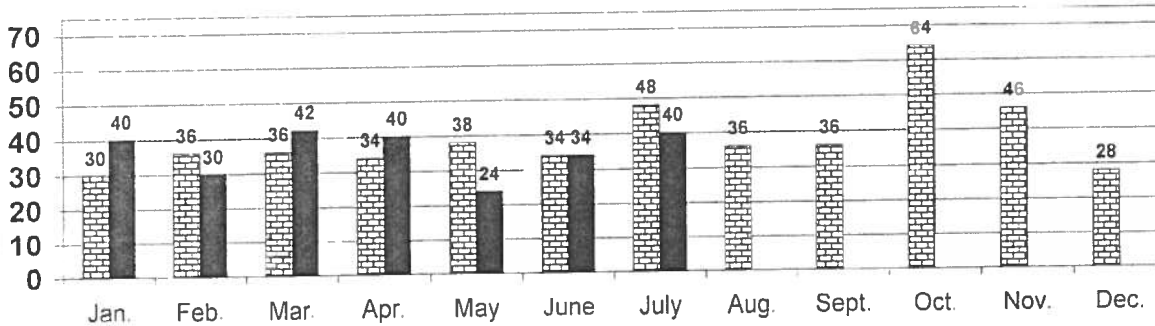
### Air Carriers Movements

2014  
2015



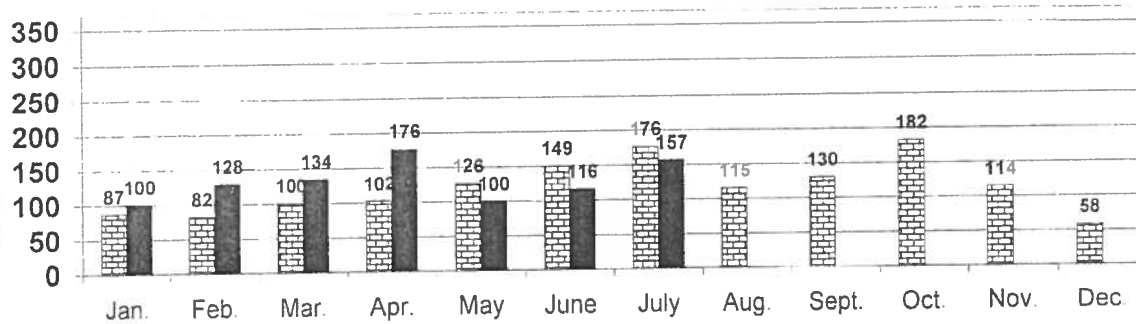
### Air Ambulance Movements

2014  
2015



### # Pgrs. via Air Charter

2014  
2015



## **MANAGER'S REPORT JULY 2015**

### **Hawk visit:**

There was a small, fast moving object in the skies over Temiskaming on 11th July. It was a T-155 Hawk advanced trainer piloted by an RCAF Major with family here. He stopped in from Moose Jaw for a visit. We fuelled him with our single-point on Sunday.

### **Strategic Plan:**

The people from Explorer Solutions and Tetra Tech met at the Airport with the Mayors of Englehart and Temiskaming Shores and myself on 22nd. This was the project launch meeting. They reviewed the mandate, objectives, deliverables and timetable. They will be conducting local consultations towards the end of August. Tetra Tech also took the opportunity to tour our Airport with me to have a first-hand look at the physical condition of our facility.

### **Multimodal Transportation Study:**

As part of the Northern Ontario Multimodal Transportation Study, we were the first to submit our 2015 MTO Northern Municipal Airport Survey. We completed the questionnaire, and added our comments. Hopefully this will shed light on the plight of the smaller Airports in the north that do not qualify for ACAP (Airport Capital Assistance Plan) funding.

Harold Cameron  
Earlton-Timiskaming Regional Airport Manager

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

<u>Community</u>	<u>Population</u>	<u>Contribution</u>	<u>Paid</u>
Armstrong	1265	\$10,057	\$10,057.00
Casey	374	\$2,973	\$1,486.50
Chamberlain	346	\$2,751	\$1,375.50
Charlton and Dack	670	\$5,327	\$2,663.50
Cobalt	1103	\$8,769	\$4,384.50
Coleman	531	\$4,221	\$4,221.00
Englehart	1546	\$12,291	\$12,291.00
Evanturel	464	\$3,689	\$1,844.50
Harley	526	\$4,182	\$4,182.00
Hilliard	227	\$1,805	\$1,805.00
Hudson	457	\$3,633	\$3,633.00
James	474	\$3,768	\$3,768.00
Temiskaming Shores	10125	\$80,494	\$40,247.00
Thornloe	110	\$875	\$875.00
<b>Total Contributions</b>	<b>18218</b>	<b>\$144,833</b>	<b>\$92,833.50</b>

**Donation**

Kerns	349	\$2,775	
<b>Total Contributions</b>		<b>\$147,608</b>	<b>\$92,834</b>

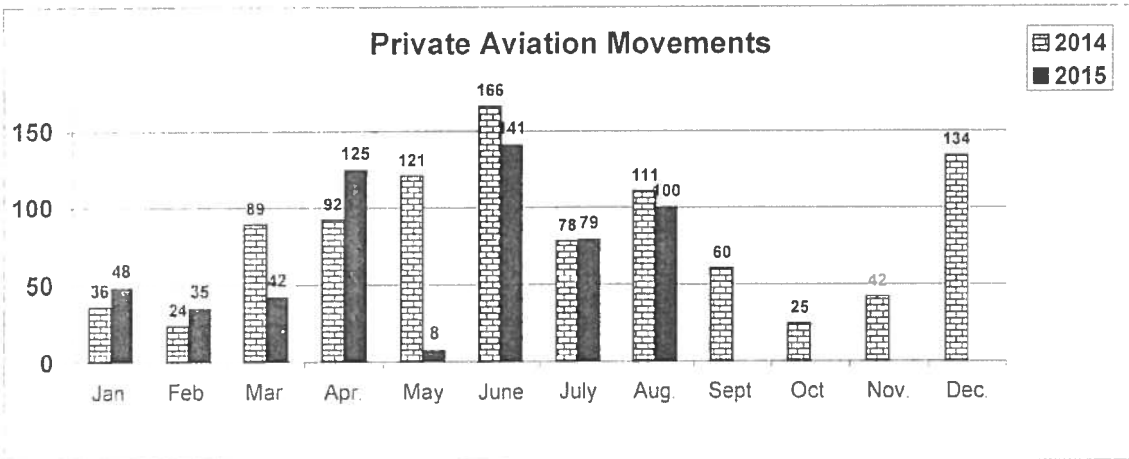
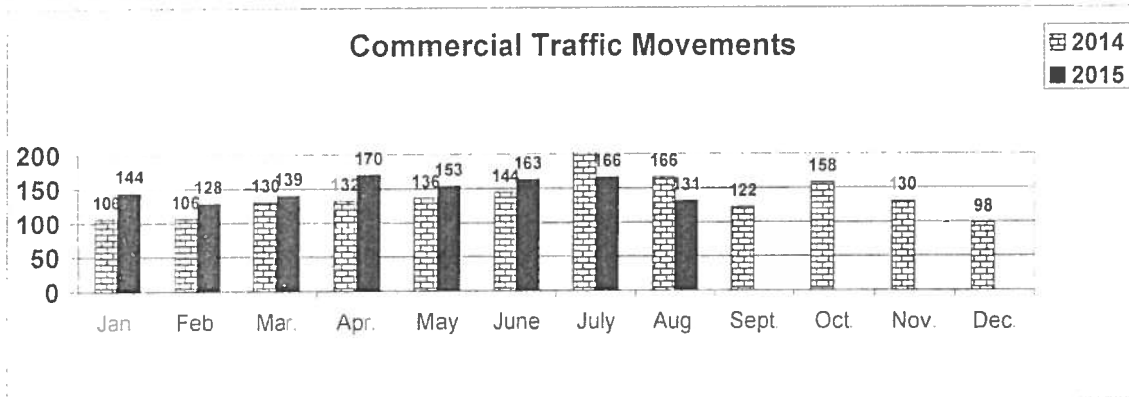
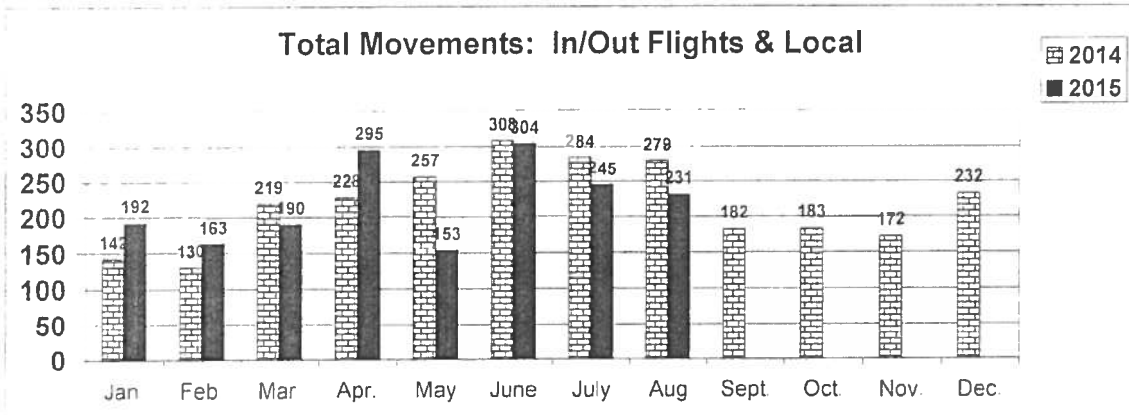
As of August 7, 2015

**EARLTON-TIMISKAMING REGIONAL  
AIRPORT  
AUGUST 2015**

<u>REVENUE</u>	<u>ACTUAL</u>	<u>YTD</u>
Fuel	\$13,711	\$86,268
Operations	\$11,543	\$223,911
	<hr/>	
	\$25,254	\$310,179
 <u>EXPENSES</u>		
Fuel	\$12,289	\$59,970
Operations	\$21,189	\$160,308
Capital Expenses		\$2,033
	<hr/>	
	\$33,478	\$222,311
 <u>NET PROFIT/LOSS</u>		
Fuel	\$1,422	\$26,298
Operations	-\$9,646	\$63,603
Capital Expenses		-\$2,033
	<hr/>	
	-\$8,224	\$87,868
 <u>FUEL INVENTORY - JET A1</u>	\$ 3,757	
<u>FUEL INVENTORY - AVGAS</u>	\$ 3,462	
<u>FUEL INVENTORY - DIESEL</u>	\$ 2,130	

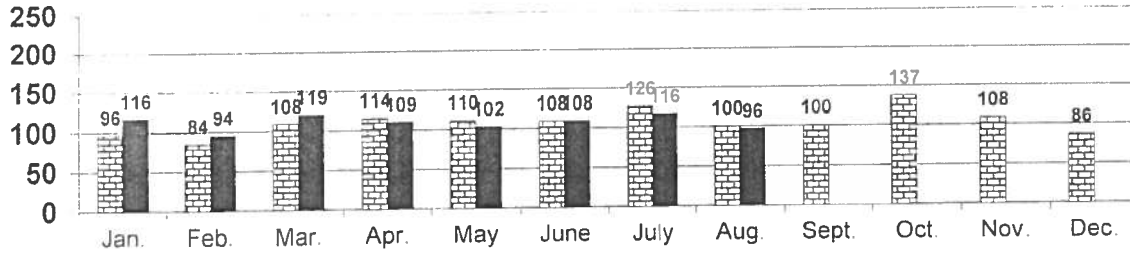
## ANNUAL AIRCRAFT MOVEMENTS

AS OF AUGUST 31, 2015



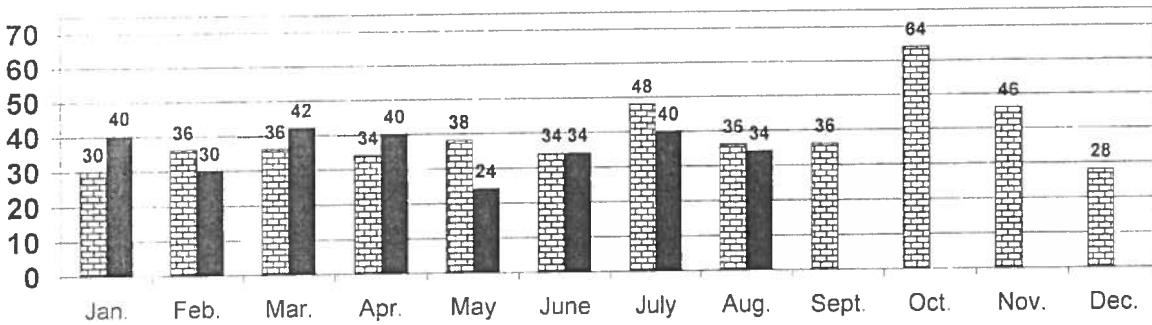
### Air Carriers Movements

2014  
2015



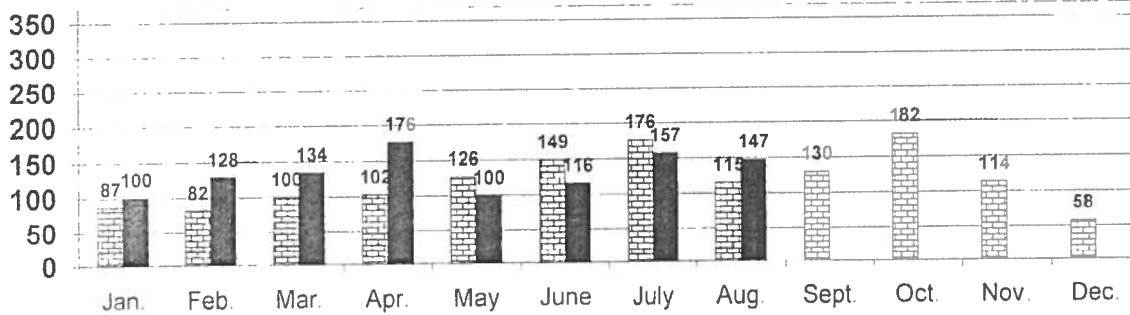
### Air Ambulance Movements

2014  
2015



### # Pgrs. via Air Charter

2014  
2015





## MANAGER'S REPORT AUGUST 2015

### Drag Races:

The weather was perfect for a busy weekend of Drag Racing at our Airport. Total income for the use of the Airport was \$5034.00.

### New Employee:

I am suggesting that we review the possibility of keeping our part-time employee on. She has received her Restricted Radio Operator's license and AVOP (Airside Vehicle Operator's Permit). Also training in WHMIS, aircraft fuelling, handling spills, emergency procedures, writing receipts and processing payments has been given.

We anticipate more activity when the new operator moves into the large hangar.

### Sanders:

We picked up the two sanders that were so generously donated to the Airport by the City of Temiskaming Shores. They are now safely on Airport property.

### Surveillance Cameras:

Could we look into getting surveillance cameras to monitor our fuelling area, taxiway, runway, and parking lot? Our old cassette audio system will not be up to the task if we start to log more movements. Video Surveillance has also helped other Airports with liability issues.

Harold Cameron  
Earlton-Timiskaming Regional Airport Manager

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

<u>Community</u>	<u>Population</u>	<u>Contribution</u>	<u>Paid</u>
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Charlton and Dack	670	\$5,327	\$2,663.50
Cobalt	1103	\$8,769	\$4,384.50
Coleman	531	\$4,221	\$4,221.00
Englehart	1546	\$12,291	\$12,291.00
Evanturel	464	\$3,689	\$1,844.50
Harley	526	\$4,182	\$4,182.00
Hilliard	227	\$1,805	\$1,805.00
Hudson	457	\$3,633	\$3,633.00
James	474	\$3,768	\$3,768.00
Temiskaming Shores	10125	\$80,494	\$40,247.00
Thornloe	110	\$875	\$875.00
<b>Total Contributions</b>	<b>18218</b>	<b>\$144,833</b>	<b>\$92,833.50</b>

**Donation**

Kerns	349	\$2,775	
<b>Total Contributions</b>		<b>\$147,608</b>	<b>\$92,834</b>

As of September 7, 2015

# Memo

**To:** Mayor and Council  
**From:** Karen Beauchamp, Director of Community Growth and Planning  
**Date:** October 6, 2015  
**Subject:** Deeming By-law for 25 & 37 Paget Street (Lots 10, 11, 12, part of lots 13 and 14, on Plan M-11NB; Parcels 9387SST, 8205SST, 9359SST, 1222NND, and 3736SST)  
**Attachments:** Request for Council to Pass Deeming By-law  
Draft Deeming By-law

---

Mayor and Council:

North Eastern Ontario Family and Children's Services (NEOFACS) has submitted a request for a deeming by-law for their properties at 25 and 37 Paget Street in New Liskeard. The properties are comprised of Lots 10, 11, 12, part of 13 and part of 14 on Plan M-11NB.

The Temiskaming Shores NEOFACS office is located on the property at 25 Paget Street. NEOFACS also owns property at 37 Paget Street which contains an existing single-detached dwelling. NEOFACS intends to demolish the dwelling and convert the property into a parking area for staff and clients.

The subject properties are designated Town Centre in the City of Temiskaming Shores Official Plan. The Town of New Liskeard Zoning By-law 2233 zones the property at 25 Paget Street as Downtown Commercial (C2) and the property at 37 Paget Street as Medium Density Residential (R3). The owner has applied for Zoning By-law Amendment to re-zone the property at 37 Paget Street to Downtown Commercial (C2).

If the deeming by-law is passed it will be registered on title at the owners' expense and MPAC will be notified of the change. It is recommended that Council pass the deeming by-law.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

---

Karen Beauchamp, MCIP, RPP, CMO  
Director of Community Growth  
and Planning

---

Christopher W. Oslund  
City Manager



North Eastern Ontario  
**Family and Children's Services**  
Services à la famille et à l'enfance  
du Nord-Est de l'Ontario

**Head Office/  
Siège social:**  
707 Ross Avenue East  
707, avenue Ross est/  
Timmins, ON P4N 8R1  
Telephone/Téléphone:  
(705) 360-7100  
Fax/Télécopieur:  
(705) 360-7200

**District Office/  
Bureau du district:**  
29 Kolb Avenue/  
29, avenue Kolb  
Kapusksing, ON P5N 1R1  
Telephone/Téléphone:  
(705) 335-2445  
Fax/Télécopieur:  
(705) 335-4391

**District Office/  
Bureau du district:**  
6 Tweedsmuir Road/  
6, rue Tweedsmuir  
Kirkland Lake, ON P2N 1H9  
Telephone/Téléphone:  
(705) 567-9201  
Fax/Télécopieur:  
(705) 568-8787

September 3<sup>rd</sup>, 2015

Jennifer Pye – Planner  
City of Temiskaming Shores  
325 Farr Drive  
P.O. Box 2050  
Haileybury, ON  
POJ 1K0

**RE: 25 Paget - Roll # 54 18 010 004 14900 0000**  
**37 Paget - Roll # 54 18 010 004 15200 0000**

Dear Ms. Pye.

Further to our discussion today with Mr. Norm Desjardins, please be advised that North Eastern Ontario Family & Children's Services (NEOFACS) is requesting that properties located at 25 Paget and 37 Paget be merged to accommodate additional parking for increased services to clients in the Timiskaming area.

Justin Ellery from Ellery, Ellery & Cogar is the lawyer representing our Agency for this matter. If any further information is required, please contact me at 705-360-2102.

Regards,

Paul Ethier  
Director of Finance

Cc: Ellery, Ellery & Cogar

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

**By-law No. 2015-000**

**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 25 & 37 Paget Street – Roll Nos. 54-18-010-004-149.00, 54-18-010-004-152.00**

**Whereas** Section 50(4) of the Planning Act, R.S.P. 1990, c.P.13, as amended authorizes the Council of a municipality to designate by by-law, a plan of subdivision, or any part thereof, that has been registered for eight (8) years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subdivision control;

**And whereas** the property owner has requested that the following properties be merged on title:

1. Parcels 9387SST, 8205SST, 9359SST, and 1222NND, Plan M11NB, Lot 12, Part of Lot 13, and Part of Lot 14;
2. Parcel 3736SST, Plan M11NB, Lots 10 and 11

**Now therefore** the Council of the Corporation of the City of Temiskaming Shores enacts as follows:

1. That the lands hereinafter described shall be deemed not to be a lot or block on a Registered Plan of Subdivision for the purposes of Section 50(4) of the Planning Act R.S.O. 1990, c.P.13, as amended and as generally illustrated on Schedule "A" attached hereto and forming part of this by-law.
2. That the lands are described as
  - a) Parcels 9387SST, 8205SST, 9359SST, and 1222NND, Plan M11NB, Lot 12, Part of lot 13, and Part of Lot 14;
  - b) Parcel 3736SST, Plan M11NB, Lots 10 and 11
3. That in accordance with Section 50(28) of the Planning Act, R.S.O. 1990, c.P.13, as amended, a certified copy or duplicate of this by-law shall be registered by the Clerk of the Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
4. That in accordance with Section 50(29) of the Planning Act, R.S.O. 1990, c.P.13, as amended, Council shall give notice of the passing of the by-law within 30 days of the passing to the owner of land to which the by-law applies.
5. That in accordance with Section 50(30) of the Planning Act R.S.O. 1990, c.P.13, as amended, Council shall hear in person or by an agent any person to whom a notice was sent, who within twenty days of the mailing of the notice gives notice to the Clerk of The Corporation of the City of Temiskaming Shores that the person

desires to make representations respecting the amendment or repeal of the by-law.

6. That the Mayor and Clerk are authorized to sign all necessary documents in connection with this by-law.
7. That this by-law shall not be effective until a certified copy or duplicate of this by-law is registered by the Clerk of The Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
8. That the passing of this by-law shall be subject to the provisions of the Planning Act.
9. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

**Read a first, second and third time and finally passed** this 6<sup>th</sup> day of October, 2015.

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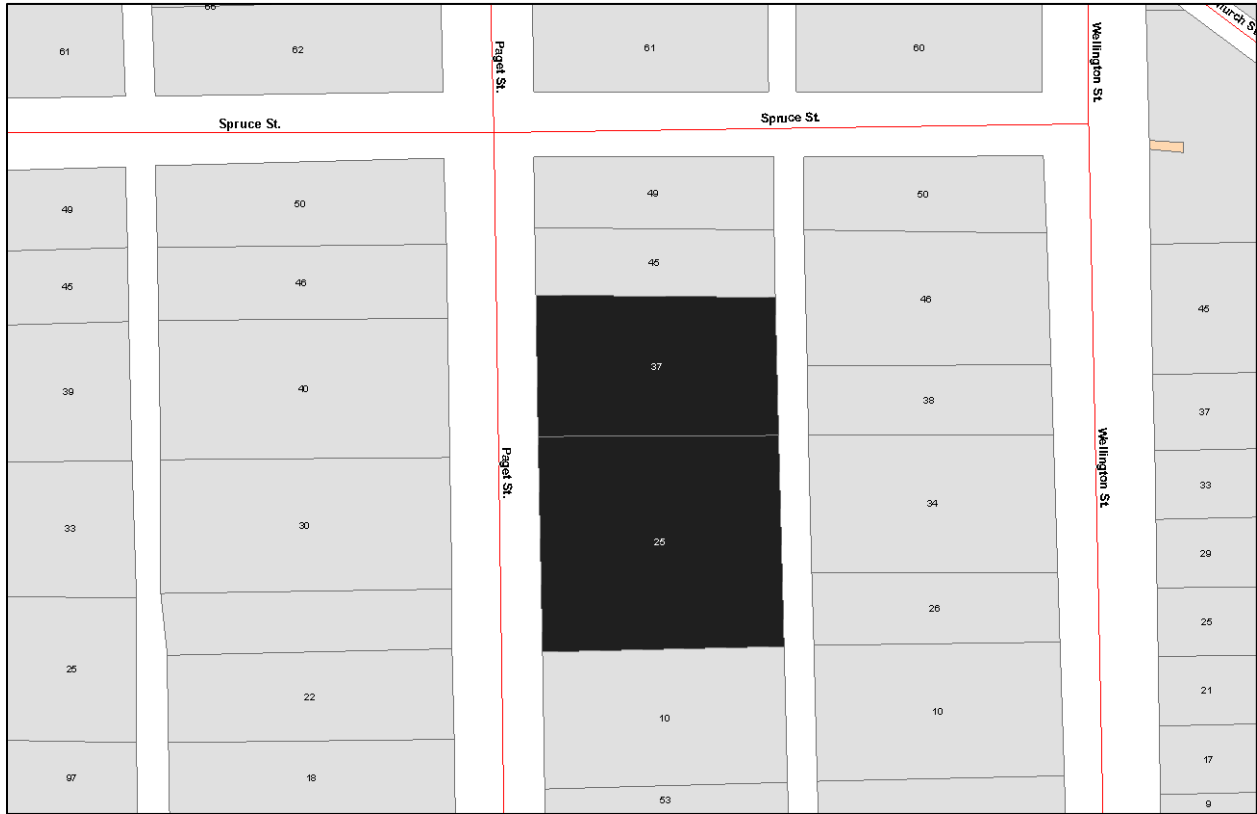
Mayor – Carman Kidd

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Clerk – David B. Treen

Schedule “A”

City of Temiskaming Shores



25 and 37 Paget Street

North Eastern Ontario Family and Children’s Services

# Memo

**To:** Mayor and Council  
**From:** Karen Beauchamp, Director of Community Growth and Planning  
**Date:** October 6, 2015  
**Subject:** Delegation of Approval Authority under the Planning Act  
**Attachments:** None

---

Mayor and Council:

The City of Temiskaming Shores Official Plan was approved by the Minister of Municipal Affairs and Housing (MMAH) on March 20, 2015.

MMAH is now preparing to delegate authority to the City for approval of Official Plan Amendments, Plans of Subdivision and Condominium, Power of Sale and Validation of Title. The delegation of approval authority requires notice to be posted on the Environmental Bill of Rights Registry (EBR) for public comment for 45 days, and a regulation under the Planning Act to be passed by the Provincial Government. Staff at MMAH Municipal Services Office in Sudbury anticipate that the regulation will be passed and signed in January 2016.

In anticipation of the regulation being passed, MMAH will offer training to Council and staff later this Fall. Staff will also review the Planning Fee By-law and Application forms which will require amendment before the regulation is passed.

The delegation of approval authority will shorten the approvals processes for planning applications because decisions will be made locally and will not require approval from the Ministry of Municipal Affairs and Housing.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

“Original signed by”

“Original signed by”

---

Karen Beauchamp, MCIP, RPP, CMO  
Director of Community Growth  
and Planning

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Christopher W. Oslund  
City Manager



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**Subject:** Simplified Risk Assessment

**Report No.:**

PPP-012-2015

**Agenda Date:**

October 6, 2015

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## **Attachments**

**Appendix 01:** 2015/2016 Simplified Risk Assessment

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-012-2015 and the 2015/16 Simplified Risk Assessment for the Temiskaming Shores Fire Department for information purposes.

## **Background**

In accordance with the Fire Protection and Prevention Act, 1997 (FPPA), and as outlined in the fire department's Fire Prevention Policy, municipalities must provide a simplified Risk Assessment.

## **Analysis**

Compliance with section 2.(1)(a) of the FPPA involves the establishment of a public education program with respect to fire safety and fire prevention in the municipality. This is the basis for the minimum acceptable model used throughout the Province of Ontario. As part of the minimum acceptable model, municipalities must provide:

- A simplified risk assessment;
- Smoke alarm program and home escape planning, including an enforcement strategy relating to the installation and maintenance of smoke alarms;
- Distribution of public education materials and delivery of public education programs; and
- Fire prevention inspections upon request and complaint.

A simplified risk assessment must be done for the community to determine the needs and circumstances of the municipality and to establish the level of fire prevention and public fire safety education required. Any significant risks identified through the analysis are then addressed through the fire prevention policy.

A simplified risk assessment is also a key element in understanding and developing a municipality's fire services to meet its needs. Conducting a simplified risk assessment is a practical information gathering and analyzing exercise intended to create a

community profile that will aid in identifying appropriate programs or activities that can be implemented to effectively address the community's fire safety model. It should be noted that conducting a simplified risk assessment is mandatory for compliance with the minimum requirements within the FPPA.

Since 2005 the Temiskaming Shores Fire Department has maintained its minimum compliance requirements with the FPPA through the development and maintenance of a simplified risk assessment, and through the establishment of a fire prevention policy (By-law 2007-056 as amended). In July 2015 the Fire Prevention Officer conducted a thorough review of the simplified risk assessment, and a number of significant revisions made to reflect today's needs and circumstances.

The revised simplified risk assessment is being provided to Council for information. The information contained in the document will then be referenced to revise the fire department's fire prevention policy which will be presented to Council for consideration under separate cover.

### **Financial / Staffing Implications**

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

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

Financial support from Municipal Council and the budget process continues to help ensure compliance requirements are maintained.

Staffing implications associated with the simplified risk assessment are limited to normal administrative functions and duties.

### **Alternatives**

No alternatives were considered in the preparation of the report.

### **Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

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

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



# Temiskaming Shores Fire Department

## Simplified Risk Assessment

### 2015/2016

<p><b>APPROVED</b></p> <p>____/____/____</p> <p>YY MM DD</p> <hr/> <p>Fire Chief</p> <p>Temiskaming Shores Fire Department</p>
--

Prepared By: Steve Langford  
Fire Prevention Officer

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## **PURPOSE**

Municipalities have a legislated responsibility under the Fire Protection and Prevention Act (FPPA) to provide public education with respect to fire safety and certain components of fire prevention. Conducting a simplified risk assessment is the first step towards compliance with these requirements and is intended to identify information required by a municipality to make informed decisions about the programs and activities necessary to effectively manage the community fire risk based upon local needs and circumstances.

## **SIMPLIFIED RISK ASSESSMENT**

Conducting a simplified risk assessment is a practical information gathering and analysing exercise intended to create a community fire profile that will aid the Temiskaming Shores Fire Department in identifying the appropriate programs and activities that can be implemented to effectively address our community's fire safety needs.

It should be noted that as a minimum requirement, a community fire safety program must include the following:

- A simplified risk assessment,
- A smoke alarm program,
- Distribution of fire safety education materials, and
- Participating in inspections upon complaint or when requested to assist with Fire Code compliance.

This simplified risk assessment is made up of the following components:

- Demographic profile,
- Building stock profile,
- Vulnerable Groups/Individuals,
- Local and provincial fire loss profiles,
- Information analysis and evaluation,
- Priority setting for compliance, and
- Implementing solutions.

## **THE CITY OF TEMISKAMING SHORES**

With respect to fire responses, the City of Temiskaming Shores is separated into three Response Zones (See Appendix "A"), Zone 1 - Haileybury, Zone 2 - New Liskeard and Zone 3 - Dymond. As each Zone is different, this simplified risk assessment and ensuing fire concern profile will assist in identifying the degree to which these activities are required in accordance with each Zones needs and circumstances.

## **ZONE 1 - HAILEYBURY**

Zone 1 - Haileybury is a combination rural and urban community with a land area of 90.67 km<sup>2</sup> and has a diversified economy.

There is a combination of industrial and commercial business; mining and related industries such as diamond drilling, mineral assaying and the manufacture and sale of mining equipment are prominent. Forestry related industries include lumber wholesalers and retailers. The Zone houses City Hall, the District Court House, Land Registry Office and is also home to Northern College - Haileybury School of Mines.

Situated on the western shores of Lake Temiskaming and having the King's highway 11, and secondary highways 558 (Municipal Road), 567 and highway 11B serving the community as well as a main Ontario Northland railway. Haileybury/Township of Bucke has a vast selection of forest consisting primarily of softwoods.

Zone - 1 Haileybury immediately borders a number of communities both organized and unorganized, which include the Town of Cobalt, the Townships of Coleman, Firstbrook and Lorrain Valley and sits on the southernmost part of the City of Temiskaming Shores.

## **ZONE 2 – NEW LISKEARD**

Zone 2 - New Liskeard has the largest population within the City of Temiskaming Shores, and in the South Temiskaming Region. It is primarily an urban community with a land area of 7.17 km<sup>2</sup>.

Located on the northwestern shores of Lake Temiskaming, it has long been established as the main service centre of the area. The community's economy is based on manufacturing, retail, service and tourism. Over 170 businesses are located in the Zone including a hospital, a radio station, newspaper and various transportation companies. The Zone's waterfront and marina offers easy access to most retail businesses and to motels in the community. Recreation plays a very important role in the City of Temiskaming Shores, Zone – 2 New Liskeard with its recreation centre, pool, various halls, parks, arena and curling rink form the main hub for recreation activities.

## **ZONE 3 - DYMOND**

Zone 3 - Dymond is a combination rural and urban community with a land area of 79.15 km<sup>2</sup>. In the past, the stability of the farming industry has been the bread and butter of the Zone.

Zone 3 - Dymond continues to be the fastest growing areas within the City of Temiskaming Shores with expansions to both residential and industrial subdivisions as well upgrades to the water distribution system in its industrial park.

Zone 3 – Dymond has a significant commercial sector including the local mall, a number of department stores, 10 restaurants, service centres, 4 motels and various other businesses.

Located on the northern part of the City of Temiskaming Shores and situated on the western shores of Lake Temiskaming, Zone 3 - Dymond borders a number of communities, which include the Townships of Harris, Hudson and Harley.

Having the King's Highway 11 corridor running through the community, and secondary highways 65 east and west, and former highway 11B serving the community, as well as the main Ontario Northland Railway, has been instrumental in the growth and development of this small community.

### DEMOGRAPHIC PROFILE

The demographic profile for the City of Temiskaming Shores is based on the 2011 Census.

<b>Ages of Population</b>	<b>#</b>	<b>% of Total Population</b>
0 -14	1,715	16.5
15 - 64	6,585	63.4
65 and over	2,085	20.1
<b>Total Population</b>	<b>10,385</b>	<b>100.0</b>

### VULNERABLE GROUPS/INDIVIDUALS

#### **Residents of Vulnerable Occupancies – Care Occupancies, Care and Treatment Occupancies and Retirement Homes:**

##### Zone 1

##### **2 - Care and Treatment Occupancies:**

100 Bruce Street, Timiskaming Lodge, Long-term care home.

143 Bruce Street, Extencicare Tri Town, Long-term care home.

##### **2 - Care Occupancies:**

448 Georgina Avenue, Community Living Temiskaming South, Group Homes For Developmentally Handicapped.

369 Morissette Drive, Community Living Temiskaming South, Group Homes For Developmentally Handicapped.

## Zone 2

1 - Care and Treatment Occupancy:  
421 Shepherdson Road, Hospital.

1 - Retirement Home:  
130 Lakeshore Road North, Northdale Manor, Retirement Home

The number of individuals residing in these occupancies was not available at the time of this survey.

### **Older Adults - Individuals aged 65 and older**

Provincial statistics continue to indicate that this age group is at greater risk than any other group. 2008 – 2011 the City of Temiskaming Shores saw the percentage of individuals aged 65 and over increase from 18.4% of the total population to 20.1%. With the trend of the population getting older, and the continued development of residential occupancies and promoting areas of the City as a retirement community, we have identified this 65 and older group as vulnerable.

### **Children – ages 0 – 14**

The number of children residing in the municipality has remained consistent at 16.5 % of the population. Although this number may be small, provincial statistics also indicate that children are also at high risk from fire.

## **POPULATION FLUCTUATION**

### **Daily**

The municipality continues to see an increase to the population during week days/working hours of approximately 20% with the influx of students and employees from neighbouring communities.

### **Seasonal**

Seasonally from early September to the end of April there is an increase in actual residential occupants of approximately 4% to 5% depending on enrollment at the two local colleges.

Although the seasonal increase is much lower, it is more of a concern with respect to fire safety as most of the students reside in rental dwelling units.

Overall the population fluctuation impacts the following occupancies:



- Group C – Residential,
- Group A – Schools,
- Group E – Mercantile, and
- Group D – Business and personal services.

### **BUILDING STOCK PROFILE**

This profile shall identify the various types and numbers of buildings and occupancies in the City of Temiskaming Shores. This information is intended to provide an inventory of the overall potential structure and property related fire risks within our community. It should be noted that data was collected from the Municipal Property Assessment Corporation and is an estimate only. No physical count was completed.

#### **TEMISKAMING SHORES 2015**

Occupancy Classification		Number of Occupancies
Group A	Assembly	70
Group B	Institutional	8
Group C	Single Family	3400
	Multi-Unit	297
	Hotel/Motel	13
	Mobile Home & Trailers	19
	Other	3
Group D & E	Commercial	257
Group F	Industrial	78
Other occupancies not classified in OBC such as farm buildings.		100
<b>Totals</b>		<b>4,245</b>

### **BUILDING STOCK PROFILE COMMENTARY**

Many of the buildings within the municipality were constructed prior to the first Ontario Building Code, with some dating back to the early 1920's.

The majority of residential housing continues to be single family dwellings, however there seems to be a growing number of multi-unit-dwelling. Properties in the downtown areas are for most part a commercial/residential mix, however it should be noted that in the past couple of years, two of the larger commercial properties in the downtown areas have been converted to residential multi-unit-dwellings only.

Although there are three industrial parks, industrial occupancies can be found throughout the municipality, some in very close proximity to residential areas.

**BUILDING STOCK PROFILE CONCERNS**

The following is a list of the municipality’s building stock profile concerns:

- Numerous buildings subject to Ontario Fire Code retrofit requirements,
- Potential for large fires in downtown areas as a result of poor spatial separation,
  
- Separation of Major Occupancies in downtown area multi occupancy buildings questionable,
- Renovations and conversion of building occupancy type continue to happen without persons obtaining necessary permits, (i.e. Building and Change of Use permits),
- Potential for injury or death, potential for property loss, potential for economic loss, and potential for job loss.

**MUNICIPAL FIRE LOSS PROFILE (2011-2013)**

This profile shall review the municipality’s past fire experiences. It will also look at fire deaths and injuries to help us in determining the types of occupancies that fire deaths and injuries most commonly occur in, and which groups are most commonly affected.

**MUNICIPAL FIRE DEATHS AND INJURIES**

Occupancy Classification	2011		2012		2013		Total Deaths and Injuries
	Deaths	Injuries	Deaths	Injuries	Deaths	Injuries	
Group A – Assembly	0	0	0	0	0	0	0
Group B – Institutional	0	0	0	0	0	0	0
Group C – Residential	0	2	0	0	0	3	5
Group D & E – Commercial	0	0	0	0	0	0	0
Group F - Industrial	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>5</b>

**MUNICIPAL PROPERTY DOLLAR LOSS**

Occupancy Classification	2011		2012		2013		% Total Dollar Loss 2011-2013
	# Fires	\$ Loss	# Fires	\$ Loss	# Fires	\$ Loss	
Group A – Assembly	0	0	1	\$1,525	1	\$2,000	.26%
Group B – Institutional	0	0	0	0	0	0	0
Group C – Residential	11	\$256,800 <sup>(1)</sup>	8	\$634,000	6	\$183,200	78.88%
Group D & E – Commercial	0	0	0	0	1	0	0
Group F - Industrial	1	\$10,000 <sup>(2)</sup>	3	\$52,000	2	\$1,000	4.63%
Other	10	\$84,215	5	\$122,601	5	\$14,000	16.22%
<b>Totals</b>	<b>22</b>	<b>\$351,015</b>	<b>17</b>	<b>\$810,126</b>	<b>15</b>	<b>\$200,200</b>	<b>\$1,361,341.00</b>

Notes:

1. Suspicious fire loss of \$475,000 not included in annual loss.
2. Suspicious fire loss of \$1,000,000 not included in annual loss.
3. Totals only represent responses involving actual dollar loss.

**MUNICIPAL FIRE LOSS PROFILE COMMENTARY**

Fire dollar losses to residential occupancies has increased slightly and remains the highest. An analysis of fire causes in the residential occupancies suggests that for most fire causes remain the same, unattended cooking, careless smoking, electrical failure and maintenance deficiencies. Additionally, there was an increase in accidental fires, with two fires being a result of torches being used to close to combustibles.

There was an increase to industrial dollar losses as a result of a large fire at Arc Industries. It should be noted that this fire was an exposure fire that originated on a residential property.

Responses to “other” includes vehicle fires and suspected mischief/arson fire which to a large extent we are not able to control or address.

It should be noted that two major losses recorded in 2011, industrial \$1,000,000 and residential \$475,000 were not included in analysis. Both occurrences although reported as “cause undetermined” were suspicious in nature.

**MUNICIPAL FIRE LOSS PROFILE CONCERNERS**

The following is a list of the community’s potential fire concerns relating to municipal fire loss experience:

- Residential dollar losses have increase, however responses have decreased, potential risk of property loss, injury or death,
- Significant increase to suspicious fires, suspected as mischief/arson.
- Industrial occupancies, minimal concerns however fires in these occupancies pose a high risk of shut downs and short-term layoffs with potential economic loss to the area.

**FIRE RESPONSES BASED ON OCCUPANCY TYPE**

Occupancy Classification	2011	2012	2013	% of Total
Group A – Assembly	0	1	1	2.85
Group B – Institutional	0	0	0	0
Group C – Residential	12	8	6	37.14
Group D & E – Commercial	0	0	1	1.42
Group F - Industrial	2	3	2	10
Other	7	9	1	24.28
Vehicle	6	7	4	24.28
<b>Totals</b>	<b>27</b>	<b>28</b>	<b>15</b>	

**POSSIBLE FIRE CAUSE**

Incident Type	2011	2012	2013	% of Total
Smoking Articles	2	1	2	7.14
Cooking/Kitchen	2	0	2	5.71
Electrical	2	0	1	4.29
Chimney/Woodstove	1	3 <sup>(4)</sup>	0	5.71
Accidental	1	4 <sup>(2)</sup>	2	10 <sup>(6)</sup>
Exposure	3	9 <sup>(1)</sup>	0	17.14
Mischief/Arson	2	2	1	7.14
Mischief/Arson (Ages 12 to 17)	6	2	3 <sup>(5)</sup>	15.71
Vehicle	5	5 <sup>(3)</sup>	3	18.57
Undetermined	3	2	1	8.57
<b>Totals</b>				

Notes:

- (1) 5 of the noted exposure fires occurred at one incident.
- (2) 2 Fires in Harris Twp.
- (3) 1 fire in Harris Twp.
- (4) 1 fire in Harris Twp.
- (5) 1 fire in Harris Twp.
- (6) 4 of these fires a result of operating torch to close to combustibles.

**RISK BEHAVIOURS AFFECTING THE INCIDENTS**

Based on response data, the following represents the primary risk behaviors that have impacted responses:

Residential:

- Accidental,
- Improper use of smoking materials,
- Careless cooking,
- Improper maintenance of solid fuel burning equipment,

- Electrical Failure, and
- Suspected Mischief/Arson.

Industrial:

- Suspected Mischief/Arson,
- Accidental.

Risk behaviors from 2011 to 2013 with respect to residential responses remains relatively unchanged from previous three year periods. The one notable increase is in responses involving fires resulting from suspected mischief/arson which increased from 1 incident during the time period from 2005 to 2007, to 16 incidents from 2011 to 2013.

### **COMMUNITY'S FIRE CONCERNS**

Consistent with other years, fires occurrences at residential properties continues to be the municipality's number one fire concern. This is not surprising given that 88% of the properties in the municipality are Group C – Residential occupancies.

It should be noted that one of the most significant concerns with respect to residential properties does not come from the data collected, but rather has been identified through the fire department's routine and complaint inspection program.

It has been identified through the program that a large number of rental properties do not meet the requirements of the Ontario Fire Code, and in particular a large number of multi-unit-dwellings that fail to meet retrofit requirements.

Although this problem is most noticeable in older buildings that have had two or three units for many years and have never been retrofitted, owners continue to convert properties to multi-unit-dwellings without obtaining the required building permits.

The second concern is with the dramatic increase to suspicious fires, suspected to be a result of mischief/arson. Although extremely alarming preventing these types of occurrences is nearly impossible.

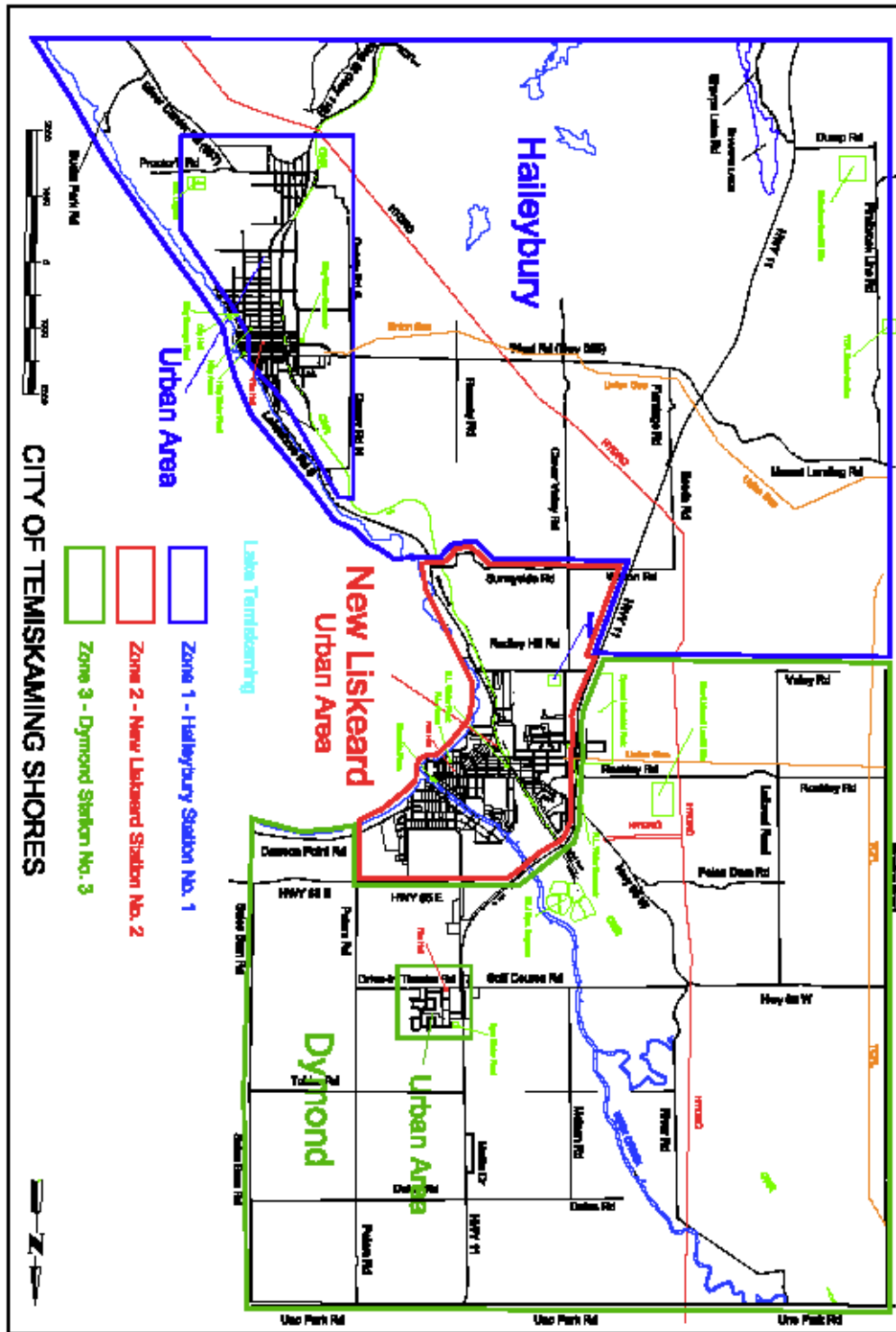
The number of vehicle fires remains the same as previous years at an average of four occurrences per year. Preventing these types of fires is out of our control; however as vehicle fires have resulted in exposure fires, they are our third concern.

**2015/2016 FIRE PREVENTION TARGETS**

The following table lists the activities and programs fire prevention will be targeting in 2015 - 2016 to address noted fire concerns.

<b>Target Group</b>	<b>Fire Prevention Inspections Frequency</b>	<b>Public Education Activities</b>
Vulnerable Occupancies	Annual as required by the Fire Protection and Prevention Act.	Annual fire drills. Offer in service training for management and staff. Older Wiser program.
Multi-Unit Residential	Target Complaint and request. Follow up to emergency responses.	Fire Prevention Week open house. Alarm for Life program. PSA's (radio and print). Fire Safety Brochures. Fire Safety Presentations.
Residential	Complaint and request. Target downtown core. Follow up to emergency responses.	Fire Prevention Week open house. Alarm for Life program. PSA's (radio and print). Fire Safety Brochures.
Assembly	Schools – annual. Child Care Facilities – annual. Recreation Centres – annual. Restaurants – every 2 years. Licensed Establishments - every 2 years	Offer in service training for management and staff. Fire Prevention Week open house. TAPP-C program. Fire Safety Presentations.
Commercial	Complaint and request. Follow up to emergency responses.	Offer in service training for management and staff. Fire Safety Presentations.
Industrial	Complaint and request. Follow up to emergency responses.	Offer in service training for management and staff. Fire Safety Presentations.

Appendix "A" – Fire Response Zone Map



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**Subject:** Fire Prevention Policy

**Report No.:**

PPP-013-2015

**Agenda Date:**

October 6, 2015

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## **Attachments**

**Appendix 01:** Fire Prevention Policy

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-013-2015 and the Draft Fire Prevention Policy to address the findings as outlined in the Fire Department's 2015/2016 Simplified Risk Assessment; and
2. That Council directs staff to prepare the necessary by-law to amend By-law No. 2007-056 to replace Schedule "A" - *Fire Prevention Policy* for consideration at the October 6, 2015 Regular Council meeting.

## **Background**

In accordance with the Fire Protection and Prevention Act, 1997 (FPPA), municipalities must establish a public education program with respect to fire safety and fire prevention in the municipality.

## **Analysis**

Compliance with section 2. (1)(a) of the FPPA involves the establishment of a public education program with respect to fire safety and fire prevention in the municipality. This is the basis for the minimum acceptable model used throughout the Province of Ontario. As part of the minimum acceptable model, municipalities must provide:

- A simplified risk assessment;
- Smoke alarm program and home escape planning, including an enforcement strategy relating to the installation and maintenance of smoke alarms;
- Distribution of public education materials and delivery of public education programs; and
- Fire prevention inspections upon request and complaint.

Since 2005 the Temiskaming Shores Fire Department has maintained its minimum compliance requirements with the FPPA through the development and maintenance of a simplified risk assessment, and through the establishment of a fire prevention policy (By-law 2007-056 as amended). In July 2015 the Fire Prevention Officer conducted a



thorough review of the simplified risk assessment, and a number of significant revisions made to reflect today's needs and circumstances. The information contained in the simplified risk assessment was then referenced and used to revise the fire department's fire prevention policy which is being presented to Council for consideration.

Fire protection can be organized based on three lines of defense:

- Public Education and Prevention;
- Fire Safety Standards and code enforcement; and
- Emergency Response (suppression).

The draft fire prevention policy will assist with addressing the first two lines of defense; the third line of defense – suppression, should be viewed as a failsafe which is a reversal from traditional priorities.

### **Financial / Staffing Implications**

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

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

Financial support from Municipal Council and the current budget processes continues to help ensure compliance requirements are maintained with regard to the minimum acceptable model.

Staffing implications associated with the fire prevention policy are limited to normal administrative functions and duties.

### **Alternatives**

No alternatives were considered in the preparation of the report.

### **Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

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

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

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

**By-law No. 2015-000**

**Being a by-law to amend By-law No. 2007-056  
being a by-law to adopt a Fire Prevention Policy**

**Whereas** Section 2(1) of the Fire Protection and Prevention Act, 1997, as amended, states that every municipality shall establish a program which must include public education with respect to fire safety and certain components of fire prevention and provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

**And whereas** Council adopted By-law No. 2007-056 on May 8, 2007 being a by-law to adopt a Fire Prevention Policy;

**And whereas** Council considered Administrative Report PPP-013-2015 at the October 6, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2007-056 for the purpose of replacing the Fire Prevention Policy;

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

1. That council for the City of Temiskaming Shores hereby amends By-law No. 2007-056, as amended to replace Schedule "A" – Fire Prevention Policy of By-law No. 2007-056 with Schedule "A", hereto attached 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 or its associated schedule.

**Read a first, second and third time and finally passed** this 6<sup>th</sup> day of October, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen



## Fire Prevention Policy

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## **Fire Prevention Policy**

### **1.0 Purpose**

- 1.01** To establish policies and procedures for fire department personnel for fire prevention, public education programs and activities as a primary means of protecting lives and property from fire.
- 1.02** To maintain compliance with the minimum fire prevention and public education activities as required by the Fire Protection and Prevention Act (FPPA).

### **2.0 General**

- 2.01** This Fire Prevention Policy has been reviewed and approved by Municipal Council for the City of Temiskaming Shores, and is applicable in its entirety for the whole of the municipality.
- 2.02** The Fire Prevention Officer, being duly appointed by Municipal Council shall report to the Fire Chief and will be responsible for the administration and delivery of the fire prevention division, and to fulfill the requirements of this Fire Prevention Policy.

### **3.0 Fire Prevention Records Keeping and Risk Assessment**

Current records relating to all fire prevention activities must be prepared and retained. These records include:

- Emergency response statistics using the current Office of the Fire Marshal Standard Fire Incident Report;
- Fire investigations;
- Fire prevention inspection program that includes complaints, requests, mortgage and resale, licensing, and other inspection types;
- Home inspection program;
- Smoke alarm program;
- Distribution of Public Fire Safety information and media releases;
- Public displays, fire station tours, etc.;
- Lectures, demonstrations, presentations to the public;
- Simplified risk assessment and other needs analysis processes containing a current community profile identifying current public education and prevention needs.

#### 4.0 Risk Assessment

The simplified risk assessment will be reviewed annually and programs modified as may be appropriate.

#### 5.0 Public Education Programs

**5.01** The Fire Prevention Officer, with the assistance of the Training Officer and Volunteer Firefighters where appropriate, will provide fire prevention education programs within the community in accordance with the priorities identified in the community's simplified risk assessment that may include:

- Alarmed for Life Program (community smoke alarm program);
- Older and Wiser Program (fire safety program for older adults);
- TAPP-C Program (The Arson Prevention Program for Children).

**5.02** In addition to these programs, social, service and special interest groups may request fire safety related presentations, demonstrations, tours of fire stations, and specific program presentations for clubs, cubs, guides and babysitters.

**5.03** Appropriate fire safety education materials, voice, print and social media, public service announcements, will be distributed in an effective manner to address fire safety issues and concerns based upon the City's needs and circumstances.

#### 6.0 Inspections and Enforcement

**6.01** Fire Prevention Inspections shall be conducted for all complaints received by the fire department containing reports of potential Fire Code violations and/or potential fire hazards, and for all requests for inspections to assess fire safety.

**6.02** Where the fire department receives a complaint on any premise or building in the municipality, the inspection shall be given priority, and conducted as soon as practical under authority of the Fire Protection and Prevention Act regardless of the frequency established in this Fire Prevention Policy.

**6.03** It is the objective of the Temiskaming Shores Fire Department to conduct fire prevention inspections of occupancies at the frequency indicated below and as identified by the simplified risk assessment:

Occupancy Type	Frequency
<b><u>Assembly Occupancies</u></b>	
Schools	Annually

Recreation Centers (Arenas)	Annually
Curling/Golf Clubs	Every Three Years
Licensed Premises/Restaurants	Every two (2) years
Nursery/Day Care Facilities	Annually
Special Occasion Permits	Upon request
<b><u>Vulnerable Occupancies</u></b>	
Care and Treatment Occupancies	Annually (as per OFC)
Care Occupancies	Annually (as per (OFC)
<b><u>Commercial or Business Occupancies</u></b>	
Mercantile	Upon request/complaint
Business / Personal Service	Upon request/complaint
<b><u>Industrial Occupancies</u></b>	
Factories or Complexes	Upon request/compliant
<b><u>Residential Occupancies</u></b>	
Apartments regulated by OFC Part 9	Upon request/complaint (target downtown core areas)
Home Inspection Program	Voluntary and upon request/complaint
Hotels / Motels (Including those regulated by OFC Part 9)	Upon request/complaint

- 6.04** Additional Fire Prevention Inspections may be conducted of any occupancy or building as deemed necessary to address the needs and circumstances of the community or a targeted risk.
- 6.05** Where a fire has occurred, the Fire Prevention Officer may inspect the property to ensure compliance with the Ontario Fire Code or any provisions under the Fire Protection and Prevention Act.
- 6.06** Appropriate action will be taken to ensure the elimination of serious fire hazards, immediate threats to life from fire, and to enforce the Fire Code under the authority and in accordance with the provisions outlined in the Fire Protection and Prevention Act.

## **7.0 Compliance Strategies for Smoke Alarms**

- 7.01** As a result of many recent fire tragedies in Ontario, the Temiskaming Shores Fire Department will adopt a zero tolerance approach, under certain circumstances, when it comes to enforcing Fire Code smoke alarm requirements. The following compliance and enforcement strategies shall be utilized as part of the zero tolerance approach:

- **Fire Department Emergency Response:** In situations where the Fire Department has responded to a residential dwelling, a check to ensure the home is in compliance with the Fire Code may be made. In situations where a fire has occurred and lives have been put at risk, a warning to the homeowner may not be sufficient if the home is not in compliance with the requirements. In these situations the Fire Department may choose to issue a ticket under Part I of the Provincial Offences Act (POA) or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket;
- **Enforcement Strategies for Homeowners:** Whenever a home is found to be non-compliant with Fire Code smoke alarm or carbon monoxide regulations, all efforts and strategies shall be used to gain compliance. If however the homeowner refuses or fails to comply, or has been found to have been in non-compliance previously, a Certificate of Offence may be completed and a Offence Notice (ticket) issued to the homeowner under Part I of the POA.
- **Enforcement Strategies for Landlords:** Landlords who are found to be negligent in providing and maintaining smoke or carbon monoxide alarms for their rental dwelling units as determined through routine inspections or through a fire department response to an actual fire, may be automatically issued a ticket under Part I of the Provincial Offences Act (POA) or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket;
- **Enforcement Strategies for Tenants:** Tenants in multi-unit rental accommodation who disable smoke or carbon monoxide alarms are not only putting themselves at risk, but also tenants in neighbouring units. Experience has shown that removing batteries or otherwise tampering with smoke or carbon monoxide alarms is often a common response to nuisance alarms. Tenants who admit to removing batteries or otherwise disabling a these devices may be automatically issued a ticket under Part I of the Provincial Offences Act (POA) for intentionally disabling a smoke alarm.

**7.02** Education is a critical component to helping to ensure homeowners are educated about smoke alarm types, carbon monoxide alarms, placement, installation and maintenance, and they must also be informed of the Fire Code requirements and the consequences for non-compliance. Through this policy all efforts will be made to seek voluntary compliance. That said, there will always be those who do not comply with the regulations, and the fire department must be prepared to enforce them. It is however important to recognize that the individual circumstances of each case must be taken into consideration, and that the fire department will exercise discretion and flexibility in their approach.

## **8.0 Open Air Burning**

Open air burning is regulated within the municipality. Open air burning will only be conducted with approval of the Chief Fire Official and/or his/her designate and in accordance with the conditions set out in the Burning By-Law.



## **9.0 New Construction**

New construction or alterations to existing buildings will be inspected in accordance with the Ontario Building Code Act and Regulations.

## **10.0 Fireplaces and Solid-Fuel-Burning Appliances and Equipment**

**10.01** New installations or alterations of fireplaces and solid-fuel-burning appliances and equipment will be inspected in accordance with the Ontario Building Code Act and Regulations.

**10.02** The fire department does not inspect existing installations of fireplaces and solid-fuel-burning appliances and equipment for compliance. Qualified contractors are available to carry out these types of inspections.

## **11.0 Requested Inspections for Change of Ownership**

Inspections will be conducted within a reasonable period of time when requested by the purchaser's solicitor and only where written authorization has been obtained from the owner or the owner's agent to inspect and release inspection results. Fees for conducting these inspections and issuance of compliance letters and reports will be charged in accordance with established municipal fee structure.

## **12.0 Investigation of Fires**

**12.01** The Fire Chief and/or members of the fire department as delegated by the Fire Chief shall investigate the origin and cause of all fires within the municipality.

**12.02** The Office of the Fire Marshal will be notified for the following reasons:

- Fires resulting in either a fatality or serious injury requiring person(s) to be admitted as in-patient(s) to a hospital (it is the responsibility of the fire department to confirm the status of injured persons transported by ambulance prior to release of the fire scene);
- Explosions (where the explosion is the primary event);
- All fires in vulnerable occupancies (i.e. retirement homes, care and treatment occupancies, and care occupancies as defined in the Fire Code);
- Fires suspected of being incendiary and for which expert investigative assistance is required with determining cause, origin or circumstance;
- Large loss fires, \$500,000 and over or where the loss is significant to the community;
- Fires of unusual origin or circumstances and for which expert investigative assistance is required with determining cause;

- Fires resulting in unusual fire/smoke spread;
- Fires involving circumstances that may result in widespread public concern (e.g. environmental hazard);
- Fires in multi-unit residential occupancies where fire spread is beyond unit of origin or where suspected Fire Code violations have impacted on the circumstances of the event; and
- Fires involving clandestine drug operations or marijuana grow operations.

### **13.0 Fees for Service**

Fees may be charged for any or all of the above referenced services in accordance with the User Fees for Service Charges By-Law.

### **14.0 Summary**

This policy provides for the participation of all members of the department in fire prevention and public education activities, during available hours and also addresses the types of inspection services that have been approved by Council. It is intended as an affirmative direction to the Fire Chief, to all fire department personnel, and to the public.

**Subject:** Appointment of Volunteer Firefighter

**Report No.:** PPP-014-2015  
**Agenda Date:** October 6, 2015

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### **Attachments**

None

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-014-2015; and
2. That Council hereby appoints Kevin Utas as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the *Volunteer Firefighter Hiring and Promotional Policy*.

### **Background**

In an effort to fill a vacancy within the department at the New Liskeard Fire Station, and to help ensure adequate staffing levels are maintained, the Department is seeking to fill a vacant Volunteer Firefighter's position at the New Liskeard Fire Station.

### **Analysis**

Section 4.02 of Schedule "A" to By-law No. 2008-030, being the Fire Department Establishing and Regulating By-law for the Temiskaming Shores Fire Department, states that for the purposes of ensuring adequate staffing, twenty (20) shall be used as a guideline for the minimum number of firefighters per District Station and in no case shall the number of firefighters per District Station exceed twenty-five (25).

Based on the identified need to fill one of the vacancies at the New Liskeard Fire Station, an interview with the candidate was conducted by the Fire Chief and the Fire Department's Interview panel. Subsequently a recommendation from the New Liskeard District Chief was provided to the Fire Chief requesting consideration of the appointment of Mr. Kevin Utas as a Volunteer Firefighter to the Temiskaming Shores Fire Department.

The candidate being recommended has demonstrated a strong desire to be a member of the Temiskaming Shores Fire Department team. This coupled with his work related experience, and his post-secondary school education, makes him an excellent candidate for the position he is being recommended for.

Based on the above, I am pleased to recommend Kevin Utas as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the Volunteer Firefighter Hiring and Promotional Policy.

**Financial / Staffing Implications**

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

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

Financial implications include the provision of appropriate Volunteer Firefighter Honorariums which have been included in the 2015 Fire and Emergency Management Services Operational Budget. All costs associated with the appointment would include the provision of dress uniforms and protective equipment that would be drawn from the fire departments 2015 and 2016 operational budgets.

Staffing implications associated with the proposed appointment are limited to normal administrative functions and duties, and the requirement to fill the vacant position at the New Liskeard Fire Station. Adequate staffing levels are established based on availability and the ability of fire department personnel to respond.

Current fire station staffing levels are as follows:

- 22 members for the Dymond Station.
- 22 for the Haileybury Station, and
- 21 for the New Liskeard Station.

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and submitted for  
Council’s consideration by:

“Original signed by”

“Original signed by”

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

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

---

**Subject:** Appointment of Volunteer Firefighter

**Report No.:** PPP-015-2015  
**Agenda Date:** October 6, 2015

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### **Attachments**

None

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-015-2015; and
2. That Council hereby appoints Francis Rivard as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the *Volunteer Firefighter Hiring and Promotional Policy*.

### **Background**

In an effort to fill a vacancy within the department at the New Liskeard Fire Station, and to help ensure adequate staffing levels are maintained, the Department is seeking to fill a vacant Volunteer Firefighter's position at the New Liskeard Fire Station.

### **Analysis**

Section 4.02 of Schedule "A" to By-law No. 2008-030, being the Fire Department Establishing and Regulating By-law for the Temiskaming Shores Fire Department, states that for the purposes of ensuring adequate staffing, twenty (20) shall be used as a guideline for the minimum number of firefighters per District Station and in no case shall the number of firefighters per District Station exceed twenty-five (25).

Based on the identified need to fill one of the vacancies at the New Liskeard Fire Station, an interview with the candidate was conducted by the Fire Chief and the Fire Department's Interview panel. Subsequently a recommendation from the New Liskeard District Chief was provided to the Fire Chief requesting consideration of the appointment of Mr. Francis Rivard as a Volunteer Firefighter to the Temiskaming Shores Fire Department.

The candidate being recommended has demonstrated a strong desire to be a member of the Temiskaming Shores Fire Department team. This coupled with his work related experience, and his previous experience as a Volunteer Firefighter with the Hudson Fire Department, makes him an excellent candidate for the position he is being recommended for.

Based on the above, I am pleased to recommend Francis Rivard as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the Volunteer Firefighter Hiring and Promotional Policy.

**Financial / Staffing Implications**

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

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

Financial implications include the provision of appropriate Volunteer Firefighter Honorariums which have been included in the 2015 Fire and Emergency Management Services Operational Budget. All costs associated with the appointment would include the provision of dress uniforms and protective equipment that would be drawn from the fire departments 2015 and 2016 operational budgets.

Staffing implications associated with the proposed appointment are limited to normal administrative functions and duties, and the requirement to fill the vacant position at the Dymond Fire Station. Adequate staffing levels are established based on availability and the ability of fire department personnel to respond.

Current fire station staffing levels are as follows:

- 22 members for the Dymond Station.
- 22 for the Haileybury Station, and
- 21 for the New Liskeard Station.

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and submitted for  
Council’s consideration by:

“Original signed by”

“Original signed by”

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

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

---

**Subject:** Appointment of Volunteer Firefighter

**Report No.:** PPP-016-2015  
**Agenda Date:** October 6, 2015

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### **Attachments**

None

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-016-2015; and
2. That Council hereby appoints Dean Franks as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the *Volunteer Firefighter Hiring and Promotional Policy*.

### **Background**

In an effort to fill a vacancy within the department at the Haileybury Fire Station, and to help ensure adequate staffing levels are maintained, the Department is seeking to fill a vacant Volunteer Firefighter's position at the Haileybury Fire Station.

### **Analysis**

Section 4.02 of Schedule "A" to By-law 2008-030, being the Fire Department Establishing and Regulating By-law for the Temiskaming Shores Fire Department, states that for the purposes of ensuring adequate staffing, twenty (20) shall be used as a guideline for the minimum number of firefighters per District Station and in no case shall the number of firefighters per District Station exceed twenty-five (25).

Based on the identified need to fill one of the vacancies at the Haileybury Fire Station, an interview with the candidate was conducted by the Fire Chief and the Fire Department's Interview panel. Subsequently a recommendation from the Haileybury District Chief was provided to the Fire Chief requesting consideration of the appointment of Mr. Dean Franks as a Volunteer Firefighter to the Temiskaming Shores Fire Department.

The candidate being recommended has demonstrated a strong desire to be a member of the Temiskaming Shores Fire Department team. This coupled with his work related experience, and completion of the Emergency First Responder program as part of his secondary school education, makes him an excellent candidate for the position he is being recommended for.

Based on the above, I am pleased to recommend Dean Franks as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the Volunteer Firefighter Hiring and Promotional Policy.

**Financial / Staffing Implications**

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

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

Financial implications include the provision of appropriate Volunteer Firefighter Honorariums which have been included in the 2015 Fire and Emergency Management Services Operational Budget. All costs associated with the appointment would include the provision of dress uniforms and protective equipment that would be drawn from the fire departments 2015 and 2016 operational budgets.

Staffing implications associated with the proposed appointment are limited to normal administrative functions and duties, and the requirement to fill the vacant position at the Haileybury Fire Station. Adequate staffing levels are established based on availability and the ability of fire department personnel to respond.

Current fire station staffing levels are as follows:

- 22 members for the Dymond Station.
- 22 for the Haileybury Station, and
- 21 for the New Liskeard Station.

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and submitted for  
Council’s consideration by:

“Original signed by”

“Original signed by”

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

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



# Memo

**To:** Mayor and Council  
**From:** Douglas Walsh, Director of Public Works  
**Date:** October 6, 2015  
**Subject:** CCO No. 1 – Miller Paving, 2015 Roadway Surfacing Program  
**Attachments:** 01 – CCO No. 1

---

Mayor and Council:

At the July 7, 2015 Regular Council meeting, By-Law No. 2015-149, being the by-law to enter into an agreement with Miller Paving Limited for the 2015 Roadway Surfacing Program within the City of Temiskaming Shores, was considered and approved in the amount of One Million and Forty-Two Thousand - Seven Hundred Dollars, (\$1,042,700.00).

During the construction phase of the program various changes were required and made to the scope of the work with additions, deletions and modifications due to field conditions and what was deemed to be in the best interest of the public.

As a result of these changes, Attachment 01 - Contract Change Order No. 01 is presented for Council approval. While there is no change in value or additional cost to the City, the scope of the work has varied from what was previously approved and should be noted. The original work to be completed is attached as an appendix to Contract Change Order No. 01.

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

“Original signed by”

“Original signed by”

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

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

### **2015 Hardtop Maintenance Program**

1. Milling and Pulverizing of approximately 1.0 kilometres of Lakeshore Road from the end of tapers at Edgewater Motel to 200 metres north of Cottage Road (including fully paved shoulders on both sides) and STATO Trail.
2. Supply, place and compact 100 mm of Granular "A" material over the pulverized area.
3. Place one lift of 50mm Hot Laid Asphalt at a width equal to the existing paved surface (including the reinstatement of STATO Trail) at a total cost of **\$602,500.00** plus applicable taxes.
4. Milling and Pulverizing existing asphalt surfaces of Niven Street South from Main Street to Seton Street, re-grade and place 50 mm Hot Laid Asphalt at 6.0 metres wide at a cost of approximately **\$66,500.00** plus applicable taxes.
5. Milling and Pulverizing existing asphalt surfaces of Golf Course Road from Highway 65 West to Mackey Bridge, supply, place and compact 50 mm of Granular "A" material and place two (2) 50 mm lifts of Hot Laid Asphalt at 6.0 metres wide at a cost of approximately **\$115,000.00** plus applicable taxes.
6. Removal of the north and west pedestrian paving stone crosswalks at the Ferguson Ave. and Main Street intersection and replace with Hot Laid Asphalt, c/w a 3 metre transition at a cost of approximately **\$25,000.00** plus applicable taxes.
7. Placement of RAP / Grindings on Pete's Dam Road from Highway 65 West, westward (as previously approved) at a cost of approximately **\$60,000.00** plus applicable taxes.
8. Mill and Pave downtown New Liskeard, Armstrong Street (Bridge to Whitewood Ave.) and Whitewood Ave, (Armstrong Street to Paget Street) from curb to curb, with millings placed in the Armstrong Street laneways at a cost of approximately **\$145,000.00** plus applicable taxes.
9. Resurfacing of Rebecca Street (between Elm Street and Oak Street) re-grade and place 50 mm Hot Laid Asphalt as a result of the Emergency Sanitary Sewer Repair work completed in 2015 at an estimated cost of approximately **\$28,700.00** plus applicable taxes.

## Contract Change Order

<b>Project Title:</b> 2015 Roadway Surfacing Program	<b>Change Order No.:</b> 01
<b>Contractor/Consultant:</b> Miller Paving	<b>Contract Value:</b> \$ 1,042,700.00
<b>Project No.:</b> By-law No. 2015-149	<b>CO Value:</b> \$0.00
<b>Date:</b> October 6, 2015	<b>Current Contract Value:</b> \$1,042,700.00

### Project Description

The City entered into an agreement with Miller Paving through By-law No. 2015-149 for the 2015 Roadway Surfacing Program within the City of Temiskaming Shores. The details of the approved Program are attached as Appendix 01.

### Description of Contract Change Order

1. Change in scope of the work included on Lakeshore Road, between Edgewater Motel and 200 metres north of Cottage Road, to include the excavation of a frost heave taper for a length of approximately 150 metres and the reduction in length of work to a location immediately south of Cottage Road resulting in no additional cost.
2. Change in scope of work in the removal of the north and west pedestrian paving stone crosswalks at Ferguson Ave. and Main Street intersection, to include the removal of asphalt within the intersection and repave the area at no additional cost.
3. Change in scope of the work included in the placement of RAP / Grindings on Pete's Dam Road including the placement of material on River Road from Golf Course Road northward for a distance of approximately 400 metres, at no additional cost. (Total of 6,000 tonnes applied to both areas as proposed in 2015 Program.)
4. Change in scope of work included in the milling and paving of Armstrong Street and Whitewood Ave with the placement of the millings on Sharpe Street from May Street to Riverside Drive, behind the former Bastien Beverages facility resulting in no additional cost.

### Attachments

- 1) **Appendix 01 to Schedule "A" of By-law No. 2015-149** being the detailed description of the 2015 Hardtop Maintenance Program included in the Agreement.

Respectfully received by:

Reviewed and recommended for approval by:

"original signed by"

"original signed by"

\_\_\_\_\_  
 Steve Burnett  
 Technical and Environmental  
 Compliance Coordinator

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

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**Subject:** 2015–16 Winter Operations Plan

**Report No.:** PW-052-2015

**Agenda Date:** October 6<sup>th</sup>, 2015

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## **Appendix 01:** Proposed 2015-16 Winter Operations Shift Schedule

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-052-2015;
2. That Council approves the 2015 – 2016 Winter Operations Plan and directs staff to present the necessary by-law for Council's consideration at the October 6, 2015 Regular Council meeting; and
3. That Council directs the Director of Public Works to advise staff in the Public Works Department, in writing, of the intent to commence the Winter Operations Schedule on or about Sunday, November 1, 2015 and conclude on or about Friday, April 15, 2016.

### **Background**

Each year the Public Works Department submits an administrative report for Council's consideration on the Winter Operations efforts for the upcoming season. The report includes a proposed shift schedule which is intended to improve upon or modify the approach that has been used in previous years, while maintaining the *Minimum Maintenance Standards for Municipal Highways* and reducing the hazards resulting from winter snow and ice, in order to maintain the City's roadways and sidewalks in a safe condition.

For the past four (4) winter seasons a shift schedule that provides adequate coverage and provides the staff with a better "work – life" balance has been utilized.

Typically, the Winter Schedule commences on or about November 1<sup>st</sup> and ends on or about April 15<sup>th</sup>. During the period of April 15<sup>th</sup> to November 1<sup>st</sup> 2015 the Department worked a 5 day, 8 hour per day shift schedule.

### **Analysis**

Every winter season brings new, unique and unpredictable conditions and circumstances that the Public Works Dept is tasked with dealing with. The 2013 – 14 and 2014 – 15 seasons proved to be very difficult on staff and equipment and were considered not comparable to previous winters that had been relatively mild. As in the past there were areas within the municipality that required more attention than others given the local conditions.

Over the past number of years numerous shift schedules were used to address the needs of the taxpayers and conform to the Minimum Maintenance Standards. Many of these schedules have taxed the human resources element of the department in that staffing levels and the demands for staff at certain times did not mesh. (i.e. 10 staff working Night Shift with little or no snow or limited staff during daytime hours.)

It is virtually impossible to establish a shift schedule in September that will meet the needs of the entire winter day-in and day-out, shift by shift and the requirement for overtime is inevitable.

For the most part the Public Works staff will continue to operate as four groups or “teams” of five members comprised of one Heavy Equipment Operator / Crew Leader, a Water / Sewer Operator and three Equipment Operators. This arrangement has worked very well to address most situations. As well there will once again be a “Patrol Person” assigned to the 3:00 p.m. to 11:30 p.m. afternoon shift for consistent patrol purposes.

Since 2011-12 winter season the department has continued to provide coverage, at varying levels, 24 hours per day, 7 days per week. With a focus on providing more scheduled resources from Monday to Friday during the day time, afternoon, evening, and weekend coverage has been reduced to minimal coverage, ensuring that Minimum Standards are met. The Crew Leader or the Evening/Weekend shift Patrol Person contacts the “on-call” Supervisor to arrange for additional staff as required.

As indicated in the Collective Agreement with CUPE Local 5014, Section 14.03 allows for the Employer to establish and alter starting and quitting times as necessary, with advance notice. Therefore, in the event that additional staff is required to conduct operations during the night shift, resources from the following day shift were re-scheduled. Over the past 5 winter seasons an estimated average of \$40,000 per season has been expended in Winter Operation overtime wages.

Feedback from staff regarding the shift schedule that was implemented during the 2011 – 12 season remains very positive in that they were able to spend more “regular weekend time” with their families, while still being cognoscente of the fact that they are required to participate in a schedule that meets the needs of the Employer. There were no problems encountered in finding sufficient staff to provide winter control operations during evening and weekend storm events.

The only noted staffing changes to the 2015 -16 Winter Operations Plan are due to the calendar and staff changes within the department. With the reduction of the 0.5 full-time position in 2015, the dedicated Patrol Person scheduled from Monday to Friday for the afternoon shift will remain in place, however, one of the crews will be reduced to four persons. The crews have also been rotated to ensure that the same people are not working the same timeframe as last year. (Christmas etc.)

Additional sidewalk clearing on Latchford Street and Cedar Street have been included in the designated routes and should eliminate some of the “double back” that has taken place in the past.

Roadway sections including Lorne Avenue from Katherine Street to Robert Street, Hawn Drive from Radley Hill Road to Brazeau Blvd. and Radley Hill Road from Hawn Drive to Hwy 11 have been included in the snow-plowing operations.

**Financial / Staffing Implications**

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

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

Staffing implications related to this matter are limited to normal operational functions and duties. As in the past, temporary seasonal staff will be required. Only one position is being proposed at this time to cover for vacation requests by full time staff, during scheduled shift periods.

Adopting the same schedule as 2014 – 15 will continue to provide staff with an opportunity for a better work-life balance as well as opportunity to enhance their skills using a variety of equipment and at a wide array of tasks through training and experience.

**Alternatives**

No other alternatives were considered at this time.

**Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

“Original signed by”

“Original signed by”

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G. Douglas Walsh, CET  
Director of Public Works

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Christopher W. Oslund  
City Manager

APPENDIX N

Crew One 2015 -16 Winter Shift Schedule

November

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
22:00 - 6:30					1e	1e								abcd	abcd	abcd	abcd	abcd													
6:30 - 15:00		abcd	abcd	abcd	abcd	abcd			abcd	abcd	abcd	abcd	abcd										abcd	abcd	abcd	abcd	abc	1d	1d	abc	
15:00 - 23:30																												1e	1e		

December

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30				1a	1a								abcd	abcd	abcd	abcd	abcd														
6:30 - 15:00	abcd	abcd	bcd	bcd			abcd	abcd	abcd	abcd	abcd									abcd	abcd	abcd	abcd	ad	1b	1b	ad	abcd	abcd	acd	
15:00 - 23:30																										1c	1c				

January

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	1b	1b									abcd	abcd	abcd	abcd	abcd															1c	1c
6:30 - 15:00	acd			abcd	abcd	abcd	abcd	abcd										abcd	abcd	abcd	abcd	bc	1a	1a	bc	abcd	abcd	abd	abd		
15:00 - 23:30																								1d	1d						

February

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
22:00 - 6:30							abcd	abcd	abcd	abcd	abcd															1d	1d			
6:30 - 15:00	abcd	abcd	abcd	abcd	abcd									abcd	abcd	abcd	abcd	acd	1e	1e	acd	abcd	abcd	abcd	abc	abc			abcd	
15:00 - 23:30																			1b	1b										

March

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
23:00 - 7:30						abcd	abcd	abcd	abcd	abcd															1e	1e					
6:30 - 15:00	abcd	abcd	abcd	abcd									abcd	abcd	abcd	abcd	bd	1c	1c	bd	abcd	abcd	abcd	abcd	abcd			abcd	abcd	abcd	
15:00 - 23:30																			1a	1a											

April

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23:00 - 7:30			abcd	abcd	abcd	abcd	abcd																							
6:30 - 15:00	abcd										abcd	abcd	abcd	abcd	abcd															
15:00 - 23:30																														
6:30 - 15:00																			1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4

APPENDIX N

Crew Two 2015 -16 Winter Shift Schedule

November

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
22:00 - 6:30												2a	2a									abcde	abcde	abcde	abcde	abcde						
6:30 - 15:00		abcde	abcde	abcde	abcde	bde	2c	2c	bde	abcde	abcde	bcde	bcde			abcde	abcde	abcde	abcde	abcde										abcde		
15:00 - 23:30							2a	2a																								

December

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
22:00 - 6:30											2b	2b								abcde	abcde	abcde	abcde	abcde								
6:30 - 15:00	abcde	abcde	abcde	abc	2d	2d	abc	abcde	abcde	acde	acde			abcde	abcde	abcde	abcde	abcde										abcde	abcde	abcde	abcde	
15:00 - 23:30					2e	2e																										

January

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
22:00 - 6:30												2c	2c				abcde	abcde	abcde	abcde	abcde											
6:30 - 15:00	4,1,2	2b	2b	1,2,3	abcde	abcde	1,2,3	1,2,3			abcde	abcde	abcde	abcde	abcde											abcde	abcde	abcde	abcde	4,1,2	2a	2a
15:00 - 23:30		2c	2c																													

February

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
22:00 - 6:30					2d	2d								abcde	abcde	abcde	abcde	abcde														
6:30 - 15:00	abcde	abcde	abcde	abce	abce			abcde	abcde	abcde	abcde	abcde										abcde	abcde	abcde	abcde	acd	2e	2e	acd			
15:00 - 23:30																											2b	2b				

March

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
23:00 - 7:30				2e	2e								abcde	abcde	abcde	abcde	abcde																
6:30 - 15:00	abcde	abcde	abcd	abcd			abcde	abcde	abcde	abcde	abcde											abcde	abcde	abcde	abcde	bde	2c	2c	bde	abcde	abcde	bcde	
15:00 - 23:30																											2a	2a					

April

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
23:00 - 7:30	2a	2a								abcde	abcde	abcde	abcde	abcde																		
6:30 - 15:00	bcde			abcde	abcde	abcde	abcde	abcde																								
15:00 - 23:30																																
6:30 - 15:00																			1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4								



**APPENDIX N**

**Crew Three 2015 -16 Winter Shift Schedule**

**November**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
22:00 - 6:30	abcde	abcde	abcde	abcde	abcde															3a	3a								abcde	abcde
6:30 - 15:00									abcde	abcde	abcde	abcde	bde	3c	3c	bde	abcde	abcde	bcde	bcde			abcde	abcde	abcde	abcde	abcde			
15:00 - 23:30														3a	3a															

**December**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	abcde	abcde	abcde															3b	3b								abcde	abcde	abcde	abcde	abcde
6:30 - 15:00							abcde	abcde	abcde	abcde	abc	3d	3d	abc	abcde	abcde	acde	acde			abcde	abcde	abcde	abcde	abcde						
15:00 - 23:30												3e	3e																		

**January**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30															3c	3c								abcde	abcde	abcde	abcde	abcde			
6:30 - 15:00				abcde	abcde	abcde	abcde	ade	3b	3b	ade	abcde	abcde	abde	abde			abcde	abcde	abcde	abcde	abcde									
15:00 - 23:30									3c	3c																					

**February**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
22:00 - 6:30												3d	3d								abcde	abcde	abcde	abcde	abcde					
6:30 - 15:00	abcde	abcde	abcde	abcde	bce	3a	3a	bce	abcde	abcde	abce	abce			abcde	abcde	abcde	abcde	abcde									abcde		
15:00 - 23:30						3d	3d																							

**March**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
23:00 - 7:30											3e	3e								abcde	abcde	abcde	abcde	abcde							
6:30 - 15:00	abcde	abcde	abcde	acd	3e	3e	acd	abcde	abcde	abcd	abcd			abcde	abcde	abcde	abcde	abcde										abcde	abcde	abcde	abcde
15:00 - 23:30					3b	3b																									

**April**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23:00 - 7:30								3a	3a																					
6:30 - 15:00	bde	3c	3c	dbe	abcde	abcde	bcde	bcde			abcde	abcde	abcde	abcde	abcde															
15:00 - 23:30		3a	3a																											
6:30 - 15:00																			1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4			1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4

APPENDIX N

Crew Four 2015 -16 Winter Shift Schedule

November

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
22:00 - 6:30							abcde	abcde	abcde	abcde	abcde																4a	4a		
6:30 - 15:00		abcde	abcde	abcde	abcde	abcde									abcde	abcde	abcde	abcde	abc	4d	4d	abc	abcde	abcde	bcde	bcde			abcde	
15:00 - 23:30																					4e	4e								

December

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30					abcde	abcde	abcde	abcde	abcde	abcde															4b	4b					
6:30 - 15:00	abcde	abcde	abcde	abcde									abcde	abcde	abcde	abcde	ade	4b	4b	ade	abcde	abcde	acde	acde			abcde	abcde	abcde	abcde	
15:00 - 23:30																			4c	4c											

January

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30			abcde	abcde	abcde	abcde	abcde															4c	4c							abcde	
6:30 - 15:00	abcde										abcde	abcde	abcde	abcde	bce	4a	4a	bce	abcde	abcde	abde	abde			abcde	abcde	abcde	abcde	abcde	abcde	
15:00 - 23:30																4d	4d														

February

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
22:00 - 6:30	abcde	abcde	abcde	abcde															4d	4d								abcde	abcde
6:30 - 15:00							abcde	abcde	abcde	abcde	acd	4e	4e	acd	abcde	abcde	abce	abce			abcde	abcde	abcde	abcde	abcde				
15:00 - 23:30												4b	4b																

March

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
23:00 - 7:30	abcde	abcde	abcde															4e	4e								abcde	abcde	abcde	abcde	abcde
6:30 - 15:00				abcde	abcde	abcde	abcde	abc	4d	4d	abc	abcde	abcde	abcde	abcde						abcde	abcde	abcde	abcde	abcde					abcde	
15:00 - 23:30											4a	4a																			

April

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23:00 - 7:30																														
6:30 - 15:00			abcde	abcde	abcde	abcde	abc	4d	4d	abc	abcde	abcde	abcde	abcde																
15:00 - 23:30								4e	4e																					
6:30 - 15:00																		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	

APPENDIX N

Complete 2015 -16 Winter Shift Schedule

November

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
22:00 - 6:30	3	3	3	3	3	1e	1e	4	4	4	4	4	2a	2a	1	1	1	1	1	1	3a	3a	2	2	2	2	2	4a	4a	3	3
6:30 - 15:00		4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2c	2c	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3c	3c	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4d	4d	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1d	1d	4,1,2	
15:00 - 23:30		DPP	DPP	DPP	DPP	DPP	2a	2a	DPP	DPP	DPP	DPP	DPP	3a	3a	DPP	DPP	DPP	DPP	DPP	4e	4e	DPP	DPP	DPP	DPP	DPP	1e	1e	DPP	

December

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	3	3	3	1a	1a	4	4	4	4	4	2b	2b	1	1	1	1	1	3b	3b	2	2	2	2	2	2	4b	4b	3	3	3	3
6:30 - 15:00	4,1,2	4,1,2	4,1,2	4,1,2	2d	2d	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3d	3d	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4b	4b	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1b	1b	4,1,2	4,1,2	4,1,2	4,1,2
15:00 - 23:30	DPP	DPP	DPP	DPP	2e	2e	DPP	DPP	DPP	DPP	DPP	3e	3e	DPP	DPP	DPP	DPP	DPP	4c	4c	DPP	DPP	DPP	DPP	DPP	1c	1c	DPP	DPP	DPP	

January

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
22:00 - 6:30	1b	1b	4	4	4	4	4	2c	2c	1	1	1	1	1	3c	3c	2	2	2	2	2	2	4c	4c	3	3	3	3	3	1c	1c	4
6:30 - 15:00	4,1,2	2b	2b	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3b	3b	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4a	4a	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1a	1a	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2a	2a	
15:00 - 23:30	DPP	2c	2c	DPP	DPP	DPP	DPP	DPP	3c	3c	DPP	DPP	DPP	DPP	DPP	4d	4d	DPP	DPP	DPP	DPP	DPP	1d	1d	DPP	DPP	DPP	DPP	DPP	2d	2d	

February

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
22:00 - 6:30	4	4	4	4	2d	2d	1	1	1	1	1	3d	3d	2	2	2	2	2	4d	4d	3	3	3	3	3	3	1d	1d	4	4
6:30 - 15:00	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3a	3a	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4e	4e	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1e	1e	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2e	2e	1,2,3	
15:00 - 23:30	DPP	DPP	DPP	DPP	DPP	3d	3d	DPP	DPP	DPP	DPP	DPP	4b	4b	DPP	DPP	DPP	DPP	DPP	1b	1b	DPP	DPP	DPP	DPP	DPP	2b	2b	DPP	

March

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23:00 - 7:30	4	4	4	2e	2e	1	1	1	1	1	3e	3e	2	2	2	2	2	4e	4e	3	3	3	3	3	3	1e	1e	4	4	4	4
6:30 - 15:00	1,2,3	1,2,3	1,2,3	1,2,3	3e	3e	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4c	4c	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1c	1c	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2c	2c	1,2,3	1,2,3	1,2,3	1,2,3
15:00 - 23:30	DPP	DPP	DPP	DPP	3b	3b	DPP	DPP	DPP	DPP	DPP	4a	4a	DPP	DPP	DPP	DPP	DPP	1a	1a	DPP	DPP	DPP	DPP	DPP	2a	2a	DPP	DPP	DPP	

April

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23:00 - 7:30	2a	2a	1	1	1	1	1	3a	3a	2	2	2	2	2																
6:30 - 15:00	1,2,3	3c	3c	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4d	4d	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1															
15:00 - 23:30	DPP	3a	3a	DPP	DPP	DPP	DPP	DPP	4e	4e	DPP	DPP	DPP	DPP	DPP															
6:30 - 15:00																		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	

APPENDIX N

Template 2015 -16 Winter Shift Schedule

November

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
22:00 - 6:30	3	3	3	3	3	1e	1e	4	4	4	4	4	2a	2a	1	1	1	1	1	1	3a	3a	2	2	2	2	2	4a	4a	3	3
6:30 - 15:00		4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2c	2c	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3c	3c	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4d	4d	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1d	1d	4,1,2	
15:00 - 23:30		DPP	DPP	DPP	DPP	DPP	2a	2a	DPP	DPP	DPP	DPP	DPP	3a	3a	DPP	DPP	DPP	DPP	DPP	4e	4e	DPP	DPP	DPP	DPP	DPP	1e	1e	DPP	

December

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22:00 - 6:30	3	3	3	1a	1a	4	4	4	4	4	2b	2b	1	1	1	1	1	3b	3b	2	2	2	2	2	2	4b	4b	3	3	3	3
6:30 - 15:00	4,1,2	4,1,2	4,1,2	4,1,2	2d	2d	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3d	3d	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4b	4b	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1b	1b	4,1,2	4,1,2	4,1,2	4,1,2
15:00 - 23:30	DPP	DPP	DPP	DPP	2e	2e	DPP	DPP	DPP	DPP	DPP	3e	3e	DPP	DPP	DPP	DPP	DPP	4c	4c	DPP	DPP	DPP	DPP	DPP	1c	1c	DPP	DPP	DPP	DPP

January

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22:00 - 6:30	1b	1b	4	4	4	4	4	2c	2c	1	1	1	1	1	3c	3c	2	2	2	2	2	4c	4c	3	3	3	3	3	1c	1c	4
6:30 - 15:00	4,1,2	2b	2b	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3b	3b	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4a	4a	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1a	1a	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2a	2a
15:00 - 23:30	DPP	2c	2c	DPP	DPP	DPP	DPP	DPP	3c	3c	DPP	DPP	DPP	DPP	DPP	4d	4d	DPP	DPP	DPP	DPP	DPP	1d	1d	DPP	DPP	DPP	DPP	DPP	2d	2d

February

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22:00 - 6:30	4	4	4	4	2d	2d	1	1	1	1	1	3d	3d	2	2	2	2	2	4d	4d	3	3	3	3	3	3	1d	1d	4	4
6:30 - 15:00	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3a	3a	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4e	4e	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1e	1e	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2e	2e	1,2,3	
15:00 - 23:30	DPP	DPP	DPP	DPP	DPP	3d	3d	DPP	DPP	DPP	DPP	DPP	4b	4b	DPP	DPP	DPP	DPP	DPP	1b	1b	DPP	DPP	DPP	DPP	DPP	2b	2b	DPP	

March

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23:00 - 7:30	4	4	4	2e	2e	1	1	1	1	1	3e	3e	2	2	2	2	2	4e	4e	3	3	3	3	3	3	1e	1e	4	4	4	4
6:30 - 15:00	1,2,3	1,2,3	1,2,3	1,2,3	3e	3e	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4c	4c	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1c	1c	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2c	2c	1,2,3	1,2,3	1,2,3	1,2,3
15:00 - 23:30	DPP	DPP	DPP	DPP	3b	3b	DPP	DPP	DPP	DPP	DPP	4a	4a	DPP	DPP	DPP	DPP	DPP	1a	1a	DPP	DPP	DPP	DPP	DPP	2a	2a	DPP	DPP	DPP	DPP

April

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23:00 - 7:30	2a	2a	1	1	1	1	1	3a	3a	2	2	2	2	2																
6:30 - 15:00	1,2,3	3c	3c	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4d	4d	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1															
15:00 - 23:30	DPP	3a	3a	DPP	DPP	DPP	DPP	DPP	4e	4e	DPP	DPP	DPP	DPP	DPP															
6:30 - 15:00																		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	

# Memo

**To:** Mayor and Council  
**From:** Tammie Caldwell, Director of Recreation  
**Date:** October 6<sup>th</sup>, 2015  
**Subject:** City as Sponsor for Frog's Breath Funding Applications  
**Attachments:** None

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Mayor and Council:

The Frog's Breath Foundation is currently accepting applications for funding from local organizations. The municipality has been the 'sponsor' or lead applicant for local organizations in the past and has been approached by the following to do so in this round of funding:

1. **Tri-Town Sno Travellers:** Submitting an application in the amount of \$5,000 to replace the large trail signs and upgrade other signage;
2. **Haunted Hustle:** Submitting an application in the amount of \$10,000 to purchase additional race equipment i.e. water station tents and signage for the course;
3. **Dymond Firefighter's Fundraising Committee:** Submitting an application in the amount of \$10,000 for five benches for the park area and two bike racks.

Staff is recommending:

1. That the Council for the City of Temiskaming Shores acknowledge receipt of Memorandum 008-RS-2015 and
2. That Council approves the request from the Tri-Town Sno Travellers, the Haunted Hustle, and the Dymond Firefighter's Park and agrees to sponsor their funding applications to the Frog's Breath Foundation in the amount of \$5,000, \$10,000 and \$10,000 respectively.

Prepared by:

"Original signed by"

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Tammie Caldwell  
Director of Leisure Services

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

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Christopher W. Oslund  
City Manager

**Subject:** Bicycle Friendly Community

**Report No.:**

RS-007-2015

**Agenda Date:**

October 6, 2015

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## **Attachments**

**Appendix 01:** Share the Road Cycling Coalition Report

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-007-2015;
2. That Council approves in principle the Share the Road Cycling Coalition Summary Report and Recommendations and directs staff to work with the committee towards a Bicycle Friendly Community within the annual operating and capital budgets; and
3. That Council approve the appointment of a Bicycle Friendly Committee of Council.

## **Background**

At the September 15, 2015 Council meeting, Amanda Mongeon, representing the Bicycle Friendly Community Committee (BFCC), presented information on the Share the Road Cycling Coalition Bicycle Friendly Community Workshop hosted in the City of Temiskaming Shores on June 10, 2015.

The workshop resulted in a Summary Report and Recommendations on how to work towards a BFC (Bicycle Friendly Community) which is attached as Appendix No. 1 to the report.

Ms. Mongeon on behalf of the BFCC requested that the City of Temiskaming Shores consider adopting the Report in principle and that a Bicycle Friendly Committee of Council be formed to work towards a Bicycle Friendly Community.

## **Analysis**

The Five Year Vision of the Share the Road Cycling Coalition Report is the following:

“By 2020, the City of Temiskaming Shores aspires to be a great place for people to ride their bikes. Temiskaming Shores’ culture of outdoor activity and recreation will have extended to include walking and cycling throughout the community, with community members feeling increasingly comfortable exploring Temiskaming Shores’ natural assets and urban environments by foot or by bike.

Temiskaming Shores’ natural beauty makes it an ideal location for cycle tourism to thrive, and the community will have built a reputation across Ontario as a great place to ride a

bike for recreation or utilitarian purposes. There will be a large number of programs in place to educate residents about the importance of safely sharing the road with all road users, and residents will be encouraged to walk and bike more often. Children in Temiskaming Shores will regularly walk or bike to school, and cycling will be a common activity for residents of all ages and abilities.”

The report contains a number of initiatives, some that may be accomplished quite easily and others that will require further public consultation, input from staff, and funding. It is evident by the groups identified to be involved in the majority of the projects, that the municipality is considered to be a major stakeholder in the program. The goal of the BFCC is to commence work on the easier initiatives and select one or two major initiatives to work with the municipality through staff and a Committee of Council.

### **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

In terms of adopting the Share the Road Coalition Bicycle Friendly Community Report in principle and designating a Committee of Council, there is no cost to the municipality.

The recommendations within the report may have a financial impact which will be considered in the annual municipal operating and capital budgets for council’s consideration.

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

### **Alternatives**

No alternatives were considered.

### **Submission**

Prepared by:

Reviewed and submitted for  
Council’s consideration by:

“Original signed by”

“Original signed by”

\_\_\_\_\_  
Tammie Caldwell  
Director of Recreation Services

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



**City of Timiskaming Shores**

**Bicycle Friendly Communities Workshop**

**June 10, 2015**

**Summary Report and Recommendations**

**Prepared by the Share the Road Cycling Coalition**



# Temiskaming Shores Bicycle Friendly Communities Workshop - June 2015

## Summary Report

On June 10, 2015, the local bike friendly action group hosted a Bicycle Friendly Communities Workshop to help identify a path forward for the city to become more bicycle friendly. More than 40 community members, city staff and city Councillors heard new ideas and contributed their local expertise about how Temiskaming Shores can become a better place for cycling during a full-day workshop and evening “World Café” event.

During the workshop, participants helped to:

- identify Temiskaming Shores' existing cycling assets and some of the challenges faced (See **Appendix A: Inventory and Challenges**)
- discuss opportunities for building a safer, more connected place for cycling;
- articulate a five-year vision for cycling in Temiskaming Shores; and
- develop a two-year workplan for making progress toward that vision.

### FIVE-YEAR VISION

The following vision for Temiskaming Shores building a more bicycle-friendly community over the next five years (or sooner) was compiled based on the feedback received from workshop attendees and on best practices from other Bicycle-Friendly Communities across North America. The vision also takes into consideration available resources.

By 2020, the City of Temiskaming Shores aspires to be a great place for people to ride their bikes. Temiskaming Shores' culture of outdoor activity and recreation will have extended to include walking and cycling throughout the community, with community members feeling increasingly comfortable exploring Temiskaming Shores' natural assets and urban environments by foot or by bike. Temiskaming Shores' natural beauty makes it an ideal location for cycle tourism to thrive, and the community will have built a reputation across Ontario as a great place to ride a bike for recreation or utilitarian purposes. There will be a large number of programs in place to educate residents about the importance of safely sharing the road with all road users, and residents will be encouraged to walk and bike more often. Children in Temiskaming Shores will regularly walk or bike to school, and cycling will be a common activity for residents of all ages and abilities.

While this vision may sound ambitious, by focusing on the five essential elements of being a bicycle-friendly community we are confident that Temiskaming Shores can achieve meaningful progress towards these goals. The essential elements of a Bicycle Friendly Community are:

- **Engineering** - creating a connected, integrated network of low-stress cycling infrastructure that provides people of all ages and abilities with cycling routes travelling both east-to-west and north-to-south to connect the Temiskaming Shores and area communities. This network can include new protected bike lanes similar to the STATO trail<sup>1</sup>, bike lanes on streets within towns, signed bike routes on low traffic streets and trails that are well-lit, well-signed and maintained year-round. With a few key investments along priority routes, Temiskaming Shores can have a well-connected network that leads to most destinations within town. At important destinations, ample, secure bike parking should be more readily available;
- **Education** - making cycling education part of the educational program for all students in Temiskaming Shores schools to create a culture of respect between all road users. Educational efforts will also be targeted at people who drive, with a special emphasis on parents around schools.
- **Encouragement** – introducing new programs designed to get residents excited about cycling again is key to creating a culture of cycling. Use programs like a commuter challenge, bike to work day, open streets events etc to give people a reason to get back on their bike and build a community around cycling.
- **Enforcement** - building more effective partnerships between the Local Ontario Provincial Police Service and the various community partners to make the roads safer for all road users; and
- **Evaluation & Planning** – Create and approve and Active Transportation Plan for Temiskaming Shores, complete with a dedicated annual budget for implementation. Following the approval of the plan, it is important to work on establishing a baseline of the number of people cycling in Temiskaming Shores by performing counts throughout the summer.

The workplan that follows, organized under the 5 Es of the BFC Program, outlines recommended actions Temiskaming Shores could take in the next two years to help it work towards achieving this 5 year vision. With more than 40 attendees at the workshop, it was not surprising that the initial list of potential actions was quite long and varied, and contained far more than would be realistic to achieve given the two-year time frame and resource constraints. The initial list of

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<sup>1</sup> <http://www.stato.ca/>

brainstormed actions has been refined to include a number of high-impact activities, many of which are proven to be best practices in communities across North America.

It is important to remember that there are many ways to build a more bicycle-friendly community. This report contains suggestions for one path that could be followed to get there, however, it may be possible for Temiskaming Shores to substitute other actions that are not included in this plan and still achieve this five year vision for increasing bicycling.

## WORKPLAN

**ENGINEERING:** *Creating safe and convenient places to ride and park bicycles through physical infrastructure and hardware that supports cycling.*

Temiskaming Shores is very fortunate to have such dedicated community members who value Active Transportation. To the knowledge of all of us at Share the Road, the STATO Trail is unique across the province, both in its design (a 2-way protected bike lane on the side of a 2-way highway) and the way that it came about through community fundraising. – We are not aware of another cycling project in Ontario that has been the result of such a significant community fundraising effort. With that initial investment completed, it is important that the city continues to invest in Active Transportation infrastructure that connects the STATO Trail to other important cycling routes and destinations. This can be accomplished by building new funding sources for walking and cycling into the town's annual budget.

Attendees applauded the efforts being taken to increase the availability of bike parking in the downtown core and were appreciative of the bike racks available on Temiskaming Shores' transit vehicles. Participants also emphasized that employment and shopping destinations were not easily accessible by bike, and that bike parking in those areas is inadequate. Based on the conversations at both the workshop during the day and the World Café session in the evening, the following actions are recommended. For further information on the Engineering Section of this report, refer to **Appendix B: Infrastructure Tour Summary**.

### Engineering Workplan

Recommended Actions	Description	Groups Involved	Suggested Timeline	Estimated Cost
Alter road design standards in Temiskaming Shores to ensure adequate space in road right-of-ways for cycling infrastructure improvements	Temiskaming Shores' current road width standard of 3.5m should be re-evaluated. Such wide lane width requirements make it difficult to fit cycling infrastructure on a roadway and also create an environment where higher vehicular speeds are more common, resulting in a less comfortable walking and cycling environment. Refer <a href="#">to Ontario Traffic Manual Book 18</a> for design recommendations moving forward.	Public Works	ASAP	N/A

Undertake a Road Diet on the Bridge in New Liskeard to make cycling across the bridge more comfortable	A bike trip is only as safe as the least safe part of the journey – the bridge represents a significant “pinch point” for cyclists,	Engineering	Year 2	
Develop cycling wayfinding strategy and install signage	Determine where wayfinding signage needs to be installed, choose signage design standards, <sup>2</sup> secure funding. The signage should indicate distance and estimated time, and feature connections to other key cycling routes to help riders safely navigate their way to their destination. Focus these signs on low-stress neighbourhood routes as possible.	Engineering, Parks & Recreation, community members	In year 1, establish wayfinding signage standards, In year 2 install signage.	
Implement active transportation funding within the annual budget to ensure consistent, continuous improvements to the cycling network	Small changes to Temiskaming Shores' roadways can have a major impact in how residents get around their community. Ensure that small changes continue to occur every year to make cycling safer.	Council	In year 2	

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<sup>2</sup> The City of Waterloo has developed a very good model for wayfinding signs and is happy to share it with other municipalities. Contact [bfc@sharetheroad.ca](mailto:bfc@sharetheroad.ca) for more details.

<p>Ensure that the STATO trail is open and maintained all year round.</p>	<p>Opening and closing the lane on Lakeshore Road causes increased confusion for cyclists and motorists – ensure that the lane remains an Active Transportation route all year round to maximize the value of the community's investment. Also consider reducing the speed limit on Lakeshore road – a decrease from 80km/h to 60km/h would make that route feel safer for cycling and would only add 65 seconds to the average trip between New Liskeard and Haileybury.</p>	<p>Council, Public Works Staff, STATO committee</p>	<p>Year 1</p>	
<p>Install bike parking in high-demand areas</p>	<p>Especially the Mall and the waterfront area.</p>	<p>Town Staff, community members</p>	<p>In year 2</p>	

## **EDUCATION:**

- *Cycling Education:* Giving people of all ages and abilities the skills and confidence to ride a bicycle by offering educational programs and activities designed to engage with residents on how to ride safely and conveniently throughout the community.
- *Driving Education:* Educating car and truck drivers about how to share the road safely with cyclists, demonstrating respect and care for all road users.

Workshop attendees identified improved education as a major priority for Temiskaming Shores to move forward in becoming more bicycle friendly. Attendees identified some good existing initiatives like Bike Rodeos and Public Health's "Share the Road" campaign, but felt that efforts were required to better educate all residents about the value of sharing the road safely.

### **Education Workplan**

<b>Recommended Actions</b>	<b>Description</b>	<b>Groups Involved</b>	<b>Timeline</b>	<b>Estimated Cost</b>
Establish an Active and Safe Routes to School <sup>3</sup> working group and ensure that all schools within Temiskaming Shores have Active School Travel Plans and cycling education programs	Communities across Ontario have experienced success with promoting Active School Travel <sup>4</sup> . Bring together a committee of school board representatives, Public Health, community members, STATO reps, City Staff and the OPP to create a plan to get more students to school actively and safely in Temiskaming Shores, and work actively with schools to implement and monitor successes.	School Boards, Town Staff, STATO Reps, Public Health, OPP	Year 1 – establish committee  Year 2 – begin programs	

<sup>3</sup> <http://www.saferoutestoschool.ca/school-travel-planning-toolkit>

<sup>4</sup> For a highly successful model of creating Active and Safe Routes to school, see the "Stepping It Up" Pilot Project (<http://www.metrolinx.com/en/projectsandprograms/schooltravel/SteppingItUpReportENG.pdf>) for inspiration.

<p>Consider establishing designated drop-off areas near schools</p>	<p>The Walk a Block program has been successful in other jurisdictions including Halton Region<sup>5</sup>, where parents are encouraged to drop their children off at least a block away from school and walk with them the last block or 2. This helps to reduce traffic congestion around schools and builds in some additional physical activity into each day for all students.</p>			
<p>Create and Distribute Point-of-sale educational materials to all retailers selling bikes in Temiskaming Shores</p>	<p>These resources could be in the form of a handlebar "hanger", which could feature messaging similar to the brochure developed in Grimsby, Ontario (See <b>Appendix C – Additional Materials</b>) or a voucher for a short cycling education course, hosted by either the Town or Public Health a few times a summer to educate new riders, children and their parents about safe, legal cycling and sharing the road<sup>6</sup>.</p>	<p>Public Health Town Staff OPP Bike retailers</p>	<p>Year 1 – Develop resources  Year 2 – Distribute resources and run programs</p>	

<sup>5</sup> <http://www.halton.ca/cms/one.aspx?objectId=10745>

<sup>6</sup> Similar programs have been run in Thunder Bay with considerable success, including lower rates of sidewalk cycling and lower rates of collisions involving cyclists.



<p>Create educational resources to distribute to parents in Temiskaming Shores about sharing the road with cyclists and encouraging their kids to get to school actively</p>	<p>Parents are role models to their children – if they share the road safely, ride legally and wear bike helmets, their kids are more likely to do those things as well. Send resources home with kids from school to reach parents at home.</p>	<p>School boards Public Health</p>	<p>Year 2</p>	
<p>Run "Stay Safe, Stay Back" trucking campaign within the city of Temiskaming Shores (city staff and large employers that use heavy trucks<sup>7</sup>)</p>	<p>Local professional truck drivers should be ambassadors for safe driving practices and training them on how to share the road safely with cyclists will help them be good role models. All materials for this campaign are available from Share the Road.</p>	<p>Timiskaming Public Health Timiskaming Shores City Staff Large Employers</p>	<p>In year 1</p>	

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<sup>7</sup> This campaign has recently been adopted by the City of Toronto, City of Ottawa, Tomlinson, Cavanagh and Karson Group. Digital resources are "ready-made" for printing and sharing online.

<p>Identify education programs/ campaigns that could be replicated or modified for use in Temiskaming Shores to compliment the existing "Share the Road" campaign run by public health, e.g. Thunder Bay's cycling education videos<sup>8</sup> and You Know Me, I Ride a Bike campaign<sup>9</sup> or Waterloo Region's Thumbs Up! Campaign<sup>10</sup></p>	<p>Other communities have created and tested education videos and campaigns, so why reinvent the wheel? Adapting existing resources and developing a dissemination plan can yield impressive results at a reduced cost.</p>	<p>Public Health City Staff, STATO reps</p>	<p>In 1st half of year 1: research options, select programs or campaigns, secure resources, plan for dissemination</p> <p>In 2nd half of year 1: modify/ create program/ campaign materials.</p> <p>In year 2: Disseminate.</p>	
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<sup>8</sup> [http://www.thunderbay.ca/Living/Getting\\_Around/Active\\_Transportation/Resources.htm](http://www.thunderbay.ca/Living/Getting_Around/Active_Transportation/Resources.htm)

<sup>9</sup> <http://www.safecyclingthunderbay.com/article/you-know-me-i-ride-a-bike-127.asp>

<sup>10</sup> <http://thumbsupwr.com/resources/>

**ENCOURAGEMENT:** *Creating a strong bike culture that welcomes and celebrates bicycling through incentives, promotions and events that inspire and enable people to ride.*

Attendees identified the encouragement section as an area where Temiskaming Shores can make some real strides. With no bike-oriented programming yet existing in Temiskaming Shores, attendees came up with a wide variety of ideas to help foster the creation of a new culture of cycling within the community.

### Encouragement Workplan

Recommended Actions	Description	Groups Involved	Timeline	Estimated Cost
Establish a Bicycle Friendly Temiskaming Shores ( <b>BFTS</b> ) Committee to organize and coordinate cycling events	Building a culture of cycling takes time and effort – community events will benefit from having a well-organized committee with defined roles and responsibilities. Consider making this committee an official committee of council and dedicating an annual budget to its efforts.	Public Health City Staff City Council STATO	In 1 <sup>st</sup> year	
Produce a Cycling Map for Timiskaming Shores to highlight low-stress routes, trails and touring rides around the community	Consider highlighting/emphasizing low-stress routes. This map can be printed and/or online. Be sure to plan how you will distribute any printed maps.	City Staff STATO	Design Map in year 1, print and distribute in year 2 (ideally to coordinate with Bike to Work Day)	
Host a Bike to Work Day breakfast in 2016	June is Bike Month in Ontario, and communities all across the province host Bike to Work Day events to encourage residents to give cycling a try. Host a pancake breakfast for cyclists in a central location to thank them for riding and create a highly visible community event in support of cycling.	Public Health City Staff STATO reps BFTS Committee	2016 and beyond	

Organize social rides in Temiskaming Shores to give more residents an opportunity to ride as a group. Host Slow Rides with family-friendly destinations (ie, ice cream) to encourage new riders to come out.	Ensure that rides offer variety for residents – family rides should be done at a no-rider-left-behind pace, with other social rides like touring rides and mountain bike trips also offered to build a culture of cycling in Temiskaming Shores.	BFTS Committee	In years 1 and 2	
Host a Bike Swap, similar to a ski-swap, where families can swap the bikes that their children have outgrown for new, larger bikes.	Partner with a local bike retailer to ensure that new bikes are also available for purchase at the event as well. Consider hosting a bike rodeo at the same time as the swap to teach kids new cycling skills.	BFTS Committee, Local Bike retailers	Year 2	
Host Bike Valet services at local community events to ensure that residents are able to park their bike once they arrive.	Bike valet can reduce your parking demand and ease congestion around large community events <sup>11</sup> . Consider hosting one at Summerfest and the Bikers reunion for starters.	BFTS Committee	Year 2	
Launch a Community Bike Challenge to create goodwill towards cycling in the community	In Halton Hills, the Community Cycling Challenge challenges residents to collectively ride hundreds of thousands of km each year to raise funds for the local hospital <sup>12</sup> . Consider a similar program, where the community bikes together towards a common goal.	Town Staff, Public Health Community Groups	In years 1 and 2	

<sup>11</sup> For more information on how to run a bike valet, see <http://www.shareable.net/blog/how-to-run-a-bike-valet>

<sup>12</sup> For more information, visit <http://haltonhillsbikechallenge.ca/>

Offer an Open Streets event in Temiskaming Shores <sup>13</sup>	Open Streets events are expanding across North America, giving residents a chance to experience their community at a more human scale. Try hosting one by working closely with your downtown businesses to create a vibrant, festive atmosphere where residents can feel comfortable walking or cycling along their main streets <sup>14</sup> .	City Staff Public Health STATO New Liskeard Downtown Business Improvement Area (BIA)	In year 1 or 2	
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<sup>13</sup> 8-80 Cities has recently released a toolkit to host your own Open Streets Event. See it at <http://www.healthiestpracticeopenstreets.org/>

<sup>14</sup> A great example of a successful Open Streets Event is Thunder Bay – see information here: <http://www.ecosuperior.org/openstreets>

**ENFORCEMENT:** *Ensuring drivers and cyclists share the road safely through equitable laws and activities that hold both groups accountable for their behavior and actions on the road.*

Attendees noted that the local OPP have engaged in positive enforcement ticketing, handing out coupons to children that are “caught” wearing their helmet or following the rules of the road. Attendees were also happy to see the prohibition of motorized vehicles on local trails and local OPP that are trained in bicycle enforcement.

**Enforcement Workplan**

<b>Recommended Actions</b>	<b>Descriptions</b>	<b>Groups Involved</b>	<b>Timeline</b>	<b>Estimated Cost</b>
Ensure effective communication between the local OPP and the cycling community by having an OPP liaison on the BFTS (Bicycle Friendly Temiskaming Shores) Committee.	Having law enforcement representation on the BFTS committee is extremely important to create effective relationships between people riding and the law enforcement community, and can help in the development of new programs and educational blitzes. Under the BFTS, create a Community Cycling Safety Committee to identify potential road safety improvements.	BFTS OPP	When BFTS Committee is being created	
Consider reducing the speed limit on Lakeshore road to 60km/h	With the highway 11 bypass in place, and with the increasingly residential nature of this road, it is a good candidate to have speed limits reduced to make walking and cycling along the lake more comfortable.	Town Staff OPP (to enforce new speed limit) City Council	Consider in year 1	

<p>Have OPP officers begin patrolling Temiskaming Shores by bicycle</p>	<p>Having more officers on bikes gives them a better understanding of the conditions faced by regular riders, and can also raise the visibility and the profile of cycling in the community.</p>	<p>BFTS OPP City Council and/or community policing committee</p>	<p>In year 2</p>	
<p>Organize a “Ride a Mile in My Shoes” event including plainclothes police officers and cycling advocates<sup>15</sup></p>	<p>This type of ride around common cycling routes allows officers to experience first-hand what regular cyclists face on their journeys. (Drivers often behave differently - safer - around police officers in uniform.) It also helps to build/strengthen the relationship between police and cycling advocates</p>	<p>OPP Community Groups</p>	<p>Once each year</p>	

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<sup>15</sup> This recommendation is based on a successful ride like this in Toronto. You can read more about it on page 21 of the 2015 BFC yearbook in the article, Ride a Mile in My Cycle Shoes.

**EVALUATION & PLANNING:** Processes that measure results, and planning for bicycling as a safe and viable transportation option.

Attendees praised the Conceptual Plan for the extension of the STATO Trail and highlighted that the City's Official Plan does contain language that is supportive of Active Transportation, and were also happy to see a wide variety of partnerships already in place to support active transportation, including the health unit, Town Staff and the Road Safety Coalition. Attendees strongly recommended the creation of a broader active transportation plan to ensure that future efforts are well coordinated, and also highlighted the need for stronger data collection as it relates to cycling.

### Evaluation & Planning Workplan

Recommended Actions	Descriptions	Groups Involved	Timeline	Estimated Cost
Create an Active Transportation Plan for Timiskaming Shores	This plan should evaluate existing infrastructure, identify gaps in the network, identify priority investments and set an annual budget to ensure implementation in order to continue moving active transportation in Timiskaming Shores forward in a coordinated way. It will also help the community gain access to additional funding sources <sup>16</sup>	Town Staff BFTS Committee Community Groups Town Council	In year 1: Create Active Transportation Plan Steering Committee, start identifying priority routes and hosting public information sessions  In year 2: finalize plan and pass at council.	

<sup>16</sup> Projects that have been approved in a council approved plan are more likely to be funded under Ontario's Municipal Cycling Infrastructure Fund, so having a plan in place with a dedicated annual budget for implementation will help the community secure more funding for implementation.  
<http://www.mto.gov.on.ca/english/safety/ontario-municipal-cycling-infrastructure-program-faq.shtml>



Collect data about the number of cyclists using the Town's existing facilities	This data collection could include volunteers or summer students counting the number of users on the STATO trail on weekdays and weekends, and can start to establish a baseline of cycling in Temiskaming Shores.	Community Members Public Health Town Staff	In year 1	
While creating the Active Transportation Plan, identify low-speed, low-volume roads that are ideal to be signed as bike routes to create a network within town centres.	On low-volume, low speed roads, treatments like bike lanes may not be necessary. Consult OTM Book 18 <sup>17</sup> for guidance in creating cycling infrastructure.	Town Staff BFTS Committee	In year 2	
Consider conducting a trail survey along the STATO Trail	Collect more qualitative data about how people are using the trail, why they're using it, how often etc.	STATO reps	Year 1	
Produce a large scale map of Temiskaming Shores to take to community events and ask residents where they would most like to see cycling improvements	This can be a great way to collect data about the community's preferences for the Active Transportation Plan	Community Groups Public Health Town Staff BFTS	Year 1	

<sup>17</sup> <http://www.otc.org/research/otm-book-18/>

<p>Approve a Complete Streets Policy<sup>18</sup> to ensure that all road work accommodates all road users in the future.</p>	<p>Building a roadway to accommodate all road users is cheaper to do when the road is being constructed rather than having to retrofit it – ensure that all road users are considered when creating new or updating existing infrastructure.</p>	<p>Council City Staff</p>	<p>Year 2</p>	
<p>Support provincial cycling advocacy efforts through the Ontario Cycling Advocacy Network (OntarioCAN).</p>	<p>Many activities of provincial scope were highlighted throughout the workshop that would help to improve cycling conditions in Temiskaming Shores. This includes cycling education in schools, investments in infrastructure and driver training. Once established, the BFTS committee should ensure that they represent Temiskaming Shores as part of the Ontario Cycling Advocacy Network. This Network is facilitated by Share the Road and our aim is to have 1 representative in each electoral district (provincially)</p>	<p>Residents/cycling advocates Share the Road City Staff</p>	<p>Ongoing</p>	

<sup>18</sup> <http://completestreetsforcanada.ca/policy-elements>

Appendices:

### **Appendix A: Inventory and Challenges**

**This inventory was developed by participants in the Bicycle Friendly Communities Workshop and World Café event facilitated by Share the Road in June 2015.**

#### **Engineering:**

Inventory:

- Share the Road Signage in place in several key spots around town
- 12 km of STATO trail linking New Liskeard to Haileybury
- 3 km of boardwalk in New Liskeard (No bikes allowed on boardwalk)
- Nature trails for mountain biking
- Some (16) bike racks in downtown New Liskeard
- Bike Racks on Transit Buses
- Bike / Skate Park
- Trail maintenance standards in place for STATO trail, including bollard replacement and repainting.
- Many low-traffic residential streets

Challenges:

- Need for more bike parking all over town.
- No Bike Parking at Malls
- No safe bike route to Mall and employment areas (ie – Walmart)
- STATO Trail only open and maintained from May long weekend to November 1
- Trail maintenance inconsistent
- No staff to plan cycling infra or programs
- Need for a map and signage directing riders to low traffic routes
- Bridge in New Liskeard challenging to cross by bike, especially for novice riders

**Education:**

## Inventory:

- Bike Rally and Bike Rodeos take place in the community
- Helmet Safety and fittings
- Radio Announcements and public health's Share the Road campaign
- Council is supportive of cycling and active transportation

## Challenges:

- Need more in school education
- High School and adult cycling education lacking
- Parental education (especially around schools) lacking
- BIA resistant to change that removes or impacts parking
- Speeding is common in community

**Encouragement:**

## Inventory:

- Visible riders within the community
- Bike racks on buses
- [Howey Bros](#) Bike Shop

## Challenges:

- No bike groups in town
- Very few social rides
- Car free days have been talked about, but never actually done
- Kids aren't encouraged to bike to school
- No Bike Valet during SummerFest
- Very strong car culture

**Enforcement:**

## Inventory:

- OPP hands out coupons for wearing helmets (positive enforcement)
- Prohibition of motorized uses on trails
- OPP trained on bicycling enforcement
- Good street lighting

## Challenges:

- No bicycle patrol officers
- No OPP run Share the Road campaigns
- Need more focus on benefits of AT and safe road use

**Evaluation and Planning:**

## Inventory:

- AT policies in the Official Plan
- Conceptual Plan for the extension of the STATO trail
- Lakeshore road being repaved – opportunity to increase safety and usability
- Road Safety Coalition in place – organizing bike Rodeos etc
- Partnerships in place – health unit, City, Road Safety Coalition

## Challenges:

- Northern climate makes AT seem like a challenge
- Need more communication
- Road Standards policy - 3.5m lane width standards means higher speeds, less room for AT features
- No AT Master Plan

### **Appendix C: Additional Materials:**

Cycling Education Toolkit from Safe Cycling Thunder Bay – detailed information about creating new bike education courses in your community. [http://www.safecyclingthunderbay.com/upload/documents/cycling\\_toolkit.pdf](http://www.safecyclingthunderbay.com/upload/documents/cycling_toolkit.pdf)

Grimsby Cycling Education Rack Card: [http://www.sharetheroad.ca/files/GAT\\_STR\\_Rack\\_Card\\_V5\\_FIN.pdf](http://www.sharetheroad.ca/files/GAT_STR_Rack_Card_V5_FIN.pdf)  
Free to use, changes to logos on the bottom of the card can be done through Julie Johanis, JLM Studio in Grimsby, Ontario.

Office: [905-937-7977](tel:905-937-7977)

Cell: [905-933-7399](tel:905-933-7399)

<http://www.jlmstudio.com>

Share the Road's 2015 Bicycle Friendly Communities Yearbook: For further inspiration, including other programs or projects that could assist Timiskaming Shores in becoming more bicycle friendly: [http://www.sharetheroad.ca/files/2015\\_Yearbook\\_final\\_web.pdf](http://www.sharetheroad.ca/files/2015_Yearbook_final_web.pdf)

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

**By-law No. 2015-191**

**Being a by-law to adopt the 2015-2016 Winter  
Operations Plan**

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

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

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

**And whereas** Council considered Administrative Report PW-052-2015 at the October 6, 2015 Regular Council meeting and directed staff to finalize the 2015-2016 Winter Operations Plan and directed staff to prepare the necessary by-law to adopt the said plan.

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

1. That Council hereby adopts the 2015-2016 Winter Operations Plan for the City of Temiskaming Shores, attached hereto as Schedule "A" and forming part of this by-law; and
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

**Read a first, second and third time and finally passed** this 6<sup>th</sup> day of October, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule "A" to  
By-law No. 2014-191

# **2015-2016 Winter Operations Plan**





# **City of Temiskaming Shores**

## **Public Works Department Operations Division**

### **Winter Operations Plan 2015 – 2016**

#### **Roadways and Sidewalks**

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## **Purpose**

This Winter Operations Plan sets out a policy and procedural framework for ensuring that the Corporation of the City of Temiskaming Shores continuously improves on the effective delivery of winter maintenance services and the management of road salt used in winter maintenance operations, as outlined in Environment Canada's Code of Practice for the Environmental Management of Road Salts.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised. As specified in the Code of Practice for the Environmental Management of Road Salts, the Winter Operations Plan for the Corporation of the City of Temiskaming Shores was endorsed by Council on the 6th day of October, 2015.

## **Definitions**

**Anti-icing** means the application of liquid de-icers directly to the road surface in advance of a winter event. (The City does not apply de-icing agents to the road surface.)

**De-icing** means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

**Highway** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

**Paved Road** is a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

**Pre-treat** means the application of liquids (calcium chloride, sodium chloride, etc.) to dry sand or salt prior to being loaded for storage or applied to the road surface.

**Pre-wetting** means the application of liquids (calcium chloride, sodium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

**Surface Treated Road** is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

**Unpaved Road** is a weather condition affecting roads such as snowfall, wind blown snow, freezing rain, frost, black ice, etc to which a winter event response is required.

**Winter Event** is a weather condition affecting roads such as snowfall, wind blown snow, freezing rain, frost, black ice, etc. to which a winter event response is required.

**Winter Event Response** is a series of winter maintenance activities performed in response to a winter event.

- **Continuous Winter Event Response** is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.
- **Spot Winter Event Response** is a response to a winter event with only a part deployment of manpower and equipment or with full deployment to only part of the system.

**Winter Event Response Hours** are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

## 1.0 Objective

The objective of the **2015 - 16 Winter Operations Plan** is to define standards to be maintained and procedures to be followed, to reduce the hazards resulting from winter snow and ice, in order to maintain the City's roadways and sidewalks in a safe condition.

Winter operations standards establish levels of service for snow and ice control across the city, for various classes and priorities of roadways and sidewalks, to ensure the safe and efficient movement of vehicles, people, goods and services through our community. The standards recognize the difference in traffic conditions and associated risk management on the various classes of roadways and sidewalks. Additionally the standards indicate that levels of service may not be met until after the cessation of a winter storm or snowfall event.

Winter operations procedures indicate the actions to be taken in order to maintain the above noted standards. The procedures, in conjunction with the standards, recognize that the winter maintenance measures cannot be carried out on all roadways and sidewalks at the same time, and due to the associated risk management, must follow the priorities as defined by the classification of the roadways and sidewalks.

Notwithstanding the Corporation of the City of Temiskaming Shores is committed to improving winter maintenance operations while continuing to ensure public

safety. The Corporation of the City of Temiskaming Shores will optimize the use of winter maintenance materials containing chlorides on most municipal roads while striving to minimize negative impacts to the environment. The Corporation of the City of Temiskaming Shores public works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the Council of the Corporation of the City of Temiskaming Shores.

## **2.0 Policy Statement**

The Corporation of the City of Temiskaming Shores will provide efficient and cost effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- adhering to the procedures contained within the Winter Operations Plan;
- reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- committing to ongoing winter maintenance staff training and education; and
- monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

## **3.0 Responsibilities**

The Director of Public Works is ultimately responsible for winter maintenance operations within the City of Temiskaming Shores. The Superintendent of Transportation Services, reporting to the Director of Public Works, is directly responsible, for winter maintenance operations. The two Superintendents of the operations division have front line management level responsibilities, for directing the winter maintenance operations.

Winter operations are carried out by a combination of full time road employees and, as required, contractor services, including three Heavy Equipment Operator / Crew Leaders, one Heavy Equipment / Crew Leader – Mechanic, twelve Equipment Operators and four Water and Sewer Operators reporting to the two Superintendents.

The Heavy Equipment Operator / Crew Leader or Patrol Person working evening shift, night shift or weekend shifts will be required to carry "*on-duty*" cell phones that will receive emergency calls re-directed from the Public Works main complex telephone system during their respective shifts. It is the responsibility of that



person to contact the Superintendent or his approved alternate, to act on the emergency accordingly.

The Crew Leader or Patrol Person will be responsible to contact the Superintendent, or his approved alternate, to arrange for additional operators and equipment, as may be required, to ensure that the roads are cleared of ice and snow in accordance with this plan.

#### 4.0 Winter Maintenance Program

##### 4.1.0 The System Maintained

The major activities related to winter maintenance are:

- snow plowing
- salt /sand application
- salt and sand storage
- snow removal snow storage
- sidewalk plowing and de-icing

The Corporation of the City of Temiskaming Shores is responsible for winter maintenance on:

Paved Roads	352 lane km
Surface Treated Roads	19 lane km
Unpaved Roads	244 lane km
Sidewalks	42 km
Paths and Trails	8 km

For the purposes of this winter operations plan, the highways under the jurisdiction of the Corporation of the City of Temiskaming Shores have been classified (Class 2, 3,4, 5 & 6) as per the following table which is based on the Classification of Highways table included in O.Reg. 239/02.

#### Classification of Highways

Average Annual Daily Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (kilometres per hour)						
	91 - 100	81 - 90	71 - 80	61 - 70	51 - 60	41 - 50	1 - 40
15,000 or more	1	1	1	2	2	2	2
12,000 - 14,999	1	1	1	2	2	3	3

10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	3	3
5,000 - 5,999	1	2	2	3	3	3	3
4,000 - 4,999	1	2	3	3	3	3	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	4	4
1,000 - 1,999	1	3	3	3	4	4	5
500 - 999	1	3	4	4	4	4	5
200 - 499	1	3	4	4	5	5	5
50 - 199	1	3	4	5	5	5	5
0 - 49	1	3	6	6	6	6	6

For the purposes of the table above to this section, the average daily traffic on a highway or part of a highway under the jurisdiction of the Corporation of the City of Temiskaming Shores shall be determined:

- a. by counting and averaging the daily two-way traffic on the highway or part of the highway; or
- b. by estimating the average daily two-way traffic on the highway or part of the highway.

The table below summarizes the road system in the Corporation of the City of Temiskaming Shores as follows:

	Paved( L Km.)		Surface Treated(L Km.)		Unpaved (L Km.)	
	Rural	Urban	Rural	Urban	Rural	Urban
Class 1	0	0	0	0	0	0
Class 2	15.23	0	0	0	0	0
Class 3	18.21	30.62	7.8	0	0	0
Class 4	13.76	58.94	12.22	0	0	0.2
Class 5	4.9	71.1	0	0	48.34	10.51
Class 6	0	143.09	0	0	136.65	50.36

#### 4.2.0 Level of Service

The Corporation of the City of Temiskaming Shores provides the following level of service during the winter maintenance season, as set out in 3.3.0, in response to a winter event.

### **Weather monitoring**

- (1) From October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality.
- (2) From May 1 to September 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day.

### **Snow accumulation**

#### ***Section 4 of the Regulation is revoked and the following substituted:***

- (1) The minimum standard for addressing snow accumulation is,
  - (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
  - (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
    - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
    - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres.
- (2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation.
- (3) For the purposes of this section, the depth of snow accumulation on a roadway may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
  1. Patrolling highways.
  2. Performing highway maintenance activities.
  3. Supervising staff who perform activities described in paragraph 1 or 2.

- (4) The depth of snow accumulation on a roadway may be determined by,
  - (a) performing an actual measurement;
  - (b) monitoring the weather; or
  - (c) performing a visual estimate.
- (5) For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,
  - (a) plowing the roadway;
  - (b) salting the roadway;
  - (c) applying abrasive materials to the roadway; or
  - (d) any combination of the methods described in clauses (a), (b) and (c).
- (6) This section does not apply to that portion of the roadway designated for parking,

**Snow Accumulation**

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

**Ice formation on roadways and icy roadways**

***Section 5 of the Regulation is revoked and the following substituted:***

- (1) The minimum standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
  - 1. Monitor the weather in accordance with section 3.1.
  - 2. Patrol in accordance with section 3.

3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose.
- (2) If the municipality meets the minimum standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,
  - (a) the time that the municipality becomes aware of the fact that the roadway is icy; or
  - (b) the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires.
- (3) The minimum standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires.
- (4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand.

#### **Ice Formation Prevention and Icy Roadways**

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

#### **4.3.0 Winter Maintenance Season**

The winter maintenance season within which the Corporation of the City of Temiskaming Shores will perform winter highway maintenance commences on November 1st, 2015 and is completed April 29th, 2016.

#### **4.4.0 Winter Preparations**

In the months prior to the start of the winter maintenance season, as identified in 4.3.0, the Corporation of the City of Temiskaming Shores undertakes the following tasks to prepare for the upcoming winter season.

##### **4.4.1 Prior to the Winter Season**

Prior to the winter season, if required, prepare and call tenders for the supply of materials (salt, sand, liquid), replacement parts (for plows, solid and liquid application equipment), value added meteorological services (VAMS) and contract equipment (plow trucks, spreader trucks, combination units). Prior to the winter season Corporation of the City of Temiskaming Shores will;

1. Conduct a mandatory training session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
2. Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled between winter events, their duties during a winter event, recording keeping requirements and callout procedures and the de-icing chemicals to be applied for the forecast weather conditions.
3. Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs
4. Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities. If liquid solution is mixed on site, begin mixing and filling storage tanks.
5. Confirm that all guiderail, catchbasin, hazard and fire hydrant markers, if any, are in place. Any missing markers will be replaced prior to the winter session.

##### **4.4.2 One Month Prior to the Winter Season**

One month prior to the winter season Corporation of the City of Temiskaming Shores will;

1. Post the winter shift schedule in accordance with the municipality's collective agreement, if any.
2. Assign equipment to staff.
3. Calibrate material application equipment.
4. Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
5. Assign staff to monitor weather forecasts on a daily basis. Assign night patrol shift if forecast indicates an overnight winter event is probable. The patrol person will be authorized to initiate a winter event response if conditions warrant a response.
6. Have a 25 % of the fleet ready to respond to a winter event.
7. Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

#### **4.4.3 Two Weeks Prior to the Winter Season**

Two weeks prior to the winter season the Corporation of the City of Temiskaming Shores will;

1. Begin regularly scheduled night patrol of representative roads that are maintenance class 1 and 2 roads, as deemed necessary.
2. Have the required complement of the fleet ready to respond to a winter event.
3. Have staff available to operate the required complement of the fleet if conditions warrant a winter event response

#### **4.4.4 Start of the Winter Season**

At the start of the winter season the Corporation of the City of Temiskaming Shores will;

1. Implement the winter shift schedule.
2. Begin patrolling representative roads in all maintenance classes.
3. Respond to winter events as per the winter operations plan.

#### 4.5.0 Winter Patrol

During the winter maintenance season, as identified in 4.3.0, the Corporation of the City of Temiskaming Shores carries out a winter patrol on a route of representative roads twice daily, 7 days a week. Between winter events a patrol of representative roads will occur during daylight hours and a second night patrol will be also be scheduled. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and equipment should a winter event be observed and a winter event response is required. On the approach of a winter event or during a winter event the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of winter event or the direction from which the storm approaches.

The patrol person will be familiar with local conditions in their patrol area, and prepare a condition log of road and weather conditions as well as any actions taken during the shift. The winter patrol schedule parallels the designated winter season.

#### 4.6.0 Operations

##### 4.6.1 Staffing and Hours of Work

Four (4) regular crews for Public Works staff will be scheduled during the "Winter Operations Season" on a rotating basis. The winter maintenance season will commence on or about November 1<sup>st</sup> and finish on or about April 30<sup>th</sup> of each year. The start and finish dates of the winter maintenance season may be adjusted by management due to weather conditions.

Shift "D" Days	6:30 am to 3:00 pm
Shift "N" Nights	10:00 pm to 6:30 am
Shift "E" Evenings	3:00 pm to 11:30 pm

Crew	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	N	N	N	N	N	OFF	OFF
2	OFF	D,EP	D, EP	D, EP	D, EP	D, EP	OFF
3	DP, EP	D,	D	D	D	D, NP	NP
4	OFF	D,	D	D	D	D,	DP,EP

The Public Works staff will share the requirements of the winter maintenance shift duties. Each day and night shift (Sunday night to



Friday day shift) should, at minimum, consist of one Heavy Equipment / Crew Leader, three Operators / Laborers and one Water / Sewer Operator. Evening and weekend patrol shifts shall consist of, at minimum, one Public Works staff person.

This schedule provides for 24 hours per day – 7 days per week operational coverage during the winter maintenance season and will improve response times during and after winter storm events.

A one-half hour lunch break will be provided beginning at 12:00 pm during the day shift and a ½ hour lunch break beginning at 3:00 am during the night shift and at 7:00 p.m. during the evening shift. All non-paid break periods do not include travel time to and from the work site.

From 6:30 am Monday to 3:00 pm Friday, the Road Superintendent or his approved alternate will provide the legislated road patrol requirements with the purpose of being informed of weather and roadway conditions.

From 3:01 pm Friday to 6:29 am Monday, the weekend day, evening and night shift Patrol Person or Heavy Equipment Operator / Crew Leader will provide the legislated road patrol requirements during their respective shifts with the purpose of being informed of weather and roadway conditions. These same Patrol Persons or Crew Leaders shall carry the "on-duty" cell phone and will respond to emergency calls. It is the responsibility of these individuals to contact to Superintendent or his approved alternate to arrange for additional operators, manpower or equipment as may be required.

A worker's normal scheduled shift may be changed by a supervisor or his alternate at any time provided the supervisor or his alternate so advises the employee by no later than 4 hours after the completion of the employees last regularly scheduled shift.

Two fifteen minute paid "coffee breaks" will be permitted through the shift period, the first break two hours after the shift start time and the other break two hours after the scheduled lunch break period. The fifteen minute paid break period does not include travel time to and from the work site.

#### **4.6.1.1 Minimum Crew Size**

A minimum number of operators are required to ensure compliance with this winter operations plan. Therefore restrictions on time off will be governed by the limitations of the following chart.

<b>Operator classification</b>	<b>Limitation</b>
Heavy Equipment Operator	1 of 4
Equipment Operator	4 of 12
Water/Sewer Operators	2 of 4
Equipment Mechanic	1 of 2
Supervisors and Clerk	2 of 4

- But no more than two workers off per shift crew.

This limitation on time off will allow for a total of 14 workers available to deal with winter events. The supervisor will determine the need to re-schedule worker's shifts, if workers need to be held back on overtime or called-in so that the Public Works Department can provide for the necessary operators for a full winter event response. The use of part-time workers, supervisors and mechanics is available only as provided for in the current Collective Agreement.

#### **4.6.1.2 Contracts**

Contractors will be hired or contracted for winter maintenance operations to assist and/or supplement;

- Snow Removal and Hauling Operations

#### **4.6.2 Winter Materials used Annually**

##### **Materials Used Annually**

<b>Year</b>	<b>Rock Salt</b>	<b>Winter Sand</b>
2005	\$81,400	\$56,200
2006	\$35,200	\$73,600
2007	\$78,500	\$87,900
2008	\$106,400	\$90,250
2009	\$74,369	\$77,618
2010	\$95,102	\$64,922
2011	\$107,206	\$95,752
2012	\$125,965	\$75,440
2013	\$177,382	\$66,586
2014	\$177,185	\$100,143

### **4.6.3 Application Rates**

#### **4.6.3.1 Winter Sand**

Winter sand is applied to provide grit and traction on snow and ice and is typically used in weather conditions where the temperature is colder than -10C, on low volume roads and gravel roads where salt is not an option. The Ministry of Transportation has performed tests and has shown that the application of winter sand improves greatly the stopping distance of vehicles and improves safety of vehicular traffic.

Winter sand contains a measure of salt to prevent freezing of the material and to allow the material to smoothly flow out of the spreader units. The Ministry of Transportation standard is to produce winter sand between 3% to 5% sand/salt mix, which is the minimum amount of salt that the Ministry has determined is required to prevent freezing of the sand. The Ministry standard for the application of winter sand is 570 kg / 2-lane km.

However in the City of Temiskaming Shores practice has been to apply a sand/salt mix based on operator experience. Intersections and hills get a higher application rate for safety reasons and low volume flat residential areas get a lower application rate. The city does not have electronic spreader controls in their sander units and therefore does not accurately know the exact rates of winter sand applied.

The City presently uses a 5% salt/sand mix ratio in its winter sand.

#### **4.6.3.2 Salt**

Most road authorities do not recommend the use of crushed rock salt when the ambient temperature is below -12C, although salt may be used down to -18C if strong sunlight is providing higher surface temperatures. The eutectic temperature of salt is -21C but as this temperature is approached the melting action becomes very slow. Ten times as much snow can be melted by a kg of salt at -1C as at -12C.

The need for treatment at -12C is much less than at temperatures closer to the freezing mark as tests have shown that an automobile will stop 25 meters earlier on glare ice at -12C than the same glare ice at -1C.

The City of Temiskaming Shores policy is to apply salt for Winter Control Services at an application rate of 131 kg / 2-lane km. This

rate of salt application is consistent with the lower end of the 130 to 170 kg / 2-lane km recommended by the Ministry of Transportation.

The greatest majority of salt applied to city roads is done on the secondary highways and high traffic roads, which are mostly included in Route "I". The City's vehicle does not have electronic controls and therefore salt is applied through a manual setting based on operator experience.

#### 4.6.4 Equipment – Winter Maintenance Fleet

The Public Works Department will continuously identify and assess new and innovative technologies to improve snow removal efficiency and significantly reduce the amount of road salts being applied to the roads.

New equipment purchases should investigate innovative practices and demonstrate the City's commitment to the safety of road users and the protection of the environment. Through product innovation, operators can continue making consistent decisions to achieve desired objectives.

The following table provides a list of municipal equipment used in the plowing and sanding operations for the city.

**Winter Equipment Inventory**

Unit	Year	Make	Model	Box Type	Spreader Type	Route
23	2014	International	7600	U Body	Electronic	I - Highway
24	2003	Mack	Granite	U Body	Electronic	H - Dymond
25	2016	Freightliner	108SD	U Body	Electronic	Sander-North
26	2003	Mack	Granite	U Body	Electronic	G-Dymond
27	2016	Freightliner I	108SD	U Body	Electronic	Sander-South
30	1995	GMC	C70	Side Dump	Manual	Spare
31	2009	Kenworth	T800	U Body	Manual	C-Hlby-Country
41	2006	Trackless	MT5	Hopper	Manual	Sidewalk South
42	2009	Trackless	MT6	Hopper	Electronic	Sidewalk North
43	1988	John Deere	770HB	N/A	N/A	F- NL - North

45	2011	John Deere	772GP	N/A	N/A	<b>D</b> - NL – Hills
52	1992	Champion	736AW D	N/A	N/A	<b>B</b> - Hlby – North
61	1989	Champion	740	N/A	N/A	<b>A</b> -Hlby- South
63	1986	John Deere	772AH	N/A	N/A	<b>E</b> - NL- Center

#### 4.6.5 Yard Facilities

##### Winter Material Storage Capacities

Site	Rock Salt (t)	Winter Sand (t)	Covered Area
New Liskeard	250	5000	No
Dymond	Nil	1000	Yes
Haileybury	450	3000/2000	Yes / No

City staff is based primarily out of the main complex yard based at 200 Lakeshore Road, New Liskeard to provide Winter Maintenance Services. The north section, formerly known as Dymond may be dispatched from the Dymond Yard located at 181 Drive-in Theatre Road. The middle section, formerly known as New Liskeard is serviced out of the New Liskeard Yard located at 200 Lakeshore Road. The southern section, formerly known as Haileybury may be dispatched out of the Haileybury Yard located at 500 Broadway Street and a materials storage yard located on View Street.

The Superintendents will endeavor to schedule the next shifts work assignments by 2:30 pm each day. Workers are responsible to travel to their assigned work start locations. If a change occurs in a worker's assigned start location and the worker is not given advance notice and reports for work at the main complex yard, transportation to the new work start location will be provided from the main complex yard.

Evening Patrols (3:00 p.m. to 11:30 p.m.) commence at the New Liskeard Yard in November and service the entire city's transportation network. City staff is called in to perform work on an as-required basis until the end of March. The day shift is from 6:30 am to 3:00 pm and the night shift is from 11:00 pm to 7:30 am. In the event of a major storm requiring continuous equipment operations, equipment operators from the day shift may be re-scheduled. The evening shift may require additional help to ensure the safety of the transportation network.

#### **4.6.6 Roadway De-Icing and Sanding**

Roadway de-icing and/or sanding needs initiate the winter maintenance operations when the first effects of a storm are felt in order to provide traction for traffic until the depth of snow has reached the operations start trigger, at which time plowing operations typically commence.

Road Supervisors are allowed some latitude regarding frequency and timing of salt and grit applications. Application rates have been harmonized across the City. These settings were established through past practices within our urban environment.

Salt placement will be on the crown or high side of the driving surface where there is a good cross fall allowing traffic to distribute the resulting brine over the road.

There are some road authorities that are beginning to use liquid de-icing chemicals in addition to solid salt. Literature and practice shows that salt performance can be improved with liquids. However one must be cautious when introducing such techniques. To date, established city practices do not include straight liquid chemical techniques.

The City of Temiskaming Shores present guideline is to apply a solid de-icer once snow starts to accumulate or "stick" on arterial roads. Timely application of chemicals is critical to preventing snow from sticking to roads. Without the timely application of chemicals, snow could easily bond to roads and, in turn, become difficult to plow, potentially causing road hazards. As snow accumulates, it is plowed to maintain safe driving conditions.

During and upon completion of winter maintenance operations, a daily log is maintained and updated, indicating roadway winter maintenance activities carried out.

#### **4.6.7 Snow Plowing**

Plowing and de-icing/sanding continue, with respect to each class of roadway, in accordance with its classification and level of service standard. The plowing route maps included in the appendices identify the roadways to be cleared and the classification of each roadway section.

During the regular Monday to Friday, day or night shifts, winter maintenance procedures will be initiated by the Road Superintendent or his alternate based on existing and forecasted weather and road conditions. Monitoring of weather forecasts, patrol reports and other information, as may be available, may allow preparations for winter

maintenance operations to be initiated prior to the beginning of an actual event.

During the evening shift, night shift, weekend shifts or on a statutory holiday, winter maintenance procedures will be initiated by the Patrol Person or Heavy Equipment Operator/Crew Leader designated. The designated Patrol Person or Heavy Equipment Operator/Crew Leader will be responsible for roadway patrol to inform him of changing road and weather conditions and he will make the appropriate call to the Superintendent or his approved alternate, to arrange for additional manpower, operators or equipment as required.

#### 4.6.8 Snow Removal and Disposal

As a result of snow plowing operations, snow accumulates at the side of roads as windrows or mounds. The City starts snow removal operations when these windrows reach volumes that create a nuisance or hazard to pedestrians and motorists and to maintain capacity for subsequent snowfalls.

The objective is to commence removal operations in **Priority 1** locations as soon as practicable after becoming aware that the snow bank accumulation is greater than **60 cm** and **120 cm** in **Priority 2** locations.

Experience over the years has shown that the City has the capability and capacity to remove and dispose of 2700 cubic meters of snow per night shift. One average snowstorm requires three night shifts to complete all required removal work in approved designated areas.

Snow removal involves the use of in-house snow blowers, front-end loaders, motor graders and city owned dump trucks as well as contracted dump trucks.

#### List of Snow Storage Areas

Site	Location	Area	Volume
1	Shepherdson Road / Bolger	New Liskeard	71,000
2	Craven Drive	New Liskeard	34,000
3	Birch Drive Ravine	New Liskeard	3,900
4	Bay Street off Lakeshore Road	New Liskeard	25,000
5	Montgomery Street off Melville	New Liskeard	9,700
6	Montgomery Street off Melville	New Liskeard	4,500
7	Fall Fair Grounds off Whitewood	New Liskeard	20,000
8	Dawson Point Road at McKelvie	New Liskeard	44,000
9	Haliburton Street West Ravine	New Liskeard	700
10	Pine Street Ravine	New Liskeard	900
11	Laurette Street North	Dymond	10,000

12	Behind Breault's Motel off Raymond	Dymond	14,600
13	Morrisette Drive East	Haileybury	47,000
14	Lakeview Street off Park	Haileybury	25,500
15	Birch Street at Groom	Haileybury	6,000
16	Station Street at Groom	Haileybury	5,600
17	Meridian Avenue near Medical Centre	Haileybury	12,900

**Note:** New Liskeard has a maximum capacity of 212,700 cubic meters, Dymond has 24,600 cubic meters and Haileybury has 97,000 cubic meters. The total available storage area for the City is 343,000 cubic meters.

#### **4.6.8.1 City By-laws and Ordinances**

There are two bylaws used extensively by the Public Works Department during winter maintenance operations; Traffic By-law and Snow Disposal By-law, excerpts are included in Appendix "F".

#### **4.6.9 Sidewalk Service Standards**

Sidewalks are classified in accordance with the associated pedestrian traffic and proximity to schools, seniors' buildings, downtown business areas and high volume roadways.

The objective is to make the sidewalk as safe as possible, to be reached as soon as possible, after a storm has ended, and normally within (24) hours. The trigger to start plowing operations is 10 cm snow accumulation.

The objective is to treat the icy sidewalk as soon as practicable after becoming aware that the sidewalk is icy, and normally within (16) hours.

There are two maps included in the Appendix "B" that specify which sidewalks have been approved for winter maintenance.

#### **4.6.10 Parking Lot Service Standards**

Parking lots/laneways are classified in accordance with the associated vehicular traffic and proximity to downtown business areas and municipal buildings.

The objective is to make the parking lot as safe as possible, to be reached as soon as possible, after a storm has ended, and normally within (48) hours. Staff priority will be given to plowing and sanding/salting roadways and sidewalks.



The objective is to treat the icy parking lots/laneways as soon as practicable after becoming aware that the parking lot/laneway is icy, and normally within (16) hours.

There are three maps included in the Appendix "C" that specify which parking lots/laneways have been approved for winter maintenance.

#### **4.6.11 Vulnerable Areas**

Currently the salt vulnerable areas within the City of Temiskaming Shores have been identified as:

- The Wabi River particularly at low flow (flows in the Wabi River are controlled by the South Temiskaming Dam and impacts from the discharge of salt laden run off could be more pronounced during these periods);
- Lake Temiskaming
- Moose Creek
- South Wabi Creek
- Mill Creek
- Dickson Creek
- Areas associated with groundwater recharge zones or shallow water table, with medium to high permeability soils; and
- Salt vulnerable vegetation along roadways.

Reducing salt-laden runoff to these areas will be the result of successfully implementing the 4-R's of Salt Management: right material, right amount, right time, right place.

#### **4.6.12 Weather Monitoring**

- (1) From October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality.
- (2) From May 1 to September 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day.

In order to determine an effective winter event response and allocate the appropriate resources the Corporation of the City of Temiskaming Shores supplements road patrol information with weather information from various sources which includes:

- Observations from municipal staff, communication with staff of adjacent municipalities and MTO contractors.
- Monitoring websites [www.theweathernetwork.com](http://www.theweathernetwork.com)
- Staff monitoring pavement temperatures by means of on-board infrared thermometers which are mounted on the patrol and other trucks, and;
- Local Radio Station - CJTT FM 104.5

#### **4.6.13 Communications**

All Public Works Department winter maintenance vehicles are equipped with high band radios capable of transmitting and receiving on the following frequencies: transmitting – 170.490 and receiving – 165.885 mhz. Each vehicle is assigned a unique call number and can communicate with other city Public Works vehicles, the Superintendents and the Public Works Clerk located at the Operation Division yard at 200 Lakeshore Road.

Reporting hazards and accidents to the Police, Fire or Ambulance Services can be accomplished through the Public Works Clerk.

The City provides a call service which serves as the main hub for in/outgoing calls from staff, emergency services and the general public

The Call Service:

- Can be reached by calling (705) 647-6220.
- Typical call timings (during winter season) are 24 hours. (Transferred to Patrol Persons Cellular Phone after Regular Hours)
- Is in operation (during winter season) 7 days a week.
- Municipality communicates important information to the public via:

#### **4.6.14 Call Out Procedures**

Operational decisions will be made by the Superintendent of Transportation Services or his/her designate with the aid of available forecasting, Level of Service policy, patrolling etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Supervisor or Patrol Person to respond to a winter event is warranted. It is vital therefore that the Supervisor or Patrol

Person records the prevalent conditions and relevant information when he/she makes a decision.

The Patrol Person shall inform the Supervisor of changing of road and weather conditions observed in the field. When a winter event response is required the Supervisor or his/her designate will contact the Crew Leader by radio or cellular phone. The Supervisor or his/her designate will contact staff as per the shift schedule and direction given by the Supervisor or his/her designate. In the absence of the Superintendent, the Superintendent of Environmental Services, Technical & Environmental Compliance Officer or the Director shall be his/her designate and initiate a call out in response to a winter event.

**Call-out Chart**

Forecast	Call-out Response			
	Class 2	Class 3	Class 4	Class 5
Less than 10 cm	Call-out plow operations near end of storm or when <b>5 cm</b> of snowfall has accumulated  If roads become slippery combination sander unit shall apply salt and/or sand as road temperature dictates.	Call-out plow operations near end of storm or when <b>8 cm</b> of snowfall has accumulated and maintain collector routes with plow / spreader combination unit.  No call-out of sander unless roads become slippery	Call-out plow operations near end of storm only if <b>8 cm</b> of snow fall has accumulated and maintain collector routes with plow / spreader combination unit.  No call-out of sander unless roads become slippery	Call-out plow operations near end of storm only if <b>10 cm</b> of snowfall has accumulated  No call-out of sander unless roads become slippery
More than 10 cm	Call-out plow operations when <b>5 cm</b> of snow has accumulated.  If roads become slippery combination sander unit shall apply salt and/or sand as road temperature dictates.	Call-out plow operations when <b>8 cm</b> of snow has accumulated. Re-schedule a full plow call-out shift for the next morning. No call-out of sander unless roads become slippery	Call-out plow operations when <b>8 cm</b> of snow has accumulated. Re-schedule a full plow call-out shift for the next morning. No call-out of sander unless roads become slippery	Call-out plow/spreader truck when <b>10 cm</b> of snow has accumulated. Reschedule a full plow call-out shift for the next morning. No call-out of sander unless roads become slippery
Sleet and freezing rain	Call-out combination plow/sander units if road conditions permit	Call-out sander if road conditions permit	Call-out sander if road conditions permit	Call-out sander if road conditions permit

**4.6.15 Road Closure Procedure**

In the event a road must be closed due to a severe winter storm, the Ontario Provincial Police will request signs be placed to close the road. Rb-92 Road Closed Signs on portable stands, TC-54 flexible drums and barricades will be available at the New Liskeard Main Complex.

Upon receiving a request from the Ontario Provincial Police to close a road to traffic, the Supervisor or his/her designate will organize manpower and equipment to place the signs and barricades. The Supervisor or his/her designate will contact the Works Clerk and request that a media release (Appendix E) be sent to the local news and radio stations advising of the road closure.

Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Supervisor or his/her designate will advise the Ontario Provincial Police and request the Ontario Provincial Police permission to send the media release.

#### **4.7.0 Decommissioning Winter Operations**

After the winter season (identified in 4.3.0) expires Corporation of the City of Temiskaming Shores undertakes the following tasks to decommission winter operations.

##### **4.7.1 Two Weeks After the Winter Season Ends**

Two weeks after the winter season ends;

1. Cease regularly scheduled winter night patrols;
2. Continue monitoring weather forecasts. Assign night patrol shift if forecast indicates an overnight winter event is probable.
3. Decommission 50 % of the fleet.

##### **4.7.2 One Month After the Winter Season Ends**

One month after the winter season ends;

1. Cease all winter highway maintenance operations
2. Decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

#### **4.8.0 Training**

The Corporation of the City of Temiskaming Shores will maintain a comprehensive winter maintenance training program that demonstrates the purpose and value of new and existing procedures and ensure that personnel are competent to carry out their duties.

All Public Works Department staff directly involved in winter maintenance will be required to participate in courses to provide assurance of the competency level for all operators.

The Winter Operations Training program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration

- Record Keeping
- Health and Safety
- Level of Service - policies, practices and procedures
- Identification of Plow Routes - including variations for year to year and issues identified along the route
- De-icing chemicals - application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

#### **4.9.0 Record Keeping**

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

The Public Works Department will maintain an annual log that contains total quantities of sand and salt usage along with weather data reports. Shift reports shall comprise of the following:

The date will be recorded as Day/Month/Year. It will be written in a numerical format (dd/mm/yy). The time shall be documented using the 24 hour clock format, and will be notarized (print and sign name) by the person(s) completing the report.

- (a) Areas maintained;
- (b) Material used (sand and/or salt);
- (c) Quantities of material used;
- (d) Shift hours; and
- (e) Pavement and air temperature

Always retain the original copy of documents regardless of their appearance. Writing must legible for others to read and written in ink. Stains or dirt on the documents is not an issue. If a document requires correction then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

Records will be completed daily and forwarded to the Works Clerk upon completion, for retention.

## **5.0 Plan Improvement**

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt. Over the next ten years the Corporation of the City of Temiskaming Shores plans to undertake the improvements as listed in Table 1. This list will be reviewed and updated annually.

## **6.0 Monitoring and Updating**

The purpose of monitoring and updating is to provide a basis for continuous improvement of the winter operations plan and the winter maintenance policies, practices and procedures of the Corporation of the City of Temiskaming Shores.

At the end of the winter season, as identified in 4.3.0, a meeting to review winter operations will be held each year with all winter operations staff to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Corporation of the City of Temiskaming Shores shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

The winter season of 2012/13 will be the benchmark year. Year over year achievement using the performance measures listed below will be measured against said benchmark year. Performance measures will be used to determine whether or not the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met.

Monitoring the severity of the winter season:

- % change (+/-) in the total annual cm of snow accumulation from the benchmark year
- % change (+/-) in the total number of days with measurable snowfall from the benchmark year
- % change (+/-) in the total number of days with freezing rain from the benchmark year
- % change (+/-) in the total number of continuous winter event responses from the benchmark year
- % change (+/-) in the total number of spot winter event response from the benchmark year

Monitoring the salt used:

- % change (+/-) in the total number of winter event hours from the benchmark year

- % change (+/-) in the total tonnes of salt purchased annually from the benchmark year
- % of applications where discharge rates exceeded
- % change (+/-) in the total tonnes of salt applied annually per system km per winter event

Ensuring customer satisfaction:

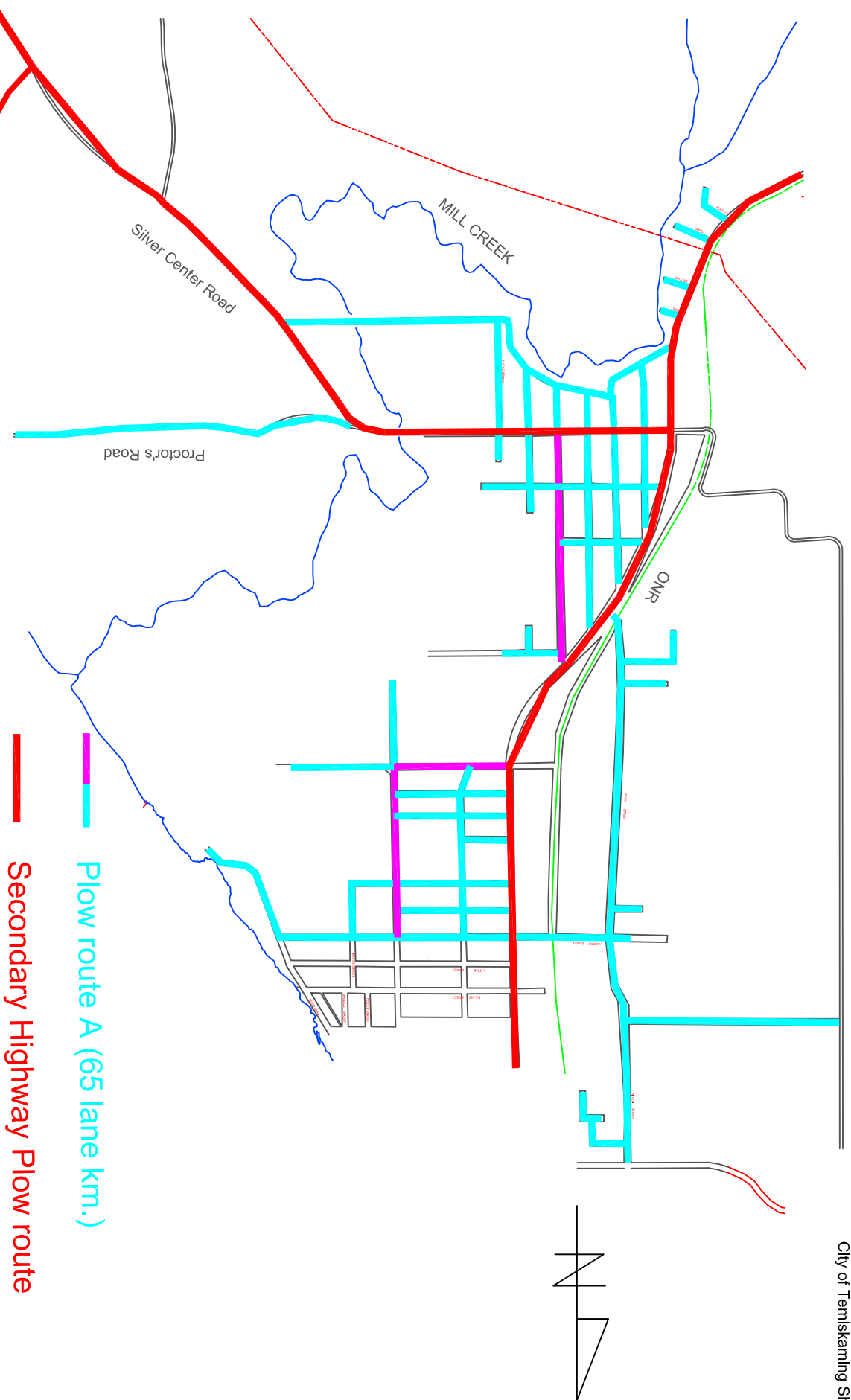
- % change (+/-) in the total number of winter event responses that meet or exceed the level of service policy from the benchmark year
- % change (+/-) in the total number of complaints received regarding winter operations from the benchmark year

## **7.0 Notes**

- It is acknowledged that conditions may occur which temporarily prevent achieving the levels of service as detailed in this document. In such cases, attempts will be made to keep Class 2 & 3 roads as clear as possible by utilizing all maintenance equipment at maximum efficiency.
- Winter operations will continue until the prescribed level of service is achieved where conditions permit. Should conditions not permit accomplishment of the prescribed level of service, operations shall continue as required to maintain as good a driving service as possible.
- The order of priority for winter maintenance operations during a storm is Class 2 through Class 6 roads and Priority 1 then Priority 2 sidewalks. Sidewalks will be plowed at the same time as roads if and whenever possible.

Appendix A - Route A Haileybury South

City of Temiskaming Shores



Plow route A (65 lane km.)

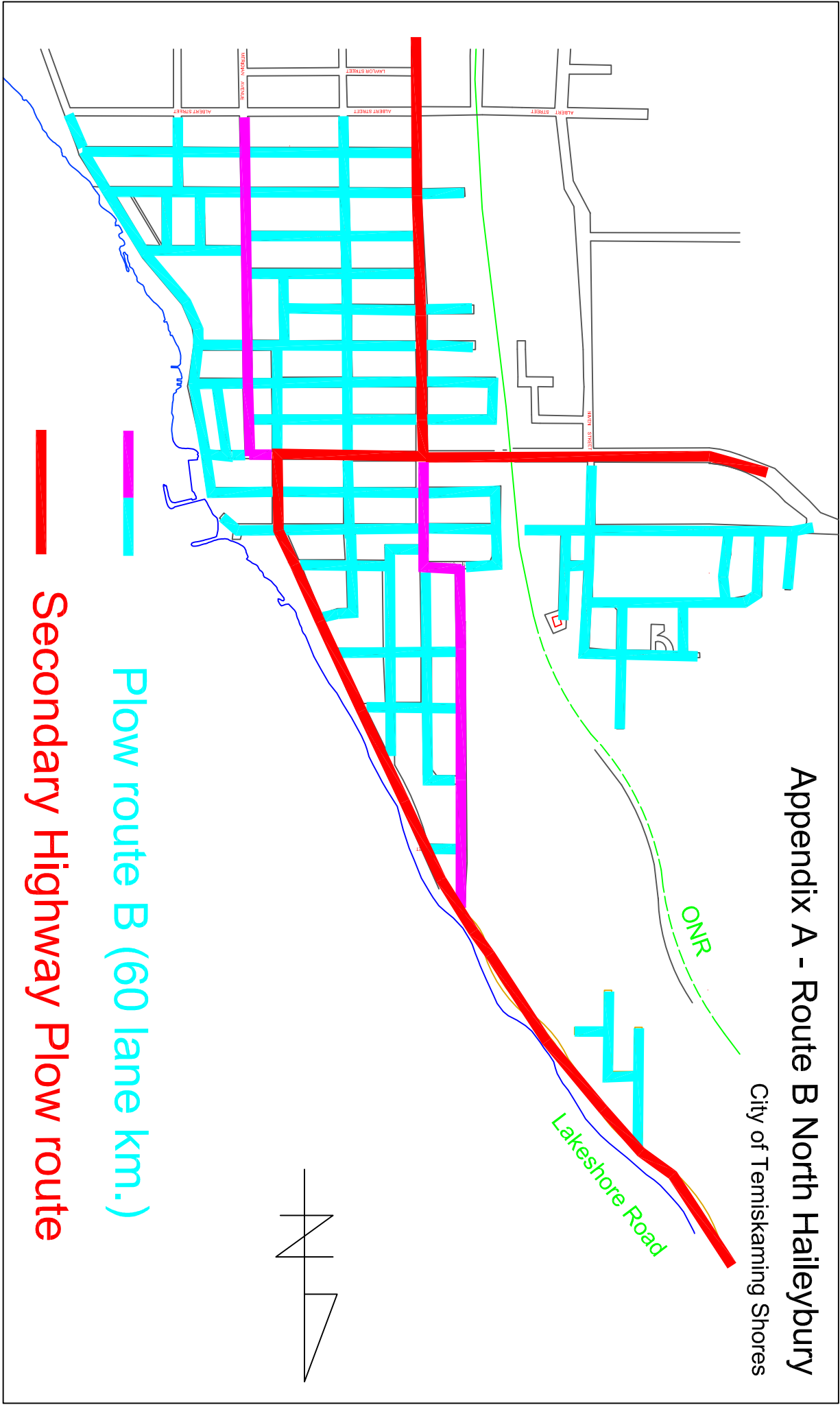
Secondary Highway Plow route



# Appendix A - Route B North Haileybury

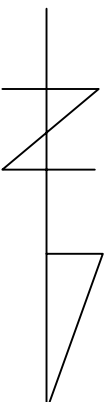
City of Temiskaming Shores

- Plow route B (60 lane km.)
- Secondary Highway Plow route

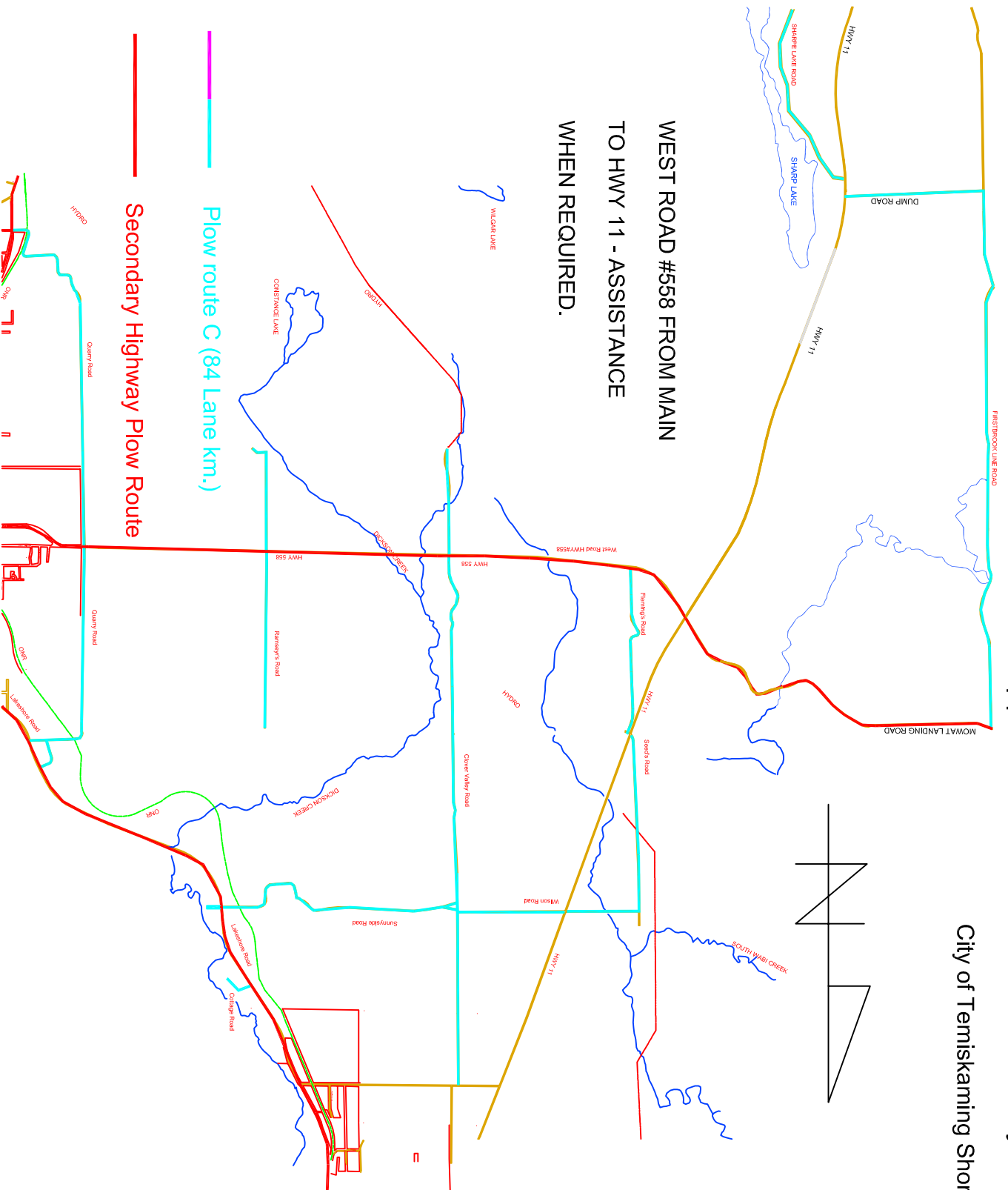


# Appendix A - Route C West Halleybury

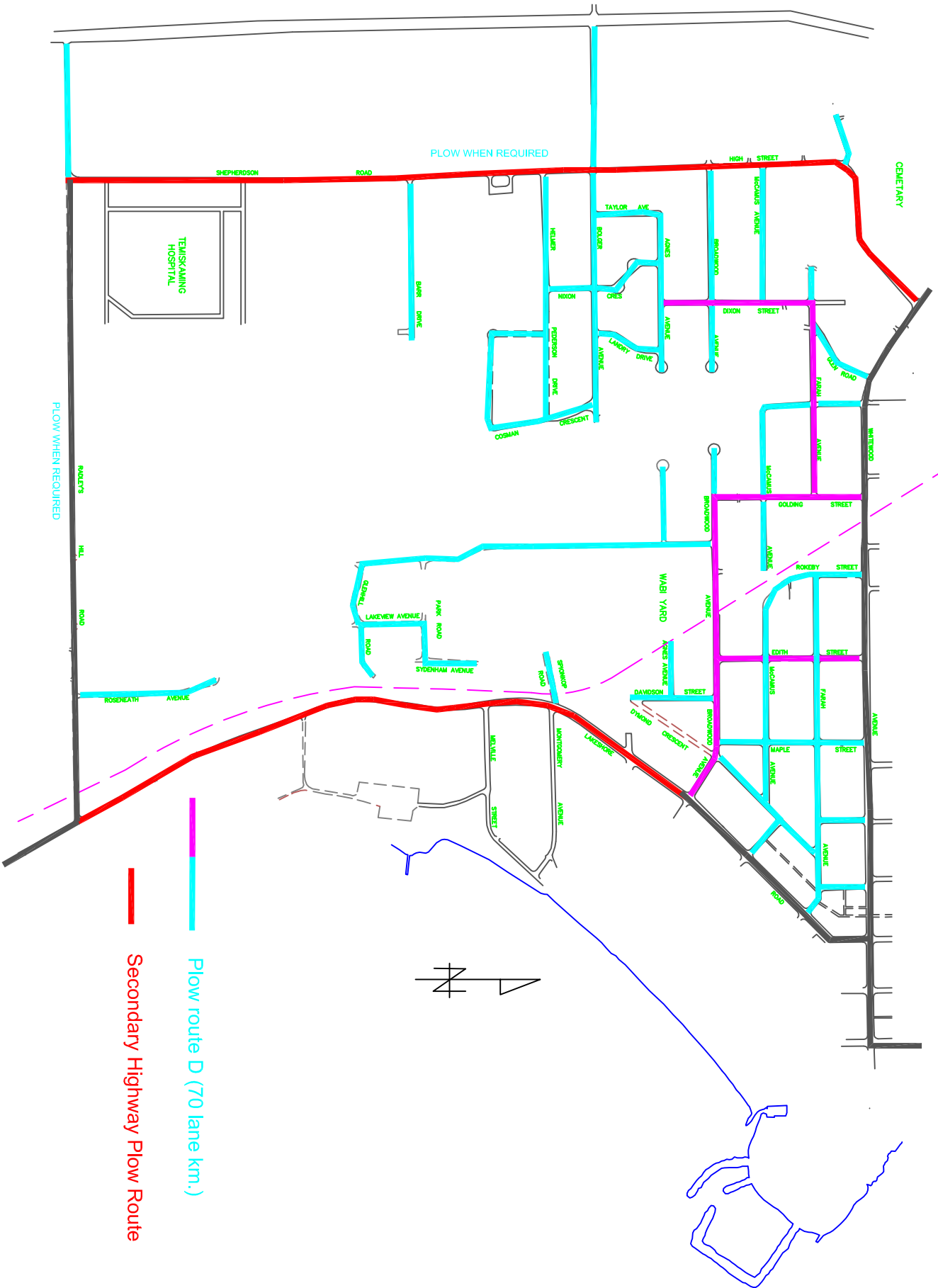
City of Temiskaming Shores



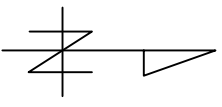
**WEST ROAD #558 FROM MAIN  
TO HWY 11 - ASSISTANCE  
WHEN REQUIRED.**



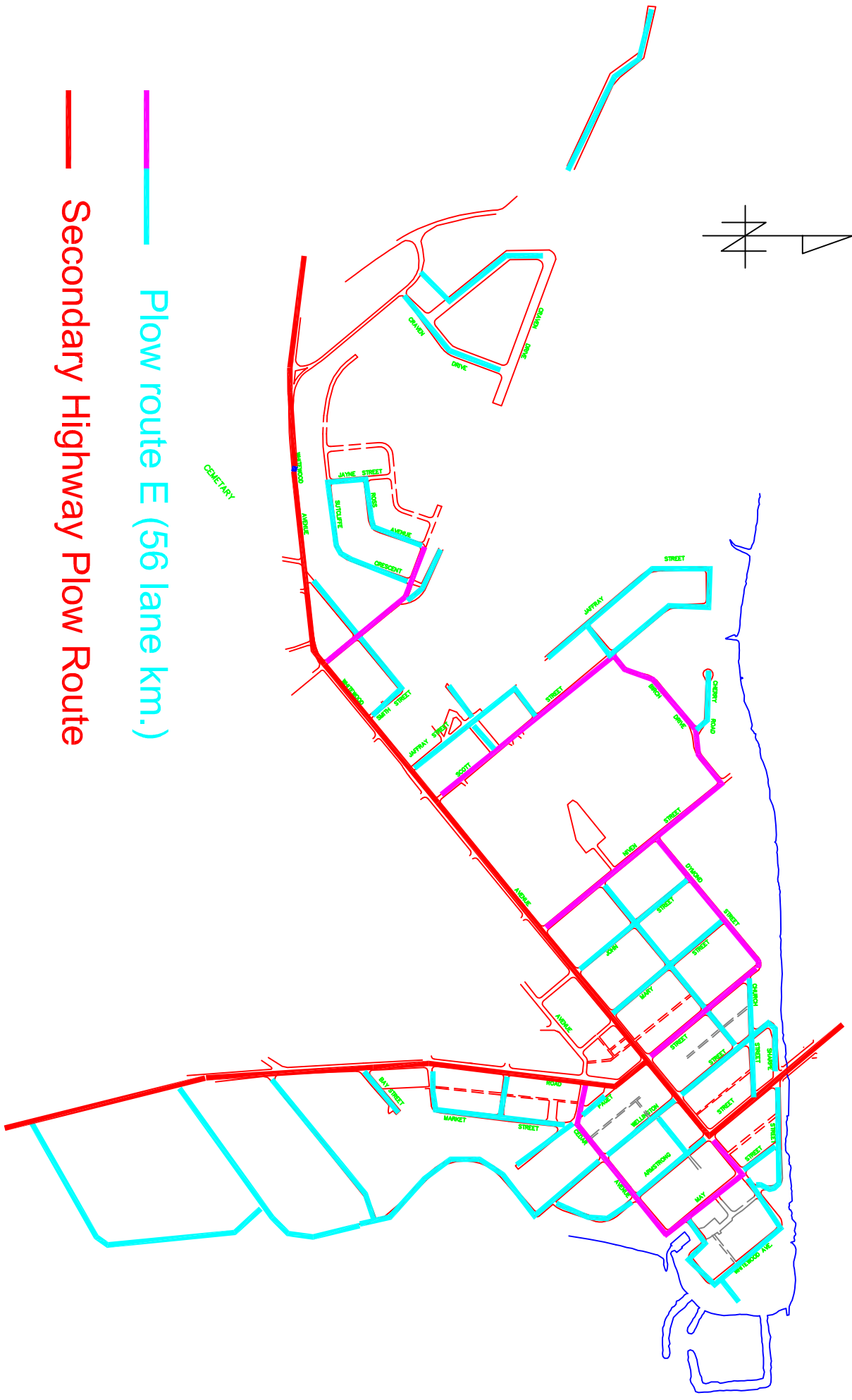
# Appendix A - Route D South New Liskeard City of Temiskaming Shores

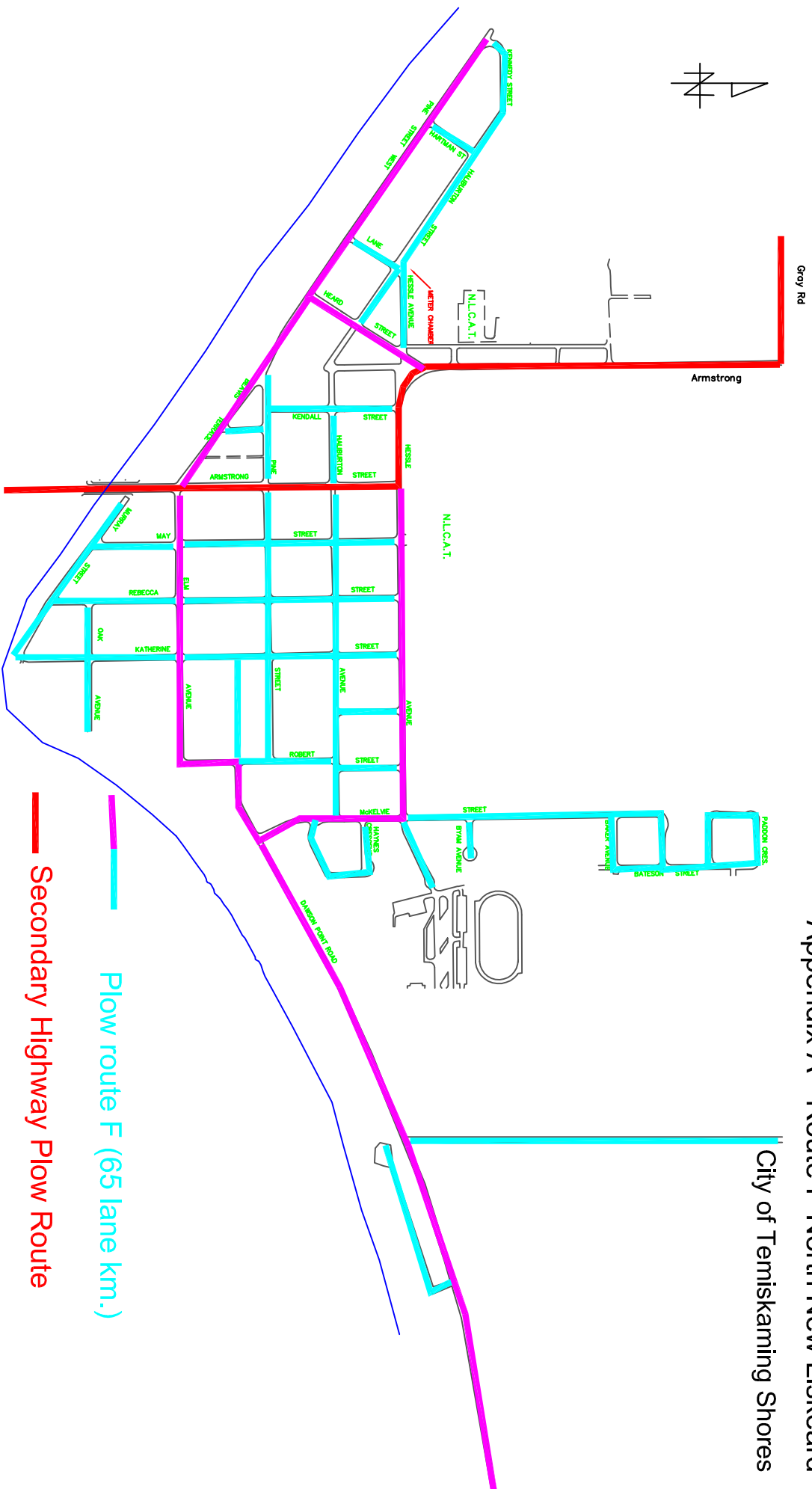
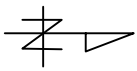


Appendix A - Route E Central New Liskeard  
City of Temiskaming Shores



- Plow route E (56 lane km.)
- Secondary Highway Plow Route

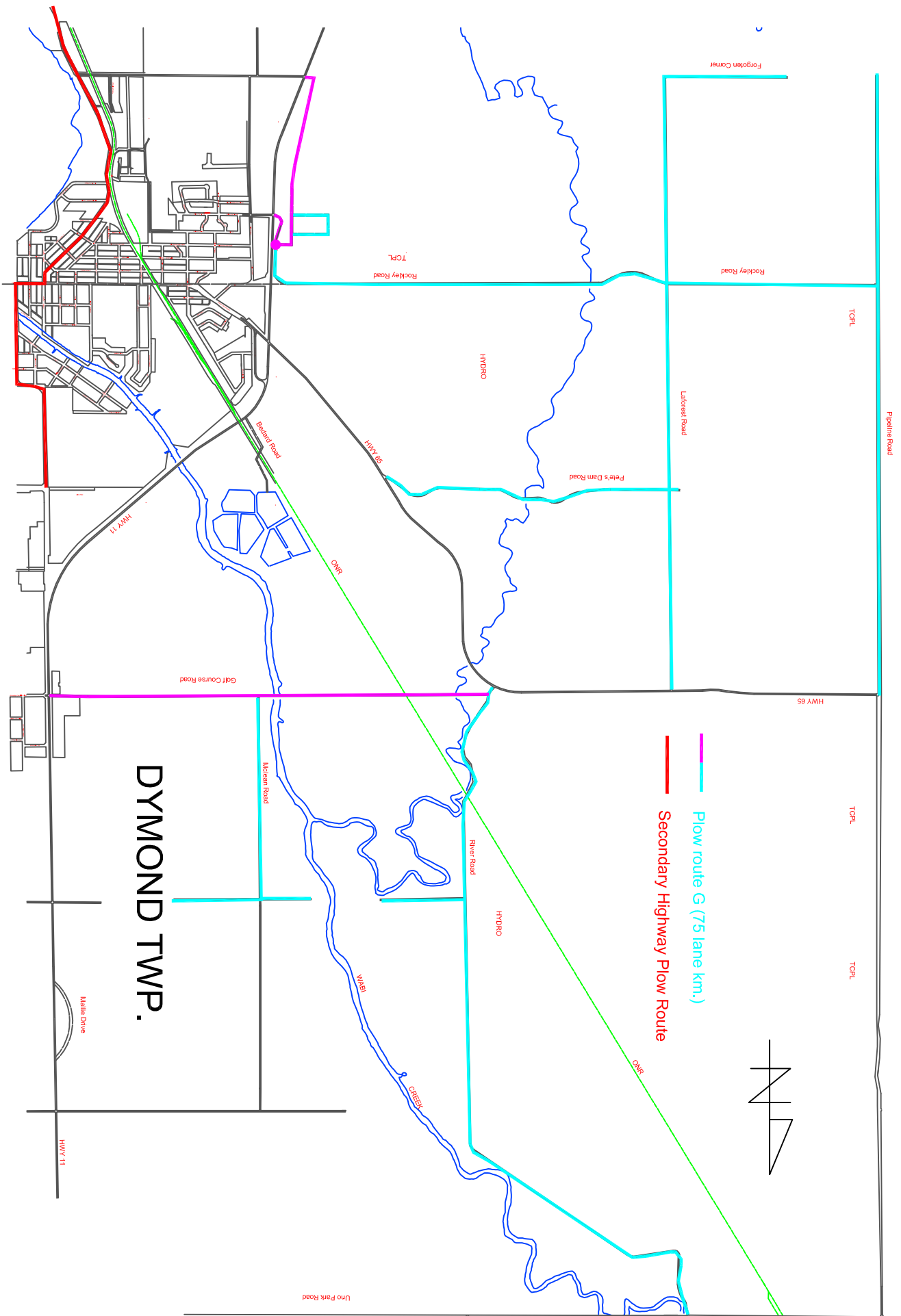




Appendix A - Route F North New Liskeard  
City of Temiskaming Shores

# Appendix A - Route G West Dymond

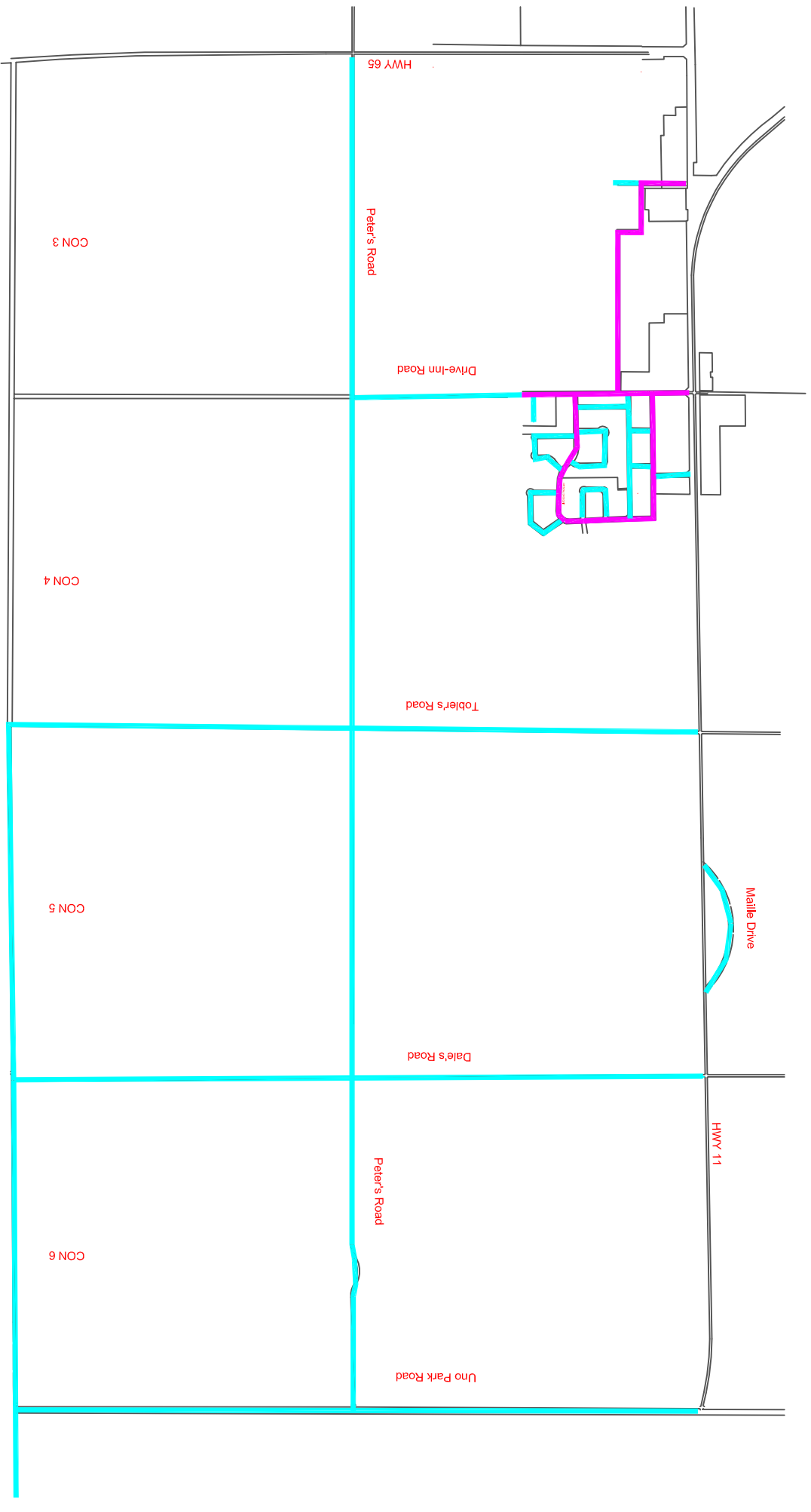
City of Temiskaming Shores



# Appendix A - Route H East Dymond

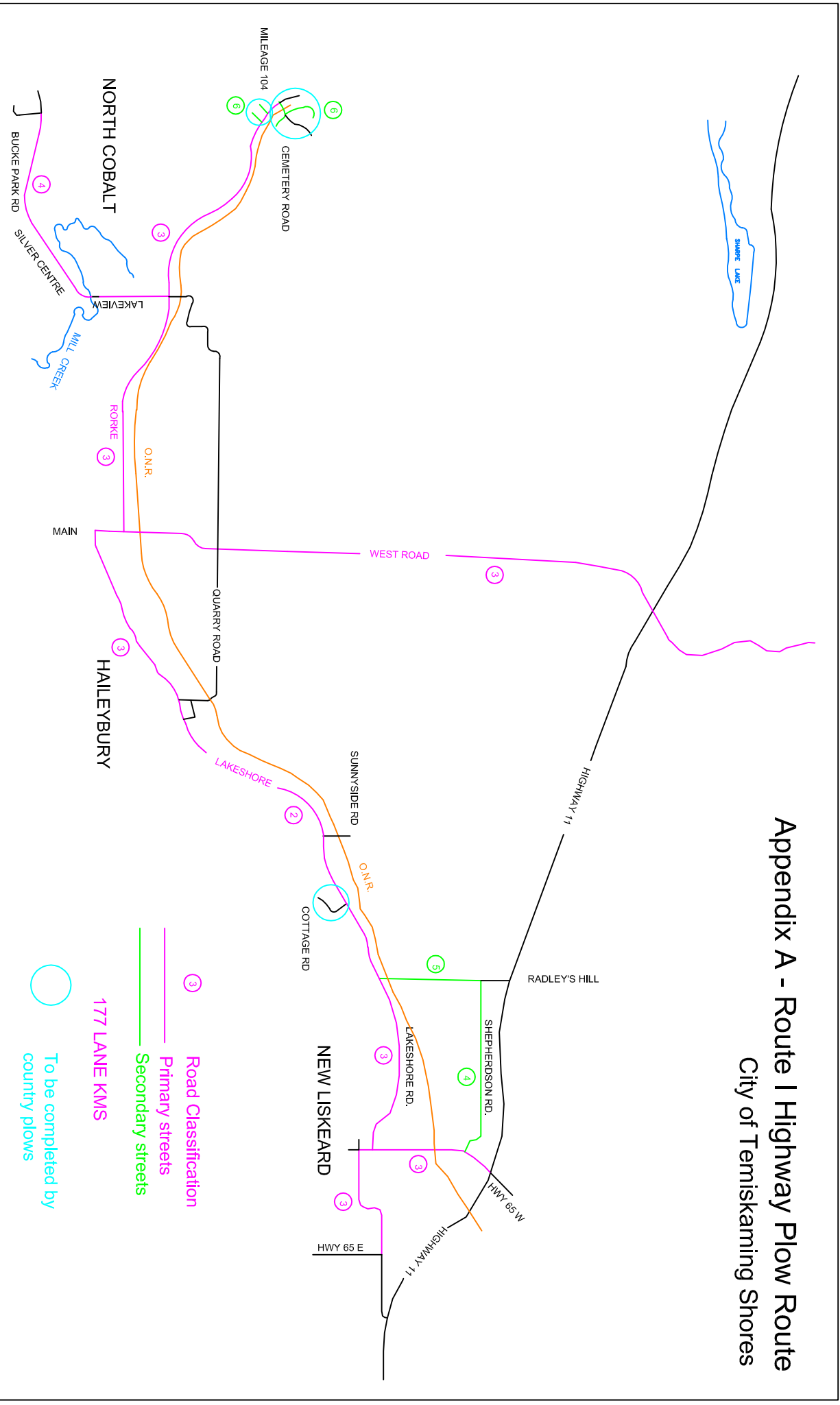
## City of Temiskaming Shores

Plow route H (65 lane km.)

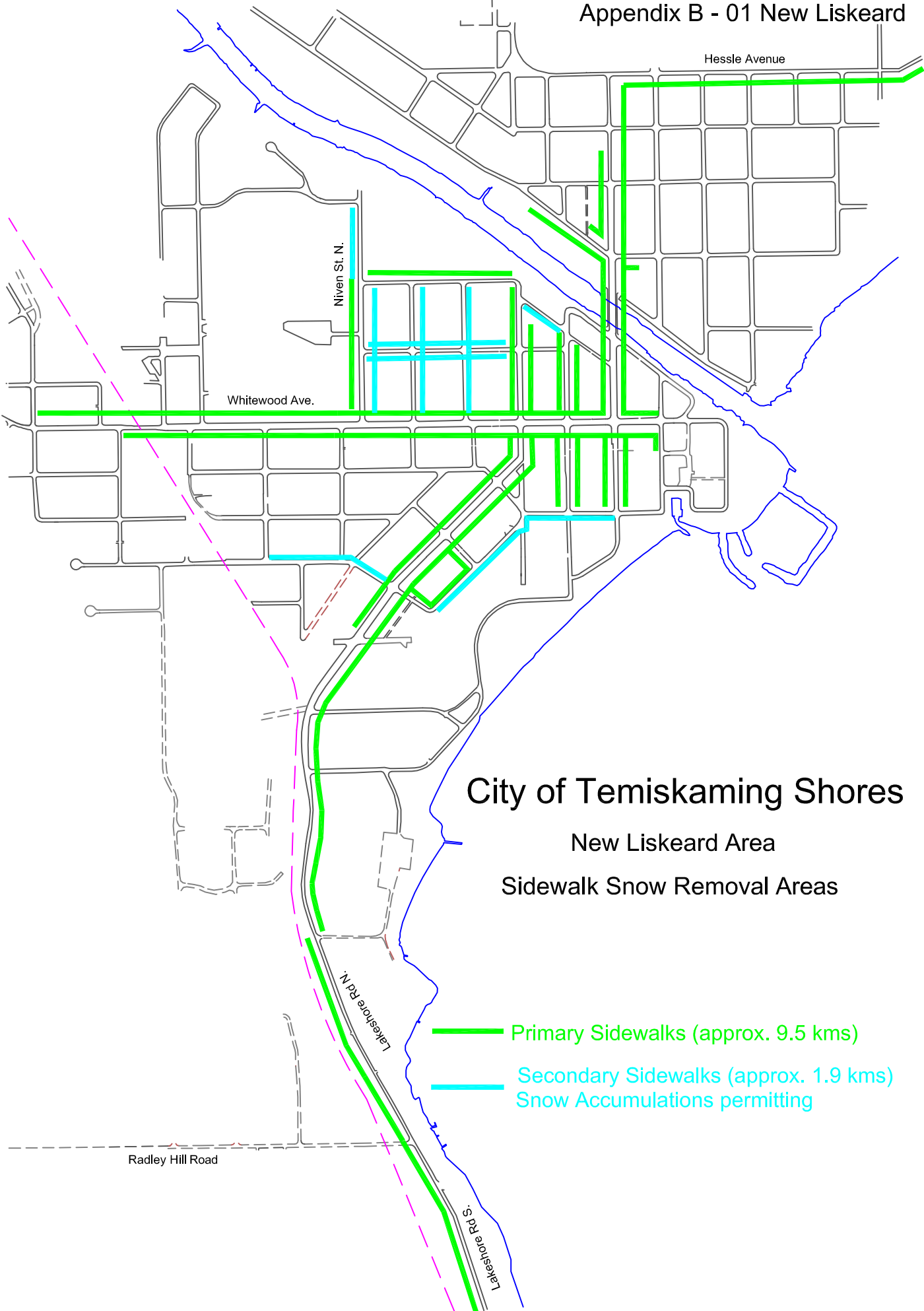


# Appendix A - Route I Highway Plow Route

## City of Temiskaming Shores







City of Temiskaming Shores

New Liskeard Area

Sidewalk Snow Removal Areas

Primary Sidewalks (approx. 9.5 kms)

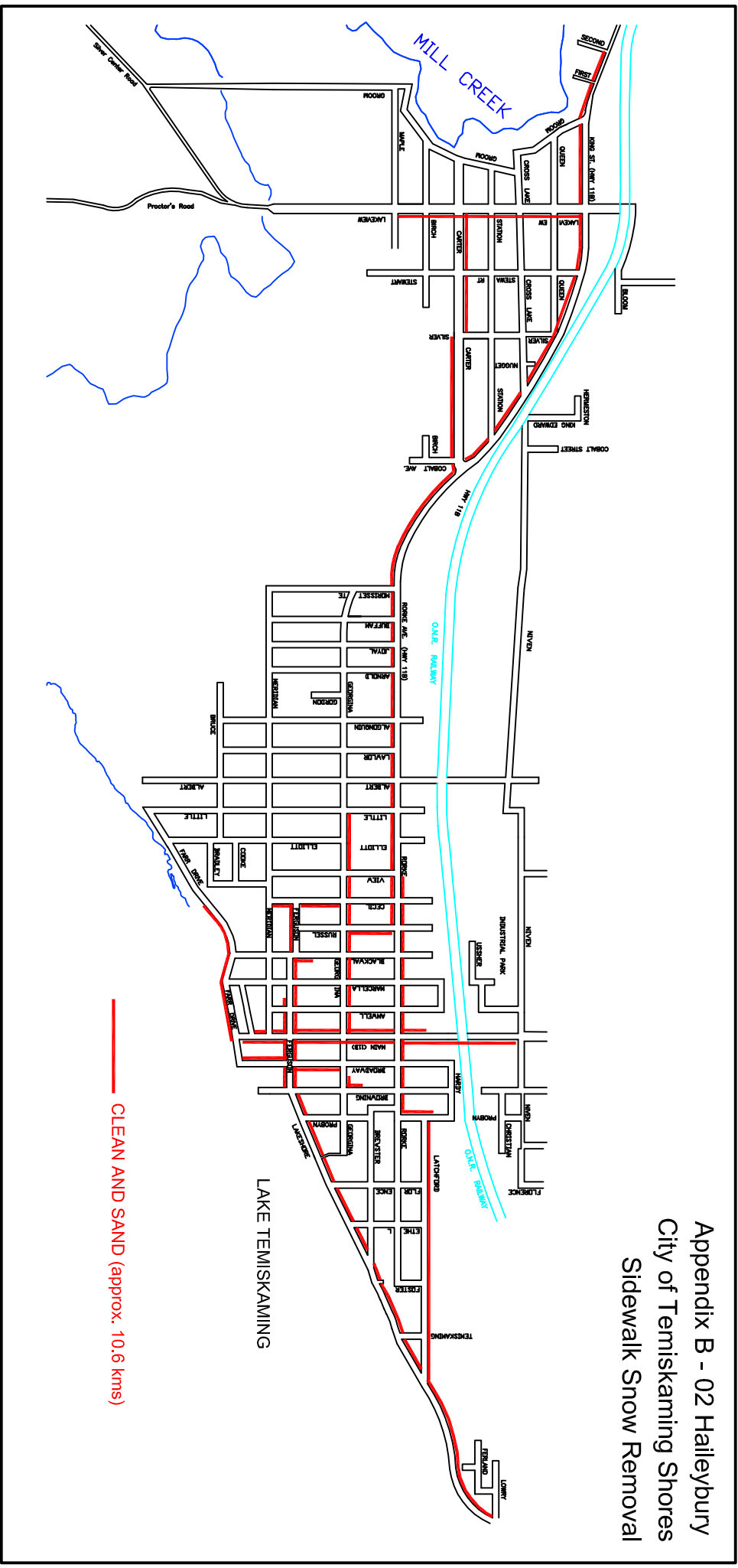
Secondary Sidewalks (approx. 1.9 kms)  
Snow Accumulations permitting

Radley Hill Road

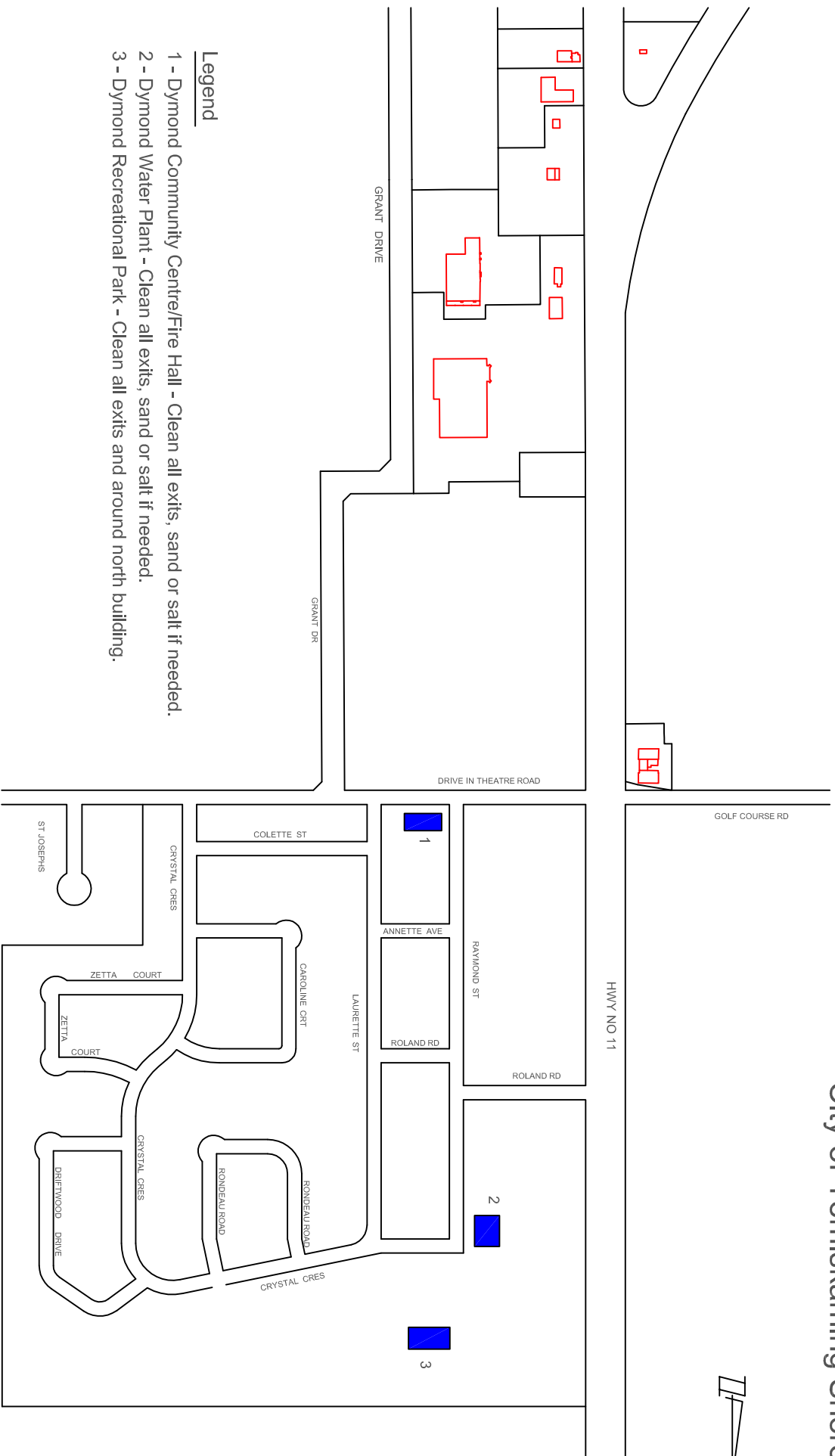
Lakeston Rd N.

Lakeston Rd S.

# Appendix B - 02 Halleybury City of Temiskaming Shores Sidewalk Snow Removal

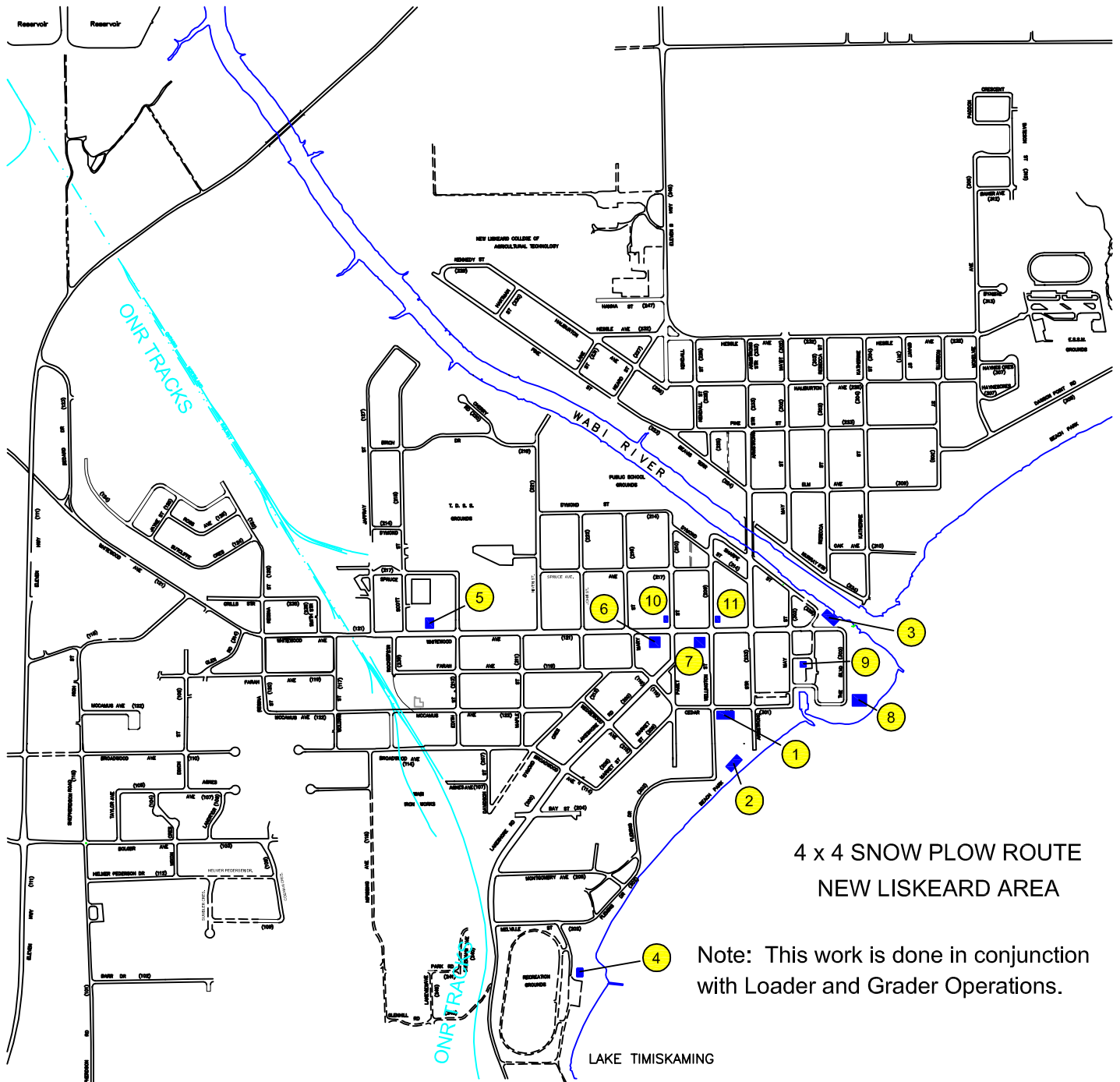


# Appendix C - 01 Dymond 4 x 4 Plow Truck City of Temiskaming Shores



## Legend

- 1 - Dymond Community Centre/Fire Hall - Clean all exits, sand or salt if needed.
- 2 - Dymond Water Plant - Clean all exits, sand or salt if needed.
- 3 - Dymond Recreational Park - Clean all exits and around north building.



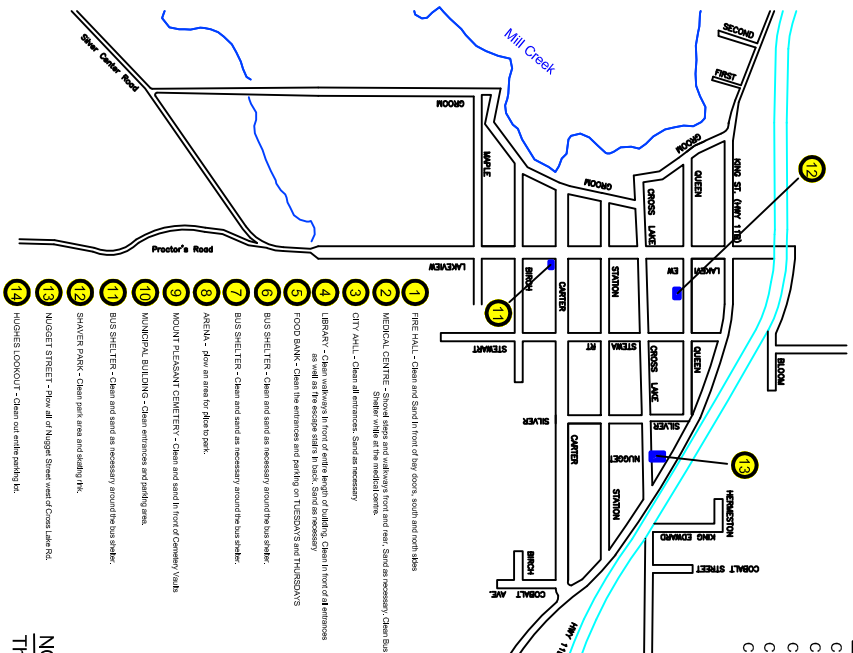
4 x 4 SNOW PLOW ROUTE  
NEW LISKEARD AREA

Note: This work is done in conjunction with Loader and Grader Operations.

- ① ARENA - Clean front doors and all exits, sand or salt if needed.
- ② POOL FITNESS - Clean front steps and all exits from back deck over to Roosters, sand or salt front steps.
- ③ RIVERSIDE PLACE - Clean front of entire length of building, all exists and turn around. Sand or salt if needed.
- ④ PLAYSHOP - Portable Bldg. - Clean all exists, sand or salt if needed.
- ⑤ MEDICAL CENTRE - Clean all exists, sand or sal if needed.
- ⑥ COMMUNITY HALL - Clean all exits and fire routes, boiler room and Cancer Care door at south end, Legion sidewalk on east side, sand or salt if needed.
- ⑦ LIBRARY - Clean both the north and south exits, keep ice chipped at South exit. Sand or salt if needed.
- ⑧ JOHN'S TACKLE BOX - Clean front doors and parking lot. Sand and salt as needed.
- ⑨ LIONS CLUB SHED - Clean in front of 12' doors.
- ⑩ ⑪ BUS SHELTERS - Clean and sand as necessary around the bus shelters.

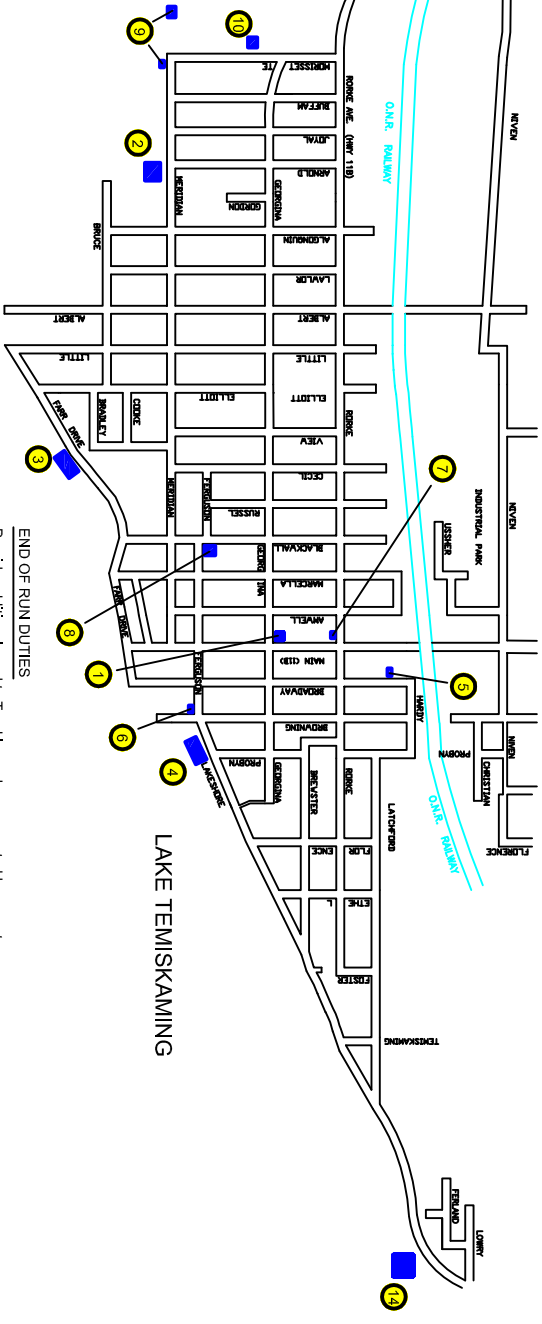
# Appendix C - 03 Haileybury 4 x 4 Plow Truck City of Temiskaming Shores

**AREAS THAT CAN BE DONE A DAY OR TWO FOLLOWING A STORM**  
 Clean and sand as necessary around the five (5) bus shelters:  
 Clean around the N.C. Lagoon entrance located on Proctor's Road;  
 Clean around the sanitary fill stations on Groom and Station Street;  
 Clean Hughes Lookout Parking Lot;  
 Clean around any Fire Hydrants found to have a snow build-up.



- 1 FREE HALL - Clean and Sand in front of bay doors, south and east sides
- 2 MEDICAL CENTRE - Street signs and walkways front and rear. Sand as necessary. Clean Bus Shelter north at the medical centre.
- 3 CITY HALL - Clean all entrances. Sand as necessary.
- 4 LIBRARY - Clean walkways to front of main library building. Clean in front of all entrances as well as the escape route to back. Sand as necessary.
- 5 FOOD BANK - Clean the entrance and parking on TUDSON'S and THURSON'S
- 6 BUS SHELTER - Clean and sand as necessary around the bus shelter.
- 7 BUS SHELTER - Clean and sand as necessary around the bus shelter.
- 8 ARENA - Allow an area for play to park.
- 9 MOUNT PLEASANT CEMETERY - Clean and sand in front of Cemetery vaults
- 10 MUNICIPAL BUILDING - Clean entrances and parking area.
- 11 BUS SHELTER - Clean and sand as necessary around the bus shelter.
- 12 SHOWER PARK - Clean park area and seating pit.
- 13 NUGGET STREET - Plow all of Nugget Street west of Cross Lake Rd.
- 14 HIGHEST LOOKOUT - Clean out parking lot.

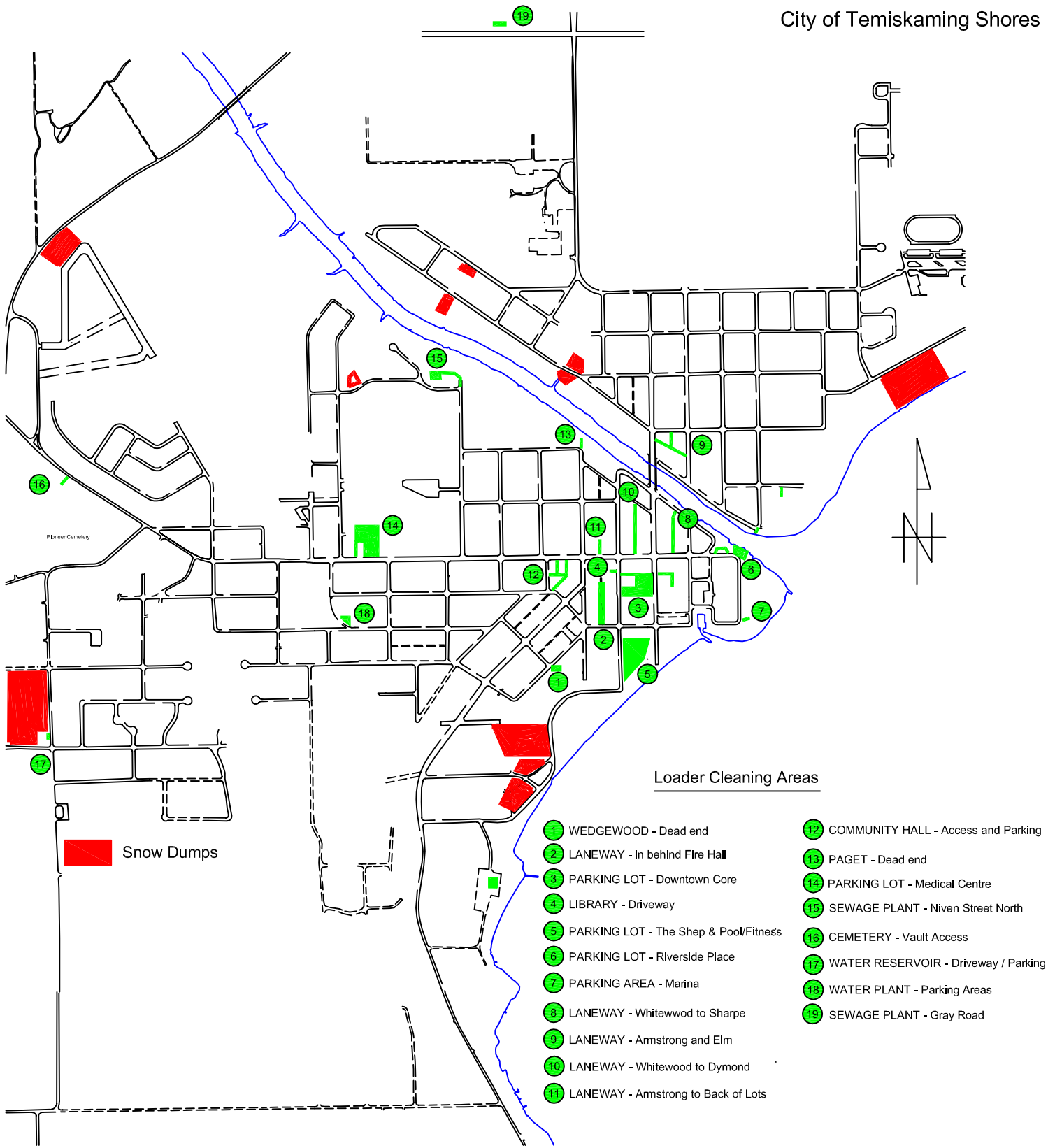
**NOTE**  
 This work is done in conjunction with Loader and Grader Operations.



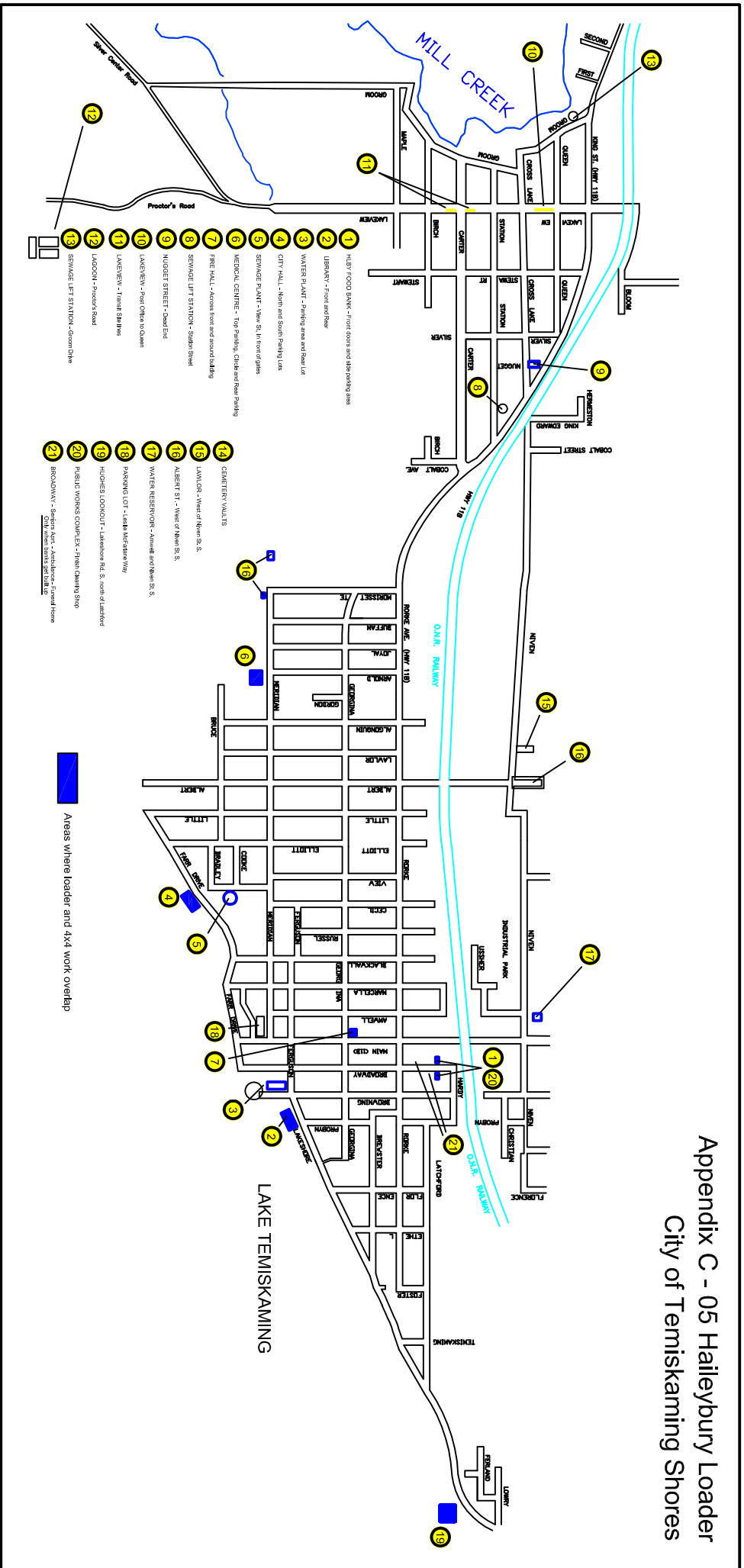
**END OF RUN DUTIES**  
 Provide additional sand to Trackless when requested by operator.  
 If necessary plow Georgia Avenue from Probyn down to Lakeshore Road South. Attempt to distribute snow evenly on both sides of roadway.  
 Clean any intersections that require so, especially those where sidewalks are filled in by plow equipment.

# Appendix C - 04 New Liskeard Loader / Snow Dumps

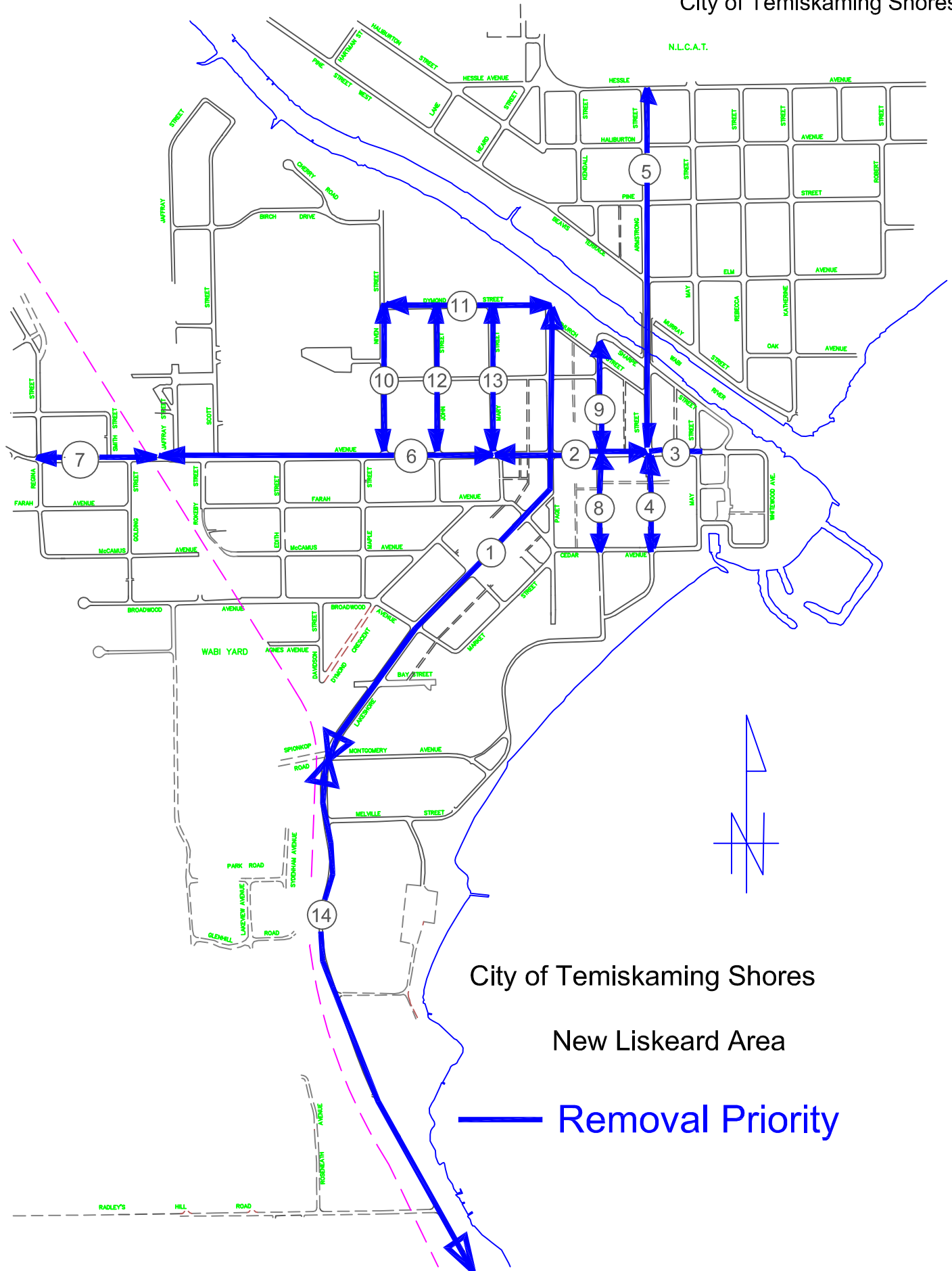
City of Temiskaming Shores



# Appendix C - 05 Haileybury Loader City of Temiskaming Shores



Appendix D - 01 New Liskeard Snow Removal Program  
City of Temiskaming Shores

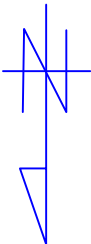


City of Temiskaming Shores  
New Liskeard Area  
— Removal Priority

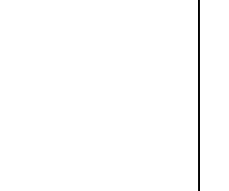
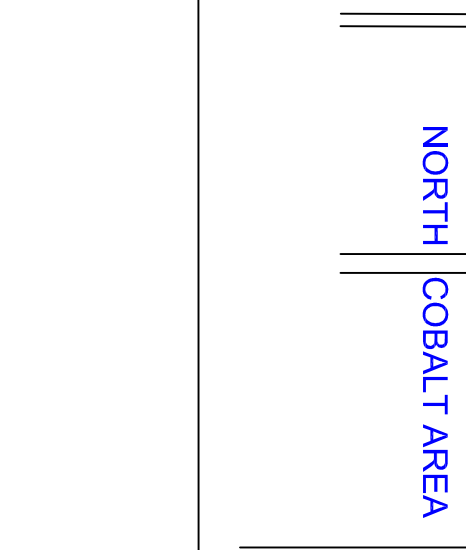
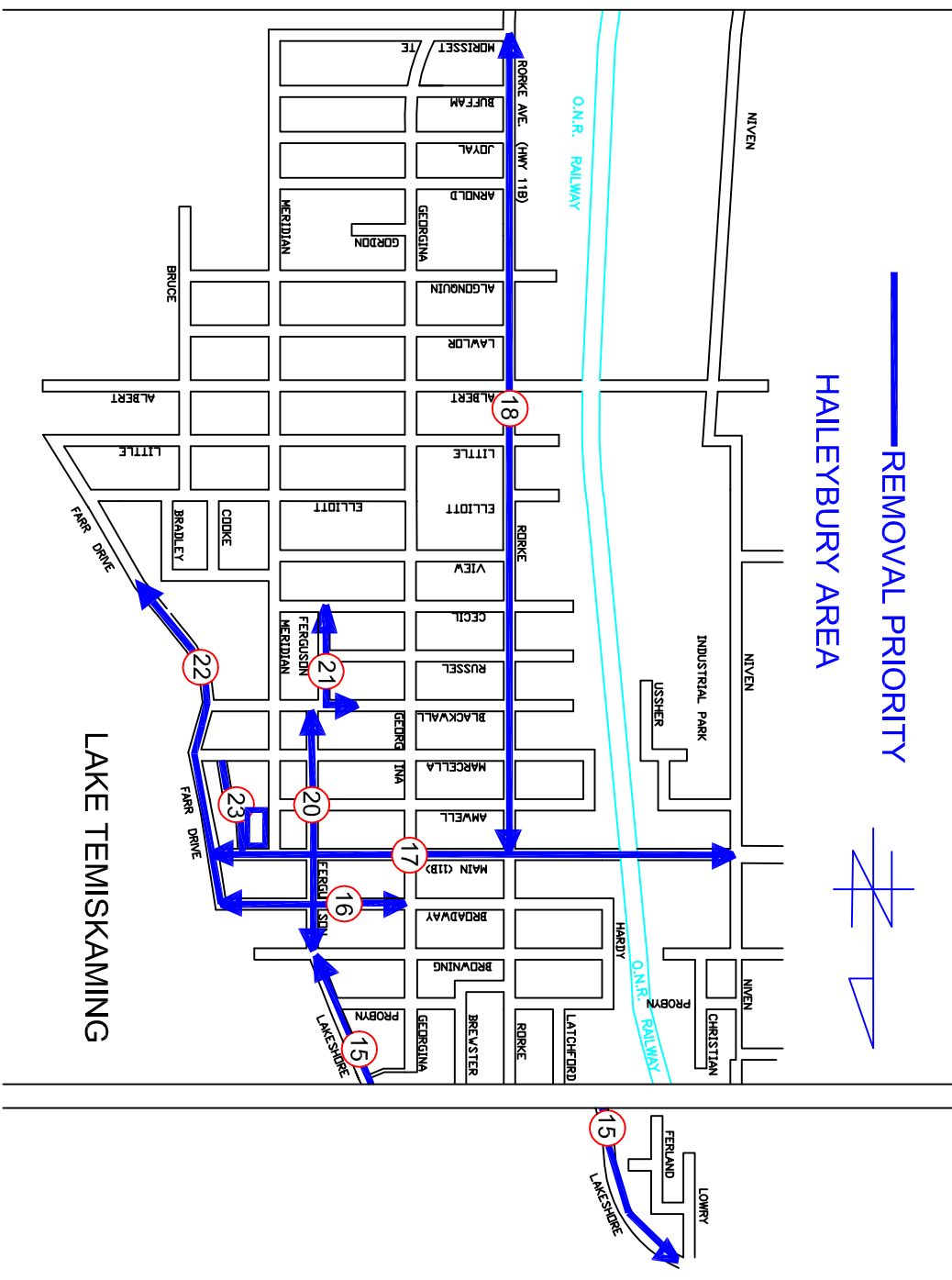


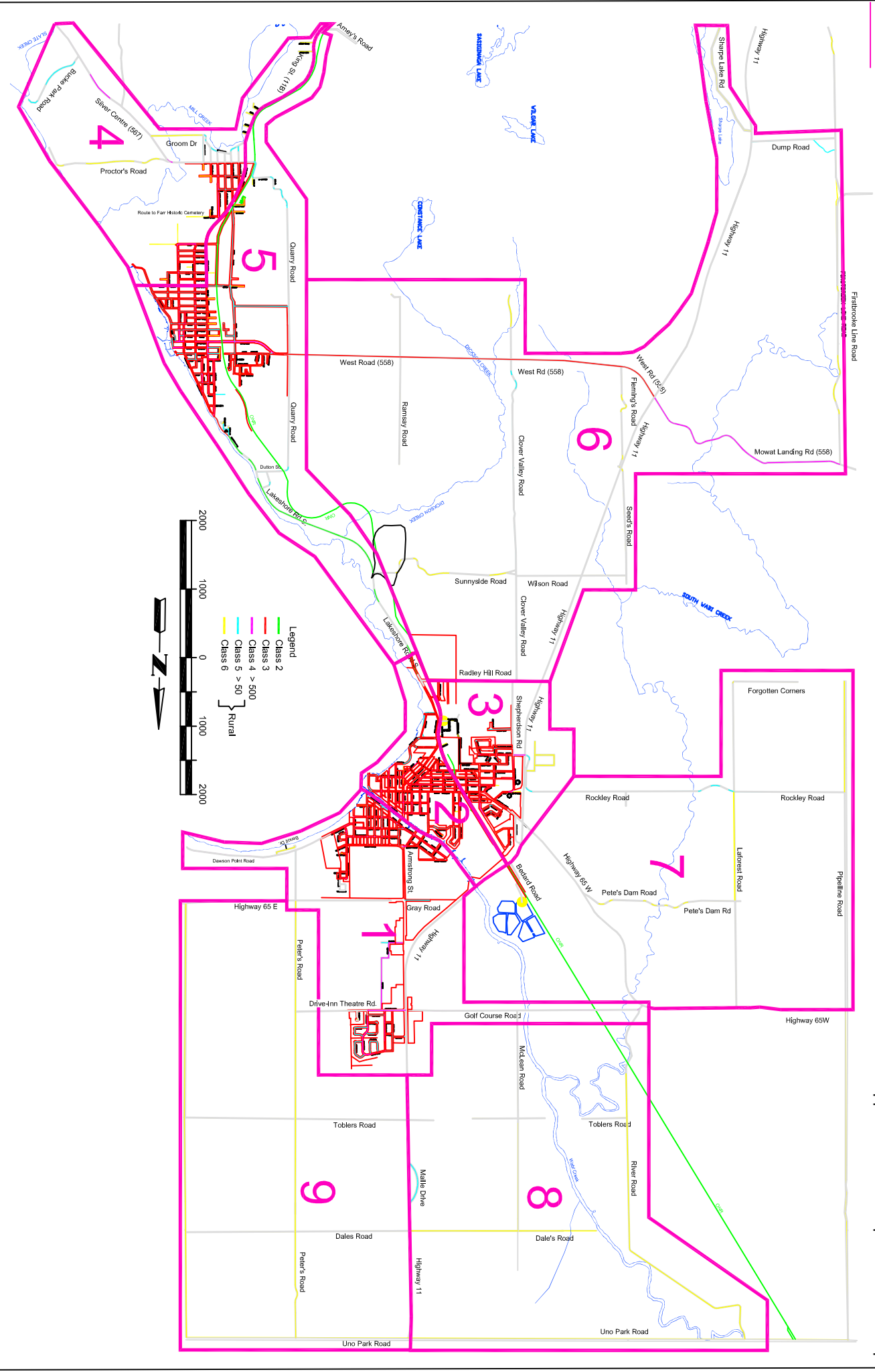
Appendix D - 02 Haileybury Snow Removal Program  
 City of Temiskaming Shores

REMOVAL PRIORITY

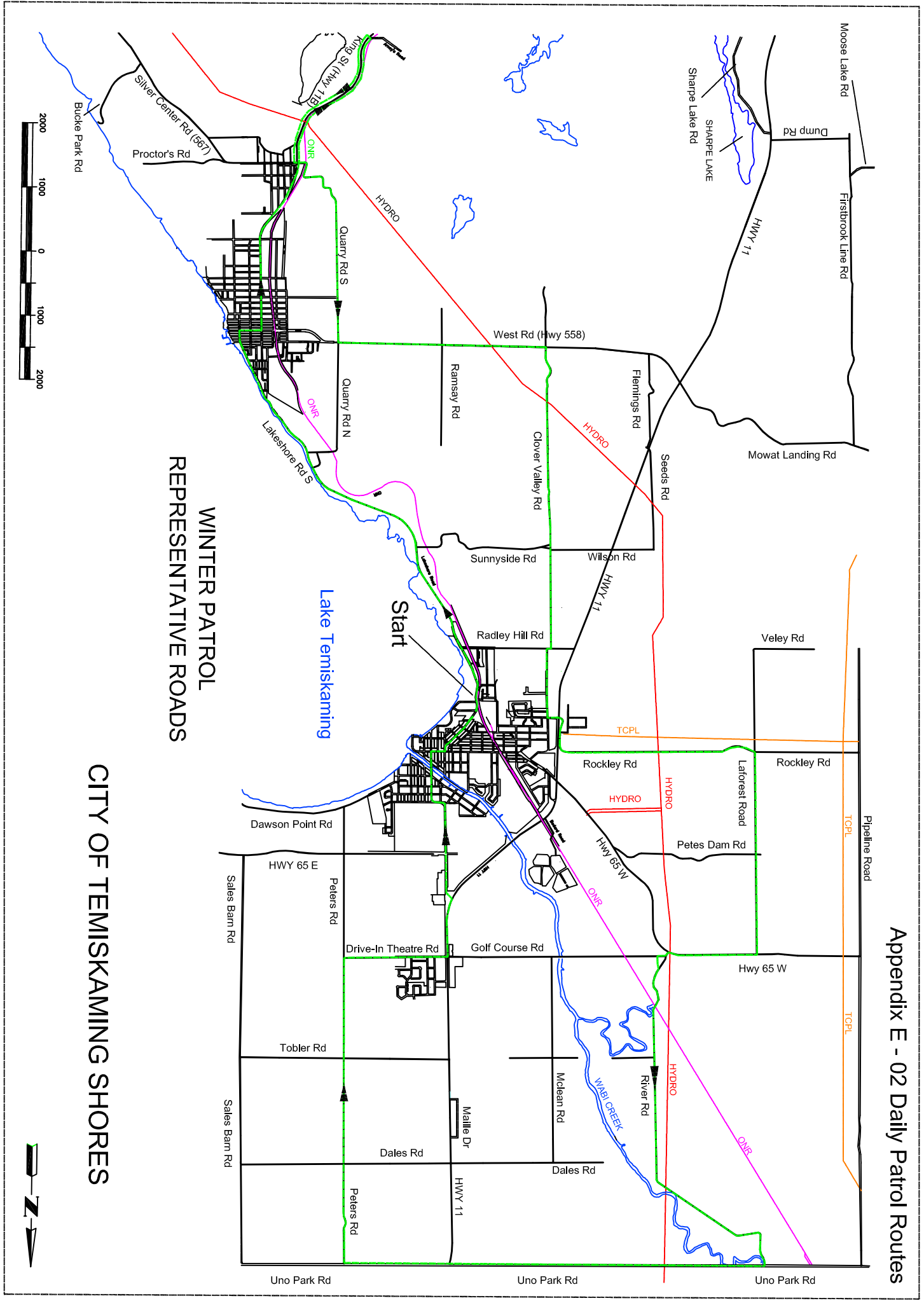


HAILEYBURY AREA





# Appendix E - 02 Daily Patrol Routes



WINTER PATROL  
REPRESENTATIVE ROADS

CITY OF TEMISKAMING SHORES



**STANDARD ROAD SURFACE CONDITION REPORT (WINTER)**

**DATE** \_\_\_/\_\_\_/\_\_\_  
yy/mm/dd

**START TIME** \_\_\_ AM or PM  
**FINISH TIME** \_\_\_ AM or PM

WEATHER	
Partly Cloudy	
Overcast	
Rain	
Snow	
Freezing Rain	
High Winds	
Clear	
Visibility - good	
Visibility - poor	
Distance	

TEMPERATURE	
Below -30	
-30 to -20	
-20 to - 10	
-10 to 0	
0 to + 10	
+10 to +20	
+20 to +30	
Falling	
Rising	

ROAD CONDITIONS	
Dry	
Wet	
Loose snow: 0 - 5 cm	
Loose snow: 5-10 cm	
Loose snow: 10 cm +	
Slush	
Snow Packed	
Ice	
Centre Bare	
Ice Patches	
Road Surface Temperature	

ROAD/STREET	CC	NOTE#	ROAD/STREET	CC	NOTE#	AC - ACTION CODES
						RS Radio Sander
						RSS Radio Salter
						RP Radio Plow
						F Foreman
						WO Filed Work Order
						RP Restored on Patrol
						CC - CONDITION CODE
						A Acceptable
						D Deteriorating
						S Needs Service

#	AC	NOTES	TIME
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

NOTE: THIS REPRESENTS A SUMMARY OF CONDITIONS FOUND AND ACTIONS TAKEN BY UNDERSIGNED:

---



# Work Order Request

City of Temiskaming Shores  
Public Works Department  
325 Farr Drive – City Hall  
P.O. Box 2050  
Haileybury, ON P0J 1K0

Work Order No.: **WO-2016** - \_\_\_\_\_

To: \_\_\_\_\_  
Date: \_\_\_\_\_

From: \_\_\_\_\_

### Description of Work Requested

How Identified:	Date:	Time:
<b>Special Considerations</b>		

Signature: \_\_\_\_\_

Deadline for completion: \_\_\_\_\_

### Description of Work Performed

Repairs Performed by:	<input type="checkbox"/> As Noted Above	
	<input type="checkbox"/> As Described Below	
Supervisor (print):	Signature:	Completion Date:



## Media Release - Road Closed

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### For Immediate Release

Due to a severe winter storm Ontario Provincial Police advise that the following roads in Corporation of the City of Temiskaming Shores are impassable due to drifting and blowing snow and have been closed to traffic.

Road Name	From	To

The Ontario Provincial Police advise that these roads will remain closed until the storm subsides and driving conditions improve.

For further Information, contact the City of Temiskaming Shores Public Works Department at 705-647-6220.



**EXCERPT FROM BY-LAW 2008-069  
BEING A BY-LAW TO REGULATE TRAFFIC AND PARKING  
OF VEHICLES IN THE CITY OF TEMISKAMING SHORES**

---

**SECTION 5.9 OF SCHEDULE "A" TO BY-LAW NO. 2008-069**

**Prohibition - Overnight Parking - Offence**

No *person* shall *stop, stand or park* a *vehicle* on any *street* or *City* owned *parking lot* between the hours of 12:00 a.m. to 7:00 a.m. during the period of November 1<sup>st</sup> in one year to March 31<sup>st</sup> of the next year.

---

Certified true copy

David Treen  
Municipal Clerk

**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**

**BY-LAW NO. 2009-159**

**BEING A BY-LAW TO REGULATE THE REMOVAL AND RELOCATION OF SNOW  
WITHIN THE CITY OF TEMISKAMING SHORES**

**WHEREAS** the Council of the Corporation of the City of Temiskaming Shores deems it necessary and expedient to pass a By-law to regulate the removal and relocation of snow within the City of Temiskaming Shores;

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

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

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

**AND WHEREAS** Section 10(2) 6 of the Municipal Act, S.O. 2001, c. 25, as amended, authorizes Council to pass bylaws respecting the health, safety and well-being of persons;

**AND WHEREAS** Section 27 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides a municipality may pass by-laws with respect to highways over which it has jurisdiction;

**AND WHEREAS** Section 128 (1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may prohibit with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**AND WHEREAS** Section 425(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the Act is guilty of an offence;

**AND WHEREAS** Section 429(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides a municipality may establish a system of fines for offences under a by-law of the municipality passed under the Act ;



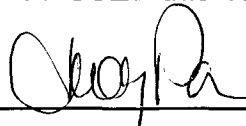
**AND WHEREAS** Section 446(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that if a municipality has the authority under any Act or under a by-law under any Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

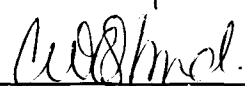
**AND WHEREAS** Section 446(3) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may recover costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as taxes.

**NOW THEREFORE** the Council of the Corporation of the City of Temiskaming Shores hereby enacts as follows:

1. That Council adopts a by-law to regulate the removal and relocation of snow within the City identified as Schedule "A", attached hereto and forming part of this by-law;
2. That all by-laws respecting the removal, relocation and disposal of snow enacted by the former Town of Haileybury (more specifically By-law 94-6), the former Town of New Liskeard (more specifically By-law 1319), the former Township of Dymond (more specifically By-law 1355) and amendments thereto, are hereby repealed.
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.
4. That this By-Law shall come into force and take effect on the date of its final passing.

Read a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 15<sup>th</sup> day of December, 2009.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

**CORPORATION OF THE CITY OF TEMISKAMING SHORES**

**SCHEDULE "A" TO BY-LAW NO. 2009-159**

**BEING A BY-LAW TO REGULATE REMOVAL AND RELOCATION OF SNOW IN THE  
CITY OF TEMISKAMING SHORES**

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1.4	Conflicts with other By-law	1

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**PART 1  
GENERAL PROVISIONS**

**SECTION**

**1.1 Short Title**

This By-Law shall be cited as the "Snow Removal By-law".

**1.2 Scope**

The provisions of this By-law shall apply to all property within the geographic limits of the City of Temiskaming Shores, except where otherwise provided.

**1.3 Enforcement**

This By-law shall be enforced by a *By-law Enforcement Officer* or a *Police Officer*.

**1.4 Conflicts with other by-law**

Where a provision of this By-law conflicts with a provision of another by-law in force in the City of Temiskaming Shores, the provisions that establishes the higher standard in terms of protecting the health, safety and welfare of the general public and the environmental well-being of the *municipality*, shall prevail to the extent of the conflict.

**PART 2  
DEFINITIONS**

Definitions of words, phrases and terms used in this By-law that are not included in the list of definitions in this section shall have the meanings which are commonly assigned to them in the context in which they are used in this By-law.

The words, phrases and terms defined in this section have the following meaning for the purposes of this By-law.

**SECTION**

**2.1 "By-law Enforcement Officer"** means the *person* or *persons* duly appointed by *Council* as Municipal Law Enforcement Officers for the purpose of enforcing regulatory by-laws of the *City*.

**2.2 "City"** means the Corporation of the City of Temiskaming Shores.

**2.3 "City Property"** means any land situated within the City which is owned by the City or controlled by the City by lease or otherwise.

**2.4 "Council"** means the *Municipal Council* of the *City* of Temiskaming Shores.

**2.5 "Municipality"** means the land within the geographic limit of the City of Temiskaming Shores.

**2.6 "Person"** means an individual, firm or corporation.

## SECTION

- 2.7** “**Police Officer**” means a member of the Ontario Provincial Police service.
- 2.8** “**Private Property**” means property which is privately owned and is not *City* property.
- 2.9** “**Provincial Offences Act**” means the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
- 2.10** “**Sidewalk**” means any municipal walkway, or that portion of a *street* between *curb* lines or the lateral lines of a roadway, and the adjacent property line, primarily intended for use by *pedestrians*.
- 2.11** “**Street**” means a common and public highway, *street*, *roadway*, crescent, avenue, parkway, *driveway*, square, place, bridge, viaduct, trestle or other such place designated and intended for, or used by the general public for the passage or *parking* of *vehicles* and includes the area of land between the lateral property lines thereof.

## PART 3 REGULATIONS

### SECTION

- 3.1**     **Deposit of Snow**
- No *person* shall deposit, or cause to be deposited, any snow, ice, or other debris, on any *City property* or *street* from off of his or her property or any other *private property*.
- 3.2**     **Re-Deposit of Snow**
- 3.2.1**    No *person* shall move snow within a *street* or allow snow to be moved from one side of the cleared portion of the *street* intended for vehicular and pedestrian traffic, to the other side of the *street*.
- 3.2.2**    No *person* shall relocate snow within a *street* or allow snow to be relocated in such a manner as to encroach on the cleared portion of the *street* intended for vehicular and pedestrian traffic.
- 3.2.3**    No *person* shall relocate snow within a *street* or allow snow to be relocated in such a manner as to obstruct the normal visibility or the safe movement of vehicular and pedestrian traffic on the *street*.

**PART 4  
PENALTIES**

**SECTION**

- 4.1** Any *person* who contravenes, suffers or permits any act or thing to be done in contravention of, or neglects to do or refrains from doing anything required to be done pursuant to any provisions of this By-law or any permit or order issued pursuant thereto, commits an offence and except where specifically provided in Appendix "1", shall be liable to a fine not exceeding \$5,000.00.

Where an offense is a continuing offence, each day that the offence is continued shall constitute a separate and distinct offence.

**PART 5  
VALIDITY**

**SECTION**

**5.1 Validity of By-law**

If any section, clause, or provision of this By-law, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not effect the validity of the By-law as a whole or any part thereof, other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**  
**Appendix "1" OF Schedule "A"**  
**TO BY-LAW NO. 2009-159**

**SET FINES FOR BY-LAW NO. 2009-159**

<b>Item</b>	<b>COLUMN 1 Short form wording</b>	<b>COLUMN 2 Offence creating provision or Defining offence</b>	<b>COLUMN 3 Set fine</b>
1	Deposit snow on <i>City property</i> .	Section 3.1	\$100.00
2	Re-Deposit snow from one side of <i>street</i> to the other.	Section 3.2.1	\$100.00
3	Re-Deposit snow to cleared portion of <i>street</i> .	Section 3.2.2	\$100.00
4	Re-Deposit snow so as to obstruct visibility.	Section 3.2.3	\$100.00

**Note: The general penalty provision for the offences listed above is Schedule A section 4.1 of By-law No. 2009-159, a certified copy of which has been filed.**

**NOTICE – OVERNIGHT PARKING**

**Effective November 1<sup>st</sup>, 2015 to March 31<sup>st</sup>, 2016**

By-law No. 2008-069 prohibits the parking of vehicles on municipal streets  
or City-owned parking lots between the hours of

**12:00 a.m. to 7:00 a.m.**

Thank you for your cooperation.

For further information contact the By-law Officer at (705) 672-3363.

**Municipal Act, 2001**  
**Loi de 2001 sur les municipalités**

**ONTARIO REGULATION 239/02**

**MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS**

**Consolidation Period:** From January 25, 2013 to the [e-Laws currency date](#).

Last amendment: O. Reg. 47/13.

*This Regulation is made in English only.*

**Definitions**

1. (1) In this Regulation,

“cm” means centimetres;

“day” means a 24-hour period;

“ice” means all kinds of ice, however formed;

“motor vehicle” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

“non-paved surface” means a surface that is not a paved surface;

“Ontario Traffic Manual” means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;

“paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

“shoulder” means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

“snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

1. Newly-fallen snow.
2. Wind-blown snow.
3. Slush;

“substantial probability” means a significant likelihood considerably in excess of 51 per cent;

“surface” means the top of a roadway or shoulder;

“weather” means air temperature, wind and precipitation. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1); O. Reg. 47/13, s. 1.

(2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average annual daily traffic on it. O. Reg. 239/02, s. 1 (2).



(3) For the purposes of subsection (2) and the Table to this section, the average annual daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined,

(a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or

(b) by estimating the average daily two-way traffic on the highway or part of the highway.

O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2).

(4) For the purposes of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 23/10, s. 1 (3).

TABLE  
CLASSIFICATION OF HIGHWAYS

Average Annual Daily Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (kilometres per hour)						
	91 - 100	81 - 90	71 - 80	61 - 70	51 - 60	41 - 50	1 - 40
15,000 or more	1	1	1	2	2	2	2
12,000 - 14,999	1	1	1	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	3	3
5,000 - 5,999	1	2	2	3	3	3	3
4,000 - 4,999	1	2	3	3	3	3	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	4	4
1,000 - 1,999	1	3	3	3	4	4	5
500 - 999	1	3	4	4	4	4	5
200 - 499	1	3	4	4	5	5	5
50 - 199	1	3	4	5	5	5	5
0 - 49	1	3	6	6	6	6	6

O. Reg. 613/06, s. 1.

### Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

(2) Revoked: O. Reg. 23/10, s. 2.

(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

### MINIMUM STANDARDS

### Patrolling

3. (1) The minimum standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1).

(2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the minimum standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2.

(3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

(4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1. O. Reg. 23/10, s. 3 (1).

TABLE  
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

### **Weather monitoring**

**3.1** (1) From October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality. O. Reg. 47/13, s. 3.

(2) From May 1 to September 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, s. 3.

### **Snow accumulation**

**4.** (1) The minimum standard for addressing snow accumulation is,

- (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
  - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
  - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4.

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

1. Patrolling highways.
2. Performing highway maintenance activities.
3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4.

(4) The depth of snow accumulation on a roadway may be determined by,

- (a) performing an actual measurement;
- (b) monitoring the weather; or
- (c) performing a visual estimate. O. Reg. 47/13, s. 4.

(5) For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,

- (a) plowing the roadway;
- (b) salting the roadway;
- (c) applying abrasive materials to the roadway; or
- (d) any combination of the methods described in clauses (a), (b) and (c). O. Reg. 47/13, s. 4.

(6) This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.

TABLE  
SNOW ACCUMULATION

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4.

#### **Ice formation on roadways and icy roadways**

**5.** (1) The minimum standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

1. Monitor the weather in accordance with section 3.1.
2. Patrol in accordance with section 3.
3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.

(2) If the municipality meets the minimum standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,

- (a) the time that the municipality becomes aware of the fact that the roadway is icy; or
- (b) the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.

(3) The minimum standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires. O. Reg. 47/13, s. 5.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 47/13, s. 5.

TABLE  
ICE FORMATION PREVENTION AND ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 47/13, s. 5.

# Record of Training

This statement certifies that the below named individual has successfully completed the in-house Winter Operations Training program as required by the Corporation of the City of Temiskaming Shores Winter Operations Plan.

The Winter Operations Training program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service - policies, practices and procedures
- Identification of Plow Routes - including variations for year to year and issues identified along the route
- De-icing chemicals - application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

Employee Name (Print)\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Trainer Signature\_\_\_\_\_

Supervisor Signature\_\_\_\_\_



## Record of Training – Patrol Person

This certifies that \_\_\_\_\_ (employee name) has successfully completed the in-house Winter Operations - Night Patroller Training as required by the Corporation of the City of Temiskaming Shores Winter Operations Plan.

The Winter Operations - Patroller Training workshop includes the following modules:

- Weather monitoring and forecasting results including: Road Weather Information System, Value Added Meteorological Service, eutectic temperature, pavement temperature, dew point
- Winter Schedules
- Record Keeping
- Health and Safety
- Level of Service - policies, practices and procedures
- Identification of Plow Routes - including variations for year to year and issues identified along the route
- De-icing chemicals - usage, application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Call-out procedures
- Emergency contacts
- Yard and Equipment maintenance

Employee Name (Print)\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date of Training\_\_\_\_\_

Trainer Signature\_\_\_\_\_

Supervisor Signature\_\_\_\_\_

## Call-out Chart “ROADS”

FORECAST	CALL-OUT RESPONSE			
STORM SEVERITY	CLASS 2	CLASS 3	CLASS 4	CLASS 5
Less than 5 cm	After storm has ended and after becoming aware that the snow accumulation is <b>greater than 5 cm</b> call-out plows and clear the snow <b>within 6 hours</b> .  No call-out of sander unless roads become slippery	No requirement for clearing of snow.  No call-out of sander unless roads become slippery	No requirement for clearing of snow.  No call-out of sander unless roads become slippery	No requirement for clearing of snow.  No call-out of sander unless roads become slippery
More than 5 cm	While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 5 cm.  After storm has ended, and after becoming aware that the snow accumulation is greater than 5 cm clear the snow within 6 hours  No call-out of sander unless roads become slippery	While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is <b>greater than 8 cm</b> .  After storm has ended, and after becoming aware that the snow accumulation is <b>greater than 8 cm</b> <b>clear the snow within 12 hours</b>  No call-out of sander unless roads become slippery.	While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is <b>greater than 8 cm</b> .  After storm has ended, and after becoming aware that the snow accumulation is <b>greater than 8 cm</b> <b>clear the snow within 16 hours</b>  No call-out of sander unless roads become slippery	While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is <b>greater than 10 cm</b> .  After storm has ended, and after becoming aware that the snow accumulation is <b>greater than 10 cm</b> <b>clear the snow within 24 hours</b>  No call-out of sander unless roads become slippery
Sleet and freezing rain	Call-out sander if road conditions permit	Call-out sander if road conditions permit	Call-out sander if road conditions permit	Call-out sander if road conditions permit

It is understood that conditions may occur which temporarily prevent achieving the level of service specified above.

## Call-out Chart “SIDEWALKS”

FORECAST	CALL-OUT RESPONSE	
Storm Severity	Priority 1 – Downtown Areas	Priority 2 – Side Streets
Up to 10 cm	<p>After storm has ended, and after becoming aware that the snow accumulation is <b>greater than 10 cm call-out plows and clear the snow within 24 hours</b></p> <p>No call-out of sander unless sidewalks become slippery</p>	<p>No requirement for snow clearing operations.</p> <p>Priority 2 sidewalks will not be serviced until the completion of Priority 1 sidewalks have met their service level and may also be delayed by other winter control roads requirements.</p> <p>No call-out of sander unless sidewalks become slippery</p>
More than 10 cm	<p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is <b>greater than 10 cm.</b></p> <p>After storm has ended, and after becoming aware that the snow accumulation is <b>greater than 10 cm clear the snow within 24 hours</b></p> <p>No call-out of sander unless sidewalks become slippery</p>	<p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is <b>greater than 15 cm.</b></p> <p>Priority 2 sidewalks will not be serviced until the completion of Priority 1 sidewalks have met their service level and may also be delayed by other winter control roads requirements.</p> <p>No call-out of sander unless sidewalks become slippery</p>
Sleet and freezing rain	Call-out sander if sidewalk conditions permit	Call-out sander if sidewalk conditions permit

It is understood that conditions may occur which temporarily prevent achieving the level of service specified above.



## Call-out Chart “SNOW REMOVAL”

FORECAST	CALL-OUT RESPONSE	
Snow Accumulation	Priority 1 - Downtown areas	Priority 2 - Side streets
Up to 60 cm snow bank	No requirement for snow removal operations	No requirement for snow removal operations
Up to 120 cm snow bank	<p>After storm has ended and the city's plowing and sanding requirements have been satisfied, and after becoming aware that the snow bank accumulation is greater than 60 cm, removal operations shall begin.</p> <p>The winter control plan indicates a downtown street removal route numbered from 1 to 21 which suggests an importance level and will be used as a guide to operations.</p> <p>Due to traffic and pedestrian congestion, this work may be required to be completed during the night shift. Deviation from this will be approved by the Director or his designate.</p> <p>Snow removal in downtown areas will have priority over side streets.</p> <p>It is understood that conditions may occur which temporarily prevent achieving the level of service specified.</p>	<p>After storm has ended and the city's plowing and sanding requirements have been satisfied, and after becoming aware that the snow bank accumulation is greater than 120 cm, removal operations shall begin.</p> <p>Intersections will receive service when it is deemed by the road supervisor to pose a hazard to vehicular traffic.</p>
Sleet and freezing rain	Call-out sander if conditions permit	Call-out sander if conditions permit

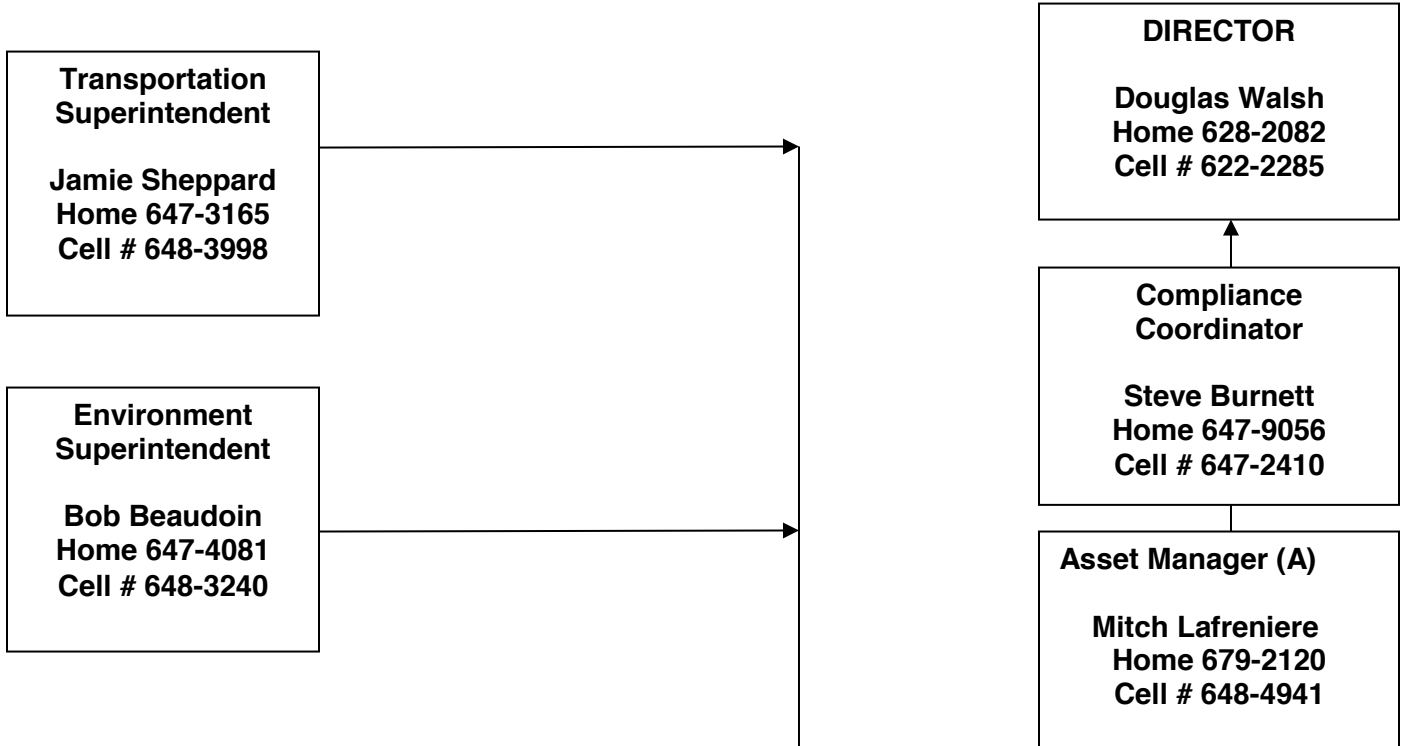
It is understood that conditions may occur which temporarily prevent achieving the level of service specified above.

**NOTE:** One 8 hour night shift removes +/- 2,700 cubic meters of snow

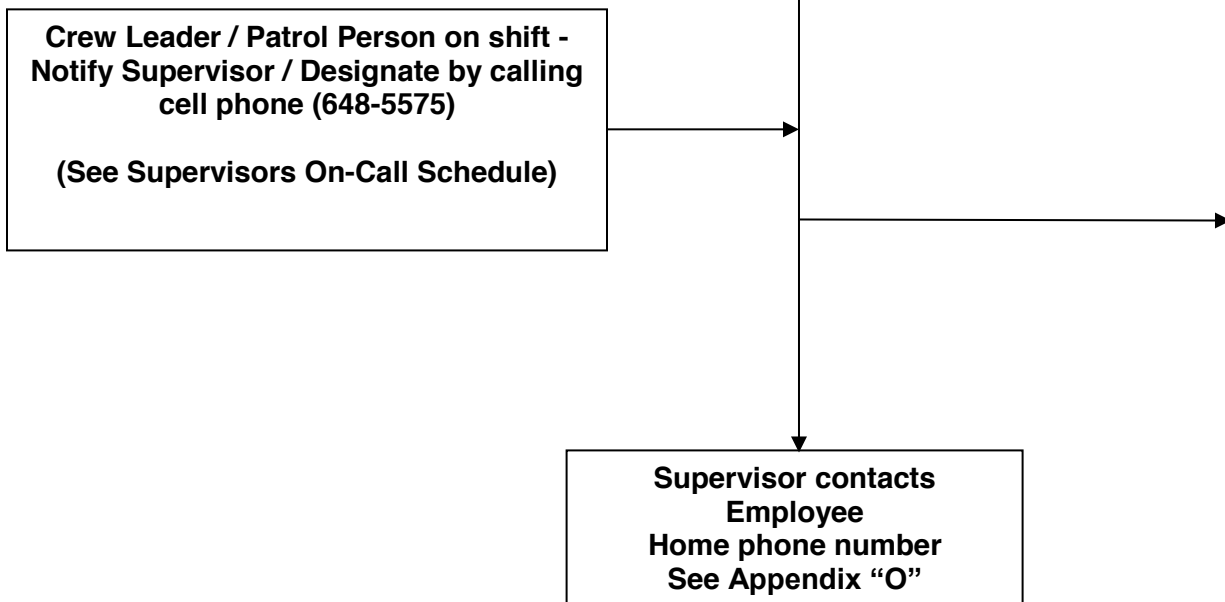
# Public Works Department Operations Division

## Winter Control Notification FLOW CHART

**Monday - Friday**



**Afternoon Shifts, Evening Shifts,  
Saturday – Sunday – Statutory Holiday**



DIRECTOR OF PUBLIC WORKS  
Douglas Walsh  
City Hall

ENGINEERING AND ENVIRONMENTAL SERVICES DIVISION  
DIVISION MANAGER  
Steve Burnett  
City Hall  
ENGINEERING TECHNICIAN / GIS CO-ORDINATOR  
Jeremie Latour

OPERATIONS DIVISION  
DIVISION MANAGER  
Vacant  
200 Lakeshore Road  
PUBLIC WORKS CLERK  
Gary Wadge

TRANSPORTATION SUPERINTENDENT  
Jamie Sheppard  
200 Lakeshore Road

HEAVY EQUIPMENT OPERATORS  
Brad Morin, Joe Gilbert  
Robin Imbeau, Alain Proteau

OPERATORS  
Gary Andrews, Wayne Arsenault  
Randy Belanger, Craig Bilodeau, Kyle Brown, Kelly Carter, Richard Corbiere  
MacKenzie Craig, James Foley, Lee Inglis, Andrew McLean, Thomas Tinney, Kevin Twiner,  
SEASONAL WORKERS (As Req'd.)

HEAD MECHANIC  
Overton Robinson  
200 Lakeshore Road

MECHANIC/HEAVY EQUIPMENT OPERATOR  
Chris Guitard

ENVIRONMENT SUPERINTENDENT  
Bob Beaudoin  
200 Lakeshore Road

CERTIFIED OPERATORS  
Tim Goodyear  
Darrell Phaneuf  
Robin Imbeau  
Richard Nichol

# City of Temiskaming Shores

2015 - 16 Winter Operations Plan	
<i>Colour description</i>	<i>Shift partners</i>
<b>Crew One</b>	<b>Robin Imbeau - HEO</b>
	Lee Inglis
	Kyle Brown
	Randy Belanger
<b>Crew Two</b>	<b>Alain Proteau - HEO</b>
	Richard Corbiere
	Kevin Twiner
	Thomas Tinney
	Tim Goodyear W/S
<b>Crew Three</b>	<b>Joe Gilbert - HEO</b>
	Gary Andrews
	Andrew McLean
	Kelly Carter
	Darrell Phaneuf W/S
<b>Crew Four</b>	<b>Brad Morin - HEO</b>
	Wayne Arsenault
	Mackenzie Craig
	Craig Bilodeau
	Richard Nichol W/S
<b>Dayshift</b>	Jim Foley - Afternoon Patrol
	Oppie Robinson
	Chris Guitard
	Gary Wadge
	Douglas Walsh
	Steve Burnett
	Robert Beaudoin
	Jamie Sheppard

**November**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
22:00 - 6:30	3	3	3	3	3	1e	1e	4	4	4	4	4	2a	2a	1	1	1	1	1	1	3a	3a	2	2	2	2	2	4a	4a	3	3
6:30 - 15:00		4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2c	2c	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3c	3c	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4d	4d	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1d	1d	4,1,2	
15:00 - 23:30		DPP	DPP	DPP	DPP	DPP	2a	2a	DPP	DPP	DPP	DPP	3a	3a	DPP	DPP	DPP	DPP	DPP	DPP	4e	4e	DPP	DPP	DPP	DPP	DPP	1e	1e	DPP	

**December**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	3	3	3	1a	1a	4	4	4	4	4	2b	2b	1	1	1	1	1	3b	3b	2	2	2	2	2	4b	4b	3	3	3	3	3
6:30 - 15:00	4,1,2	4,1,2	4,1,2	4,1,2	2d	2d	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3d	3d	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4b	4b	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1b	1b	4,1,2	4,1,2	4,1,2	4,1,2
15:00 - 23:30	DPP	DPP	DPP	DPP	2e	2e	DPP	DPP	DPP	DPP	DPP	3e	3e	DPP	DPP	DPP	DPP	DPP	4c	4c	DPP	DPP	DPP	DPP	DPP	1c	1c	DPP	DPP	DPP	DPP

**January**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	1b	1b	4	4	4	4	4	2c	2c	1	1	1	1	1	3c	3c	2	2	2	2	2	4c	4c	3	3	3	3	3	1c	1c	4
6:30 - 15:00	4,1,2	2b	2b	1,2,3	1,2,3	1,2,3	1,2,3	3b	3b	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4a	4a	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1a	1a	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2a	2a	
15:00 - 23:30	DPP	2c	2c	DPP	DPP	DPP	DPP	DPP	3c	3c	DPP	DPP	DPP	DPP	DPP	4d	4d	DPP	DPP	DPP	DPP	DPP	1d	1d	DPP	DPP	DPP	DPP	DPP	2d	2d

**February**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
22:00 - 6:30	4	4	4	4	2d	2d	1	1	1	1	1	3d	3d	2	2	2	2	2	2	4d	4d	3	3	3	3	3	1d	1d	4	4
6:30 - 15:00	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3a	3a	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4e	4e	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1e	1e	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2e	2e	1,2,3	
15:00 - 23:30	DPP	DPP	DPP	DPP	DPP	3d	3d	DPP	DPP	DPP	DPP	DPP	4b	4b	DPP	DPP	DPP	DPP	DPP	1b	1b	DPP	DPP	DPP	DPP	DPP	2b	2b	DPP	

**March**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
23:00 - 7:30	4	4	4	2e	2e	1	1	1	1	1	3e	3e	2	2	2	2	2	4e	4e	3	3	3	3	3	1e	1e	4	4	4	4	4
6:30 - 15:00	1,2,3	1,2,3	1,2,3	1,2,3	3e	3e	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4c	4c	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1c	1c	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2c	2c	1,2,3	1,2,3	1,2,3	1,2,3
15:00 - 23:30	DPP	DPP	DPP	DPP	3b	3b	DPP	DPP	DPP	DPP	DPP	4a	4a	DPP	DPP	DPP	DPP	DPP	1a	1a	DPP	DPP	DPP	DPP	DPP	2a	2a	DPP	DPP	DPP	DPP

**April**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23:00 - 7:30	2a	2a	1	1	1	1	1	3a	3a	2	2	2	2	2																
6:30 - 15:00	1,2,3	3c	3c	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4d	4d	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1															
15:00 - 23:30	DPP	3a	3a	DPP	DPP	DPP	DPP	DPP	4e	4e	DPP	DPP	DPP	DPP	DPP															
6:30 - 15:00																			1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	

  Weekend        Stat Holiday      DPP Daily Patrol Person

**November**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
22:00 - 6:30						1e	1e								abcd	abcd	abcd	abcd	abcd												
6:30 - 15:00		abcd	abcd	abcd	abcd	abcd			abcd	abcd	abcd	abcd	abcd											abcd	abcd	abcd	abcd	abc	1d	1d	abc
15:00 - 23:30																													1e	1e	

**December**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30				1a	1a								abcd	abcd	abcd	abcd	abcd														
6:30 - 15:00	abcd	abcd	bcd	bcd			abcd	abcd	abcd	abcd	abcd										abcd	abcd	abcd	abcd	ad	1b	1b	ad	abcd	abcd	acd
15:00 - 23:30																											1c	1c			

**January**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	1b	1b								abcd	abcd	abcd	abcd	abcd																1c	1c
6:30 - 15:00	acd			abcd	abcd	abcd	abcd	abcd										abcd	abcd	abcd	abcd	bc	1a	1a	bc	abcd	abcd	abd	abd		
15:00 - 23:30																								1d	1d						

**February**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
22:00 - 6:30							abcd	abcd	abcd	abcd	abcd																1d	1d			
6:30 - 15:00	abcd	abcd	abcd	abcd	abcd										abcd	abcd	abcd	abcd	acd	1e	1e	acd	abcd	abcd	abc	abc			abcd		
15:00 - 23:30																					1b	1b									

**March**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
23:00 - 7:30						abcd	abcd	abcd	abcd	abcd																1e	1e				
6:30 - 15:00	abcd	abcd	abcd	abcd										abcd	abcd	abcd	abcd	bd	1c	1c	bd	abcd	abcd	abcd	abcd			abcd	abcd	abcd	
15:00 - 23:30																															

**April**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23:00 - 7:30			abcd	abcd	abcd	abcd	abcd																							
6:30 - 15:00	abcd										abcd	abcd	abcd	abcd	abcd															
15:00 - 23:30																														
6:30 - 15:00																														

Weekend

Stat Holiday

DPP Daily Patrol Person

**November**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
22:00 - 6:30												2a	2a									abcde	abcde	abcde	abcde	abcde						
6:30 - 15:00		abcde	abcde	abcde	abcde	bde	2c	2c	bde	abcde	abcde	bcde	bcde			abcde	abcde	abcde	abcde	abcde										abcde		
15:00 - 23:30							2a	2a																								

**December**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
22:00 - 6:30											2b	2b								abcde	abcde	abcde	abcde	abcde								
6:30 - 15:00	abcde	abcde	abcde	abc	2d	2d	abc	abcde	abcde	acde	acde			abcde	abcde	abcde	abcde	abcde										abcde	abcde	abcde	abcde	
15:00 - 23:30					2e	2e																										

**January**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
22:00 - 6:30								2c	2c								abcde	abcde	abcde	abcde	abcde											
6:30 - 15:00	4,1,2	2b	2b	1,2,3	abcde	abcde	1,2,3	1,2,3			abcde	abcde	abcde	abcde	abcde										abcde	abcde	abcde	abcde	4,1,2	2a	2a	
15:00 - 23:30		2c	2c																											2d	2d	

**February**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
22:00 - 6:30					2d	2d								abcde	abcde	abcde	abcde	abcde														
6:30 - 15:00	abcde	abcde	abcde	abcde	abcde			abcde	abcde	abcde	abcde	abcde										abcde	abcde	abcde	abcde	acd	2e	2e	acd			
15:00 - 23:30																											2b	2b				

**March**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
23:00 - 7:30				2e	2e								abcde	abcde	abcde	abcde	abcde															
6:30 - 15:00	abcde	abcde	abcd	abcd				abcde	abcde	abcde	abcde	abcde														bde	2c	2c	bde	abcde	abcde	bcde
15:00 - 23:30																											2a	2a				

**April**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
23:00 - 7:30	2a	2a								abcde	abcde	abcde	abcde	abcde																		
6:30 - 15:00	bcde			abcde	abcde	abcde	abcde	abcde																								
15:00 - 23:30																																
6:30 - 15:00																			1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4		

Weekend

Stat Holiday

DPP Daily Patrol Person

November

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
22:00 - 6:30	abcde	abcde	abcde	abcde	abcde															3a	3a								abcde	abcde	
6:30 - 15:00									abcde	abcde	abcde	abcde	bde	3c	3c	bde	abcde	abcde	bcde	bcde			abcde	abcde	abcde	abcde	abcde				
15:00 - 23:30														3a	3a																

December

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	abcde	abcde	abcde															3b	3b								abcde	abcde	abcde	abcde	abcde
6:30 - 15:00				abcde	abcde	abcde	abcde	ade	3b	3b	ade	abcde	abcde	abde	abde			abcde	abcde	abcde	abcde	abcde			abcde						
15:00 - 23:30												3e	3e																		

January

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30															3c	3c								abcde	abcde	abcde	abcde	abcde			
6:30 - 15:00				abcde	abcde	abcde	abcde	ade	3b	3b	ade	abcde	abcde	abde	abde			abcde	abcde	abcde	abcde	abcde									
15:00 - 23:30									3c	3c																					

February

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
22:00 - 6:30												3d	3d									abcde	abcde	abcde	abcde	abcde					
6:30 - 15:00	abcde	abcde	abcde	abcde	bce	3a	3a	bce	abcde	abcde	abce	abce			abcde	abcde	abcde	abcde	abcde										abcde		
15:00 - 23:30						3d	3d																								

March

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
23:00 - 7:30												3e	3e								abcde	abcde	abcde	abcde	abcde							
6:30 - 15:00	abcde	abcde	abcde	acd	3e	3e	acd	abcde	abcde	abcd	abcd			abcde	abcde	abcde	abcde	abcde											abcde	abcde	abcde	abcde
15:00 - 23:30					3b	3b																										

April

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
23:00 - 7:30								3a	3a																						
6:30 - 15:00	bde	3c	3c	db	abcde	abcde	bcde	bcde			abcde	abcde	abcde	abcde	abcde																
15:00 - 23:30		3a	3a																												
6:30 - 15:00																			1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4			1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	

Weekend       Stat Holiday       DPP Daily Patrol Person



**November**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
22:00 - 6:30								abcde	abcde	abcde	abcde	abcde																4a	4a			
6:30 - 15:00		abcde	abcde	abcde	abcde	abcde									abcde	abcde	abcde	abcde	abc	4d	4d	abc	abcde	abcde	bcde	bcde				abcde		
15:00 - 23:30																					4e	4e										

**December**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
22:00 - 6:30						abcde	abcde	abcde	abcde	abcde																4b	4b					
6:30 - 15:00	abcde	abcde	abcde	abcde									abcde	abcde	abcde	abcde	ade	4b	4b	ade	abcde	abcde	acde	acde				abcde	abcde	abcde	abcde	
15:00 - 23:30																			4c	4c												

**January**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
22:00 - 6:30			abcde	abcde	abcde	abcde	abcde															4c	4c									abcde
6:30 - 15:00	abcde										abcde	abcde	abcde	abcde	bce	4a	4a	bce	abcde	abcde	abde	abde			abcde	abcde	abcde	abcde	abcde			
15:00 - 23:30																4d	4d															

**February**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
22:00 - 6:30	abcde	abcde	abcde	abcde															4d	4d								abcde	abcde			
6:30 - 15:00							abcde	abcde	abcde	abcde	acd	4e	4e	acd	abcde	abcde	abce	abce				abcde	abcde	abcde	abcde	abcde						
15:00 - 23:30																																

**March**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
23:00 - 7:30	abcde	abcde	abcde															4e	4e								abcde	abcde	abcde	abcde	abcde
6:30 - 15:00							abcde	abcde	abcde	abcde	bde	4c	4c	bde	abcde	abcde	abcd	abcd				abcde	abcde	abcde	abcde	abcde					
15:00 - 23:30												4a	4a																		

**April**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
23:00 - 7:30																															
6:30 - 15:00				abcde	abcde	abcde	abcde	abc	4d	4d	abc	abcde	abcde	abcde	abcde																
15:00 - 23:30									4e	4e																					
6:30 - 15:00																		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4			1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	

Weekend

Stat Holiday

DPP Daily Patrol Person

November

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
22:00 - 6:30	3	3	3	3	3	1e	1e	4	4	4	4	4	2a	2a	1	1	1	1	1	1	3a	3a	2	2	2	2	2	4a	4a	3	3
6:30 - 15:00	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2c	2c	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3c	3c	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4d	4d	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1d	1d	4,1,2	
15:00 - 23:30	DPP	DPP	DPP	DPP	DPP	2a	2a	DPP	DPP	DPP	DPP	DPP	3a	3a	DPP	DPP	DPP	DPP	DPP	4e	4e	DPP	DPP	DPP	DPP	DPP	1e	1e	DPP		

December

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	3	3	3	1a	1a	4	4	4	4	4	4	2b	2b	1	1	1	1	1	3b	3b	2	2	2	2	2	4b	4b	3	3	3	3
6:30 - 15:00	4,1,2	4,1,2	4,1,2	4,1,2	2d	2d	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3d	3d	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4b	4b	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1b	1b	4,1,2	4,1,2	4,1,2	4,1,2
15:00 - 23:30	DPP	DPP	DPP	DPP	2e	2e	DPP	DPP	DPP	DPP	DPP	3e	3e	DPP	DPP	DPP	DPP	DPP	4c	4c	DPP	DPP	DPP	DPP	DPP	1c	1c	DPP	DPP	DPP	DPP

January

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	1b	1b	4	4	4	4	4	2c	2c	1	1	1	1	1	3c	3c	2	2	2	2	2	4c	4c	3	3	3	3	3	1c	1c	4
6:30 - 15:00	4,1,2	2b	2b	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3b	3b	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4a	4a	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1a	1a	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2a	2a
15:00 - 23:30	DPP	2c	2c	DPP	DPP	DPP	DPP	DPP	3c	3c	DPP	DPP	DPP	DPP	DPP	4d	4d	DPP	DPP	DPP	DPP	DPP	1d	1d	DPP	DPP	DPP	DPP	DPP	2d	2d

February

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
22:00 - 6:30	4	4	4	4	2d	2d	1	1	1	1	1	3d	3d	2	2	2	2	2	4d	4d	3	3	3	3	3	1d	1d	4	4
6:30 - 15:00	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3a	3a	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4e	4e	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1e	1e	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2e	2e	1,2,3
15:00 - 23:30	DPP	DPP	DPP	DPP	DPP	3d	3d	DPP	DPP	DPP	DPP	DPP	4b	4b	DPP	DPP	DPP	DPP	DPP	1b	1b	DPP	DPP	DPP	DPP	DPP	2b	2b	DPP

March

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
23:00 - 7:30	4	4	4	2e	2e	1	1	1	1	1	3e	3e	2	2	2	2	2	4e	4e	3	3	3	3	3	1e	1e	4	4	4	4	
6:30 - 15:00	1,2,3	1,2,3	1,2,3	1,2,3	3e	3e	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4c	4c	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1	1c	1c	4,1,2	4,1,2	4,1,2	4,1,2	4,1,2	2c	2c	1,2,3	1,2,3	1,2,3	1,2,3
15:00 - 23:30	DPP	DPP	DPP	DPP	3b	3b	DPP	DPP	DPP	DPP	DPP	4a	4a	DPP	DPP	DPP	DPP	DPP	1a	1a	DPP	DPP	DPP	DPP	DPP	2a	2a	DPP	DPP	DPP	DPP

April

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23:00 - 7:30	2a	2a	1	1	1	1	1	3a	3a	2	2	2	2	2																
6:30 - 15:00	1,2,3	3c	3c	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4d	4d	3,4,1	3,4,1	3,4,1	3,4,1	3,4,1															
15:00 - 23:30	DPP	3a	3a	DPP	DPP	DPP	DPP	DPP	4e	4e	DPP	DPP	DPP	DPP	DPP															
6:30 - 15:00																		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4		1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	1,2,3,4	

Jamie Sheppard

Steve Burnett

Douglas Walsh

Bob Beaudoin

City of Temiskaming Shores

Telephone System - Winter Operations 2015 - 16						
Item	Day	Time	Action		Comments	
			Roads	W/S		
1	First point of Contact is 705-647-6220 if busy or after hours will prompt to Press "3" or transfer automatically to 705-648-5575					
2	Sunday 11:01 p.m. to Friday 3:00 p.m.	6:31 am to 3:00 pm	648-3998	648-3240	When main line is busy General voice mail Leave a message or press #3 should direct to 648-5575	647-6220 with a message
		3:01 pm to 11:30 pm	648-5575		General message system Landfill hours, roads, water to On call "person" Phone voice mails Leave a message or press #3 should direct to 648-5575	message in phone
		11:01 pm to 7:30 am	648-5575		General message system to On Duty "Night" phone Phone voice mail Leave a message or press #3 should direct to 648-5575	message in phone
3	Friday 3:01 p.m. to Sunday 11:00 p.m.	3:01 pm to 11:30 pm	648-5575		General message system to On Duty "Day" phone Phone voice mail Leave a message or press #3 should direct to 648-5575	message in phone
		11:00 pm to 7:30 am	648-5575		General message system to On Duty "Night" phone Phone voice mail Leave a message or press #3 should direct to 648-5575	message in phone
		7:00 am to 3:30 pm	648-5575		General message system to On Duty "Day" phone Phone voice mail Leave a message or press #3 should direct to 648-5575	message in phone
4	Secondary Contact	24 Hours per day	622-2285		Director of Public Works Leave a message if no response	

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

### **By-law No. 2015-192**

**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 – 25 and 37 Paget Street – Roll Nos. 54-18-010-004-149.00 and 54-18-010-004-152.00**

**Whereas** Section 50(4) of the Planning Act, R.S.P. 1990, c.P.13, as amended authorizes the Council of a municipality to designate by by-law, a plan of subdivision, or any part thereof, that has been registered for eight (8) years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subdivision control;

**And whereas** the property owner has requested that the following properties be merged on title:

1. Parcels 9387SST, 8205SST, 9359SST, and 1222NND, Plan M11NB, Lot 12, Part of Lot 13, and Part of Lot 14;
2. Parcel 3736SST, Plan M11NB, Lots 10 and 11

**Now therefore** the Council of the Corporation of the City of Temiskaming Shores enacts as follows:

1. That the lands hereinafter described shall be deemed not to be a lot or block on a Registered Plan of Subdivision for the purposes of Section 50(4) of the Planning Act R.S.O. 1990, c.P.13, as amended and as generally illustrated on Schedule "A" attached hereto and forming part of this by-law.
2. That the lands are described as
  - a) Parcels 9387SST, 8205SST, 9359SST, and 1222NND, Plan M11NB, Lot 12, Part of lot 13, and Part of Lot 14;
  - b) Parcel 3736SST, Plan M11NB, Lots 10 and 11
3. That in accordance with Section 50(28) of the Planning Act, R.S.O. 1990, c.P.13, as amended, a certified copy or duplicate of this by-law shall be registered by the Clerk of the Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
4. That in accordance with Section 50(29) of the Planning Act, R.S.O. 1990, c.P.13, as amended, Council shall give notice of the passing of the by-law within 30 days of the passing to the owner of land to which the by-law applies.
5. That in accordance with Section 50(30) of the Planning Act R.S.O. 1990, c.P.13, as amended, Council shall hear in person or by an agent any person to whom a notice was sent, who within twenty days of the mailing of the notice gives notice to the Clerk of The Corporation of the City of Temiskaming Shores that the person

desires to make representations respecting the amendment or repeal of the by-law.

6. That the Mayor and Clerk are authorized to sign all necessary documents in connection with this by-law.
7. That this by-law shall not be effective until a certified copy or duplicate of this by-law is registered by the Clerk of The Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
8. That the passing of this by-law shall be subject to the provisions of the Planning Act.
9. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

**Read a first, second and third time and finally passed** this 6<sup>th</sup> day of October, 2015.

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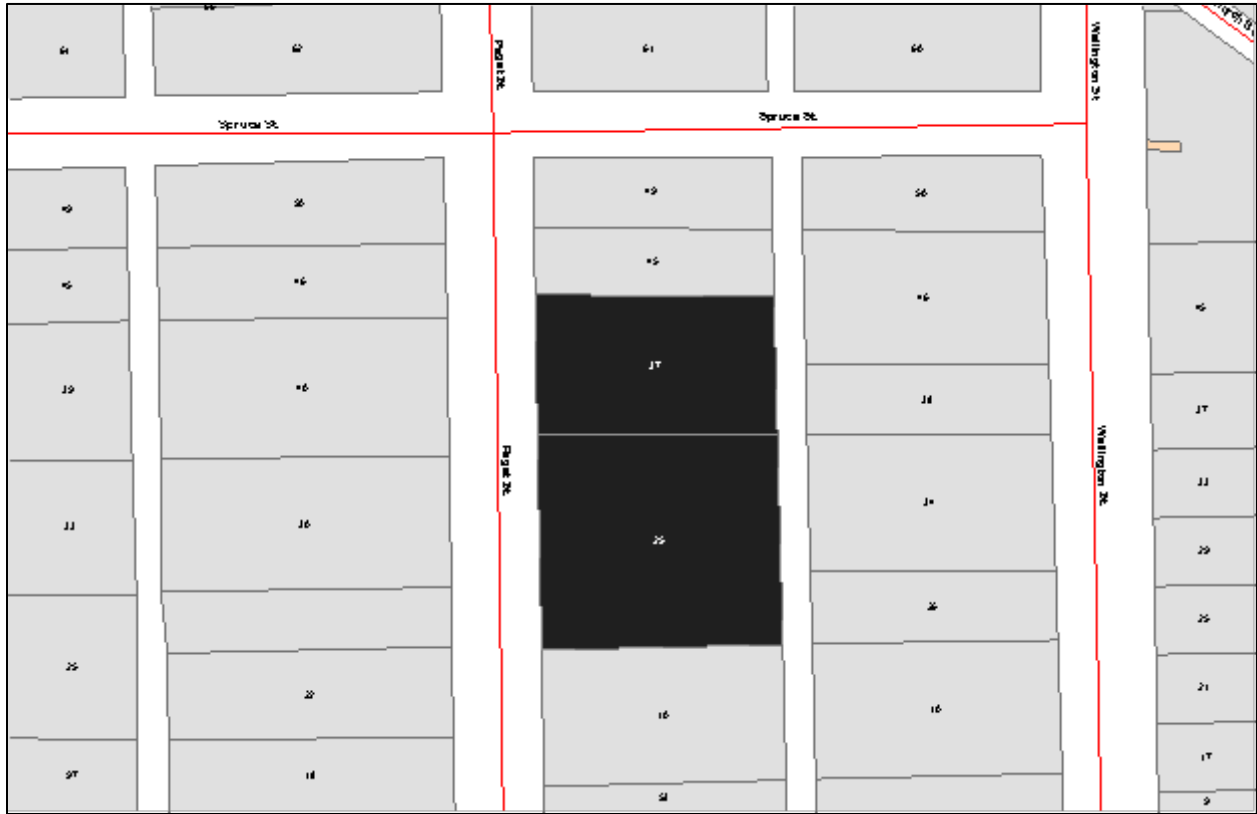
Mayor – Carman Kidd

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Clerk – David B. Treen

Schedule “A”

City of Temiskaming Shores



25 and 37 Paget Street

North Eastern Ontario Family and Children’s Services

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

**By-law No. 2015-193**

**Being a by-law to enter into an agreement with Pedersen  
Construction (2013) Inc. for the Haileybury South  
Marina Upgrades**

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

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

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

**And whereas** Council considered Administrative Report No. PW-049-2015 at the September 15, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Pedersen Construction (2103) Inc. for the waterfront stabilization of the Haileybury Service Marina for a total upset limit of \$523,173.00 plus applicable taxes for consideration at the September 15, 2015 Regular Council meeting;

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

1. That Council authorizes the entering into an agreement with Pedersen Construction (2013) Inc. for the waterfront stabilization of the Haileybury Service Marina for a total upset limit of \$523,173.00 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

**Read a first, second and third time and finally passed** this 6<sup>th</sup> day of October, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule "A" to

**By-law 2015-193**

Agreement between

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

and

**Pedersen Construction (2013) Inc.**

for waterfront stabilization of the Haileybury Service Marina



**This agreement** made in duplicate this 15<sup>th</sup> day of September, 2015.

Between:

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

(hereinafter called "the Owner")

and

**Pedersen Construction (2013) Inc.**

(hereinafter called "the Contractor")

Witnesseth:

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

**Article I:**

The Contractor will:

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

**Corporation of the City of Temiskaming Shores  
Emergency Water Distribution System Linking, Phase 1  
Project No. NWL-01401025 / Tender No. PW-RFT-001-2015**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents attached hereto as Appendix 01 and forming part of this agreement; and

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid Five Hundred and Twenty-Three Thousand, One Hundred and Seventy-Three Dollars and Zero Cents (\$523,173.00) plus applicable taxes subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

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

**Article IV:**

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

The Contractor:

**Pedersen Construction (2013) Inc.**  
P.O. Box 2409  
New Liskeard, Ontario  
P0J 1P0

The Owner:

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

The Director:

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

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

Signed and Sealed in )  
the presence of )

Contractor’s Seal )  
(if applicable) )

Municipal Seal )

**Pedersen Construction (2013) Inc.**

\_\_\_\_\_  
President – Karl Pedersen

\_\_\_\_\_  
Vice President – Terry Pedersen

**Corporation of the City of  
Temiskaming Shores**

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen



Appendix 01 to  
Schedule "A" to

**By-law No. 2015-193**

Form of Agreement

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

**By-law No. 2015-194**

**Being a by-law to amend By-law No. 2007-056  
being a by-law to adopt a Fire Prevention Policy**

**Whereas** Section 2(1) of the Fire Protection and Prevention Act, 1997, as amended, states that every municipality shall establish a program which must include public education with respect to fire safety and certain components of fire prevention and provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

**And whereas** Council adopted By-law No. 2007-056 on May 8, 2007 being a by-law to adopt a Fire Prevention Policy;

**And whereas** Council considered Administrative Report PPP-013-2015 at the October 6, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2007-056 for the purpose of replacing the Fire Prevention Policy;

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

1. That council for the City of Temiskaming Shores hereby amends By-law No. 2007-056, as amended to replace Schedule "A" – Fire Prevention Policy of By-law No. 2007-056 with Schedule "A", hereto attached 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 or its associated schedule.

**Read a first, second and third time and finally passed** this 6<sup>th</sup> day of October, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen



## Fire Prevention Policy

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## **Fire Prevention Policy**

### **1.0 Purpose**

- 1.01** To establish policies and procedures for fire department personnel for fire prevention, public education programs and activities as a primary means of protecting lives and property from fire.
- 1.02** To maintain compliance with the minimum fire prevention and public education activities as required by the Fire Protection and Prevention Act (FPPA).

### **2.0 General**

- 2.01** This Fire Prevention Policy has been reviewed and approved by Municipal Council for the City of Temiskaming Shores, and is applicable in its entirety for the whole of the municipality.
- 2.02** The Fire Prevention Officer, being duly appointed by Municipal Council shall report to the Fire Chief and will be responsible for the administration and delivery of the fire prevention division, and to fulfill the requirements of this Fire Prevention Policy.

### **3.0 Fire Prevention Records Keeping and Risk Assessment**

Current records relating to all fire prevention activities must be prepared and retained. These records include:

- Emergency response statistics using the current Office of the Fire Marshal Standard Fire Incident Report;
- Fire investigations;
- Fire prevention inspection program that includes complaints, requests, mortgage and resale, licensing, and other inspection types;
- Home inspection program;
- Smoke alarm program;
- Distribution of Public Fire Safety information and media releases;
- Public displays, fire station tours, etc.;
- Lectures, demonstrations, presentations to the public;
- Simplified risk assessment and other needs analysis processes containing a current community profile identifying current public education and prevention needs.

#### **4.0 Risk Assessment**

The simplified risk assessment will be reviewed annually and programs modified as may be appropriate.

#### **5.0 Public Education Programs**

**5.01** The Fire Prevention Officer, with the assistance of the Training Officer and Volunteer Firefighters where appropriate, will provide fire prevention education programs within the community in accordance with the priorities identified in the community's simplified risk assessment that may include:

- Alarmed for Life Program (community smoke alarm program);
- Older and Wiser Program (fire safety program for older adults);
- TAPP-C Program (The Arson Prevention Program for Children).

**5.02** In addition to these programs, social, service and special interest groups may request fire safety related presentations, demonstrations, tours of fire stations, and specific program presentations for clubs, cubs, guides and babysitters.

**5.03** Appropriate fire safety education materials, voice, print and social media, public service announcements, will be distributed in an effective manner to address fire safety issues and concerns based upon the City's needs and circumstances.

#### **6.0 Inspections and Enforcement**

**6.01** Fire Prevention Inspections shall be conducted for all complaints received by the fire department containing reports of potential Fire Code violations and/or potential fire hazards, and for all requests for inspections to assess fire safety.

**6.02** Where the fire department receives a complaint on any premise or building in the municipality, the inspection shall be given priority, and conducted as soon as practical under authority of the Fire Protection and Prevention Act regardless of the frequency established in this Fire Prevention Policy.

**6.03** It is the objective of the Temiskaming Shores Fire Department to conduct fire prevention inspections of occupancies at the frequency indicated below and as identified by the simplified risk assessment:



<b>Occupancy Type</b>	<b>Frequency</b>
<b><u>Assembly Occupancies</u></b>	
Schools	Annually
Recreation Centers (Arenas)	Annually
Curling/Golf Clubs	Every Three Years
Licensed Premises/Restaurants	Every two (2) years
Nursery/Day Care Facilities	Annually
Special Occasion Permits	Upon request
<b><u>Vulnerable Occupancies</u></b>	
Care and Treatment Occupancies	Annually (as per OFC)
Care Occupancies	Annually (as per (OFC)
<b><u>Commercial or Business Occupancies</u></b>	
Mercantile	Upon request/complaint
Business / Personal Service	Upon request/complaint
<b><u>Industrial Occupancies</u></b>	
Factories or Complexes	Upon request/compliant
<b><u>Residential Occupancies</u></b>	
Apartments regulated by OFC Part 9	Upon request/complaint (target downtown core areas)
Home Inspection Program	Voluntary and upon request/complaint
Hotels / Motels (Including those regulated by OFC Part 9)	Upon request/complaint

- 6.04** Additional Fire Prevention Inspections may be conducted of any occupancy or building as deemed necessary to address the needs and circumstances of the community or a targeted risk.
- 6.05** Where a fire has occurred, the Fire Prevention Officer may inspect the property to ensure compliance with the Ontario Fire Code or any provisions under the Fire Protection and Prevention Act.
- 6.06** Appropriate action will be taken to ensure the elimination of serious fire hazards, immediate threats to life from fire, and to enforce the Fire Code under the authority and in accordance with the provisions outlined in the Fire Protection and Prevention Act.

## **7.0 Compliance Strategies for Smoke Alarms**

- 7.01** As a result of many recent fire tragedies in Ontario, the Temiskaming Shores

Fire Department will adopt a zero tolerance approach, under certain circumstances, when it comes to enforcing Fire Code smoke alarm requirements. The following compliance and enforcement strategies shall be utilized as part of the zero tolerance approach:

- **Fire Department Emergency Response:** In situations where the Fire Department has responded to a residential dwelling, a check to ensure the home is in compliance with the Fire Code may be made. In situations where a fire has occurred and lives have been put at risk, a warning to the homeowner may not be sufficient if the home is not in compliance with the requirements. In these situations the Fire Department may choose to issue a ticket under Part I of the Provincial Offences Act (POA) or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket;
- **Enforcement Strategies for Homeowners:** Whenever a home is found to be non-compliant with Fire Code smoke alarm or carbon monoxide regulations, all efforts and strategies shall be used to gain compliance. If however the homeowner refuses or fails to comply, or has been found to have been in non-compliance previously, a Certificate of Offence may be completed and a Offence Notice (ticket) issued to the homeowner under Part I of the POA.
- **Enforcement Strategies for Landlords:** Landlords who are found to be negligent in providing and maintaining smoke or carbon monoxide alarms for their rental dwelling units as determined through routine inspections or through a fire department response to an actual fire, may be automatically issued a ticket under Part I of the Provincial Offences Act (POA) or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket;
- **Enforcement Strategies for Tenants:** Tenants in multi-unit rental accommodation who disable smoke or carbon monoxide alarms are not only putting themselves at risk, but also tenants in neighbouring units. Experience has shown that removing batteries or otherwise tampering with smoke or carbon monoxide alarms is often a common response to nuisance alarms. Tenants who admit to removing batteries or otherwise disabling a these devices may be automatically issued a ticket under Part I of the Provincial Offences Act (POA) for intentionally disabling a smoke alarm.

**7.02** Education is a critical component to helping to ensure homeowners are educated about smoke alarm types, carbon monoxide alarms, placement, installation and maintenance, and they must also be informed of the Fire Code requirements and the consequences for non-compliance. Through this policy all efforts will be made to seek voluntary compliance. That said, there will always be those who do not comply with the regulations, and the fire department must be prepared to enforce them. It is however important to recognize that the individual circumstances of each case must be taken into consideration, and that the fire department will exercise discretion and flexibility in their approach.

## **8.0 Open Air Burning**

Open air burning is regulated within the municipality. Open air burning will only be conducted with approval of the Chief Fire Official and/or his/her designate and in accordance with the conditions set out in the Burning By-Law.

## **9.0 New Construction**

New construction or alterations to existing buildings will be inspected in accordance with the Ontario Building Code Act and Regulations.

## **10.0 Fireplaces and Solid-Fuel-Burning Appliances and Equipment**

**10.01** New installations or alterations of fireplaces and solid-fuel-burning appliances and equipment will be inspected in accordance with the Ontario Building Code Act and Regulations.

**10.02** The fire department does not inspect existing installations of fireplaces and solid-fuel-burning appliances and equipment for compliance. Qualified contractors are available to carry out these types of inspections.

## **11.0 Requested Inspections for Change of Ownership**

Inspections will be conducted within a reasonable period of time when requested by the purchaser's solicitor and only where written authorization has been obtained from the owner or the owner's agent to inspect and release inspection results. Fees for conducting these inspections and issuance of compliance letters and reports will be charged in accordance with established municipal fee structure.

## **12.0 Investigation of Fires**

**12.01** The Fire Chief and/or members of the fire department as delegated by the Fire Chief shall investigate the origin and cause of all fires within the municipality.

**12.02** The Office of the Fire Marshal will be notified for the following reasons:

- Fires resulting in either a fatality or serious injury requiring person(s) to be admitted as in-patient(s) to a hospital (it is the responsibility of the fire department to confirm the status of injured persons transported by ambulance prior to release of the fire scene);
- Explosions (where the explosion is the primary event);
- All fires in vulnerable occupancies (i.e. retirement homes, care and treatment occupancies, and care occupancies as defined in the Fire Code);

- Fires suspected of being incendiary and for which expert investigative assistance is required with determining cause, origin or circumstance;
- Large loss fires, \$500,000 and over or where the loss is significant to the community;
- Fires of unusual origin or circumstances and for which expert investigative assistance is required with determining cause;
- Fires resulting in unusual fire/smoke spread;
- Fires involving circumstances that may result in widespread public concern (e.g. environmental hazard);
- Fires in multi-unit residential occupancies where fire spread is beyond unit of origin or where suspected Fire Code violations have impacted on the circumstances of the event; and
- Fires involving clandestine drug operations or marijuana grow operations.

### **13.0 Fees for Service**

Fees may be charged for any or all of the above referenced services in accordance with the User Fees for Service Charges By-Law.

### **14.0 Summary**

This policy provides for the participation of all members of the department in fire prevention and public education activities, during available hours and also addresses the types of inspection services that have been approved by Council. It is intended as an affirmative direction to the Fire Chief, to all fire department personnel, and to the public.

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

**By-law No. 2015-195**

**Being a by-law to confirm certain proceedings of Council of  
The Corporation of the City of Temiskaming Shores for its  
Special meeting held on September 29, 2015 and its  
Regular meeting held on September 15, 2015**

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

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

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

**And whereas** it is the desire of the Council of The Corporation of the City of Temiskaming Shores to confirm proceedings and By-laws;

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

1. That the actions of the Council at its Special meeting held on **September 29, 2015** and its Regular meeting held on **October 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 6<sup>th</sup> day of October, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen